

**PROTECT YOURSELF**

Every day on the job brings new interactions and situations with customers and the public.

The most important delivery of the day is always at the end of your route. Even though you are likely to know your route inside and out, be aware of people and circumstances that could put you at risk.

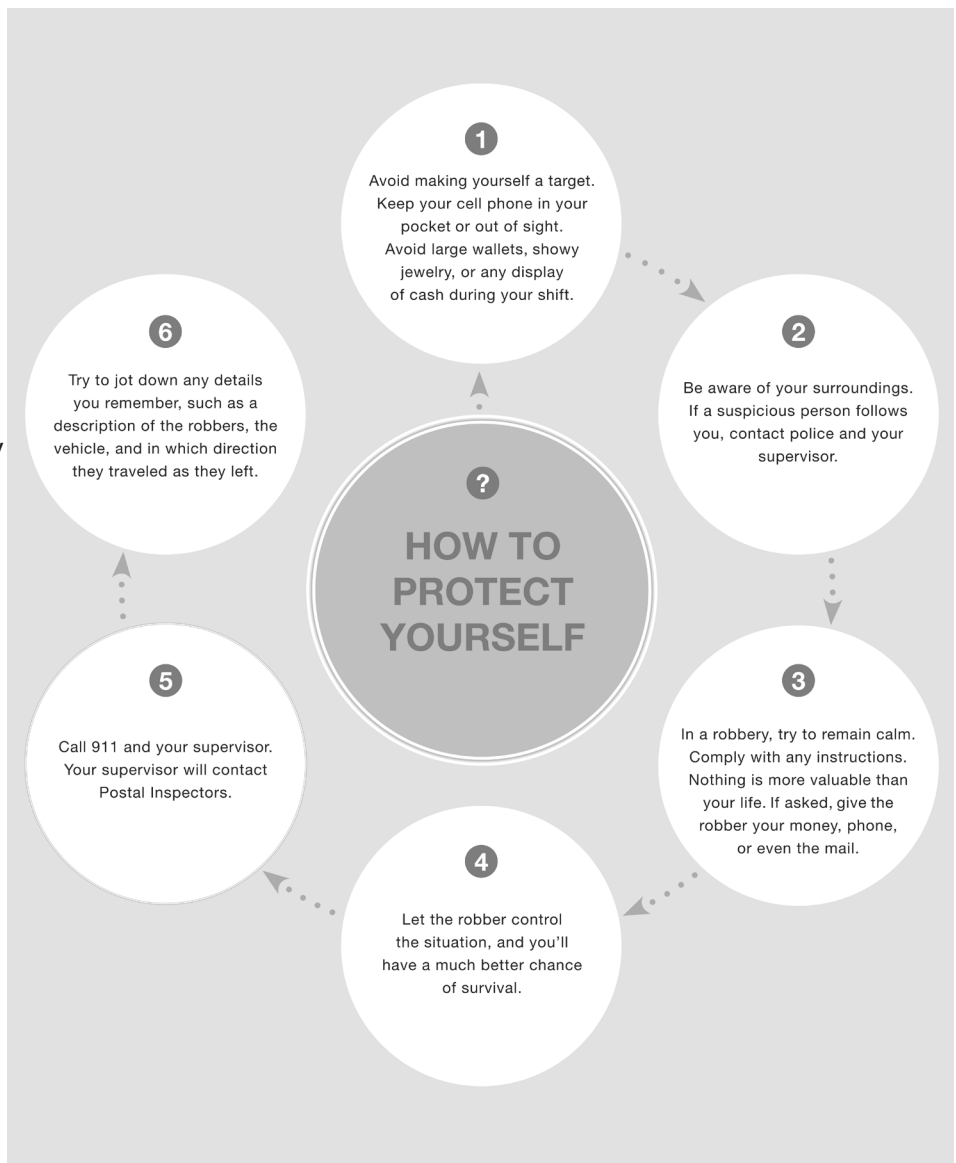
You are your most important delivery!

**LEARN THE FACTS**

- Non-employees are responsible for the vast majority of workplace homicides.
- Most workplace homicides occur during a robbery.
- Treat suspicious people seriously.
- Try to remain within sight of as many people as possible and avoid secluded spots.
- Once an attack or robbery begins, the criminal crosses a psychological threshold.
- A criminal may resort to violence or even deadly force to demonstrate important

If you notice a suspicious person, treat it seriously, even if you don't see a weapon or feel like you're in immediate danger.

# YOU ARE YOUR MOST IMPORTANT DELIVERY



# RETIREMENTS



Linda Olson (Brooklyn Center) Last Punch with Steward Crystal Wolfe. Best Wishes!



John Dolder (Golden Valley) Last Punch with Stewards Joe Tiemann and Metuselah Onduto. Congratulations!



Michelle Rundles (Main Office) Last Day with retiring co-workers Moe Griffith and Dave Rosenow. Best Wishes!

# NEW MEMBERS

- Anne Aberle
- Sonja Dybrik
- Quenton Finney
- Kurt Gegenhuber
- James Goranson
- Jailin Hernandez-Perez
- Scott Hutchinson
- Logunn Kjelvik
- Tenzin Kunga
- Matthew Lackmann
- Edgar Leon Penafiel
- Spencer Olsen
- Geoffrey Stueven
- Patrick Swenson
- Jon Zelenak

# In Memoriam

Robert Zimdars

We are In-Person/ZOOM for all future General Membership Meetings. @ 7:00PM Crystal VFW, Crystal, MN

Or you may still attend via ZOOM sign up below

Active/CCA Carrier

Retired Carrier

STATION: \_\_\_\_\_ Steward's Initials: \_\_\_\_\_  
If Active Member

NAME: \_\_\_\_\_

COMPLETE ADDRESS: \_\_\_\_\_  
Address, Unit #, City, State, Zip

PHONE #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

POSTAL RECORD #: \_\_\_\_\_

(Must have to confirm you are a NALC member in good standing - located on Postal Record mailing label)

E-mail/Scan to [angie@branch9nalc.com](mailto:angie@branch9nalc.com), fax to 612.781.9849 or mail completed form to 4001 Stinson Blvd, Ste 304, Columbia Heights, MN 55421

**YOU ONLY NEED TO SIGN-UP ONCE FOR THESE ZOOM GMM'S!**

Branch 9, NALC  
4001 Stinson Blvd. Suite 304  
Columbia Heights MN 55421  
Voice: (612) 781-9858  
Fax: (612) 781-9849  
Website: [branch9nalc.com](http://branch9nalc.com)

## Branch 9 Officers

### President

Samantha Hartwig

### Exec. Vice President

JoAnn Gilbaugh

### Recording Secretary

Robb Petersburg

### Treasurer

Barb Watczak

### Financial Secretary

Stacey Ellingson

### Editor

Jeremy Rothstein

[branch9news@branch9nalc.com](mailto:branch9news@branch9nalc.com)

### Sergeant at Arms

Ronaele Bolden

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Christa Abraham  
Latasha McCaleb  
Chris Pennock

### Director of Retirees

Melia Derrick

### NALC Health Benefits Rep.

Ken Jambois  
HBR: (763) 370-1392

The Branch Nine News is a monthly publication of NALC Branch 9, and is published in the interest of and for the members of NALC Branch 9.

The opinions expressed by the writers are not necessarily those of the OFFICERS, or of NALC Branch 9.

**Articles MUST be submitted to the editor by the 1st of the month, and must be signed.** The Editorial Staff reserves the right to edit or refuse to print articles which are derogatory in nature.

Any official NALC organization may reproduce our articles provided appropriate credit is given.

## PRESIDENT'S REPORT

There is so much going in in the Branch right now with the changing of the seasons, route inspections, COVID, Purchasing the new Branch Office, and the day-to-day issues on the work room floor.

### Route Inspections

We have three stations in Minneapolis in the middle of route inspections, Richfield, Brooklyn Park and Brooklyn Center. Currently the data is being reviewed with the assistance of the station stewards. I have asked former Executive Vice President Darrell Maus to help teach the stewards who have not been through formal route inspections as Stewards what information to look for on the 3999's, and 1840 forms. Some of the things we have been seeing are consultations that only take 1 minute of time.

It is imperative that we dig into why the consultation was so short, did it actually happen? Did the carrier have questions that were not noted on the 3999-consultation form? Did management refuse to let the carrier ask their questions? These are some of the things that raise a red flag. Carriers at these stations still need their 1840 consultations. The procedure for carrier consultations is outlined in the M-39.

### M-39 241.4 Providing Carrier With Summary

*A completed copy of the front of PS Form 1840 — reflecting totals and averages from PS Forms 1838, day of inspection data, route examiner's comments, and analysis of office work functions and actual time recordings — will be furnished the carrier at least 1 day in advance of consultation. Completed copies of PS Form 1838 will be given to the carrier at least 5 calendar days prior to consultation.*

If these timelines were not followed make sure to notify your station steward.

### COVID

I have received several questions about the new OSHA emergency

temporary standard (ETS) on COVID-19 vaccination and testing. This does apply to the Postal Service, and our National Officers are currently reviewing the ETS and how it will impact all of us. Currently, we don't have new information to share, but are closely watching and seeking advice going forward. As soon as we know how this will impact us, that information will be sent out to the stewards to share with all of you.

### 5831 Cedar Lake Road

As I write this, we are nearing the ending of the due diligence period for 5831 Cedar Lake Road, which officially ends November 16th. We had the building inspected, the HVAC, the Roof, the Association of the Sunset Ridge Business Park, and a contractor for minor renovations and painting inside. There is nothing of any alarming concern about the building. Normal wear and tear for the HVAC system, which has been reported as near the end of its' life but working. We have had several conversations with the head of the Board for the Sunset Ridge Association and have had all our questions answered. We will be able to get a seat on the Board of the Sunset Ridge Association so that we have a say in how the association runs and manages their funds.

This property is an investment for the Building Corporation of the Branch, and as we prepare to move forward, barring any last minute unforeseen major issue, the Branch will have a new home. The current owner is shutting down their business, so the official closing date for final purchase, will be March 1, 2022; the office will move to the new location sometime in April 2022. Our current office lease expires May 1, 2022; so, the timing works well. The Building Corporation will be able to pay cash for this property including renovations, there will not be any loans needed, and there will be money left over in the building corporation.



**Samantha Hartwig**

At the same time Sandahl Law Office, our attorney, has been negotiating the details in the purchase agreement for selling the vacant lot at 2408 Central Ave. We are hoping to get this signed soon and look to close on this in 2022.

There will be a detailed report on 5831 Cedar Lake Road at the November GMM, so if you have questions please come and ask them.

### CCA Meeting

We had a CCA/ New career Conversion meeting on November 4th at the Crystal VFW and via ZOOM. There were 12 attendees, and it was a great meeting. After this meeting I decided that we will do quarterly CCA meetings. The meeting next quarter will be only by ZOOM as the weather is unpredictable here during the dead of winter, a date has not been determined yet. Some of the issues I will be bringing to the attention of the Postmaster are working 20 or more Sundays in a row, CCAs still being worked over 11 ½ hours in day (includes lunch), and we have brought up hold downs being broken improperly on more than one occasion. We handed out carrier resources guides and the pocket size book Carrier Perfect compiled by the Business Agent's Office for information on how to properly do the job of a City Letter Carrier. If anyone is interested in these materials, please call the Branch Office and we will send them out to you.

*Pres. Report cont'd on page 8*



# Delivery After Dark

**What should you do? Is it safe to be delivering mail after dark?** That depends. There is no uniform policy regarding delivery after dark. That's because we are not dealing with a consistent situation for everyone.

There are some delivery areas that may not be safe and should not be delivered to after dark. That depends on whether or not a carrier can safely make that delivery based on individual circumstances such as is it unfamiliar territory, a high crime area, is there poor visibility or other hazards (i.e. animals, uneven surfaces or other impediments such as fences, toys, etc).

The time to plan for delivering after dark is now before you find yourself literally in the dark. Are there parts of your route that are less hazardous than other to being delivered after dark (apartments with lighted entryways or well lit neighborhoods). Discuss these issues with your supervisor, steward and safety liaison then make a plan and write it down for the CCA's who may be delivering your route for the first time.

If you find yourself in a situation where you believe you'll be out delivering mail after dark, REMEMBER THAT YOU DO HAVE RIGHTS, and follow these instructions:

1. Inform your supervisor in the morning of your need of auxiliary assistance in order to complete your street duties before dark. **THIS MEANS FILL OUT FORM 3996 - HELP SLIP.**
2. Notify your supervisor prior to heading out to the street that you may not be able to complete your duties on the street by dark.
3. When on the street if you realize that you definitely will be out after dark, call your supervisor and make them aware of that reality. Stress your concern for your safety and again request auxiliary assistance.
4. Assuming no help arrives and you are faced with darkening conditions, attempt to continue.
5. **IF** while attempting delivery, you literally experience a safety hazard (i.e. stumbling, tripping, hear dogs barking, but unable to see that threat, not able to see potential dangers using your LLV/van's outside mirrors ...) call your supervisor. Explain your situation and notify them that you cannot safely continue delivery then return to your station.
6. **COMPLETE FORM 1571 - Curtailment form for the undelivered mail.**

Be sure to hand the curtailment slip to the supervisor, and ASK FOR A COPY. The copy is for your protection. You can also request a Form 1767 - Notice of Hazardous Working Condition. This will help you document the safety hazards you encountered while attempting to deliver after dark.

**It is important to note that these instructions are not intended to endorse or encourage the unnecessary curtailment of any mail. It is about your safety and the protection of the mail in our charge.**

There is not a single answer for every possible situation. It simply is the responsibility of each carrier to measure their safety and ensure that they are working safely. PERIOD.

## Exec. Vice President's Report

It's that time of year...

November is here, and we're in full swing for peak season. Along with the increased mail and packages comes my annual article regarding integrity testing. It bears repeating for the seasoned carriers and is important information for our new carriers alike.

What is an integrity test? It is a test from the OIG (Office of Inspector General). They check to see if we are honest or if we will take something that isn't ours. Integrity tests come in many forms, but the most common is gift cards. The OIG agents place a gift card loose in the DPS, or in an unsealed or ripped envelope addressed to a vacant house. A gift card may also show up in a collection box, waste mail bucket or on the ground by your truck. If you take the card and use it, the purchase is automatically flagged. The OIG is notified, they pull store security camera footage, and you, or whomever uses the card is arrested for theft.

An integrity test can also be in the form of cash. A stranger might approach you on the street, thanking you for your work and dedication through the pandemic. They will insist that you take a cash tip of a few \$20's, a \$50, or even a \$100. The OIG may also plant money outside your vehicle, in the path between houses or in a collection box. If you accept the offered money or pick it up from the ground or collection box, you've just traded away your career for a few quick bucks.

The bottom line is, don't take the bait. Every year we lose a few carriers who either haven't gotten the message or make an unfortunate choice. Rest assured, if you take what isn't yours in an integrity test, you will be fired.

The OIG and USPS are very serious when it comes to theft. I can still remember the speech that was given during orientation when I was hired 21 years ago. It went something like this:

"As a postal employee, we serve the American Public. They trust us implicitly. We deliver monthly pension checks, birthday cards with cash from Grandma, rebate checks from businesses and valuable packages. Any time that even one of the hundreds of thousands of postal employees



takes something that isn't theirs, it casts a shadow on all of us. It causes our customers to look at us in another light. It makes them wonder if they can really trust us with their mail and package delivery."

"It doesn't matter if it's a penny on the floor, a sample in the waste bucket, or coupons for a vacant address. Leave it be. It is not worth your job, your career or your pension".

So, for those of you who are new carriers – this is why you see pennies, nickels, and other coins on the floor or on ledges untouched. As is required of our profession, we must be inherently honest. We don't take what isn't ours. It's why we should all be able to leave a coat or other item at our case with no worries it will be taken.

There is another way that one carrier's poor choices can cast a



**JoAnn Gilbaugh**

shadow on all of us. It comes in the form of our delivery habits, or even interaction with our customers. The proliferation of home security and doorbell cameras almost assures that our actions are recorded much of the day while we are on the street. Recordings of packages thrown onto porches, over fences or stomped on can go viral on social media and broadcast on TV across America. It should go without saying that these unprofessional behaviors aren't acceptable. These kinds of actions tarnish the reputation of all of us.

Don't let the frustration of Management's unrealistic demands spill over to become disdain for the sanctity of the mail and packages. We need to be mindful of our primary function which is delivering to the public with the best possible customer service. There is a reason we are the most trusted Federal Agency. The American public trusts and relies on our honesty, integrity, and professionalism.

Happy Thanksgiving to all of you. I hope you are able to safely celebrate with friends and family.

In Solidarity,  
Jo



**Dave Allmann**

# Safety Liason Report

through. Most of these snows are high in moisture content and make for some greasy roads, not to mention where we walk. This is where it is important to simply slow down. The first few days of snow last fall brought on a slew of at fault accidents. Granted some of them occurred with the new Matris and Promasters. Driving an unfamiliar vehicle adds even more risk when driving in winter conditions. By now you should all be more comfortable with these vehicles, as the weather turns you must slow down.

slipped on that you did not see. Or maybe you walked into something that you could not see in the dark. Being startled by a barking dog that came out of the dark may be another reason why you feel unsafe. Everybody has their own comfort level when it comes to safety.

If you have inside mail to deliver, tell your supervisor that you want to do the walking during light hours and save the inside deliveries last. Just to be clear, this does not include business deliveries. Do what you can to eliminate the amount of time walking in the darkness.

**SLOW DOWN!** We are about to change into another season and can't go at the same speed we have been. We have experienced a summer with very little precipitation which has extended deep into fall. Fall will soon turn over to winter in which the road and walking conditions will deteriorate.

We can experience some real frosty mornings that turn into a nice sunny day and things dry out throughout the day. There is also the nice sunny start followed by rain that turns into snow. Each day will bring new challenges that have to be dealt with. You must keep alert to sudden weather changes and stay updated to weather forecasts. Yeah, I know, we cannot count on the weatherman's forecast, I get it. But there are times that they are also accurate.

The first couple of snowfalls are some of the toughest to get



We are finally seeing some new CCAs coming to our stations. Please take the time and mentor one or two and help them navigate their way through winter. Show them what works for you and tell them how others do it. Any help or suggestions will no doubt be appreciated by them. Make sure they have proper clothing now before winter really sets in.

DA

Darkness comes earlier every day and our delivery day will continue to get longer. Be aware of what to do while delivering in the dark. Contact your supervisor if you encounter a safety issue while delivering in the dark. You cannot be forced to deliver the mail if it is unsafe. It could be the ice you



Br. 9 Retired Letter Carrier  
Kerry Herdine  
Home: 952.854.2655  
Cell: 612.805.8407

## AME'S UNIFORMS

**OUR BUSINESS IS MAKING YOU LOOK GOOD!**

We offer "Life of the Garment" guarantee.  
If fixable we will repair your uniform at no cost to you.  
Take waist in/out and change hem length

**Ame's Uniforms are a UNION PREFERRED vendor**



## Director of Retirees Report

Well Nancy Pelosi was finally able to herd the Democrats and even caught a few Republicans to pass the infrastructure bill and onto Biden. But Congress has yet to get Part 2, the Build Back Better bill through and that may never happen. It has been a roller coaster as to what is in and out of that \$1.75 trillion bill. The ability of the government to negotiate drug prices has come, gone, and been returned by Congress. Lower drug prices have long been a goal for Americans whether working or retired.

One of the decisions before retirement is whether to continue with the FEGLI insurance we had during our working life. To carry this insurance into retirement, you must have been covered for the five years prior to retirement. Annuitants cannot increase FEGLI coverage but may cancel or reduce it. These changes are irrevocable. So, how much do you need? Consider your reason for carrying insurance at all. Protecting our minor children or spouse is one reason. When we retire, for the most part our children have left home. Option A, B, C can become

pricey since the premiums increase with our age. Some people carry a "bury me" amount of insurance into retirement. The most used option is the Basic 75% Reduction. The payout reduces 2% a month starting at age 65 until it reaches 25%. There are no additional premiums after age 65. Basic insurance is your final salary rounded to the next \$1,000 plus \$2000. So, if your final salary was for example \$52,000, then 25% of that would be \$13,500. And that amount should cover the average funeral. The October issue of the Postal Record has an excellent breakdown of the many plan options available through the MBA.

This is Open Season so I was checking out the website of my insurance company. They offered \$50 if I uploaded a copy of my Covid vaccination card. I now have a debit card from BlueCross BlueShield that I can use "at certain locations to pay for qualified medical and dental expenses." Easy. Please visit your healthcare website; they might have surprises for you like healthy eating and exercise tips. As long as you are



**Melia Derrick**

paying for the insurance, you might as well get the most from it.

Retirees will be engaged in a Cribbage tourney with Branch 28 at their Union Hall in December. This is more than just card games. There will be good company, a little food, lots of fun and friendship building. Of course, some bragging rights of winning the tourney would be nice too. But come on in and join us whether you can help us take home the "victory." Personally, I can't play the game at all, but I enjoy the company.

Stay tuned In  
Melia Derrick

### Postal Reform: important to pass this year

You've heard a lot from Congress about a budget crisis, raising the debt ceiling, and the dueling infrastructure bills, but not much about action on the Postal Reform Act of 2021.

It's sure important to us, though, and all the people and businesses dependent on daily mail delivery. Only with relief from the punishing mandate of pre-funding health care can the Postal Service move forward in meeting the challenges of new technology threatening our traditional revenue sources.

The current crisis in the Congress will pass, and when it does, that persistent voice in the ear of our senators and representatives needs to be you, asking for their support for S. 1720, Postal Reform in the Senate, and H.R. 3076, Postal Reform in the House. Call, email, or text, this our best chance of getting relief passed in the 15 years since pre-funding began. Senator Amy Klobuchar can be reached at 612-727-5220, Senator Tina Smith at 651-221-1016.

To find your representative, google "Find your Representative - House.gov". Enter your zip code in the search box, they will provide contact information.

Just tell them you want to see Postal Reform made law this year, and ask for their support.

This is something we can, and must do for ourselves, and our customers.

Joel Carter President of Pal 9

# Election of Shop Stewards

**Begins December 1st.**

BRANCH 9 BY-LAWS  
ARTICLE VI.D

PREPARATION OF BALLOTS AND POST ELECTION PROCEDURES

**SECTION 9.** Election of Shop Stewards shall be held following the election of Branch officers at each associate office, branch, station or section, commencing on December 1st. Each station shall conduct its own election in the following manner: A.) Designation of election committee; B.) Post on Union bulletin board notice of election which shall be five (5) days prior to voting; C.) Nominations shall be made from the floor; D.) Balloting shall begin after the fifth (5th) day and conclude within five (5) days. The new Shop Steward shall take office at the Steward’s Board Meeting in January and shall be installed along with the Officers prior to or during the January General Membership Meeting. Ballots shall be kept for thirty (30) days. Election results shall be posted on the Union bulletin board. If there is no officer or member who will run for election, the President may appoint someone. In the event of a vacancy of a Shop Steward position an election will be held, unless such election would have to take place less than ninety days before the regular election for Stewards in the station. In this instance, a Steward may be appointed by the Branch President to serve out the time remaining on the resigned or vacant Stewards term.

**SECTION 10.** In the event the Branch President deems it necessary, he/she may, if the elected Steward(s) agree with him/her on the individual(s) selected, appoint an alternate Steward(s) in any associate office, branch, station, or section.

**SECTION 11.** When an elected office is vacated, the Branch President shall fill all vacancies occasioned by death or otherwise with a person duly qualified until the next regular election.

*Pres. Report cont'd from page 3*

### Staffing

Staffing is still a major concern as we head into peak season. The Post Office is holding hiring fairs across the city on different dates. The overtime exclusionary Period will be from December 4, 2021, through December 31, 2021, this year. That means there will be no penalty overtime paid out during this time, only regular overtime (time and a half). It has been the stance of the Branch during this time that any OTDL carrier who volunteers to work over 12 hours in a day may do so. Non-OTDL carriers can NOT be forced to work over 11 ½ hours in a day.

As always if you have any questions please contact the Branch Office, send an email, or call my cell phone.

In Solidarity,  
Samantha

**Freedom to Vote Act** On Sept. 15, Sen. Amy Klobuchar (D-MN) introduced the Freedom to Vote Act (S. 2747), a bill to expand voting rights and reduce the influence of big money in politics.

The bill includes several measures to address voter access and election administration. The bill would ensure that all voters could request a mail-in ballot, improve the delivery of election mail, and apply minimum standards to ensure that ballot drop boxes are available and accessible to all voters. Additionally, the legislation would implement automatic voter registration, make Election Day a federal holiday, allow same-day voter registration and expand early voting.

The bill also includes measures to improve election integrity through the protection of election records, infrastructure and ballot tabulation. It also would task the Election Assistance Commission with developing training and recruitment programs for non-partisan election officials. The bill would prohibit partisan gerrymandering and would require super PACs and other organizations that spend money in elections to disclose donors.

“With the Freedom to Vote Act, the entire voting rights working group, including Sens. Manchin and Merkley, is united behind legislation that will set basic national standards to make sure all Americans can cast their ballots in the way that works best for them, regardless of what ZIP code they live in,” Sen. Klobuchar said. “This bill will ensure Americans can request a mail-in ballot, have at least 15 days of early voting, and can register to vote on Election Day.”

Overall, S. 2747 is a scaled-back, narrower voting rights package than the For the People Act (H.R. 1/S. 1), which passed in the House earlier this year but was blocked by Senate Republicans. The Freedom to Vote Act has Democratic support; however, without the backing of any Republican senators, it would not receive the 60 votes needed to bypass the Senate filibuster.



## VETERAN'S DAY

Branch 9 would like to



thank our members who have served and those members who are currently serving.

*"As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them."*  
-John Fitzgerald Kennedy

## Open season is here!

This is your once a year opportunity to make changes to your benefits if you have not experienced a qualified life changing event. Open season 2021 officially begins November 8, 2021 and ends December 13, 2021. FEHB (Federal Employees Health Benefits), FEDVIP (Federal Employees Dental and Vision Insurance Programs) and FSA (Flexible Spending Program) are available. Please check on OPM.GOV to compare plans or liteblue.usps.gov/opensession. Sign up through Postalease or liteblue. Please sign up early. Don't procrastinate.



**Ken Jambois**

We will have a health fair on November 23, 2021 at 6pm before the General Membership meeting at the Crystal VFW. If anyone has questions please contact me.

**Ken Jambois**  
NALC Health Benefits Representative  
763-370-1392

## NALC Health Benefit launches app

The NALC Health Benefit Plan announces the launch of its new mobile application and updated member portal.

Members now have secure access to their personal health information whenever and wherever they are. After creating an account, members can manage or view information about their deductible, claims history, out-of-pocket expenses or benefits with 24/7 access; they can even message the NALC Health Benefit Plan and upload documents.

You can access the member portal on your desktop by visiting [nalchbp.org](http://nalchbp.org) and clicking the member login/register tab and creating an account. Or you can download the mobile app from the Apple App Store or Google Play.

To download the app on your mobile device:

1. Open the app store on your device.
2. Search for the NALCHBP Member Portal.
3. Click the "Get" button in the right corner.

The screenshot displays the NALC Health Benefit Plan member portal interface. At the top, it says "Welcome, GREG A RUD". Below this, there are sections for "MY BENEFITS" and "USAGE YEAR TO DATE". The "Current Plan" section shows "HIGH OPTION SELF" with an effective date of "01-03-2006". The member's name is "GREG A RUD" and the member ID is "N32". There are buttons for "View my plan details" and "View Usage Year to Date".

An "OVERVIEW" section contains icons for "My Profile", "Claims", "Labs", "Notes", and "Help". Below this is an "OUR PARTNERS" section with logos and descriptions for Optum, Amwell, CVS CareMark, and Cigna. At the bottom, there is a "CONTACT US" section with contact information for Monday through Friday (8:00 a.m. - 3:30 p.m. Eastern Standard Time (EST)) and a Customer Service phone number: 1-888-636-6252. There is also a link for "Durable Medical Equipment" with the same phone number.

## CCA Uniform Process - Management Instructions M-01822

Advance payment to a uniform vendor is not required; however, local managers must ensure that prompt payment is made to the vendor for approved CCA uniform item purchases after receiving the itemized invoice and the original Letter of Authorization.

### Providing Uniforms to City Carrier Assistants (CCA)

Article 26, Section 3, of the 2011 National Agreement between the United States Postal Service and National Association of Letter Carriers, AFL-CIO, states:

*When the CCA has completed ninety (90) work days, or has been employed for 120 calendar days, whichever comes first, the CCA will be provided with an annual uniform allowance equal to the amount provided to career employees in Section 2.A. Time served as a Transitional Employee will count toward the 90/120 day requirement. The uniform purchases are reimbursed by the Postal Service directly to the vendor. Uniforms will be returned by CCAs separated and not reappointed.*

Article 26, Section 2.A of the Agreement provides the specific allowance amounts as follows:

~~Effective Nov. 21, 2012 = \$390  
Effective Nov. 21, 2013 = \$399  
Effective Nov. 21, 2014 = \$409  
Effective Nov. 21, 2015 = \$420~~

When the CCA has completed ninety (90) work days, or has been employed for 120 calendar days, whichever comes first, the CCA will be provided with an annual uniform allowance equal to the amount provided to career employees in Section 2.A.  
May 21, 2021 \$487.00. May 21, 2022 \$499.00.

### Procedures

#### 1. Determining Eligibility for Uniform Allowance

The local manager determines the eligibility based on the number of days in service:

- The eligibility date is the date in which the CCA has completed ninety (90) work days, or has been employed for 120 calendar days, whichever comes first.
- The CCA is eligible on the 91<sup>st</sup> or 121<sup>st</sup> day to receive annual uniform allowance in a lump sum amount.
- CCAs who have previously satisfied the 90/120 day requirement as a transitional employee (with an appointment made after September 29, 2007) become eligible for a uniform allowance at the beginning of their first CCA appointment.

**Note: The CCA Eligibility Report is posted on the Blue Page under the Uniform Program Website, select CCA Uniform Procedures.** This report provides a list of all CCAs, as well as their entered-on-duty (EOD) dates and eligibility dates. There will be two reports located on the website: 1) CCAs with prior TE service and 2) new hire CCAs. Updated reports will be added to the website periodically.

#### 2. Authorizing the Expenditure in eBuy

The local manager must prepare a separate eBuy for each eligible CCA assigned to the unit for the lump sum annual allowance.

The following information must be included in the eBuy:

- CCA full name
- CCA entered-on-duty date (EOD)
- Eligibility date
- Total annual allowance amount.

*Instructions to Local Managers  
Providing Uniforms to City Carrier Assistants*

M-01822  
May 22, 2013

**Note: The annual allowance amount must not exceed the contractual agreement.**

### **3. Completing the Letter of Authorization**

The local manager completes the Letter of Authorization for each CCA. The letter can be found on the *Blue Page* under the *Uniform Program Website*. **The Letter of Authorization must be printed on official USPS office letterhead.**

The Letter of Authorization must be completed in full, including the complete installation address and the local manager's original signature and date.

### **4. Making the Purchase**

The CCA presents the original completed Letter of Authorization to an authorized USPS uniform vendor and official Postal identification at the time of purchase.

**A listing of all authorized vendors can be found on both the Blue Page and LiteBlue. Instructions are attached.**

The CCA purchases cannot exceed the annual allowance amount.

The vendor retains the original Letter of Authorization.

The vendor creates an itemized invoice of the sale and provides a copy to the employee. The vendor mails the invoice for payment, along with the original Letter of Authorization to the facility address of the local manager.

**Note: The vendor will not accept a Letter of Authorization that does not contain an original signature and date, and will not process the purchase unless Postal identification is presented.**

### **5. Paying the Invoice**

Upon receipt of the invoice, the local manager verifies the amount of the purchase and ensures that it is equal to or less than the current balance of the CCA's allowance. The total amount of invoices paid to a uniform vendor for CCA uniform item purchases cannot exceed the amount of the approved eBuy.

The local manager certifies the invoice and pays using his/her office SmartPay Purchase card.

**Note: Effective October 1, 2013, the PS Form 8230, *Authorization for Payment*, method will become obsolete and will no longer be accepted for the local purchase of goods and services. To find out how to obtain a purchase card, please go to the following Blue Page site: [http://blue.usps.gov/purchase/operations/ops\\_impachome.htm](http://blue.usps.gov/purchase/operations/ops_impachome.htm) or contact the Purchasing Shared Services Center (PSSC) at 877-293-2410.**

### **6. Required Documentation for Purchase Reconciliation**

Reconciliation of the CCA's uniform allowance expenditure includes the approved eBuy, Letter of Authorization, copies of each certified invoice, and the uniform allowance log. As with all SmartPay Purchase card transactions, this documentation must be kept on file for two years (Handbook AS-709, Section 314).

#### **Instructions to USPS Authorized Vendors Listing**

FROM LITEBLUE

- Employee Log In
- Select tab My HR
- Select Uniform Program
- Select Licensed Uniform Vendors
- Select Uniform Allowance Vendor Listing



Branch Nine News  
4001 Stinson Blvd. Suite 304  
Columbia Heights MN 55421

Change Service Requested

PRSRT STD  
US POSTAGE  
PAID  
TWIN CITIES MN  
PERMIT NO. 91964

**Stay informed by:**

- \*Join Veterans Group <https://www.nalc.org/member-benefits/join-the-nalc-veterans-group>
- \* Branch9nalc.com (website)
- \* "like" our Branch 9 Facebook Page

**Contribute to the PAC**  
The Letter Carrier Political Fund is the anchor for NALC's legislative and political activities.



[nalc.org/government-affairs/political-activity](http://nalc.org/government-affairs/political-activity)

## Branch 9 Calendar

**November 11**

Holiday  
Veteran's Day

**December 25**

Holiday  
Christmas Day

**November 23**

General Membership Meeting  
7:00PM  
ZOOM and in person  
Crystal VFW, Crystal, MN

**December 28**

General Membership Meeting  
7:00PM  
ZOOM and in person  
Crystal VFW, Crystal, MN

**November 25**

Holiday  
Thanksgiving

**January 1 2022**

Holiday  
New Year's Day

**December 14**

Steward Meeting  
7:00 PM  
Zoom/Online

**January 11**

Steward Meeting  
7:00 PM  
Zoom/Online

**Most BRANCH 9 Meetings and events have been modified, please continue to check the website and Facebook page for the latest information on Branch 9 meetings and events.**

**Northside Retiree Breakfast**

1st Tuesday of the Month  
9:30AM  
Elsie's  
729 Marshall St. NE, Minneapolis

**N Suburban Retiree Breakfast**

1st Friday of the Month  
8:30AM  
Denny's Restaurant  
9020 Quaday Avenue NE, Otsego

**Fridley Retiree Lunch**

2nd Tuesday of the Month  
11:30 AM  
Route 47 Pub and Grub  
7820 University Ave