



# Tampa Letter Carrier

VOLUME 13, ISSUE 4

APRIL 2014

## Around The Horn from The President's Desk

Brothers and Sisters, route inspections are continuing in Tampa. Three stations have been completed at press time for this article: Forest Hills, Palm River, and Temple Terrace. When your newsletter is received, Hilldale, zones 33614 and 33634; TCA, zones 33606, 33607, and 33609; and Produce will also have been completed. Town 'N Country will be in progress. *Brandon Station had an unexpected result. The route inspections in Brandon were cancelled toward the end of their ongoing inspection, citing abnormally unrealistic mail volumes. This action is currently being grieved as management only made phone contact with the steward. The steward is investigating: Who made the decision to cancel? What criteria were relied on? What data was reviewed? And the rationale for concluding that continuing with the Count and Inspection would serve no useful purpose. There must be a detailed explanation with comparisons when making this huge decision, more than just a simple notification. Carriers will have had the opportunity to attend one*

more scheduled Route Inspection Class on Tuesday March 11, the third at our union hall. The first was on Thursday January 23, and the second on Sunday, January 26. The March 11 class was scheduled to cover in detail, information from the NALC Route Protection Program as well as issues from the previously completed route inspections. **Please make plans to attend our next scheduled inspection class...looking at the 2nd week of April, make the time!**

Here are a few tips you should know about your route inspections, references from the NALC Route Protection Program, and a little common sense.

- Five working days before the start of the count, management must post a notice giving the schedule of the count week and the date of inspection.
- Pay attention during the Dry Run; management must give you a chance to practice filling out PS Form 1838-C, this is the form you will be filling out all week, except inspec-

tion day.

- The Dry Run is a practice session, and must be conducted within 21 days prior to the start of the count and route inspection. **All** carriers in the unit must participate in the dry run. The supervisor must review your form for accuracy, error or omission and discuss any problems with you. They may require you to complete a second form, if necessary. My advice is to focus during the dry run, this 1838-C is vital to an accurate inspection. Ask questions, do not rush and do not let management rush you.
- Hopefully, all of you are carrying your routes correctly, efficiently and safely as the remaining stations prepare for inspections. From experience, it is difficult to incorporate new/correct delivery techniques the week of



**Tony Diaz**  
President  
Branch 599

### Branch 599 Meeting

Thursday  
April 3  
7:30 PM

*(Continued on page 3)*

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Please submit any and all articles to be published in the *Tampa Letter Carrier* to the Editor via email at editor@nalc599.com no later than the 5<sup>th</sup> of each month in order for us to meet our time limits to the publisher.

# Officers

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	Warren Sumlin	813.486.7612	
<b>Presidents Emeritus</b>	Garland Tickle • Orbe Andux Donald Thomas • Michael Anderson James Good • Alan Peacock		

# Shop Stewards

Station	ZIP	Steward	Station No.	Steward's No.
Tampa Stations/Branches		Chief Steward, Brian Obst		727.458.0679
Brandon	33510/11	Warren Sumlin	813.661.1636	813.486.7612
Carrollwood	33618	Eddie Berroth	813.960.8894	813.493.5224
Commerce	33602	Detlev Aepfel	813.242.4507	813.505.7914
Forest Hills	33612	Alan Robinson	813.935.2954	813.843.9762
Forest Hills Annex	33613	Nick Cullaro	813.935.2954	813.541.8159
Hilldale/Annex	33614/34	Varick Reeder	813.879.4309	315.491.6234
Hyde Park	33606	George McEndree	813.873.7189	813.935.0244
Interbay/Port Tampa	33611/16	Marie Brown	813.831.2034	727.331.9907
Interbay/Peninsula	33629	Clement Cheung	813.831.2034	813.758.5910
Palm River Annex	33619	Pam Benton	813.663.0048	813.475.0753
Plant City	33564	Mike Thomsen	813.719.6793	303.916.3196
Produce	33610	Elvin Rodriguez	813.237.4280	646.346.3288
Ruskin/Sun City Ctr	33570	Aric Person	813.634.1403	813.545.7779
Seminole Heights	33603	Walt Rhoades	813.237.4569	813.389.1708
Sulphur Springs	33604	J.D. Lewers	813.237.4569	813.528.5519
TCA/Peninsula	33609	Troy Figueroa	813.873.7189	347.403.1644
TCA/West Tampa	33607	Sheryl Jones	813.873.7189	616.589.6283
Temple Terrace	33617	Warren Sumlin	813.988.0152	813.486.7612
Town 'N Country	33615/35	Brian Obst	813.884.0973	727.458.0679
Ybor City	33605	Detlev Aepfel	813.242.4507	813.505.7914

# Around The Horn from The President's Desk

(Continued from page 1)

inspection that you do not normally perform day to day; the inspectors will know. Examples: if you are not using your seat/lap belt and shoulder belt at the appropriate times, not closing your door at every intersection, not taking the key out of the ignition each time you turn your LLV off and step out of your vehicle, or heaven forbid, not shutting your vehicle off each time you step out of your vehicle. Additionally, if you are talking on the phone while delivering and/or driving, if you are delivering with the mail on your lap or holding the mail in your hand, or if you are delivering the route out of sequence/order you will not be able to remember to correct all or a part of these for the entire day with an inspector in the LLV with you. Work on carrying your route the proper way, not necessarily the easy way; ask questions if you are not sure, know your craft.

## CPR Classes

As I mentioned in last month's article, I am looking at hosting CPR classes at our union hall. The class is two hours in duration and anywhere from 12 to 20 can attend each class. The class will cost approximately \$25 to \$35 dollars per person. Upon completion you will be presented a certification from the American Heart Association, good for two years.

## CCAs

We are currently processing another staffing grievance aimed at converting our CCAs to regular status. We feel the new case is a very good one and we are very hopeful of a positive ruling.

## Quick Hits:

### Information you should know

\*) **Next work party** will be held Sunday, April 6. We will be working on the grounds and burning old outdated

files stored past their deadlines.

\*) **Feb. 28, 2014**—NALC President Fredric Rolando has appointed Lew Drass of Huntsville AL Branch 462 as National Vice President and Brian Renfroe of Hattiesburg MS Branch 938 as National Director of City Delivery. Drass has served as Director of City Delivery since his election to that spot by the 67th Biennial Convention in Anaheim in 2010. In 1977, Drass began his postal career in Riverdale MD, where he served as a shop steward beginning in 1983. He transferred to Huntsville in 1989, and in 1993 he was elected President of Branch 462. Drass served as President, Vice President and Director of Education for the Alabama State Association, as well as a local business agent and arbitration advocate in Region 8. He was first elected national business agent for Region 8 in 2002. He was re-elected NBA by acclamation at the 2006 Las Vegas Convention. Drass' appointment as Vice President fills the vacancy left when George Mignosi stepped down in January to assume

the office of President of Brooklyn NY Branch 41. Renfroe's appointment to Director of City Delivery was made to fill the vacancy left by Drass' appointment as Vice President. Renfroe came to Washington DC, in 2011 to work in the contract administration unit on city delivery issues at NALC Headquarters. Last summer, he was appointed special assistant to President Rolando. Before coming to the nation's capital, Renfroe served as President of Hattiesburg MS Branch 938 as well as President of the Mississippi State Association and as a local business agent in Region 8. Renfroe, a second-generation letter carrier, began his career in 2004. He also is a graduate of the NALC Leadership Academy. *I am thrilled to have Lew and Brian in their new positions on the NALC Executive Council, Rolando said. Both of them are smart, hard-working and totally dedicated to the well-being of fellow letter carriers.* —NALC.org

**Look forward to talking to you again on the next *Around The Horn from The President's Desk***



# Sharing Our Members' Joys and Sorrows

Our deepest sympathy and prayerful support is extended to **Steven Lutz** [retiree] and family at the passing of his wife, Lois Althea, December 20; to **Mike Chiles** [retiree] and family at the passing of his wife Pam, February 19; and to **Lashawn Young-Conner** [Town 'N Country] and family at the passing of her brother.

Get well wishes and prayers for continued recovery after surgery are sent to **Joe Perez** [Interbay].

## Remember to contact the Branch Office when...

...you move and/or change your phone numbers, or email address.  
We need to keep our membership records up-to-date!

...you know of members' joys and sorrows, including your own. We won't know if YOU don't tell us!

## Stanley Crosby and Steven Lutz Retired!



Tony Diaz and Stanley Crosby



Tony Diaz and Steven Lutz

President Diaz recognized **Stanley Crosby** [Town 'N Country], and **Steven Lutz** [Sulphur Springs 33603] during our March Branch meeting and presented them with a check from the Branch for their retirement.

### Shop Stewards will Meet

Tuesday 7 PM

- April 1
- April 29
- June 3
- July 1

### Executive Board Meets

Thursday 6:30 PM

- April 3
- May 1
- June 5
- July 3

# The Birdseye View

Well the first round of Route Count and Inspections had several twists and turns to no one's great surprise. Even though the rhetoric was all about we *want it to be a fair and honest inspection and don't want any problems for either party*. You know good intentions are extremely rare in today's Postal Service and the continuing saga of *agreeing to disagree* is getting rather old and stagnant. Three out of the four offices that were scheduled for inspections in February from the Tampa installation at least completed all six days of their inspections. The Brandon office completed four days and decided they didn't like the data so they canceled the inspection. That is about a \$4,000 per route waste of time and money. They must have had some mail volume they didn't anticipate of Valentine's Day week. There were plenty of glitches in the other three offices, but they did at least complete the six-day inspection. Now the adjustment process which we all know is an even bigger nightmare than the count and inspection, has already started the web of impacting more routes than necessary along with the knee-jerk reaction of expediting something in a shorter time frame to avoid the 52-day violation. The continued use of COR (Carrier Optimum Routing) system does not allow for anything simple; it almost always creates a complex problem with lines of travel and impacting routes that could just need a very minor fix. To get the numbers they want, they will further time-wasting impact and extreme unnecessary changes. During the past two years it has shown the system does little more than create a lot of chaos, changes and ultimately little gain if any at all. We can't seem to get out of our own way as if the USPS hasn't enough hurdles they can't overcome they just look for steeper terrain to climb.

We currently are thrilled that we are past the month of March, which brings an end to the very unsuccessful Memorandum M-01824 that was for six months the plan for filling residual vacancies through eReassign of career employees. As of March 5, 2014, Tampa Installation remains understaffed with only 419 career carriers for 462 routes and carrier technician assignments and that doesn't include the 30 residual reserve letter carrier assignments that have not been under any withholding order since September 7, 2013, when all withholding ended. Management has had over six months to do something, but we have only had 12 career carriers accepted as of March 5, 2014. That's totally unacceptable, but we hold open the possibility that the end of this terrible Memorandum may finally break the barrier we have to convert some of the non-career carriers who have endured so much hardship and have earned through relative standing an opportunity to become career employees.

As we are going through our own battles we have to be aware of the constant barrage that is being waged against working class families and understanding that everything that is bought and sold for is the worst crime of elected officials who are supposed to represent all the citizens of their specific district, municipality, state or nation. It is also the worst kind of voter suppression and method of disenfranchising citizens of our Nation. This process is not about party affiliation or some kind of *buy your vote mentality*, it is about representatives doing what is best for every man, woman, and child in our nation or state. The State of Florida is the fourth wealthiest state in the Union but that doesn't come close to how bad we rank in education, social services, infrastructure, transportation, or even tax equality. We should not just allow

our state to be the playground for the rich and corporations that only pay 1% of the taxes in our state. We would all benefit

if there were more better-paying middle class jobs, union jobs, stronger apprenticeship programs, training and education equality, and opportunity to give something more to our state and its working class citizens. There are many agendas that need attention stopping wage theft, providing for a living wage, insuring gender wage equality. We focus so much attention on what is happening or should be happening at the federal level that we fail to look at what is happening in our own back yard. Right now while our state legislature is in session, keep a watchful eye on what is really happening and watch as the war on the working class continues. We all can make a difference, but it starts with us making an effort to make a difference.

Fraternally for Unionism and Working Class Families,

Alan Peacock  
Vice President



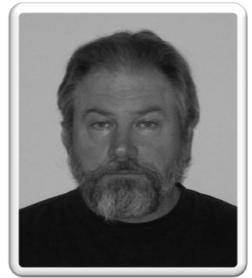
Alan Peacock  
Vice President  
Branch 599

**Sunday  
Work Party  
at our Hall**

April 6 9-11 AM



# Documentation: Forms 1571 and 3996



**Brian Obst**  
Tampa Stations/  
Branches  
Chief Steward  
Branch 599

When you came to the Postal Service to become a Letter Carrier, many of you probably thought that it was an easy job. I mean how hard can it be to put mail in a box all day, right? Well as you now know there is much more to the job than just putting mail in a box.

Today we are going to examine a couple forms used to document what is happening on your route assignment. With the upcoming route inspections it is important that you know how to use these documents and what they do for you when dealing with your route.

The Form 1571 is also known as the Curtailment Mail Slip, but its actual title is Undelivered Mail Report. This form is used to notify management of what mail you received each day that was undelivered and the reason for it not being delivered. This is why it became known as the curtailed mail slip because management used to give you one anytime they instructed you to curtail mail that you had received at your case. While this is indeed part of the reason for the 1571, it is not the only reason. If you look at the form you will notice at the top in bold print the following:

**The following mail distributed to me for delivery was left in the office or returned undelivered.**

This is important because if you look at your mail disposition daily, you will see that there are many types of mail left undelivered daily for many reasons. Some of these are: missorted mail from the plant, missorted mail from the hot cases, review mail for people who have moved, and UBBM [Undeliverable Bulk Business Mail] just to name a few of the reasons for mail in the office being undeliverable that was distributed to you. Some of the reasons that mail you take to the street was undeliverable could be: review mail, miscased mail, DPS errors, and UBBM again just to name a

few. Here is the rub: this form should be filled out by every carrier two times a day since there are two separate times where you are going to have to document undelivered mail that was distributed to you. If you are not doing this you are missing time on your assignment and more importantly you are missing the built-in protections afforded you when you have undelivered mail. The form has an area for the reasons for the mail being undelivered and management has to address what action was taken by them and they must sign all submitted forms. If you request a copy, management is required by contract to provide you one after they take their actions and sign the form. This documentation will also show what is happening with the volume of mail you receive daily so it will help you when providing management a daily estimate of your workload.

The second form is one we are all familiar with and that is the Form 3996, referred to as the help slip, but officially known as Carrier – Auxiliary Control Form. This form is the one you get after providing your daily estimate, saying you need overtime to complete your assignment or if Management is providing you a trip on another route. While the form looks complicated it is actually very simple and easy to fill out. It is so easy to fill out that management has printed the directions on the back of the form. All one need do is read and follow the directions to successfully complete this form.

I cannot overemphasize the importance of this form, as it is an important document that is used in a wide variety of grievances. This is the form that will protect you if you fill it out properly, as it provides all the information needed to show how much time it took to deliver a trip, how you justify your time estimates (block J), what

management authorized and what you requested to name just a few issues where this document is used. The problem with this form is that carriers become lazy and fail to fill it out completely so when there is a need for it in a grievance it ends up being worthless simply because someone failed to do their job properly. Remember that this is your job and you get paid to do this; it is *on the clock* and no one can tell you not to fill it out in its entirety.

If you are unfamiliar with these forms or are having trouble using them please contact your steward or call the hall and we will ensure that you get help. It is important because some day the difference between you having a job or being terminated may come down to these forms and if they were properly used by you. I have seen carriers terminated when they should not have been based simply on the arbitrator seeing stacks of these forms that were not filled out properly and management was able to make it look like the carrier was doing something improper. Protect yourself and your job and fill out these forms as you should and *always* request your copy from management.

Until next month I leave you as always  
– **Knowledge is the Key.**

Brian Obst  
Tampa Stations & Branches Chief Steward

# Outside the Lines

As a former steward/officer of this branch, I enjoyed the dues rebates at the end of the year. During that time our local had the financial benefit of TLC Inc. At the beginning of 2011 with a change in Federal laws the holding company was abolished. It has become obvious to some of our former officers and current officers that the rebates at the end of the year are increasingly affecting the ability of the branch to financially afford to have annual picnics and other parties. It also limits the amount of moneys that are paid to the stewards/officers and members to attend training, State, and National Conventions. It even limits how many COP and Rap Session meetings our President can attend. With the cost of the Retiree and Installation of Officers Banquet, the dues rebates and the increase of end-of-the-year taxes, the branch was unable to pay our former President's [Alan Peacock] accrued leave in a lump sum. The 2013 rebates totaled over \$5,000. Over the past year at our Branch monthly meeting, there have been many proposed bylaws that had to do with the Work Stoppage Fund. Several officers/stewards and former Branch officials proposed the use of some of the fund for parties/banquets, training, COP meetings, Rap Sessions, state and national conventions, and training for our stewards. Included in this article is the position of NALC Secretary-Treasurer on the issue of rebates and what could be done if this practice would stop. I agree with this position and believe a bylaw should be proposed to delete/eliminate this practice.

In the Postal Record for December 2012, Volume 125, Number 12, our current national officer, Secretary-Treasurer Jane E. Broendel wrote an article entitled *Don't give back local dues!* The following (part of the article) is verbatim: *The reimbursement of local dues to members limits branches' ability*

*to pursue NALC's many objectives and is discouraged. Many officers have stated that they would like to use local dues for representational and/or training opportunities, but they are concerned about backlash from members who are accustomed to receiving a dues refund each December. Officers should get buy-in on discontinuing the dues refund by explaining to their members that proper training of officers and stewards benefits every member. Participation in training and rap sessions gives branch officers and stewards the opportunity to interact with their national business agents and regional administrative assistants as well as other NALC activists. The opportunity to ask questions and get answers firsthand is invaluable in strengthening the knowledge base of those who are responsible for representing letter carriers. In addition, this information can be shared with the general membership at a branch meeting/training. Another sensible use of union funds is to send members to state and national conventions, which not only set the direction for the future, but also provide a vast array of educational opportunities for all members. Some members may not wish to serve as stewards or otherwise handle grievances, but may be interested in developing the skills to become an administrative officer, legislative coordinator, branch editor or fundraising coordinator for MDA, COLCPE or PERF. Conventions are great opportunities for new or less-involved members to become exposed to all facets of the NALC and thus increase the likelihood of getting more members involved in the branch. Other uses for branch funds may be an annual picnic, steward award dinner or retiree brunch—all intended to promote solidarity. Besides hindering the objectives of the NALC, there are Internal Revenue Service (IRS) reporting issues to consider when refunding dues to officers, other union employees and/or members. IRS reporting requirements are complicated and NALC takes the conservative approach on refunding dues to officers,*

*other union employees and members. Dues, in any amount, refunded to an officer or other union employee must be treated*

*and taxed as wages. **Dues refunded to a member, if under \$600 in a calendar year, need not be reported to the IRS by the branch. However, the member should report the amount to the IRS as additional taxable income---yes, even though the dues were deducted from the member's paycheck after taxes. This is true because the union is providing a benefit to the member.*** Any dues refund to a member equal to or exceeding \$600 should be reported to the IRS and the member using a Form 1099-MISC.

On February 27, 2014, proposed legislation from the US Senate S. 1982 was defeated because of 41 votes from the pro-gun Republicans. The bill was the *Comprehensive Veterans Health and benefits and Military Retirement Pay Restoration Act of 2014*. Two (2) GOP members (Jerry Moran of Kansas and Dean Heller of Nevada), two (2) Independents and 52 Democrats voted for the bill. The reason for the defeat was that the Republicans invoked a procedural maneuver that 60 votes were needed to pass. The bill would have spent \$21 billion over 10 years, restored the COLA for veterans and the pensions of future retirees, expand caregivers of disabled veterans, expand compensation for family caregivers of disabled veterans (something now provided for veterans of Iraq and Afghanistan) to families of veterans of all wars, protect veterans from losing their benefits in the event of another government shutdown that was led by Republicans in 2013 that cost \$26



Ray Garcia  
Member  
Branch 599

(Continued on page 9)

# Retiree Station

We had a fair turnout at our Retirees Breakfast; I think we can do better. Responses have come back that some would attend a brunch at our hall and some for a later breakfast. The one issue that has been expressed to me is morning traffic; they are retired and do not want to drive during rush hour. I realize that no perfect time will work for everyone, or any one place is perfect for all of us. Some have suggested having two retirees' gatherings a month at different locations and times, however this comes down to what the retirees want and are willing to do.

I feel that the sharing that goes on at these gatherings is wonderful, as we really did have some memorable times at work and some that are best left alone [chuckling]. The sharing and fellowship at these gatherings is part of

what we did and who we are today as a result. Some of us have forgotten about an event, but quickly remember once a brother or sister starts talking about it.

My new email address is listed under Officers on page two. Send your suggestions or concerns about what we are doing and how you think we can improve our Retiree's Monthly Gathering. These gatherings are for you to get together with your former brother and sister coworkers to visit and stay in touch with one another.

Please send an email to my new Branch address  
[retirees@nalc599.com](mailto:retirees@nalc599.com)  
 and you will be added to our retirees' email list; this will also open communications between the Branch and you

via Director of Retirees. Besides letting you know who has passed, I will be able to relay messages to you expeditiously from our National, State, and Local when important news/information or requests for your support come through. Our National President uses this form of communication to ask for our help; we can follow this fine example of rapid communication between Branch 599 and members!

In closing, we lost Brother Fritts, who always had a new adventure to share at our gatherings. I will miss his sense of humor and hearing the stories about the excursions he was always going on. Rest in peace, Brother!



**Don Thomas**  
 Director of Retirees  
 Branch 599

## Retirees Breakfast

Monday April 7 9 AM

Coffee Cup Restaurant • 4407 N Hubert Avenue, Tampa

# Outside the Lines

*(Continued from page 8)*

billion. S. 1982 would have authorized the construction of 27 new clinics and medical facilities and would have provided tuition assistance to post-9/11 veterans. The Republican reasoning for defeating the bill was the \$21 billion would increase the deficit and because the Senate Majority Leader refused to allow any amendments that would have increased further sanctions on

Iran. Jason Easley wrote, *the only message that can be taken away from today's vote is that Senate Republicans think it is more important to deny President Obama a **win** than it is to help our nation's veterans. Senate Republicans committed a disgraceful betrayal of the promise that has been made to those who put their lives on the line for this country. The Republican Party doesn't care about veterans. This vote stabbed*

*veterans in the back and should make every veteran question why they would ever vote Republican. One of the nay votes was by former Republican presidential candidate and Vietnam prisoner of war, Senator John McCain of Arizona, who has previously voted against veteran bills no less than 7 times. As a Vietnam veteran, you know why I continue to vote for only Democrats and if I could, Independent Bernie Sanders of Vermont.*

# Tampa Letter Carriers Hall Rental

3003 W Cypress Street, Tampa FL 33609 • 813.877.4785 • [bldg.mgr@nalc599.com](mailto:bldg.mgr@nalc599.com)

## Hall Rental

Hall rental is for a 4-hour function plus setup and removal time; totaling 8 hours.

- 3 hours immediately preceding the function is for setup.
- 1 hour after the function is for vacating [taking any decorations you wish to keep, removing any debris from tables, and for your caterer and sound equipment removal].
- **All functions must end by 2 AM.**

## Furniture

- Includes setup of tables according to request.
- 8-foot banquet tables or 5-foot round tables and chairs are included.
- Covering tables and decorating is your responsibility.
- **Seating Capacity: 400**

## Mandatory Security

Two Tampa Police Department officers on extra duty roster will provide security at your function from start of event through the 1-hour removal time for \$369.

## Deposits

### Hold Date Deposit is \$400.

Required to hold the date and is deducted from the total amount of rental. It is nonrefundable. If you cancel, the deposit may be refunded only if we are able to schedule another function on that date.

### Damage Deposit is \$500

and will be refunded within 5 business days after the function if no damage was incurred.

### Kitchen Deposit is \$100

and will be refunded within 5 business days if the kitchen is cleaned.

### Extra Fees

Extra setup time [more than 3 hours] is \$53.50 per hour.

Extra event time is \$493.25 per hour.

Extra event time: Extra hours must be added and paid for (money order or cashier's check) at least one week prior to the date of the function.

## Total for a 4-hour Event

Hall Rental	\$1,550.00
Tax	108.50
Security	369.00
Kitchen Deposit	100.00
<u>Damage Deposit</u>	<u>500.00</u>
<b>Total</b>	<b>\$2,627.50</b>

Please make checks payable to:  
NALC Branch 599

### Discount for Branch 599 Members

\$500 off Hall Rental for Branch 599 members who sign the contract and attend the event [\$1,050 instead of \$1,550].

### Referrals

Branch 599 members who refer someone to our Hall rental will receive \$100 after the contract is signed and event is completed.

### Price Sheets

are available on our website:  
[www.nalc599.com/hallrent.htm](http://www.nalc599.com/hallrent.htm)



# Conference Room Rental

**Our Conference Room is available for Meeting Rentals • Same Contact Info as Hall Rental**

## Conference Room Rental

Rental is based on an hourly fee of \$50 per hour between the hours of 8:30 AM – 4 PM.

Rentals between the hours of 4 – 9 PM are \$75 per hour.

- All prices include tax.
- **No rentals past 9 PM.**
- Can accommodate up to 20 people.
- Wi-Fi
- ADA accessible restrooms

## Hold Date Deposit

is 50% of total rental fee, 30 days in advance of rental date.

Remainder paid no later than 1 week prior to rental date.

## Damage Deposit

\$50 (refundable if no damage)

**Please make checks**

**payable to:**  
NALC  
Branch 599

## No Food in Conference Room.

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