



# The Seventy-Niner

Volume MCIV Number 5



May 2019

President's Report:

## **Seattle Gets Guaranteed Incidental Leave**

-B J Hansen-

**W**e have received decisions on almost all of our Local Memorandum of Understanding (LMOU) impasses. Most of the impasses regarding inclusion of CCAs in the annual leave selection process have similar settlements allowing CCAs to participate. When a CCA picks a week, an extra slot is added to that week (limit of one extra slot per week). They need to have leave on the books when they take it, not in advance. If they don't take the week, the slot is not reposted. To see what's in your LMOU, check the Branch 79 website, or call us and we'll send you a copy.

Seattle carriers now have guaranteed incidental leave. Many associate offices already have some form of guaranteed incidental. This means that if there is a leave slot available and you request it, you get the leave as long as you have the annual leave to use. This is a first for Seattle, and a win for everybody. In theory, and as shown in other installations, this should greatly reduce the number of grievances related to carriers being denied leave. If you want more than five days of incidental leave, you need to request it at least a week in advance. If you want fewer than five days, you need to request it at least two days in advance. There is finally a way for Seattle CCAs to get days off when they need it!

Route counts and adjustments are continuing in several stations, at least in the zones where district management thinks they can cut routes. Sad to say that, while I'm getting some notifications about upcoming adjustments, none of them are letting the branch or carriers know as far in advance as possible, or including the required information.

The Postal Service has made a sweeping change in how CCAs converting to regular receive related information. Management in Seattle has decided to go ahead and hold conversion classes in the Postmaster's conference room, and they are scheduling time for the NALC to talk to the carriers. Unfortunately, the first class includes CCAs converted back to the beginning of March, who will receive the information they need just squeaking within the 60 day period to sign up for health benefits. The changes came up suddenly, and apparently there has been some confusion at every level. Our National Business Agent's office is trying to get more information from Seattle District about their plans. Hopefully, things stay current from here on, with the NALC included.

Thank you to everybody for helping with the food drive! Your hard work leading up to and on that Saturday helps keep our food banks stocked and a lot of families fed.

## **Get Woke**

-Don Nokes-

**T**here I was – alone, delivering in the dark and the freezing rain, so cold I was sucking on my fingers to revive the feeling in my hands, and so new as a Letter Carrier I might as well have been sucking my thumb. Then the station manager drives up, no doubt suffering from a severe case of Irritable Vowel Syndrome, and lays into me for being late. “What the hell are you doing?” He proceeds to tell me the reason no one has come to my aid, “Because, nobody likes you! That’s why no one’s here.” That was a stunner. Hard to know what to say to something like that. He stares at me as if I were extra-stupid and says, “I’ll see if I can find anyone who’ll help.” It made me think though, “Nobody likes me?” And here I was going for the Letter Carrier equivalent of Miss Congeniality. (Sigh.) Soon, Letter Carrier Lee Murray showed up and we gathered under a street lamp to sort through what was left of the route. I felt it was incumbent on me to apologize for my failures. “I’m sorry you guys don’t like me, but honestly, I’m doing the best I can.” To which Murray replied, “Don’t like you? I love you, man! I’m on V-Time.” Unknowingly, I asked, “V-Time?” Then Lee explained how he was receiving double-time pay for being out in the dark and the cold and the rain. “Besides, this is a “dog route.” A dog route? “It’s a route that you have to work like a dog on all-day and there’s no way you can get it all done. They (Management) don’t like to use V-Time, so you should be filling

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# Branch Meeting Summarized Minutes April 10th, 2019

-Assistant Secretary-Treasurer Nick Simmons-

President BJ Hansen called the March Branch meeting to order at 7:00 PM.

Roll call of officers found Mark Myers absent.

Nick Simmons informed the membership of recent communications.

Applications for Membership: Nick read the names of 32 new applications for membership. MSC

**Assistant Secretary Treasurer Nick Simmons**

- No Unfinished Business
- No New Business
- No Officer Recommendations

BJ Hansen introduced special guest Tobi Shannon from Food Lifeline, who spoke about the upcoming food drive and thanked the membership.

**President BJ Hansen:**

- Spoke about the renaming of the Renton Highlands Post Office (04/19/2019), Picket Line at Embassy Suites (04/15/2019), and the MDA Muscle Walk (05/18/2019).
- Discussed route adjustments, and training for those offices affected.
- Spoke about management ending traditional CCA conversion classes.
- Spoke about recent LMOU impasse decisions.

**Vice President Kevin Gottlieb:**

- Recognized members who were attending the branch meeting for their first time.
- Asked the membership to let the branch know when members are retiring, so that an officer can come out to the stations.
- Gave a report of the grievances so far this year.

A motion was made to excuse Michael C. Keels, due to being away on union business. MSC

**Business from the floor:**

- Members discussed the importance of insurance plans for recently

converted CCAs and asked about previous Step B decisions on management interfering with new employees getting signed up for insurance.

-Talk about the letter carriers political fund.

**Books will close at 8:00 PM.**

**Band Ken Eline:**

-Spoke about CCA uniform allowances and grieving them not being provided.

**Condolence Committee Ron Jilk:**

- Read the names of those who recently departed.
- Moment of silence.

**KCLC/WSLC:**

-Don Bennett informed the membership that city council races are heating up.

**Organizing committee:**

- Scott Anderson recognized committee members.
- He informed the membership of upcoming events.

**Good of the Association and Improvement of the Service:**

-Peggy Cooper said to enjoy the food.

**Legislative:**

- Garrett Scott thanked the branch for sending him on the recent lobby trip to Washington DC.
- Rick Horner informed the membership that Congresswomen Jayapal and Schrier have recently signed on to all our bills.

**MDA:**

-Brian Wiggins brought cake for the raffle, proceeds to MDA.

**Retired Club Pat Costello:**

-Meeting next Tuesday at IHOP (04/16/2019)

**Director of Retirees John Sweeney:**

**(Continued on Page 6)**

# The Seventy- Niner

Official publication of Branch 79. Published monthly in the interest of Branch 79, National Association of Letter Carriers, AFL-CIO, representing the Letter Carriers of Auburn, Bellevue, Bothell, Federal Way, Enumclaw, Issaquah, Kirkland, Mercer Island, Redmond, Renton and Seattle.  
All articles are the opinion of the writers and do not necessarily reflect the attitude of Branch 79, its Officers or Members.

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**Branch 79 Editorial Policy**  
Contributors are expected to use good taste and keep articles free of personal attacks and discriminatory or prejudicial references. Facts presented must be accurate. Submissions must comply with Article 1 of Branch 79's by-laws, which states, in part, that the object of this Branch is to unite members into one harmonious body for their mutual benefit.  
All articles submitted to The Seventy-Niner are reviewed to ensure compliance with this policy.

**Normal Office Hours:**  
**(M-F) 7:30am - 5pm**  
**(206) 284-3420**  
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**Fax: 206-284-3432**

## Branch Officers

President .....B J Hansen  
Vice-President .....Kevin Gottlieb  
Secretary-Treasurer .....Mark Myers  
Financial Sec.....Edward Johnson Jr  
Asst. Sec-Treas.....Nick Simmons  
Sergeant-at-Arms .....Scott Anderson  
Dir. of Insurance .....Jo Ann Pyle  
Dir. of Retirees .....John Sweeney  
Editor .....Garrett Scott  
Trustee .....Austin Cooper  
Trustee .....Chriss Daniels  
Trustee .....Ron Jilk

# Shop Stewards

Auburn.....Julie Blackwell  
 Auburn.....Tommy Grice  
 Bainbridge Island.....Erika Wales  
 Ballard.....Tyson Burchak  
 Ballard.....Michelle Holthaus  
 Ballard.....Matt Rollins  
 Bellevue Annex.....Jesse Aujla  
 Bellevue Annex.....Harpreet Singh  
 Bellevue Crossroads....Chris Bradshaw  
 Bellevue Crossroads.....Kevin Pearson  
 Bellevue Main.....Cory Carlson  
**Bellevue Main**.....  
 Bitterlake.....Ron Grisham  
 Bitterlake.....Andrew Manke  
 Bothell.....Cementry Martin  
 Bothell.....Susan Mulholland  
 Burien.....Tracy Steele  
 Columbia.....Edward Johnson Jr.  
**Des Moines**.....  
**Enumclaw**.....  
 Georgetown.....Bruce Dillow  
 Interbay.....David Kidder-Fincher  
 Interbay.....Jose Martinez  
**Issaquah**.....  
 Kirkland.....Alfredo Dwan  
 Kirkland.....Sabrina Miller  
 Lake City.....Andrew Forray  
 Mercer Island.....Tracy Holzwarth  
 Midtown/Seattle.....Pedro Mobley  
 Mill Creek.....Brian Wiggins  
 Mill Creek.....Yoshi Nagamatsu  
 North City.....Joshua Berg  
**North City**.....  
 Part-Time Regulars.....Kevin Cronin  
 Redmond.....Ken Stevens  
**Redmond**.....  
 Renton/Hlds....Deborah Znak-St.Germain  
 Renton/Hlds.....Willie Castro Jr.  
 Renton/Main.....Ryan Bell  
 Riverton.....Dale Martinez  
 Riverton.....Donna Tapia  
 Seattle Carrier Annex..Franklyn Anderson  
 Seattle Carrier Annex....Teresa Danning.  
 Seattle Carrier Annex...Enrique Molina  
**Skyway**.....  
 Term Station.....Gerlyn Elaydo  
 Twin Lakes.....Dan Alexander  
 Twin Lakes.....Tess Hart  
 University.....Will Collins  
 University.....Garrett Scott  
 Wallingford.....Ralph Coolman  
 Wallingford.....Nick Simmons  
 Wedgwood.....Susan Steele  
 West Seattle.....Kim Shasteen  
 Westwood.....Scott Anderson  
 Westwood.....Brad Larsen



## Director of Retirees

**John Sweeney**

**206-283-3079**

## Director of Insurance

**Jo Ann Pyle**

**206-914-2253**

**(NALC Health Benefit Plan / MBA)**

# Dates to Remember

## Branch Meeting

**Swedish Club**  
**1920 Dexter Ave N**  
**May 8th / 7 pm**

## Next Month's Meeting

**June 12th/ 7 pm**  
*and at each meeting's conclusion:*  
**Drawing for \$50 Gift card**

## Retired Club

**Off for the Summer.**  
**Next meeting in September.**

## Steward Council

**Branch 79 Office**  
**210 Queen Anne Ave N**  
**May 22nd / 7 pm**

**Gold Card Luncheon**  
**June 2nd**

# GOLD CARD MEMBERS

Larry Austin	William Gallagher	Lafayette Moore
Leonard Berglund	Robert Geiger	Wayne Morgan
Gene Betz	Conrad Gettman	Ed Morris Jr.
Billy Bigelow	June Gravelle	Kenneth Nelson
Robert Bigelow	Francis P. Hennessey	Gary Nolta
G.R. Blair	Ron Henry	Mike Offield
Lawrence J. Branze	Danny Hess	Junji Ono
Sylvester Bunker	Kenneth Hicks	John Otis
Frank Burdulis	Charles H. Houston	Charles Owens
Richard Byland	Earlie L. Hudson	Dan Padilla
George Condon	John Janousek	David Parmelee
Beverly Cook	Ronald Johnson	David Payne
William Coyner	Kenneth Johnston	Robert Peterson
Larry Davis	Jerry Jonason	James Robinson
Eugene Dell	Richard Klein	David Rodger
George Egger	Frank LaRiviere	Don Sanders
Ronald Eng	Ernest Lendy	Donald Shannon
Ronald Engen	Donald Lowe	Ronald Sherrard
Robert Erb	Roy Luquette	Wayne Sonnenfeld
David Erickson	Peter Madsen	Robert Studley
James Farmer, Jr.	Michael Mangan	Jimmy Terada
Jon Felker	John Martin	Ben Wittick
Willard Fox	Richard McFadden	Donald Wissinger
Earl Frank, Jr.	Robert McBerry	James Wood
	Bruce Miner	

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**(Get Woke From Front)**

out a 3996, for at least two hours of auxiliary assistance.” He looked me up and down and then says, “And get yourself a pair of fingerless gloves.” I wasn’t sure if Lee was supposed to be giving me all this inside dope, but I was addicted. Dog Route, V-Time, 3996, Auxiliary Assistance, Fingerless Gloves! I was beginning to feel like a Home Boy, gettin’ myself some Street Cred. Soon I be fleek on the street.

I then whined on about how I was going to get a Letter of Warning for my street time, when the longtime Letter Carrier broke in on me mid-whine... “They can’t give you a Letter of Warning for your Street Time!” Not to be deterred, I wound up my siren-like sobbing and insisted it was true. “The manager said... he, he, he said...” I jabbered on. In the absence of a cork to stopper up my mouth, Murray reiterated his statement in a no-nonsense, staccato bark, as if using a ball-peen hammer to drive his point home. “They! Cannot! Give! You! A! LOW!” But, but, but – I sputtered, giving a poor imitation of a motor boat. “There’s! No! Speed! Limit!”

My takeaway here was that there was no speed requirement either for Street Time. Your Street Time is Your Street Time. It’s not a mix and match situation. You don’t have to measure up to anyone’s expectations, most especially those who have never-ever slung a pouch for a living.

Soon I was following Murray around the station like a lost puppy dog, or an alley cat that he had made the sad, bad mistake of feeding. He couldn’t shake me, so he did the next best thing; he introduced me to Georgie Poole – the Shop Steward. I’m sure Lee felt as if he had dodged a bullet, as after having introduced me and my stream of consciousness questions to the Shop Steward. He often found me and Poole seemingly attached at the hip. Being new, I didn’t know how Taboo it was to be talking “Contract” on the workroom floor, but each time a new thought would crop up, I’d run it by Georgie. This meant I went to the John a lot, always finding a way to weave by Poole’s route, and leave my question for the Steward as if I were ordering up a Big Mac. (“I’m Loving It.”) After

my fast-track intro into Contract-land, I became an Alternate Steward. This gave me a few unexpected privileges that I wasn’t privy to as a garden-variety Letter Carrier. When I say “gave” I mean I had to wrestle them away from management the way one might wrestle a favorite chew toy away from a full grown Mastiff. One of these “privileges” was being given enough Auxiliary Assistance to allow me to attend the monthly Union meetings. Of course, first there was the obligatory hand-to-hand combat. I’d hand in my PS 3971, management would deny it and hand it back, I’d hand it to the Shop Steward, he’d hand it back into management, informing them that as the Alternate Steward – I was a Union Official – and could not be denied attendance to a prescribed Union meeting. Back-and-forth and back-and-forth, my “Request for or Notification of Absence” was ping-ponged about, but after some bitter bickering, my status as Alternate Steward gave me access to the monthly meetings. The Letter Carrier Craft is an imperfect process, as most human endeavors are, but things do get better once you get woke.

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**Membership Report**

As Reported at the April 2019 Branch Meeting

*Financial-Secretary Edward Johnson*

<b>New Members</b>	<b>31</b>
Left Service	1
Transfer Out	0
Cancelled	0
Retired	3
Deaths	0
Active	1802
Associate	37
Total Retired	525*

\*Includes Gold Card Members 73

**Total Membership 2364**

# Making Changes to Your Insurance Outside of Open Season

-Director of Insurance Jo Ann Pyle-

**T**here are certain Qualifying Life Events (QLE) or Life Cycle Events that may allow you to make changes to your health insurance outside of Open Season. Since I received a couple of calls about this during the last month, I thought it was worth mentioning what some of these QLE are.

**-I've acquired a new family member.**

**-My child's status is changing.**

- My child got married.
- My child got divorced.
- My child has become a Federal employee.
- My stepchild no longer lives with me.
- My child is in school and isn't living with me anymore.

**-A family member died.**

**-I'm getting married or remarried.**

- I have a same sex marriage.

**-I'm separated or I'm getting divorced.**

**-I'm moving.**

**-I've gained/lost coverage under my spouse.**

These are just some of the QLE relating to you and your family. There are other circumstances relating to your job and retirement, but these seem to be the most common. Under the above circumstances, you might be able to change the level of coverage within your plan or to even change plans altogether.

You can find more information at [www.opm.gov](http://www.opm.gov) and click on the retirement link. This link also has the phone number you would need to call if you need to make a change.

If you have questions about these issues or others, please give me a call.

## (Summarized Minutes from Page 2)

### Director of Retirees John Sweeney:

-Scholarships will be drawn at the May branch meeting.

-April 18<sup>th</sup> and 25<sup>th</sup> will be the next Retirement Seminars at the branch office.

### Director of Insurance Jo Ann Pyle:

-Spoke about different life events that would allow changes in coverage.

### Trustees' Report:

-Austin Cooper reported the trustees met on 04/03/2019 and found the books to be in good order. **MSC**

-The membership was informed of the donations approved by the officers.

### Assistant Secretary-Treasurer Nick Simmons:

-Reported on branch finances. **MSC**

### Financial Secretary Edward Johnson:

-Membership report was given.

### President BJ Hansen opened discussion on the recent appeal to the branch election by candidate Brian Wiggins.

-The election was held, the appeal was sent to the election committee, the executive board and now to the membership.

-BJ read the appeal and proposed remedy.

-The membership discussed the contents of the appeal: unique identifiers, ballot verification, candidate ads, etc.

A motion was made to not rerun any part of the election and to uphold the decisions of the election committee and executive board. **MSC**

A motion was made to create a committee of former candidates to look into improving the election process. **MSC**

BJ gave upcoming dates to remember.

Door Prize: Virgilio Goze

*Meeting adjourned at 8:47 PM.*

## CCA Conversion Classes

-Vice President Kevin Gottlieb-

Recently the branch president was notified by the Learning Development & Diversity Center of the Seattle District that the Conversion Class was going bye-bye and being replaced with a web based program called HERO.

The Conversion Class took place in a classroom setting and allowed the converted CCA to career employee to understand the benefits of making their career with the Postal Service. In this class they were taught about health benefits, about their Thrift Savings Plan, positive customer relationships and so forth. Many CCAs have waited for this opportunity to become career and this class was the start of understanding what was ahead of them. The new employee has 60 days from date of conversion to sign up for benefits like the health plan.

Part of the class was the right of the union to address the new employee about the NALC health benefit plan and provide forms. It also allowed the union ample time to engage with them. It specifically states this in the National Agreement.

So, the branch was notified by email of the change in the Conversion Class. Not only that, but classes that were already scheduled have been canceled and the units were emailed of the change. Some CCAs were converted in mid-March and have waited for their scheduled class in mid-April and were notified it was canceled. These CCAs have already lost 30 of their 60 days to sign up for benefits.

As stated, the union has a right to address the new employee. Not only has the Seattle District eliminated the class they found the need to inform the branch president that "there will be no need to schedule any of the NALC or APWU officers or reps to go to the Conversion Classes anymore." So no working out this issue with the union, no discussion with the union, just flat out they are not needed.

Recently a newly converted CCA explained her experience of using management's computer to do her conversion training. She stated she had to sit at a supervisor desk in the middle of the workroom floor with equipment and loud talking all around her. She had

trouble listening to the presentation and she felt that the program lacked information about health benefits. She also stated there is no way to ask questions. She felt it was a waste of her time.

The program is now in the hands of supervisors on the workroom floor. You know how that will go; the new employee will be given the time when time is available, like no sick calls, or when there is a good day. HAHA there is never a good day in the post office. Eventually, the new employee will give up on asking for the training.

If you are not being given time to do your conversion training talk to your steward. If your questions are not being answered or you have additional questions ask your supervisor for the answers. If they do not get you the answers, see your steward. A grievance may need to be filed.

FYI, the union has initiated a grievance at one of the offices in Branch 79.

Just to save a few bucks the postal service has done away with a valuable training. Oh and apparently they don't think they need the NALC anymore.



**Congratulations,  
Hollie Jones of  
Renton Main.**

**Enjoy Your Retirement!**

# Ninth District Update

-Legislative Liaison Mark Myers-

On March 23rd, Congressman Smith held a Town Hall meeting at Tyee High School's cafeteria in SeaTac. Washington State 33<sup>rd</sup> Legislative District Representative Mia Gregerson introduced Congressman Smith to the audience. After greetings, Adam gave an update on current legislative activities in Washington DC, followed by a discussion of a number of the issues before Congress. He then addressed questions from the attendees. His staff was on hand to help members of the community having problems with federal agencies like Social Security and the Veteran's Administration.

On April 17th, Washington State Association President Brian Wiggins and I had the opportunity to attend an event called "A Taste of the Ninth" at the Renton Community Center hosted by Congressman Smith. Representatives from organizations from all over the 9<sup>th</sup> District, both public and private, were in attendance. There was a terrific buffet with great food from vendors in the district. Adam spoke about the tremendous diversity that exists in the 9<sup>th</sup> District, with 150 different languages being spoken by people from lands all over the world. Adam also recognized several folks in the audience with Champions of Justice awards for their contributions to the community.



Brian and me with Congressman Smith at the "Taste of the Ninth" Event

On April 19<sup>th</sup>, an event was held to designate the Renton Highlands Post Office as the "James Marshall "Jimi" Hendrix" Post Office Building. The legislation for this was introduced in the House of Representatives by Congressman Smith and was signed into law by the President on December 21, 2018. Guest Speakers at the event were Congressman Smith, USPS Seattle District Manager Darrell Stoke, Renton City Councilman Ryan McIrvin, Chief Andy De Los Angeles of the Snoqualmie Indian Tribe, and Ms. Janie Hendrix, Jimi's Sister. After the speakers addressed the audience, a plaque dedicating the building was unveiled by Adam, District Manager Stokes and

Janie Hendrix. Renton Letter Carriers LaVonn Williams and Heather Sadar, Retirees Katie and Gregg Schlilaty, and WSALC President Brian Wiggins also attended the event. Renton Acting Postmaster Yolanda Shaw, Bellevue Postmaster John Bell, Renton Main SCS Justin Neathery, and USPS Information Officer Ernie Swanson attended as well.

After the dedication ceremony, Brian and I met with Adam's District Representative Lyndall Bervar. We discussed the House resolutions on six-day delivery and door-to-door delivery, and the history of the pre-funding legislation that placed the Postal Service in financial quicksand. We also talked about the latest budget proposals on Capital Hill, and the potential impacts on Letter Carriers. It was our first meeting with Lyndall, and we look forward to working with her on legislation that affects Letter Carriers and the Postal Service.



Congressman Smith speaking at Dedication ceremony: Janie Hendrix seated at right

# **OWCP Help is Here**

If you have a work-related illness or injury and are having trouble navigating the confusing OWCP system, or your claim is being denied, please come get assistance from trained OWCP experts at the Branch 79 office.

Look in the Seventy-Niner for announcements of future help sessions.

*Next Session:*

**Branch 79 office - 210 Queen Anne Ave N, Seattle 98109  
Wednesday, June 5th from 5:30 pm - 8:30 pm**

## **MEMORIAL**

**Louis Homa  
Father of Brother Jim Homa**

**Dave Anderson  
Brother of Sister Debbie Jackson**

**Louise Argana  
Mother-in-law of Brother Nepomuceno Padilla**

**Imalda Bautita  
Sister-in-law of Brother Nepomuceno Padilla**

## *Congratulations Recent Retirees*

---

**James Bosch**

**John Gosselin**

**Glen Herzog**

## **Shared Services**

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# Welcome New Members

**Luis Gallardo**

**Jerry Annis**

**Seoggi Kang**

**Kyong Kim**

**Alexander Bell**

**Mohamed Hassan**

**Octavio Rosales**

**Plascencia**

**Jordan McEachin**

**Sang Sihm**

**Carla Moar**

**Carol Bera**

**Bill Ladas**

**Barbara Miller**

**Latese Walls**

**Natacha Clark**

**Dana Arnold**

**Michael Epton**

**Khoi Luu**

**David Rinn**

**Joshua Hodgman**

**Bradley Matteson**

**Beena Rani**

**Tajinder Kumar**

**Singh Swaran**

**David Yoil**

**Juanita Patterson**

**Geoffrey Tabbert**

**Kevin Tran**

**Alexander Bosworth**

**Amy Cox**

**Thomas Lai Fook**

**Lorenzo Bevilacqua**

## OUTSTANDING SERVICE

### AWARD NOMINATIONS

**Jack Hayes**

#### Outstanding Service Award Chair

Nominations are due for the Outstanding Service Award to be presented at the upcoming State Convention. The rules are simple. The nominee must be a member who is actively involved in service to our union and in community affairs.

If you have previously submitted a name and that person was not chosen, it is time to update your nomination to keep it current.

Please send nominations to :

Jack Hayes

OSA Chair

4002 226th Place SW

Mountlake Terrace, WA. 98043

You may also present your nomination at Convention.



# SIGN ME UP!

## How to contribute to the Letter Carrier Political Fund using PostalEASE — Enroll by PHONE

Through PostalEASE, active letter carriers can contribute directly from their USPS paychecks to the Letter Carrier Political Fund (NALC’s PAC) by designating the Political Fund as one of the three payroll “allotments.”

### ENROLLMENT BY PHONE

Call PostalEASE toll-free at 1.877.4PS.EASE (1.877.477.3273)

1. When prompted, select “1” for PostalEASE
2. Enter your 8-digit Employee ID Number and your USPS 4-digit PIN
3. Select “2” for payroll options
4. Select “1” for allotments  
*Disregard instruction to complete Allotment Worksheet and select “2” to continue.*
5. Select “3” to ADD a new allotment
6. Enter the following Financial Institution Routing Number: 0 6 4 0 0 0 1 7
7. Select “1” to continue processing allotment
8. Select “1” to “enter the allotment now”
9. Enter your 17-digit Account Number (See step D at left)
10. Enter “1” for Checking
11. Enter amount of allotment: \$ \_\_\_\_\_ / pay period  
*Maximum yearly amount is \$5,000*
12. If amount is correct, select “1”

NOTE: If you already have three allotments, you must cancel one to contribute to the Political Fund through PostalEASE. To do so, follow the instructions above but instead of selecting “3” to add a new allotment, select “2” to cancel an allotment.

After completing your entry, stay on the phone for the following information:

Confirmation Number: \_\_\_\_\_

Your allotment will become effective on: \_\_\_\_\_

Your allotment will be reflected in paycheck dated: \_\_\_\_\_

Keep this information for your records and future reference.

#### BEFORE YOU START, YOU’LL NEED:

- A. Your 8-digit Employee ID Number (on your paystub)
- B. Your USPS PIN
- C. Your Postal Record Number (Located on the back cover of your Postal Record magazine, above your name. **Or** call 202.393.4695 to get your Postal Record Number).

Your Postal Record Number is on the cover of NALC’s monthly magazine:



- D. To create your personal account number, insert the seven digits of your Postal Record Number to the spaces below:

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