



Tampa Letter Carrier

VOLUME 21, ISSUE 8

AUGUST 2022

Around The Horn from The President's Desk

Quick Hits: Information you should know

Brothers and Sisters, I write to you this month on a topic that, from my view, has never been as widespread as it is now. I am talking about stress. Stress is a feeling of emotional or physical tension. It can come from any event or a thought that makes you feel frustrated, angry, or nervous. Stress is your body's reaction to a challenge or demand. In short bursts stress can be positive, completing a project, or meeting a deadline. Stress can play a part in problems such as headaches, high blood pressure, heart problems, diabetes, skin conditions, asthma, arthritis, depression, and anxiety. OSHA (Occupational Safety and Health Administration) has declared stress a hazard of the workplace. Chronic stress is a common stress. Chronic stress impairs

brain function in multiple ways. It can disrupt and affect the normal brain function resulting in a loss of sociability and affect interactions with others. In addition, chronic stress can kill brain cells and even reduce the size of the brain.

Workplace Stress

As we all are aware, the workroom floor can be a volatile place. With the seemingly daily changes of work methods, conditions, and the huge change in parcel delivery. There is the focus on scanning every parcel, load feature, RIMS, and the lack of clerks to distribute the carriers' mail. How about case equipment changes? from 3 pieces to 2, from 4 shelves to 5, and the PET Tool which causes confrontations with estimates. The commands you get out of the office at this time, and when you will be done or do you have under time. Assigning trips before you give your estimate. Does this all sound familiar? Is this

some-thing, we have all encountered?

These all create additional stress in your life...I hear it from you. I advise you on how to handle the pressures, and I have recommended a number of you to the Employee Assistance Program (EAP), to speak to Eric Siegal, or someone in EAP.

With all this going on, plus personal issues and the daily challenges of normal family life, again, I felt compelled this month to discuss **stress**. Stress is a normal physical response to events that make you feel threatened or it upsets your balance in some way. Change alone may create stress by being out of a certain comfort zone. The stress response is actually the body's way of protecting you. When working properly, it helps you stay



Tony Diaz
President
Branch 599

Branch 599
serving
Brandon
Plant City
Sun City
Tampa

Branch 599
Meeting

Thursday
August 4
7:30 PM

(Continued on page 3)

Branch 599 Office

3003 W Cypress Street
Tampa FL 33609-1617
813.875.0599
Fax 813.870.0599
www.nalc599.com

Tony Diaz
President

tony_diaz599@verizon.net

Office Hours

Monday – Friday
7:30 AM – 4 PM

Rodna Kimelman Kirk
Office Secretary
nalc599@verizon.net

Tampa Letter Carrier

Tony Diaz
Publisher

Phyllis R. Thomas
Editor
editor.nalc599@gmail.com

Branch 599 Office
813.875.0599

National Association of Letter Carriers, Branch 599,

3003 W Cypress Street,
Tampa FL 33609-1698,
publishes the *Tampa Letter Carrier* monthly. The opinions expressed in this publication are those of the writers and do not necessarily reflect the opinions of Branch 599, NALC. It is the policy of this publication that all articles submitted for print must be signed by the writer.

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

Officers

<i>Position</i>	<i>Officer</i>	<i>Phone</i>	<i>Email</i>
President	Tony Diaz	813.875.0599 cell 813.598.9635	tony_diaz599@verizon.net
Vice President	Brian Obst	727.458.0679	erif_lor@hotmail.com
Recording Secretary	Michael Brink	813.875.0599	nalc599@verizon.net
Financial Secretary	Alan Peacock	813.892.9378	apeacock.nalc@verizon.net
Treasurer	John Gebo	813.503.1256	jgg7d7@aol.com
Sergeant-at-Arms	Michael Williams	813.541.8327	mwilliams4215@gmail.com
MBA/NSBA	Michael Anderson	813.967.1615	mikey020@msn.com
Health Benefit Rep.	Detlev Aepfel	813.505.7914	dcaepfel@aol.com
Director of Retirees	Alan Robinson	813.843.9762	arob715@gmail.com
Trustees	Lori McMillion, Ch.	813.263.7101	lorraine.mcmillion@gmail.com
	José Oliva	813.299.8442	joliva1938@gmail.com
	Jim Good	813.417.8877	jgood1206@gmail.com
Labor Management	Michael Smith	813.326.0717	mosmith46@gmail.com
	Clement Cheung	813.758.5910	ccheung@tampabay.rr.com
Presidents Emeritus	Garland Tickle • Orbe Andux • Donald Thomas Michael Anderson • James Good • Alan Peacock		

Shop Stewards

<i>Station</i>	<i>ZIP</i>	<i>Steward</i>	<i>Station No.</i>	<i>Steward's No.</i>
Tampa Stations/Branches Chief Steward, Brian Obst 727.458.0679				
Brandon	33510/11	Osceola Williams Sr.	813.661.1636	210.445.1369
Brandon	33510/11		813.661.1636	
Carrollwood	33618	Tina Bausch	813.961.2962	813.892.2282
Commerce	33602	Cynthia Williams	813.242.4507	813.778.4373
Forest Hills	33612	JR Sanchez	813.935.2954	773.849.6229
Forest Hills Annex	33613		813.935.2954	
Hilldale	33614		813.879.4309	
Hilldale Annex	33634		813.879.4309	
Interbay/Port Tampa	33611/16	Victoria Reeder	813.831.2034	813.525.1685
Interbay/Peninsula	33629		813.831.2034	
Palm River Annex	33619	Pam Benton	813.663.0048	813.475.0753
Plant City	33564	Todd Soular	813.719.6793	813.719.6793
Produce	33610	Matt Rodkey	813.239.4084	813.562.8744
Ruskin/Sun City Ctr	33570	Cherry Berry	813.634.1403	585.230.0266
Seminole Heights	33603	Michael Smith	813.237.4569	813.326.0717
Sulphur Springs	33604	J.D. Lewers	813.237.4569	813.528.5519
TCA/Hyde Park	33606		813.873.7189	
TCA/Peninsula	33609		813.873.7189	
TCA/West Tampa	33607		813.873.7189	
Temple Terrace	33617	Mike Cipriano	813.988.0152	401.787.1510
Town 'N Country	33615/35	Brian Obst	813.884.0973	727.458.0679
Ybor City	33605	Maurice Rice	813.242.4507	813.334.3189

Around The Horn from The President's Desk

(Continued from page 1)

focused, energetic, and alert. The stress response also helps you rise to meet challenges. Outside of work, hassles, demands, deadlines, and frustrations can become stressful. Balancing our jobs while rearing kids and maintaining a marriage is challenging. Stress with many people is so commonplace that it has become a way of life. Everyone handles stress or a stressful situation differently. You can see it in the workplace, something you think is minor or not an issue may actually be viewed as stressful by a coworker. The body does not distinguish between physical and psychological threats. When you are stressed over a busy schedule, an argument with a friend or family member, a traffic jam or a mountain of bills, your body reacts just as strongly as a life or death situation. If you have a lot of responsibilities and worries, your emergency stress response may be on most of the time. Long-term exposure to stress can lead to serious health problems.

So how do you handle stress?

Am I in control of stress or is stress controlling me?

- When I feel agitated, do I know how to quickly calm and soothe myself?
- Can I easily let go of my anger?
- Can I turn to others at work to help me calm down and feel better?
- When I come home at night, do I walk in the door feeling alert and relaxed?
- Am I seldom distracted or moody?
- Am I able to recognize upsets that others seem to be experiencing?
- Do I easily turn to friends or family

members for a calming influence?

- When my energy is low, do I know how to boost it?

Positive events such as getting married, buying a house, going to college, or receiving a promotion can cause stress just as negative events do. Both put high demands on you and force you to adjust.

The following is a list the top ten stressful life events:

1. Spouse's death
2. Divorce
3. Marriage separation
4. Jail term
5. Death of a close relative
6. Injury or illness
7. Marriage
8. Fired from job
9. Marriage reconciliation
10. Retirement

Do you agree? How many of these does your top ten include?

Here are some job-related stressors not found on the above list. Several are previously mentioned at the beginning of this article. However, I want to list them for a better visual.

1. Arguing with supervisor/manager
2. Morning Estimates
3. Being asked or told for under time
4. Supervisors using DOIS/PET Tool
5. Non ODL carriers being forced to work overtime
6. Investigative Interviews/Discipline
7. Being questioned on your productivity
8. Unfamiliar trips/pieces
9. Upcoming route adjustments
10. Case changes, reducing pieces

and adding shelves

11. Working Sunday parcel delivery (CCAs)
12. Contract negotiations
13. Having an LLV that constantly breaks down
14. Being questioned about a missing parcel you never had.

Can you add more?

Not all stress is caused by external factors. Stress can be self-generated.

The following are common causes:

- Inability to accept uncertainty
- Pessimism
- Negative self-talk
- Unrealistic expectations
- Perfectionism and lack of assertiveness
- Inability to accept change

One question you must ask yourself is: how much stress is too much? Because of the widespread damage stress can cause, it is important to know your own limit. This differs from person to person. Some people roll with the punches while others crumble with the slightest hint of frustration. Some people seem to thrive on the excitement and challenge of the high stress lifestyle.

Where do you fit in? It is important for you to know this.

Stress can wear down and tear apart your body leaving you feeling tired, drained, and empty inside. Stress can damage your relationships, hurt family and friends, and make it tough to succeed. It's hard to feel better when your mood is constantly bringing you down. Every day can be a struggle.

Exercise and diet can help manage stress, and a good laugh is very

(Continued on page 4)

Proposed Bylaw Change

ARTICLE V Elections

Currently reads as follows:

Section 6:

A. Election Chair and Committee appointment

The president shall at the meeting in which the first nominations are made, appoint an Election Chair and select volunteers to serve on the Election Committee.

Proposed to read as follows:

Section 6:

A. Election Chair and Committee appointment

The President shall at the meeting in which the nominations are made, appoint an Election Chair and select volunteers to serve on the Election Committee.

Bylaw proposal signed by: Jim Good, Brian Obst, Detlev Aeppel, and Mike Brink

Sharing Our Members' Joys and Sorrows

Our deepest sympathy and prayerful support is extended to **Sam Darrigo** [Sulphur Springs] and family at the passing of his mother, Carmen R. Russo, June 24.

Around The Horn from The President's Desk

(Continued from page 3)

healthy. Do not allow stress to reach an unmanageable stage. Reach out to your family and friends; motivate yourself to fight off stress. If these steps are unsuccessful and you find no escape from your stress, seek a professional. Do not allow stress to ruin your life.

Sources:

The Language of Emotional Intelligence by Jeanne Segal, Ph.D.
helpguide.org

Holmes-Rahe Life Stress Inventory
Internet research

With the pressures and stress that accompany working for the United States Postal Service, EAP is a great avenue to receive assistance with personal and family issues. The USPS EAP is available to any postal employee or to family members living in the employee's household, to help with life's challenges. It's a free, voluntary and confidential program that offers assessment, counseling, consultation,

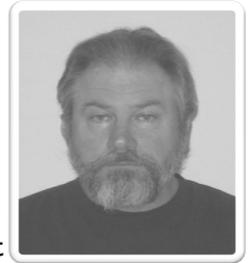
life coaching, critical response, and training to postal employees and their families. Any contact with EAP or counselors is confidential. The confidentiality of conversations with EAP counselors is protected by federal and state laws as well as by professional ethical standards. EAP may not release information without the prior written consent of the client.

Look forward to talking to you again on the next *Around The Horn*

You can find EAP info at nalc.org

Choose Workplace Issues, hover over Safety & Health, and choose Employee Assistance Program.

Unionism — Grievance Interviewing Skills



Brian Obst
Vice President
Branch 599

As a Steward you will be presented with various different grievance issues, ranging from disputes on contract interpretation to management's application of discipline. One of the most important skills that you can develop is the ability to interview people to develop evidence to be successful in processing your case.

I relate a good interviewer to a miner. You have an idea that there are large deposits of information out there available to you and you have to mine those deposits to get the useable pieces for your file. A good interviewer will be able to separate what is important from what is just filler.

As a Steward you will represent carriers when they are on the receiving end of many Investigative Interviews. One of the first things I noticed was that management always asked questions that they already knew the answers to. They are not as interested in finding out new information as they are in hearing how you will answer when they know the answer already. This is an investigative technique that is helpful in determining if one is telling the truth or making it up as one goes along. Additionally, they will ask the same question in different ways to see if they can trip up the interview subject...another tool for finding out if one is being less than truthful.

The key to a successful interview is the ability to obtain the most useful information possible from said interview. Besides the techniques described previously that management uses, a good interviewer will count on the five W's to ensure the ability

to get the facts. The five W's are simple and you probably already know them, they are Who, What, When, Where, and Why.

WHO: *Who is the worker?*

The basics on the individual such as name, job title, position, length of time on the job, seniority, etc. Who witnessed the incident, who was involved, who was the management individual involved, etc.?

WHAT: *What happened or failed to happen?* What did the worker do or fail to do, what did the management official do or fail to do, what was done in the past, and what should be done to remedy the situation?

WHEN: *When did the incident happen?* Date and time.

WHERE: *Where did the incident happen?* Location of the incident.

WHY: *Why is this incident a grievance?* Why did the incident happen? (This generally creates opinion rather than evidence, however, it is important to the resolution of the grievance).

When you are preparing for the interview, it is important that you prepare your interview questions in advance. This allows you to determine the direction of your interview and the basic scope of the information you are trying to obtain. You should take good notes and write down all responses verbatim and verify the answers you write down. Even though you have written down your questions there is nothing that prevents you from adding questions as you obtain the answers from your

initial questions.

A good interviewer will adjust on-the-fly based on the new information that has been presented to them.

Remember that management tends to forget what the interviewer is looking for, so the techniques that they use themselves are forgotten when they are being interviewed. The ability to glean nuggets of important information from your interviews is normally the difference between being successful or not in processing your grievances.

Some information for this article comes from *The Union Steward's Complete Guide 2nd Edition* edited by David Prosten. This is an excellent reference for all Stewards and is recommended to be included in your reference library.

This is just a basic primer on interviewing and if you would like further information, feel free to contact me or any of your Stewards or Branch Officers...we will be only too happy to assist you in developing this important steward skill.

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

Brian Obst
Vice President

Veterans Crisis Line

veteranscrisisline.net or dial 988 & press 1
24/7, confidential crisis support
for Veterans and their loved ones.
*You don't have to be enrolled in VA
benefits or health care to connect.*

Proposed Bylaw Change

ARTICLE V Elections

Currently reads as follows:

Section 1:

Nominations for elective officers shall be made every three (3) years at the regular October and November meetings and the elections shall be held at the regular meeting in December.

Proposed to read as follows:

Section 1:

Nominations for elective officers shall be made every three (3) years at the regular November membership meeting and the elections shall be held at the regular membership meeting in December.

Any nominee who wishes to advertise his/her candidacy in the Tampa Letter Carrier must submit their article prior to the tenth of November. Each nominee must pay the political advertising rate, as determined by the Election Committee, at the time of their submission. Advertisements must be submitted according to the rules as set by the current Election Committee.

Bylaw proposal signed by: Jim Good, Brian Obst, and Detlev Aeppel

ARTICLE V Elections

Currently reads as follows:

Section 4:

Following each nomination for elective offices or delegates it shall be the duty of the Recording Secretary to submit a list of the nominees to the Financial Secretary. It shall be the duty of the Financial Secretary to promptly certify the eligibility of the nominees to the Recording Secretary, who shall have the ballot printed with the names of the candidates thereon, in alphabetical order.

Proposed to read as follows:

Section 4:

Following the nomination for elective offices or delegates it shall be the duty of the Recording Secretary to submit a list of the nominees to the Financial Secretary. It shall be the duty of the Financial Secretary to promptly certify the eligibility of the nominees to the Recording Secretary, who shall have the ballot printed with the names of the candidates thereon, in alphabetical order.

Bylaw proposal signed by: Jim Good, Brian Obst, Detlev Aeppel, and Mike Brink

Proposed Bylaw Change

ARTICLE VI

Duties of Officers, Duties of Vice President

Currently reads as follows:

Section 3:

(C) The Vice President shall be expected to remain current in the on-going operations of the Branch. For the faithful fulfilling of these duties, the Vice-President shall receive \$200.00 per month for allowed expenses.

Proposed to read as follows:

Section 3:

(C) The Vice President shall be expected to remain current in the on-going operations of the Branch. The Vice President shall be tasked with development and maintenance of the Branch training program to ensure the Stewards and Officers of the branch maintain the level of excellence needed to properly represent our members into the future. The Vice President shall be the designated outside steward for the installations of Brandon, Plant City and Sun City Center. Any additional needs for outside steward representation may be addressed through Presidential appointment as necessary.

Bylaw proposal signed by: Jim Good, Detlev Aeppel, José Oliva, and Mike Brink

ARTICLE VI

Duties of Officers, Duties of Vice President

Bylaw proposal to add to Article VI, Duties of Officers, Duties of Vice President, Section 3 (E).

Proposed to read as follows:

Section 3: (E) The Vice President of AR "Tony" Huerta, Branch 599, N.A.L.C., shall serve on a full-time basis and shall receive yearly salary equivalent to top letter carrier pay Step plus an additional 5%. He/She shall receive all other benefits equal to letter carriers. The Branch shall pay his/her Civil Service Retirement if he/she is a CSRS employee or his/her Federal Employees Retirement if he/she is a FERS employee. If he/she is a FERS employee and he/she makes contributions to the Thrift Saving Plan, the Branch shall match up to 5% of his/her contributions, not to exceed the percentage he/she has consistently and continuously contributed in the past three years as a TSP participant prior to his/ her initial election to office. If re-elected to subsequent terms, the Vice President may then elect to increase his/her percentage at that time, to the maximum of 5% if he/she had not previously been contributing the maximum of 5% to the TSP. Due to the nature of the position, Vice President of NALC Branch 599, "it shall be a requirement of the job that he/she, if maintaining health insurance, must be a member of the NALC Health Benefit Plan if the Branch is to pay his/her Health Benefits premiums, self or family option, whichever option was in force at the time of his/her election into office of Vice President. The Branch as the employer and the Vice President as the employee shall each pay their respective portions of all other requirements of applicable state and federal laws.

Bylaw proposal signed by: Jim Good, Detlev Aeppel, José Oliva, and Mike Brink

Proposed Bylaw Change

ARTICLE VI Duties of Officers Duties of the President Section 1

Currently reads as follows:

(B) He/She shall, together with the treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual Finance Report if required by public law. The filing of such reports will be required unless the Branch has received express notification from the National Association that it is exempt from such requirement. He/she shall by virtue of his/her office is the Chief Steward of the Branch and he/she may delegate such authority to other members. The President shall have the authority to call the Vice-President into the Branch office no more than twenty-four (24) hours a week to assist in office duties. Vice-President when he/she is called in will be compensated at the hourly rate of top letter carrier pay of CC Grade 2 – Step 0 and all wage increases and cost of living increases with the same percentage given Letter Carriers. These hours can be scheduled at the convenience of the Vice-President with concurrence by the President.

(D) The President of AR “Tony” Huerta, Branch 599, N.A.L.C., shall serve on a full -time basis and shall receive a yearly salary equivalent to top letter carrier pay of CC 2 Step O plus an additional 10%. He/She shall receive all other benefits equal to letter carriers. The Branch shall pay his/her Civil Service Retirement if he/she is a CSRS employee or his/her Federal Employees Retirement if he/she is a FERS employee. If he/she is a FERS employee and he/she makes contributions to the Thrift Saving Plan, the Branch shall match up to 5% of his/her contributions, not to exceed the percentage he/she has consistently and continuously contributed in the past three years as a TSP participant prior to his/her initial election to office. If re-elected to subsequent terms, the President may then elect to increase his/her percentage at that time, to the maximum of 5% if he/she had not previously been contributing the maximum of 5% to the TSP. Due to the nature of the position, President of NALC Branch 599, “it shall be a requirement of the job that he/she, if maintaining health insurance, must be a member of the NALC Health Benefit Plan if the Branch is to pay his/her Health Benefits premiums, self or family option, whichever option was in force at the time of his/her election into office of President. The Branch as the employer and the President as the employee shall each pay their respective portions of all other requirements of applicable state and federal laws.

NOTICE – Meetings are subject to change due to any upsurges of COVID.

Executive Board	Thursday	August 4	6:30 PM
		September 1	6:30 PM
Branch 599	Thursday	August 4	7:30 PM
		September 1	7:30 PM

Proposed Bylaw Change

ARTICLE VI Duties of Officers Duties of the President Section 1

Proposed to read as follows:

(B) He/She shall, together with the treasurer, sign and file with the Secretary of Labor on behalf of the Branch, an annual Finance Report if required by public law. The filing of such reports will be required unless the Branch has received express notification from the National Association that it is exempt from such requirement. He/she shall by virtue of his/her office is the Chief Steward of the Branch and he/she may delegate such authority to other members. The President shall have the authority to call the Vice-President into the Branch office no more than twenty-four (24) hours a week to assist in office duties. Vice-President when he/she is called in will be compensated at the hourly rate of the top letter carrier pay Step and all wage increases and cost of living increases with the same percentage given Letter Carriers. These hours can be scheduled at the convenience of the Vice-President with concurrence by the President.

(D) The President of AR "Tony" Huerta, Branch 599, N.A.L.C., shall serve on a full -time basis and shall receive a yearly salary equivalent to the top letter carrier pay Step plus an additional 10%. He/She shall receive all other benefits equal to letter carriers. The Branch shall pay his/her Civil Service Retirement if he/she is a CSRS employee or his/her Federal Employees Retirement if he/she is a FERS employee. If he/she is a FERS employee and he/she makes contributions to the Thrift Saving Plan, the Branch shall match up to 5% of his/her contributions, not to exceed the percentage he/she has consistently and continuously contributed in the past three years as a TSP participant prior to his/her initial election to office. If re-elected to subsequent terms, the President may then elect to increase his/her percentage at that time, to the maximum of 5% if he/she had not previously been contributing the maximum of 5% to the TSP. Due to the nature of the position, President of NALC Branch 599, "it shall be a requirement of the job that he/she, if maintaining health insurance, must be a member of the NALC Health Benefit Plan if the Branch is to pay his/her Health Benefits premiums, self or family option, whichever option was in force at the time of his/her election into office of President. The Branch as the employer and the President as the employee shall each pay their respective portions of all other requirements of applicable state and federal laws.

Bylaw proposal signed by: Jim Good, Detlev Aepfel, Brian Obst, and José Oliva

Shop Stewards	Tuesday	August 2	7 PM
		August 30	7 PM
Retirees Breakfast	Tuesday	August 9	10 AM
Bob Evans, 12272 Morris Bridge Road, Temple Terrace			

**Save the Date for Our 9th Annual
MDA Charity Golf Tournament!**
December 11
The Club at Cheval



What Do I Do If I Get Hurt On The Job?

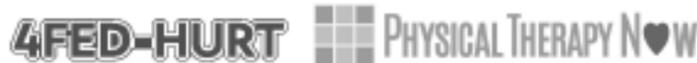
Getting hurt on the job is a regular occurrence if you are a Federal Employee. The challenging nature of the duties and responsibilities places employees in difficult working conditions daily. Getting hurt on the job and receiving treatment should not require the same difficulty. When a Federal Employee gets injured on the job there are few options and even less qualified Physicians to help navigate those options. 4FED-HURT and D.O.L. Injury Centers along with our team of federal injury specialists are here to help navigate the claims process while the claimant receives treatment. **So, what does a Federal Employee do if they get hurt on the job?**

A **Traumatic Injury (CA-1)** is an injury that occurs on one day that presents as a singular event. An **Occupational Disease (CA-2)** is an injury that takes place over several days or months.

If you are Injured, here are some very simple steps to follow.

1. Notify Your Supervisor Immediately.
2. File a CA-1 and CA-16 for a Traumatic Injury.
3. File a CA-2 for an Occupational Disease.
4. Write your Personal Statement describing the injury. Be specific.
5. Call 833-433-3487 to speak with a 4FED-HURT Injury Specialist.

Our team of Physicians and injury care specialists work for you, not OWCP. We will see you without an approved claim and provide OWCP with all the necessary documentation to get your claim approved the first time. We have 12 locations throughout the state of Florida ready to start your case immediately.



North Florida

- Tallahassee
2743 Capital Circle #106
Tallahassee, Florida 32308
- Jacksonville
6216 Sauterne Dr.
Jacksonville, FL 32210
Daytona / Ormond Beach
- 305 Clyde Morris Blvd. Suite 220
Ormond Beach, Florida 32174

Central Florida

- Orlando / Altamonte Springs
482 E Altamonte Dr. Suite 1006
Altamonte Springs, FL 32701
- Orlando / Sanford
241 Bellagio Circle
Sanford, Florida 32771
- Orlando / Airport
500 N Semoran Blvd Suite 101
Orlando, FL 32807
Tampa / Palm Harbor
33143 US Hwy 19 N
Palm Harbor, FL 34684
Tampa / Temple Terrace
Bush Gardens
9780 N 56th St Suite A.
Temple Terrace, FL 33617

South Florida

- Fort Myers / Cape Coral
11621 S. Cleveland Ave #50
Cape Coral, Florida 33907
- Fort Myers / Cape Coral
706 SW Pine Island Rd. Suite 105
Cape Coral, Florida 33991
- Lake Worth / Palm Springs
3003 S Congress Ave # 2F
Lake Worth, FL 33461
Fort Lauderdale / Davie
2240 SW 70 Avenue Suite D.
Davie, FL 33317



Are you a federal employee
injured while on the job?
Call our office ☎ 833-433-3487



4fedhurt.com

Addressing OWCP issues...let's get it right

There have been many articles in our newsletter over the years regarding on-the-job injuries.

These are regularly asked questions you need to know:

1. What do I do first?
2. Who do I notify?
3. What paperwork do I need?
4. Who will help me through this?

Correcting OWCP issues are time consuming, frustrating, and if not corrected can delay medical treatment that could cause more severe prolonged injuries. So how do you avoid these issues? How do you get it right?

The **answers** to the above questions should help the process.

1. Report the accident immediately, explain exactly what happened, with a time and place (address).
2. Your supervisor or manager, and if you cannot reach anyone, your steward or our Branch office. It is important to notify someone.
3. The forms needed are, CA-1, CA-16, and CA-17, know your forms, ask questions, and do not rely on management to submit your forms without verification.
4. Your supervisor and/or manager should assist you, however, this is not always the case. Do not allow management to delay downloading your forms and filling them out; this is critical to you case.

Other tips:

1. **It is critical to make copies of everything; more times than not, paperwork is lost. It is difficult to re-create your paperwork.**
2. Write a detailed, thorough, complete, and legible statement. Some important information to consider, if applicable: the time, the place, the conditions, the surface(s), any contributing factors, possible witnesses, and any hazards.

On the Job Injury - Forms needed, simple math,

$$CA-1 + CA-16 = CA-17$$

CA-16 must be signed by management,

Authorization for Examination and/or treatment.

Any questions...call the Branch office; ask for Tony Diaz, 813.875.0599.



A.R. Tony Huerta Branch 599

National Association of Letter Carriers
3003 W Cypress Street
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