



MEMO To The Branch 2184 Leadership Council, December 14, 2021

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Mark Judd
Jackie McGregory
Mel MacDonald
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Jim Powell
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Felicia Davis
Leonard Zawisa
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Elizabeth Bays
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Diego Forshaw
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The final Branch 2184 Leadership Council Memo of 2021 will begin as usual with an administrative update concerning Branch matters. The continuance of Covid-19 concerns in Michigan and elsewhere means that in the near term it will be necessary to maintain our present telephonic format for all meetings in January, including the general membership meeting on January 5, the Steward meeting on January 11, and the Executive Board meeting on January 31. Branch President Walt McGregory will provide updates concerning future meetings and other Branch events as developments warrant.

Branch stewards and officers should ensure that they have a copy of the Steward meeting schedule for 2022. Save it, print it, and enter the information into your personal calendars. All Steward meetings will begin at 7:00 p.m.

Letter carrier pay increases in 2021 have totaled more than any single year since the NALC began negotiating wages with the USPS following the legendary March 1970 strike, with almost \$5,000 annually (\$2.39 per hour) added to the top step. As a result, there will also be a significant NALC Dues increase in 2022, in accordance with the formula established by the NALC Constitution, Article 7, section 2.A. It is likely that there will be some carping and complaining about the dues increase; however, NALC dues are by far the best investment in a letter carrier's wages, benefits, and job security that can be found.

USPS pay year 2021 ends on Friday, December 17. USPS pay year 2022 begins the next day on Saturday, December 18, which is the first day of pay period 1, week 1, 2022. USPS leave year 2021 ends on Friday, December 31. USPS leave year 2022 begins on Saturday, January 1, which is the first day of pay period 2, week 1, 2022. The yearly annual leave which is advanced to fulltime regular carriers and credited to leave balances is available to use beginning at this time.

A question arose about the dates on which the upcoming Christmas and New Years holiday schedules must be posted, per Article 11, section 6.A of the Contract. This states that "The employer will determine the number and categories of employees needed for holiday work and a schedule must be posted as of Tuesday preceding the service week in which the holiday falls." However, keep in mind that a USPS "service week" is NOT the same as a calendar week, hence the concern about the forthcoming holiday schedules.

Both Christmas and New Years Day fall on a Saturday this time around, which is the first day of a USPS service week, even while these dates are also part of the previous calendar week. Thus, in compliance with Article 11, section 6.A, **the Christmas holiday schedule must be posted no later than close of business on Tuesday, December 21. The New Years holiday schedule must be posted no later than close of business on Tuesday, December 28.**

The initial round of annual leave selections for 2022 (February 2022 through January 2023) should be well underway or even near completion in Branch 2184-represented offices. In accordance with Item #4, section 2(b) of our Local

Memorandum of Understanding (LMOU), the first round of selections should be completed no later than January 15, after which the second round of subsequent selections of vacation weeks occurs, which should be completed no later than March 1. Additionally, if you are a convention delegate and plan to attend the National Convention August 8-12, 2022 in Chicago, you already should have notified management in your office. Further information about the convention will be provided to delegates by the Branch early next year, as it becomes available.

Also keep in mind that the Leave Remaining (incidental leave) provisions of our LMOU – Item #4, section 7 and Item #12, section 2, can be utilized for leave available following the completion of the **first round of vacation selections**. It is not necessary to wait for the completion of the second round of vacation selections, because this is specifically intended for weeks remaining in the choice vacation period, which does not begin until either the first week of May or the week containing the Memorial Day holiday, depending on the installation.

In most Branch 2184-represented stations, letter carriers are doing “parcel runs” during the current holiday peak season. In many instances, carriers are making a separate trip to the street to deliver parcels, usually in conjunction with morning office time. In other instances, CCAS and others are doing “parcel runs” as a form of auxiliary assistance for some assignments. **However, in ALL instances, letter carriers should NOT be utilizing TACS code 733 to do this work. TACS code 733 is to be used ONLY with actual established parcel post routes, none of which exist in Branch 2184-represented USPS installations.**

Instead, “parcel runs” are a street time function – TACS code 722, and normal street delivery codes should be used. Any management instruction to use TACS code 733 for letter carrier parcel delivery should be immediately challenged with a grievance. The grievance file should cite and include M-01885 from the NALC Material Reference System (MRS). **Additionally, the Branch has become aware of a management tactic that they refer to as “static routes” – which do NOT exist in any USPS Contract, Handbook, or Manual. Branch 2184 Route Inspection Officer Dave Reise will discuss this further.**

A question arose regarding the assignment of auxiliary assistance. When management authorizes auxiliary assistance in response to a carrier submission of PS Form 3996, in many instances they will leave it to the carrier to determine what portion of the assignment will be given off for assistance. This is fine, but it should never be construed as giving the carrier carte blanche to always make this determination to begin with. **The assignment of work in the Postal Service and within most organizations is very much a management function.** As such, they have every right to determine what portion or portions of an assignment will be given off as field assistance – or even to authorize office assistance instead of field assistance. In some instances, management will determine that it is necessary for a specific portion of an assignment to be left as auxiliary assistance, as necessitated by a wide variety of factors.

More specifically, note Article 3.D of the Contract (Management Rights), which conveys upon the employer the right “To determine the methods, means, and personnel by which such operations are to be conducted.” Additionally, although the M-41 Handbook, section 280, which is instructions for completion of Form 3996, states that after assistance is approved the carrier completes the section of the form indicating the delivery starting point and blocks on each street to be delivered, this language cannot be and should not be construed as conveying upon the carrier the right to make a unilateral determination what that starting point and subsequent blocks shall be. The carrier completes the 3996, but that is a very different matter than making the determination of what specific work will be authorized as auxiliary assistance.

BRANCH 2184

MEETING NOTICE

Wednesday, January 5, 2022 at 7:30 p.m.

This will be a Teleconference meeting. To participate, dial (234) 203-2766 and enter the access code 310-744-427.

Then Please Mute Your Phone.

- **Branch Officer Reports**
- **Committee and Activity Reports**
- **Letter Carrier Contractual Information**
- **Legislative Updates**

Memo

To: Stewards / Officers

From: Mark

Date: 11-15-21

Re: 2022 Branch and Steward Meeting Schedule

Steward Meetings start @ 7:00pm – Branch Meetings start @ 7:30pm

January: Branch Wednesday 5th / Steward - Tuesday 11th
February: Branch Wednesday 2nd / Steward - Tuesday 15th
March: Branch Wednesday 2nd / Steward - Tuesday 8th and Monday 14th
April: Branch Wednesday 6th / Steward - Tuesday 12th and Monday 18th
May: Branch Wednesday 4th / Steward - Tuesday 10th and Monday 16th
***** Food Drive Saturday 7th
June: Branch Wednesday 1st / Steward - Tuesday 7th and Monday 13th
July: No Branch Meeting Steward - Tuesday 12th and Monday 18th
August: No Branch Meeting Steward - Tuesday 16th
***** National Convention 8 – 12
September: Branch Wednesday 7th / Steward - Tuesday 13th and Monday 19th
***** Labor Day March Monday 5th
October: Branch Wednesday 5th / Steward - Tuesday 18th
***** KIM Training Kentucky – Saturday 8th - Monday 10th
November: Branch Wednesday 2nd / Steward - Tuesday 15th
December: Branch Wednesday 7th / Steward - Tuesday 13th

Of note, if there are two meetings in a month, a steward **CANNOT** have a make up date in that month. Make up days can only be authorized by the President, EVP or Vice President.

124 **Parking Area**

124.1 **Assign Spaces to USPS Vehicles**

Whenever possible, USPS vehicles will be parked near the dock in specifically assigned spaces which are identified by individual route numbers.

124.2 **Priorities for Parking Area Access**

When the delivery unit's parking area is too small to accommodate all USPS-owned vehicles, USPS-leased vehicles, and employee drive-out vehicles, the following priorities will be observed in assigning spaces:

- a. USPS-owned vehicles.
- b. USPS-leased vehicles.
- c. Employee drive-out vehicles.

124.3 **Limitation on Employee Parking**

Employees' personal vehicles must not be permitted to park anywhere that they could interfere with official vehicle operations or designated customer parking.

125 **Carrier Work Methods – Street**

125.1 **Loading Carrier Vehicles**

The carrier should take all mail for delivery to the vehicle at the same time using a hamper or other assigned conveyance. Avoid extra trips to the vehicle unless they are absolutely necessary due to the quantity of mail. After clocking onto street time, carriers should proceed directly to their vehicles and load the mail in an orderly fashion. When loading the vehicle, **parcels** must be arranged in delivery sequence where they will be convenient to the carrier. On curblane routes, the working trays of letter and flat mail should be placed on the vehicle's working shelf with the addresses faced so the carrier can easily read them. Flat mail is placed to the right of the letter mail. On park and loop routes, trayed letters and flats must be placed in a sequential order so that the carrier can quickly identify the mail for each loop. After loading the carrier must take empty equipment and parcels missorted to the route to a location designated by the delivery unit manager.

125.2 **Loading Times**

125.21 **General**

Where a motorized delivery unit does not have a ramp and loading times have been assigned to reduce congestion, carriers should be required to observe their assigned loading times.

125.22 **Daily Supervision**

Delivery unit managers must supervise loading area activities daily to prevent operational delays.

126.3 **Record of Carrier Work Hours, Absences, Replacements, and Overtime**

Complete PS Form 3997, *Unit Daily Record*, as per instructions on the form or electronic equivalent from a nationally approved computer system that provides equivalent information. (See [Exhibit 126.3](#).) Prepare PS Form 3997 several days in advance. Since scheduled absences and scheduled replacements are known, add only the unscheduled absences and their unscheduled replacements.

126.4 **Report of Late Leaving and Returning**

- 126.41 At non-PSDS offices, the delivery unit manager has the responsibility for preparing PS Form 1813, *Late Leaving and Returning Report — First Carrier Delivery Trip*. The reason for late leaving and late returning must be indicated on the report. (See [Exhibit 126.41](#).)
- 126.42 In offices using the PSDS system, managers must review the *Daily Carrier Report Printout* and note those carriers who left late. Circle the BS or *Beginning Street* and note the reason for late leaving in the right margin. Do the same for RS or *Return Street*. The reasons for late leaving and/or late returning are to be determined by the unit manager and used as judgment factors when preparing an *Analysis of Late Leaving and/or Late Returning* on PS Form 1627 (see [Exhibit 126.42](#)). Assure that all clock rings are accurate because their carrier report could be selected as a basis for completing the PS Form 1840-B, *Carrier Time Card Analysis*. Retain the carrier report printout in the delivery unit for 1 year.

- d. Enter the time each carrier left later than 10 minutes after the scheduled leaving time or 20 minutes for motorized carriers who deliver no relays for other carriers.

131.213 **Analyzing PS Form 1813**

Determine whether one or more carriers frequently left late. If so, there is indication that:

- a. Routes may not be adjusted properly.
- b. The starting or leaving time may be improper.
- c. There is a pattern in late leaving on the same day.
- d. There may be heavy volume days where a pattern of late leaving is prevalent. Possible solution: Provide for possible schedule changes, staggering of mail flow, curtailment of mail, or auxiliary assistance within the office.
- e. Possible inefficiency exists.

131.22 **Auxiliary Assistance and/or Overtime Given to Route**

131.221 **Source of Information**

Obtain this information from **PS Forms 3996** and/or PSDS Printout.

131.222 **Preparing the Analysis**

See PS Form 1627 — [Exhibit 131.222](#). Complete as follows:

- a. Enter at the top of the columns the numbers of the routes selected to be analyzed.
- b. Enter the date in the left column and the day of the week opposite the date.
- c. Opposite the date and in the proper route column, enter the regular, **auxiliary**, or overtime hours (in red) used over 8 hours.

131.223 **Analyzing the Form**

When overtime or auxiliary time is frequently used on a route, determine whether (a) the route is properly adjusted, (b) the office time is consistent with mail volume, or (c) the carrier is performing duties efficiently.

212 Responsibility for Advance Preparations

- 212.1 The postmaster or designee is responsible for seeing that advance preparations are made for mail counts and route inspections and that they are coordinated with all managers concerned.
- 212.2 Arrangements must be made to see that enough mail count and inspection forms and other needed supplies are on hand.

213 Review and Analysis of Carrier Control Forms

Three or four weeks prior to the scheduled period of formal mail counts and route inspections, an analysis should be made of:

- a. PS Form 1571, *Undelivered Mail Report* (see [Exhibit 126.2](#), *Analysis of Curtailed Mail (From PS Form 1571)*).
- b. PS Form 1813, *Late Leaving and Returning Report — First Carrier Delivery Trip*, or PSDS printout (see [Exhibit 126.42](#), *Analysis of Late Leaving (From PS Form 1813 or PSDS Printout)*).
- c. PS Form 3996, *Carrier - Auxiliary Control* (see [Exhibit 131.222](#)).
- d. PS Form 1840-B, *Carrier Time Card Analysis* (see [Exhibit 213d \(p. 1\)](#), [Exhibit 213d \(p. 2\)](#), [Exhibit 213d \(p. 3\)](#), and [Exhibit 213d \(p. 4\)](#)).
- e. PS Form 3968, *Daily Mail Collection Record* (see [Exhibit 213e](#)). Used for collection routes only.
- f. PS Form 3997, *Unit Daily Record* (see [Exhibit 126.3](#)), or electronic equivalent from a nationally approved computer system that provides equivalent information.

Exhibit 213d (p. 2)
PS Form 1840-B

United States Postal Service						Post Office				Delivery Unit						
Carrier Time Card Analysis						Hometown				Bryan Station						
Route No.		Carrier's Name				Period Used				Date						
1318		K Gallo				From 3/17/79 To 3/7/80				3/10/80						
Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.	Transfer Time	Delivery Volume				
Schedule										OFF	STR	Ltr	Flt	Seq	DPS	
3/17/79	Sat	6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00			.50	680	483		832
4/28/79	Sat	6.00	9.68	3.68	13.98	4.30	14.10	.12	7.60			1.00	583	414		713
5/12/79	Sat	7-6														
9/11/79	Sat	6.02	8.71	2.69	13.51	4.30	13.61	.10	7.09				659	460	482	805
10/20/79	Sat	0							0							
11/24/79	Sat	6.05	9.12	3.07	14.08	4.46	14.20	.12	7.65			1.00	745	529		911
1/12/80	Sat	6.00	8.85	2.85	13.60	4.25	13.68	.08	7.18				659	460		805
3/1/80	Sat	0							0							
TOTAL	Days	5		15.82		21.21		.52	37.05			2.50	3326	2346	482	4066
Average				3:10		4:14		:06	7:30			:30	665	469	96	813
Comparable Day (Form 1840)					3:50			On Time Total 2:45	6:35				712	482		897
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00							
3/19/79	Mon	6.00	8.85	2.85	13.89	4.54	13.99	.10	7.49			.50	724	518		884
4/30/79	Mon	6.00	8.83	2.80	13.83	4.50	13.91	.08	7.38				680	483		832
5/14/79	Mon	6.02	8.83	2.81	13.83	4.50	13.91	.08	7.39				680	483		852
9/3/79	Mon	6.00	8.90	2.90	13.96	4.56	14.01	.08	7.54			.50	702	506		858
10/22/79	Mon	7-6														
11/26/79	Mon	Holiday														
1/14/80	Mon	0							0							
3/3/80	Mon	0							0							
TOTAL	Days	4		11.36		18.10		.34	29.80			1.00	2786	1990		3426
Average				2:50		4:32		:06	7:25			:15	697	497		857
Comparable Day (Form 1840)					4:38			On Time Total 2:47	7:25				732	518		907
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00							
3/20/79	Tue	6.00	8.70	2.70	13.70	4.50	13.80	.10	7.30				659	472		805
5/11/79	Tue	6.00	8.67	2.67	13.73	4.56	13.81	.08	7.31				720	460		720
5/15/79	Tue	6.05	8.83	2.78	13.87	4.54	13.95	.08	7.40				680	483		767
9/4/79	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31				670	472		793
10/23/79	Tue	6.00	8.65	2.65	13.67	4.52	13.77	.10	7.27				648	460		792
11/27/79	Tue	7-6														
1/15/80	Tue	6.00	8.83	2.82	13.72	4.40	13.95	.23	7.45				680	483		753
3/4/80	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31				670	472		818
TOTAL	Days	7		19.12		31.48		.75	51.35				4727	3301		5447
Average				2:44		4:30		:07	7:21				675	472		778
Comparable Day (Form 1840)					4:35			On Time Total 2:53	7:28				724	503		841

PS Form 1840-B, November 1997 (Page 2 of 4)

Exhibit 241 (p. 1)
PS Form 1840, Carrier Delivery Route – Summary of Count and Inspection

United States Postal Service Carrier Delivery Route - Summary of Count and Inspection										Post Office HOMETOWN		Delivery Unit MATH OFFICE		Carrier Name R. J. Rose																	
Route No. 1318		<input type="checkbox"/> EPM Rte. <input checked="" type="checkbox"/> Reg.		<input checked="" type="checkbox"/> Non EPM <input type="checkbox"/> Aux.		No. of Trips 1		Type of Route <input type="checkbox"/> Foot <input type="checkbox"/> Bus. <input checked="" type="checkbox"/> Res. <input type="checkbox"/> Mixed <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorized <input type="checkbox"/> Curb Delivery <input checked="" type="checkbox"/> Park and Loop <input type="checkbox"/> Dismount		Type of Vehicle <input type="checkbox"/> LHD <input checked="" type="checkbox"/> RHD		Age 45		Length of Service 20 years		Length of Service on Route 10 years															
Inclusive Dates From: 3/1/97 To: 3/14/97		OFFICE TIME								NUMBER OF PIECES DELIVERED																					
		Net Time Used		Standard		Over Standard		Under Standard		Net Street Time Used		Net Total Time Used		Actual Auxiliary Time Used		Miles Driven		Letter Size		Mail of All Other Sizes		Accountable and Signature Mail		All Parcel Post Over 2 Pounds		Sequenced Mail		DPS Mail		Total Pieces Delivered	
Day		Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins																
Sat		2	59	3	10					11	4	35	7	34			7.1	1322	440	6	8							674	2450		
Mon		3	11	3	30					19	4	29	7	40			6.9	1034	656	2	7							517	2216		
Tue		3	22	3	40					18	4	17	7	39			7.2	1299	597	8	10							637	2551		
[Wed]		[2	50]	[3	09]					[19]	[4	42]	[7	32]			[7.3]	1370	351	4	19							575	2319		
Thu		2	54	3	26					32	4	44	7	38			6.8	1297	424	8	14					385	674	2802			
Fri		3	26	3	39					13	4	19	7	45			7.1	1617	377	5	8						825	2832			
Totals		15	52	17	25				1	33	22	24	45	48			35.1	7939	2845	33	66					385	3902	15170			
Averages		3	10	3	29					19	4	29	7	38			7.0	1323	474	6	11					64	650	2528			
1840-B Average Street Time										4		30																			
Analysis of Office Work Functions and Actual Time Recordings, Lines:										Route Examiner's (Office and Street) <u>Office Time</u> - Letter mail volume for Do All Research Corp. counted by route examiner Saturday through Thursday, and average was 179 pieces per day. Recommend establishment of firm holdout on distribution cases for this firm. - On 3/13/97, accountable clerk received phone call and delayed the carrier 2 minutes. (see 1838)										H. Day of Inspection											
Day 14 15 16 17 18 19 21 22 23																				Coverage Possible Deliveries Deliveries Made											
Sat 5 4 - - 10 3 11 - 21																				Trip 1 521 415											
Mon 6 5 - - 10 4 9 - 18																				Trip 2											
Tue 6 3 - - 10 3 12 - 20																															
Wed 7 4 - - 10 5 10 - 24																															
Thur 6 5 - - 10 4 9 4 -																				Percent Made 80%											
Fri 6 5 - - 10 3 9 - 26																				New Const. 8											
Rep. Times 6 5 - - 10 3 9 - -																															
Route Examiner and Date C Fisher 3/13/97										Delivery Service Manager (Signature and title) 7 Gallo, Station Manager										Date Adjustments Made 4/26/97											

242.3 Evaluating the Route

242.31 Office Time

- 242.311 Under normal conditions, the office time allowance for each letter route shall be fixed at the lesser of the carrier's average time used to perform office work during the count period, or the average standard allowable office time.
- 242.312 No mail volume adjustments will be made to carrier office work (casing and strapping out functions) or street work evaluations unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (excluding the months of June, July, August, and December).

242.32 Street Time

- 242.321 For evaluation and adjustment purposes, the base for determining the street time shall be either:
- The average street time for the 7 weeks random timecard analysis and the week following the week of count and inspection; or
 - The average street time used during the week of count and inspection.
- 242.322 The manager will note by explanatory *Comment* on the reverse of PS Form 1840 or attachments thereto why the base street time allowance for the route was established at the time selected. The manager's selection of the street time allowance cannot be based on the sole criterion that the particular time selected was the lower.
- 242.323 Selection of the 7 weeks for the random timecard analysis shall be based on the following:
- Within 4 weeks prior to the week of count and inspection, the local union representative will make a random drawing of numbered lots from 1–4 to be used in determining the 7 random weeks to be selected for all routes at the delivery unit.
 - From that random lot selection, corresponding weeks in up to 7 months preceding the month of the count (excluding June, July, August, and December) will be selected. For example, if the random lot selection is 2, 3, 1, 4 and the count week is in October 1978, then the weeks selected will be as shown in the "7 month" example below.
 - If only 2 or 4 months are available for the timecard analysis, the random lot numbers must be reversed after the first 4 weeks selection; i.e., 2, 3, 1, 4 used for the first 4 weeks of the available months, then 4, 1, 3 for the remaining 3 weeks of the available months. (See "4 month" example below.) *The first week of a month will begin with the first Saturday of the month.*

Example

1977	7 Month	4 Month
Nov.	2nd Week	--
Dec.	xxx	xxx
1978		
Jan.	3rd Week	--



National Association of Letter Carriers Request for Information

To: _____ Date _____
(Supervisor Customer Services)

(Station/Installation)

Dear _____,

Pursuant to Article 17 and 31 of the National Agreement, I am requesting the following information:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

I am making this request on behalf of the following employee / employees:

Class Action ☐ Grievant ☐ _____

I am making this request based on the following reason:

1. _____

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____
(Supervisor)

Date: _____



Date Received at Step B (MM/DD/YYYY)

USPS-NALC Joint Step A Grievance Form

INFORMAL STEP A — NALC Shop Steward Completes This Section (See instructions on page 2.)

1. Grievant's Name (Last, first, middle initial)		2. Grievant's Telephone No. (Include area code)	
3. Seniority Date (MM/DD/YYYY)	4. Status (Check one) <input type="checkbox"/> FT <input type="checkbox"/> FTF <input type="checkbox"/> PTR <input type="checkbox"/> PTF <input type="checkbox"/> CCA		5. Grievant's Employee Identification Number (EIN)
6. District, Installation, Work Unit, ZIP Code®			7. Finance No.
8. NALC Branch No.	9. NALC Grievance No.	10. Incident Date (MM/DD/YYYY)	11. Date Discussed With Supervisor (Filing date)
12a. Companion MSPB Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No		12b. Companion EEO Appeal? <input type="checkbox"/> Yes <input type="checkbox"/> No	
13a. Supervisor's Printed Name, Initials, and Telephone No.		13b. Steward's Printed Name, Initials, and Telephone No.	

FORMAL STEP A — Formal Step A Parties Complete This Section (See instructions on page 2.)

14. USPS Grievance No.: Obtain prior to Formal Step A meeting.	
15. Issue Statement: Provide contract provision(s) and frame the issue(s).	
16. Undisputed Facts: List and attach all supporting documents. Use additional paper if necessary. Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes Number ____	
17. UNION'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes Number ____	
18. MANAGEMENT'S full, detailed statement of disputed facts and contentions: List and attach all supporting documents. Use additional paper if necessary. Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes Number ____	
19a. Union Representative: Enter the remedy requested by the union.	
19b. Settlement Offer: List any settlement offers by either party on page 3.	
20. Disposition (Check one) <input type="checkbox"/> Resolved <input type="checkbox"/> Withdrawn <input type="checkbox"/> Not Resolved Date of Formal Step A Meeting (MM/DD/YYYY)	
21a. USPS Representative's Name	21b. Telephone No. (Include area code)
21c. USPS Representative's Signature	21d. Date (MM/DD/YYYY)
22a. NALC Representative's Name	22b. Telephone No. (Include area code)
22c. NALC Representative's Signature	22d. Date (MM/DD/YYYY)

Instructions

If the initial filing discussion between the steward (and/or employee) and the supervisor at Informal Step A does not resolve the grievance, the union steward may appeal the grievance by:

- Completing the Informal Step A section at the top of page 1;
- Obtaining the supervisor's initials in Item 13; and
- Forwarding the form along with all relevant documents that were shared and discussed at the Informal Step A meeting to union and management Formal Step A representatives within 7 days of the discussion.

INFORMAL STEP A — NALC Shop Steward Completes This Section

Item	Explanation
------	-------------

- | | |
|-----|---|
| 1–9 | Self-explanatory. All items are essential. |
| 10 | Enter the date when the event causing the grievance occurred or when the employee or union first became aware of the event. |
| 11 | Enter the date the employee and/or the union first discussed the grievance with the immediate supervisor at Informal Step A. This is the Step A filing date. |
| 12a | Determine whether the grievant has filed an MSPB appeal on the same issue. Indicate "yes" or "no." |
| 12b | Determine whether the grievant has filed an EEO appeal on the same issue. Indicate "yes" or "no." |
| 13a | To be completed by supervisor, whose printed name and initials confirm the date of the Informal Step A discussion. |
| 13b | To be completed by steward, whose printed name and initials confirm the date of the Informal Step A discussion. |

FORMAL STEP A — Formal Step A Parties Complete This Section

Item	Explanation
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- | | |
|----|---|
| 14 | Management Representative: Obtain the Grievance Arbitration Tracking System (GATS) number before the Formal Step A meeting. If necessary, call District Labor Relations for assistance. Record GATS number. |
| 15 | Frame the issue statement in the form of a question. For example: <ul style="list-style-type: none">▪ Was there just cause for the letter of warning dated 7/15/2011 issued to the grievant for unsatisfactory work performance, and if not, what is the appropriate remedy?▪ Did management violate Article 8.5.G when the grievant was required to work overtime on 8/15/2011, and if so, what is the appropriate remedy?▪ List specific contractual or handbook provisions that apply to the grievance. If discipline is involved: <ul style="list-style-type: none">▪ Always indicate the type of discipline (letter of warning, 7-day suspension, indefinite suspension, etc.) in the issue statement. |

The union steward may write a suggested issue in Item 15 when appealing to Formal Step A. The parties at Formal Step A are responsible for defining the issue as they see fit.

Note: If the grievance is resolved at Formal Step A, skip to Item 20, note the principles of the agreement, and complete items 21–22. If the grievance is not resolved at Formal Step A, complete Items 16 through 22.

- | | |
|-------|--|
| 16 | Management and/or Union Representative: List all relevant facts not in dispute. |
| 17 | Union Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining the union's position on the grievance. |
| 18 | Management Representative: List any facts in dispute based on your understanding of the facts. Provide concise, descriptive statements outlining managements' position on the grievance. |
| 19a | Union Representative: Enter the remedy requested by the union. |
| 19b | Management and/or Union Representative: On page 3, list any settlement offers made at Formal Step A. |
| 20 | Management and/or Union Representative: Note whether the case is resolved, withdrawn, or not resolved. If resolved, note the principles of the agreement. |
| 21–22 | Formal Step A parties must enter names, telephone numbers, signatures, and date form is completed. |

FORMAL STEP A — Formal Step A Parties Complete This Section

19b. Management Settlement Offer *(if any)*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

19b. Union Settlement Offer (if any)

[illegible]

Formal Step A Parties – Provide Mailing Address

USPS Formal Step A (Print street, city, state, and ZIP Code®)

NALC Formal Step A *(Print street, city, state, and ZIP Code)*

NOTE: If grievance ultimately goes to arbitration, this page MUST be removed from the file prior to submitting the case to the arbitrator.

LABOR RELATIONS



May 8, 2017

Mr. Fredric V. Rolando
President
National Association of Letter Carriers, AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001-2144



Dear Fred:

As a matter of general interest, the Postal Service has developed a document entitled *Guidelines for the Use of LDC 23 and LDC 24*.

The guidelines reflect the reestablishment of Labor Distribution Code (LDC) 24 that is used to record workhours associated with delivery initiatives such as Sunday parcel and grocery delivery. LDC 23 continues to be used for recording workhours associated parcel, relay and combination routes.

Enclosed is the final draft copy of *Guidelines for the Use of LDC 23 and LDC 24*.

Please contact Tad Gallo at extension 3684 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosure

Guidelines for the Use of LDC 23 and LDC 24



Delivery Operations, USPS Headquarters

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Guidelines for Use of LDC 23 and LDC 24

February, 2017

Introduction

The use of Labor Distribution Code (LDC) 23 has often been used in the City Delivery operations group of the U. S. Postal Service as a catchall LDC for any time that could not be directly attributed to Office, Street, or Collection hours. When quantities of time could not be assigned to other functional LDCs, or when units did not want to attribute the hours to LDC 21 Office Time or LDC 22 Street Time, the hours were assigned to LDC 23 which is known as Other City Delivery hours. This practice skewed the time spent on Parcel, Relay, and Combination Routes, and it made it difficult to determine the true costs of the delivery of articles assigned to these routes.

Description of LDC 23

The actual description in the Finance and Accounting group of LDC 23 is: All nonsupervisory hours used for the delivery of parcel post, relays, intra/inter city runs (other than those made by motor vehicle operators) and combination routes.

This LDC description might be somewhat unclear which creates opportunities for misapplication. A new LDC 23 Dashboard is being created to better track and define LDC 23 functions.

Creation of LDC 24

Headquarters Delivery Operations initiated a process to create a new LDC to separate some Operations from LDC 23 in order to more closely monitor and increase the efficiency of Parcel, Relay, and Combination routes. The Delivery group worked in conjunction with Finance and Accounting and LDC 24 has now been established.

LDC 24 will track Sunday Parcels and Fresh (formerly Amazon Fresh) so that cost pools associated with these delivery initiatives can be more clearly defined. **The new LDC 24 was implemented on February 4, 2017.** A letter was sent to the Area Vice Presidents and to all Finance and Accounting groups in the Field instructing them to begin transferring work hours for both Sunday Parcels and Fresh to the new LDC 24 on that date. The decision to create a separate LDC for those functions assigned to LDC 24 was made so that these initiatives and other new delivery initiatives could be tracked more easily. It also provides an opportunity to clarify and streamline the use of LDC 23.

As previously mentioned, the availability and convenience of LDC 23, has provided delivery units with the opportunity to transfer numerous work hours and functions to this cost pool. In order for the U. S. Postal Service to run efficiently and properly determine delivery costs, work hours must be assigned to the function and cost pool where the work is actually performed.

Matrix for LDC 23 and LDC 24

Below is a matrix defining which Function and Operations Number should be assigned to each of these LDCs.

The following Operation Numbers should now be attributed to LDC 24:

LDC	Operation Number	Description
24	7230	Sunday Parcel – Street
24	7240	Sunday Parcel - Office
24	7250	Fresh - Street
24	7260	Fresh - Office

Hours should remain in LDC 23 for the following Operations Numbers:

LDC	Operation Number	Description
23	7330	Parcel Post – Street
23	7340	Parcel Post – Office
23	7350	Relay – Street
23	7360	Relay – Office
23	7370	Combination – Street
23	7380	Combination – Office
23	7390	Carrier Drivers – Street
23	7400	Carrier Drivers – Office
23	7670	Express Mail Delivery

Explanation/Examples of LDC 23 and 24 Operation Numbers

A brief explanation and examples of LDC 23 legitimate hours appears below:

Parcel Post

Time spent on Office functions by bid carriers or their replacements on routes designated as Parcel Post Routes should be transferred to Operation Number 7340 in LDC 23. Time spent loading and delivering the parcels on these routes should be attributed to Operation Number 7330 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Parcel Post routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier's Street Time and is part of the carrier's route time. It must, therefore, be attributed to LDC 22.

Relay

Time spent on Office functions by bid carriers or their replacements on routes designated as Relay Routes should be transferred to Operation Number 7360 in LDC 23. Time spent loading and delivering the relays on these routes should be attributed to Operation Number 7350 in LDC 23.

Combination

Time spent on Office functions by bid carriers or their replacements on routes designated as Combination Routes should be transferred to Operation Number 7380 in LDC 23. Time spent loading and delivering the parcels and relays on these routes should be attributed to Operation Number 7370 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Combination Routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier's Street Time and is part of the carrier's route time. It must, therefore, be attributed to LDC 22.

Carrier Drivers

Time spent in the office by bid carriers or their replacements on routes designated as Carrier Driver Routes should be transferred to Operation Number 7400. Time spent loading and/or driving between destinations on these routes should be attributed to Operation Number 7390 in LDC 23.

Express Mail Delivery

Time utilized by city delivery carriers assigned to deliver Express Mail Delivery that is not part of their regular route assignment should be attributed to Operation Number 7670 in LDC 23.

Conclusion

All work hours should be assigned to the functions where the work is actually performed. By providing this information and these guidelines, Headquarters Delivery Operations is requesting that they be utilized to assist in assigning hours to the proper operational function. We are also requesting that this information be utilized to assist in making accurate and appropriate work hour assignment decisions.

Proper recording of auxiliary assistance and labor distribution codes

In its accounting system, the Postal Service uses various labor distribution codes (LDCs) to identify employee duty assignments and to associate the many work functions to the proper operation. On May 10, NALC received notification from the Postal Service of a recently developed document entitled “Guidelines for the Use of LDC 23 and LDC 24.” These guidelines made some changes to the LDCs used in the city letter carrier craft and clarified the proper use of these codes.

Prior to these changes, the following LDCs were used to differentiate among city letter carrier craft functions:

- LDC 21—office time.
- LDC 22—street time.
- LDC 23—time not directly attributed to office or street time.

As the Postal Service states in the guidelines, the use of LDC 23 has often been used by USPS managers as a catchall LDC for any time that could not be directly attributed to office, street or collection hours. When quantities of time could not be assigned to other functional LDCs, or when units did not want to attribute the hours to LDC 21 (office time) or LDC 22 (street time), the hours were assigned to LDC 23, which is known as “Other City Delivery” hours.

Proper recording of work hours is very important for a few reasons. First, it allows the Postal Service to determine the true costs of the delivery of the various items assigned to routes. Second, it accounts for the time spent casing and delivering the route so that letter carriers are properly credited for the work associated to their assignment, even when they are receiving auxiliary assistance. This is especially important during route evaluations and adjustments because improper crediting of time could have a major impact on the route’s evaluation. If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.

Although LDCs 21 and 22 have remained unchanged, the guidelines clarify that LDC 23 should only be used for time spent actually delivering a dedicated parcel post route, time spent performing the duties of a relay route or combination route, or time spent by a letter carrier transporting mail from one office to another. This code should also be used when a carrier is delivering Priority Mail Express.

LDC 23 should never be used when a route is receiving auxiliary assistance via parcel help, even if the assistance is being provided by a carrier who normally performs the duties of a parcel post route. The guidelines state:

Parcel Post

Time spent on Office functions by bid carriers or their replacements on routes designated as Parcel Post Routes should be transferred to Operation Number 7340 in LDC 23. Time spent loading and delivering the parcels on these routes should be attributed to Operation Number 7330 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Parcel Post routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier’s Street Time and is part of the carrier’s route time. It must, therefore, be attributed to LDC 22.

The same goes for any other carrier who is providing auxiliary assistance to a route by delivering parcels. The letter carrier providing this assistance should record this time on LDC 22. This is important so that the time spent delivering these parcels is properly recorded.

“If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.”

While there is a relationship between LDCs and operation codes that are entered into the Time and Attendance Control System (TACS) on the badge reader, it is important not to confuse the two. When a carrier enters an operation number into the reader and swipes their badge, the TACS code entered determines which LDC the work will be assigned to.

For example, if a carrier on a residential motorized route needs auxiliary assistance and management has another carrier deliver parcels to provide that assistance, the carrier providing the assistance clocks to TACS operation code 721 on that route. Their time would
(continued on next page)

Contract Administration Unit

Brian Renfroe, Executive Vice President
Lew Drass, Vice President
Christopher Jackson, Director of City Delivery
Manuel C. Peralta Jr., Director of Safety and Health
Ron Watson, Director of Retired Members

Proper recording of auxiliary assistance and LDCs (continued)

then be coded under LDC 22, which is the correct code and means the time spent by the carrier providing assistance would be credited to the correct route. However, if the carrier providing assistance clocks to, or is moved

by management to, a TACS code that is covered under LDC 23 or LDC 24, the time would not be credited to the correct route.

In addition to clarifying how LDC 22 and LDC 23 should be used, the Postal Service also created LDC 24 to be used to track the work performed during Sunday parcel delivery and Fresh grocery delivery. The TACS codes associated with LDC 24 are 723 for Sunday parcel street time, 724 for Sunday parcel office time, 725 for Fresh street time, and 726 for Fresh office time. These codes should only be used when carriers are engaged in these duties.

The table at left lists each operation number to which letter carriers should be clocked to when performing the corresponding duties described for each.

If a route is being provided street auxiliary assistance to deliver parcels, shop stewards should ensure that this time is being coded properly under LDC 22 and not another code, such as Sunday Parcel delivery or Parcel Post. Contract enforcers should remain diligent at monitoring these codes.

“Guidelines for the Use of LDC 23 and LDC 24” has been placed in NALC’s Materials Reference System (MRS) on the NALC website. The document, labeled M-01885, can be found at nalc.org/mrs.

LDC	Operation Number	Description
21	354	Standby-Delivery Service
21	613	Stewards-Carriers
21	622	Travel-Delivery Services
21	632	Meeting Time-Delivery Services
21	714	VIM Route-Office
21	716	2-Trip Business-Office
21	718	1-Trip Business-Office
21	720	Residential Foot-Office
21	722	Residential Motor-Office
21	724	2-Trip Mixed Foot-Office
21	726	2-Trip Mixed Motor-Office
21	728	1-Trip Mixed Foot-Office
21	730	1-Trip Mixed Motor-Office
21	744	PM – Carrier Office Time

LDC	Operation Number	Description
22	715	2-Trip Business-Street
22	717	1-Trip Business-Street
22	719	Residential Foot-Street
22	721	Residential Motor-Street
22	723	2-Trip Mixed Foot-Street
22	725	2-Trip Mixed Motor-Street
22	727	1-Trip Mixed Foot-Street
22	729	1-Trip Mixed Motor-Street

LDC	Operation Number	Description
23	733	Parcel Post-Street
23	734	Parcel Post-Office
23	735	Relay-Street
23	736	Relay-Office
23	737	Combination-Street
23	738	Combination-Office
23	739	Carrier Drivers-Street
23	740	Carrier Drivers-Office
23	767	Express Mail Delivery

LDC	Operation Number	Description
24	723	Sunday Parcel-Street
24	724	Sunday Parcel-Office
24	725	Fresh-Street
24	726	Fresh Office