

# Tampa Letter Carrier

VOLUME 21. ISSUE 7

ULY 2022

# Around The Horn from The President's Desk

The 30<sup>th</sup> Annual Letter Carriers' Stamp Out Hunger Food Drive Returns

Brothers and Sisters, after a two-year hiatus due to COVID, the Letter Carrier Food Drive was back in action. Food banks and pantries in Hillsborough County and around the nation are really desperate for food donations with the increased demand to provide food for those less fortunate. With their shelves empty, hearing that the largest 1-day collection of food in the world was again scheduled for May 14 (2nd Saturday in May) was a blessing. Our food totals were down (640,000 pounds) from our food drives over the past few years, but we filled the banks. Our local partner, Metropolitan Ministries, (a giving agency that has helped house the homeless and feed the hungry in Hillsborough County since

1972) had volunteers at most of our offices and their efforts were very helpful. They were extremely pleased at the outcome; the shelves are overflowing.

Thank you to all the letter carriers who participated, both city carriers, as well as rural carriers. Also, thank you to all management staff who assisted, and there were many who participated. It takes a team to be successful.

Several offices made it an event, ordering sandwiches and drinks for the carriers when they returned. Forest Hills Station had a cookout, with many carriers staying after work to assist with unloading of food. Temple Terrace and Interbay Stations had similar after work activities for the food drive. It was great working with our carriers at different offices unloading their vehicles and filling up pallets and gurneys.

During the process of





Tony Diaz President Branch 599

had the privilege to have meetings with the staff at Metropolitan and meetings with Florida State Association of Letter Carriers' President, Al Friedman. After a two-year hiatus, the planning was as if this was our first year, getting reacquainted with the process. Several food banks no longer exist; the objective was to keep the collected food out of the postal facilities. I was part of television and radio shows, to promote and gather support. Food pickups continued for a week after the food drive with food continuing to trickle in. One of my main concerns with the food drive, after being idle two years was momentum. Many new homeowners and even our new CCAs have never heard of our

Branch 599
serving
Brandon
Plant City
Sun City
Tampa

Branch 599 Meeting

> Thursday July 7 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

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7:30 AM - 4 PM

### Tampa Letter Carrier

Tony Diaz Publisher

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> Branch 599 Office 813.875.0599

National Association of
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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@gmail.com and also to the Branch Office at nalc599@verizon.net no later than the 5<sup>th</sup> of each month in order for us to meet our time limits to the publisher.

# **Officers**

Position	Officer	Phone	Email		
President		813.875.0599			
President	Tony Diaz	/813.598.9635	tony_diaz599@verizon.net		
	cei				
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	jjg7d7@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 Aeppel	813.505.7914	dcaeppel@aol.com		
<b>Director of Retirees</b>	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**

Station	ZIP	Steward	Station No.	Steward's No.
Tampa Stations/Branc	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	Juan Andujar	813.935.2954	813.377.7266
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	Michael Williams	813.873.7189	813.541.8327
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)

food drive. Next year we need to educate and continue to advertise to make everyone aware of the food drive and what it means to our community. The impact to Metropolitan Ministries and their partners is tremendous! The Letter Carrier Food Drive keeps letter carriers attached to our community, giving back. Again, everyone's efforts are appreciated.

Here is why we chose Metropolitan Ministries 5 years ago... 2021 statistics shared by Metropolitan Ministries:

#### Alleviate Suffering

- 4,062,622 meals served (48% increase)
- 32,751 families received holiday assistance
- 56,944 nights of safe shelter for children and their parents
- 32,901 children received toys
- 95,717 families helped through family support centers (32% increase)
- 2,087 families provided with rent/ utility assistance

#### **Promote Dignity**

- 177 adult residents employed
- 92% of families maintained stable housing
- 336 families benefited from residential housing and programs, with 86.7% successful exit
- 2,970 children safe and secure in our programs and benefited from our services (80 % increase)
- 355 COMMUNITY BASED FAMI-LIES strengthened and stabilized through First Hug, a home visitation case management program for at-risk families (a Children's Board of Hillsborough County program)

#### **Instill Self-Sufficiency**

- 92% of families maintained stable housing
- 92.3% of adults gained employment
- 96.9% of families have not returned to homelessness

#### Volunteer and In-Kind

- \$8.5 million in savings from donated goods & services
- \$3.8 million in savings thanks to 133,448 donated volunteer hours from 15,658 volunteers

# Metropolitan Ministries MISSION

Our Mission is to care for the homeless and those at risk of becoming homeless in our community through services that alleviate suffering, promote dignity, and instill self-sufficiency...as an expression of the ongoing ministry of Jesus Christ.

#### **VISION**

Above all, our witness will be to the power of love in healing broken lives and building strong, caring communities

#### **Quick Hits:**

### Information you should know

-nalc.org May 10, 2022

NALC and the Postal Service have agreed to an alternate route evaluation and adjustment process (TIAREAP) NALC and the Postal Service have agreed to several memorandums of understanding (MOUs) to establish an alternate route evaluation and adjustment process for the remainder of 2022 and all of 2023.

MOU Re: Technology Integrated
Alternate Route Evaluation and
Adjustment Process 2022 – 2023
(TIAREAP) establishes a process
that utilizes information made available using Digital Street Review

(DSR) technology as the primary means to evaluate and adjust city delivery routes. As in previous alternate route evaluation and adjustment processes, TIAREAP will involve multiple teams established throughout the country, comprised of one NALC representative and one USPS representative, who will jointly evaluate and adjust routes in select zones. Once the joint teams have been selected, training and zone selection will take place shortly afterward, with evaluations beginning in September. This MOU (M-01982) can be found in NALC's Materials Reference System.

A jointly developed supplemental document (M-01983) provides the mutual understanding of the national parties on issues related to the MOU Re: *Technology Integrated Alternate Route Evaluation and Adjustment Process 2022-2023.* It is intended for use by the parties at all levels in properly applying the terms of TIAREAP.

Also, as in the previous alternate route adjustment process, an MOU was agreed upon that allows local parties to jointly submit for consideration a locally developed alternate route evaluation and adjustment process to the NALC President and the Postal Service Vice President, Labor Relations. This MOU, Re: Alternate Evaluation and Adjustment Processes (M-01984) requires a proposal for such alternate process to be submitted by the NALC Branch President and the Postal Service Installation Head and must provide a detailed explanation of the process. If the proposal is jointly agreed to by

(Continued on page 4)

# 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 Flora and family at the passing of her husband, Juan Deleon [retiree], April 20; and to the family and friends of Ella Winner [retiree] whose passing was June 7.

**Thank you** for your prayers and expressions of concern before, during, and after my surgery for colon cancer. As far as the doctors know, they got all the cancer (it hadn't spread) and I'm doing a little better every day. Don and I continue to appreciate your prayer support.

Lovingly, Phyllis R. Thomas, Branch 599 Newsletter Editor

# Around The Horn from The President's Desk

(Continued from page 3)

the national parties, the local parties will be notified regarding implementation.

The City Delivery and Workplace Improvement Task Force in the 2019-2023 National Agreement tasked the national parties with jointly exploring the use of technology, data, advanced analytics, and machine learning to improve operations, route evaluation, adjust-ment and optimization. Agreement to implement the Technology Integrated Alternative Route Evaluation and Adjustment process comes after more than 14 months of joint exploration and testing of the utilization of DSR technology to evaluate and adjust routes. **Stay tuned.....** 

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

## **Employee Assistance Program**

You can find EAP info at nalc.org

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

# Unionism — An Unusual Lesson

(This month's article comes by way of an unsigned email I received many years ago. I am unaware of who the author was, but I feel it bears repeating for all to read.)

A mouse looked through the crack in the wall to see the farmer and his wife open a package.

What food might this contain? the mouse wondered. He was devastated to discover it was a mousetrap. Retreating to the farmyard, the mouse proclaimed a warning: There is a mousetrap in the house! There is a mousetrap in the house!

The chicken clucked and scratched, raised her head, and said, *Mr. Mouse, I can tell this is a grave concern to you, but it is of no consequence to me. I cannot be bothered by it.* 

The mouse turned to the pig and told him, There is a mousetrap in the house! There is a mousetrap in the house! The pig sympathized, but said, I am so very sorry, Mr. Mouse, but there is nothing I can do about it but pray. Be assured you are in my prayers.

The mouse turned to the cow and said, There is a mousetrap in the house! There is a mousetrap in the house! The cow said, Wow, Mr. Mouse, I'm sorry for you, but it's no skin off my nose.

So, the mouse returned to the house, head down and dejected, to face the farmer's mousetrap alone. That very night a sound was heard throughout the house—like the sound of a mousetrap catching its prey. The farmer's wife rushed to see what was caught. In the darkness, she did not see it was a venomous snake whose tail the trap had caught. The snake bit the farmer's wife. The farmer rushed her to the hospital, and she returned home with a fever. Everyone knows you treat a fever with fresh chicken soup, so the farmer took his hatchet to the farmyard for the soup's main ingredient. But his wife's sickness continued, so friends and neighbors came to sit with her around the clock. To feed them, the farmer butchered the pig. The farmer's wife did not get well and finally she died. So many people came for her funeral; the farmer had the cow slaughtered to provide enough meat for all of them.

The mouse looked upon it all from his crack in the wall with great sadness.



Brian Obst Vice President Branch 599

So, the next time you hear someone is facing a problem and you think it doesn't concern you, remember—when one of us is threatened, we all are at risk.

As a union steward, I cannot find any more appropriate words to explain how something that may seem minor and unimportant to you individually, can be devastating to union members as a whole.

Remember: Each of us is a vital thread in another person's tapestry; our lives are woven together for a reason.

As always I ask you to remember: **Knowledge is the key**.

Brian Obst Vice President

# Sanchez Retired!

Barbara Sanchez [TCA]
retired May 26. TCA had a
celebration party for Barbara
who began her career in Tampa
in 1980; 42 years of incredible
service. She was loved and
respected by all.

Congratulations, Barbara!



# 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

### **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

# 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	July 7 August 4	6:30 PM 6:30 PM
Branch 599	Thursday	July 7 August 4	7:30 PM 7:30 PM

# 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 Aeppel, Brian Obst, and José Oliva

**Shop Stewards** Wednesday July 6 7:00 PM

Tuesday August 2 7:00 PM

Retirees Breakfast Tuesday July 12 10 AM

Bob Evans, 12272 Morris Bridge Road, Temple Terrace



### 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.

- Notify Your Supervisor Immediately.
- File a CA-1 and CA-16 for a Traumatic Injury.
- File a CA-2 for an Occupational Disease.
- Write your Personal Statement describing the injury. Be specific.
- 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 👂 500 N Semoran Blvd Suite 101 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
- 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, FI 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



# 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 Tampa FL 33609-1617

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