



Tampa Letter Carrier

VOLUME 21, ISSUE 3

MARCH 2022

— Notice —

Until further notice, as has been our practice, everyone attending Branch Meetings is required to wear a facial mask...your cooperation is appreciated.

Around The Horn from The President's Desk



Tony Diaz
President
Branch 599

Brothers and Sisters,
Leave Slip, PS Form 3971

With the leave periods completed, Choice Leave Period and the initial incidental leave period (leave after choice), and after what I have witnessed in several offices, the need to address PS Form 3971, Request for or Notification of Absence, or Leave Slip is essential. I want to address the proper way to complete a *leave slip*, as it is frequently called.

The information that needs to be filled out is covered on the form itself, however, I would guess, three out of four Form 3971s, (leave slips) that are submitted are not filled out completely and/or correctly. Lacking from complete name, to EIN number, to the correct dates, to signing the form, to placing your seniority date on the top of the form, to checking what type of leave you are requesting, to making duplicate or triplicate

copies, to the form being legible. Hopefully after this article we will all pay more attention to this form before submitting it. This article will concentrate on the necessary portions of the 3971 that need to be filled out. If it is not covered, the 3971 is sufficient to submit.

First, find a booklet of Form 3971 and 2 pieces of carbon to make duplicate copies. Many carriers do make triplicate: two for management, and one for your records verifying when you submitted the form. Having the supervisor/manager sign the box *Signature of Supervisor* and *Date Notified* will provide you with that verification. Even with duplicate copies, do not simply throw or drop your 3971 on the desk, or in a half tray, or in a box...it could get buried in the rubble or mysteriously disappear. Notify management that you have submitted your 3971 Forms. Many stations have a

drop box or a designated box or tray, but you need to take responsibility...this is your leave.

Let's get started:
Employee's Name, print last, first, MI; **Employee ID**, no longer social security number; **Date Submitted** (MM/DD/YYYY), example 03/17/2022, *this entry is key*, without the date, management can deny the request was submitted timely unless you followed the above steps and kept the third copy. **Installation**, your station name and the ZIP code and/or delivery zone. The N/S Day, Pay Location number and D/A code are the boxes probably the least filled out. **N/S Day** is your scheduled day off for the week or weeks leave was applied for, (for one week

Branch 599
serving
Brandon
Plant City
Sun City
Tampa

Branch 599
Meeting
Thursday
March 3
7:30 PM

(Continued on page 3)

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National Association of Letter Carriers, Branch 599,

3003 W Cypress Street,
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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>
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	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	Becky Jones	813.935.2954	209.535.2449
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	Clement Cheung	813.831.2034	813.758.5910
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	Juan Andujar	813.988.0152	813.377.7266
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)

Wed, 5/6; for two weeks Wed, Thurs, or 5/6, 5/14). **Pay Loc. No.**, in the Tampa Installation will begin with a 9 followed by the last two numbers of your zone, example, 903, 911, 917. The outside offices begin with a zero, Sun City, 005; Plant City, 001; and Brandon, 020. **D/A Code**, (Destination Activity Code), regular carriers (134), PTFs (434), and CCAs (844). **No. of Hours Requested**, leave is submitted from Sunday to Saturday, there are 8 hours in a workday. A 40-hour request is from a Sunday to Saturday, you have submitted leave for a week, it is actually 7 days, however Sunday and your SDO are not counted. **From: Date, Thru: Date**, this portion has many errors; remember Sunday thru Saturday; for individual days be correct in your entries. It is not management's responsibility to assume what date(s) you meant, do not leave any scope for uncertainty. **Hour**, for full days, your begin and end tour (0800-1650); for specific hours you are requesting this is important (0850-1150, or 8:30am-11:30am), be specific, either military time or regular time, again do not leave any scope for uncertainty. **Time of Call or Request**, this section is designated for the time you called in sick and is one of the least used blocks. **Scheduled Reporting Time** should be your normal reporting time (0800 or 0850). **If needed, Employee Can Be Reached At:** you have the option to give your cell number as a contact, or if you do not wish to check the box, do not call. **Type of Absence**, the majority of leave requests relate to Annual or Sick; a ✓ or X in the appropriate box. Annual Leave requests will be submitted during the choice leave period during December or incidental leave period throughout the year. When submitting a request for Annual

Leave, during the choice leave period, at the very top of the Form 3971, just to the right of United States Postal Service, indicate 1st Choice or 2nd Choice. To the right of your choice, include your seniority date (8/9/2010). For Sick leave, ✓ the Sick box and turn to the reverse side. There are a number of selections, under **Reason I was incapacitated for duty during this absence**; usually the Sickness box is marked, and these are explanations why you are incapacitated. The next area: **Reason I was/will be unavailable for duty during this absence**; these explanations are why you are or will be unavailable. Usually box is for sick leave scheduled in advance. The area below **I am requesting Family and Medical Leave Act (FMLA) protection for this absence**: This section is rarely filled out because the front side has a FMLA check box, however this section is important for new conditions and for existing conditions. Also, please read directly below **Employee must not be asked to disclose personal medical information to local management. FMLA certification must be mailed to HRSSC**. This is important, many supervisors/managers want to know what is medically wrong with you, and this is very explanatory language. HIPPA also protects the privacy of your health information.

Going back to the front bottom of the form, signatures and dates, very important, **Employee Signature and Date**, this is important to the date it is submitted; **Signature of Person Recording Absence and Date, Signature of Supervisor and Date Notified**, these two will more than likely be filled out by the same supervisor/manager. The important one, **Signature of Supervisor and Date Notified**, is for carriers requesting triplicate copies. This

should be signed and dated and given directly back to you; *this is your receipt*. Your other two copies will stay with management. **The Official Action on Application (Return copy of signed request to employee)**; this is the area where management approves and disapproves your request. If your request is disapproved, the supervisor/manager must give a reason.

Hopefully, these instructions will be helpful and explain any areas that you might not have completed correctly or at all.

Social Media: URGENT REMINDER

Again, as a reminder, posting to social media such as, Facebook, texting, Twitter, TikTok, Messenger, Snapchat, Google+, Instagram, YouTube, MySpace, Reddit, QQ, and others...is getting carriers in trouble.

Posting pictures while working in uniform, posting pictures after work in uniform...needs to **stop**. Calling out sick and showing up on social media at a restaurant, or hair salon, or at the beach, or playing softball, or shopping mall is not intelligent and very careless...stay off social media. *All USPS employees are responsible for complying with this policy.*

Common sense must be exercised at all times when on any social media sites. There are USPS rules and regulations that must be followed and I felt it was time to again emphasize the importance of social media.

In addition, when using social media in a personal capacity, employees may not speak for or act on behalf of the Postal Service. All uses of social media related to official USPS business require management consent.

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Sharing Our Members' Joys and Sorrows

Our deepest sympathy and prayerful support is extended to **Leanne Peebles** [TCA] and **Russell Peebles** [Brandon] and family at the passing of their father, David, January 17; to **Richard Henderson** [retiree] and family at the passing of his sister, Mary Carroll, January 23; and to **Jennifer Du & Clement Cheung** [Interbay] and family at the passing of her father, Yin To, January 26.

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

Shop Stewards	Tuesday	March 1	7:00 PM
Executive Board	Thursday	March 3	6:30 PM
Branch 599	Thursday	March 3	7:30 PM
Retirees Breakfast	Tuesday	March 8	10 AM

Bob Evans, 12272 Morris Bridge Road, Temple Terrace

Around The Horn from The President's Desk

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Quick Hits:

Information you should know

* Mutual Exchanges

The Suncoast area is a popular destination for relocation. The beautiful weather, the beaches, and family in the area are some of the reasons. In recent months, carriers frustrated with eReassign have inquired about the possibility of having better success with the Mutual Swap process. It is another avenue, but with no guarantees as to a time frame. It's the right place at the right time; it has however expedited the process of relocation on several occasions.

Here are the contractual guidelines: JCAM, Article 12, PRINCIPLES OF SENIORITY, POSTING AND REASSIGNMENTS

Mutual Exchanges are exchanges of positions in the complement of different installations. **Carriers do not exchange actual bid assignments or pay grades** since the vacated bid positions

must be posted for bidding in accordance with the provisions of Article 41.1 and the applicable **Local Memorandums of Understanding. Section 351.6 of the ELM** and the Memorandum of Understanding, *Re: Mutual Exchanges* address mutual exchanges between letter carriers.

351.6 Mutual Exchanges

351.61 General Policy

Career employees may exchange positions (subject to the provisions of the appropriate collective bargaining agreement) if the officials in charge at the installations involved approve the exchange of positions. **Mutual exchanges must be made between employees in positions at the same grade levels.** The following employees are *not* permitted to exchange positions:

- Part-time flexible employees with full-time employees.
- Bargaining employees with nonbargaining employees.
- Nonsupervisory employees with supervisory employees

Mutual Exchanges—Seniority.

Article 41.2.E provides that when mutual exchanges are made between letter carriers, **the carriers will retain their seniority or shall take the seniority of the other exchangee, whichever is the lesser.**

Mutual Exchanges—Full Consideration.

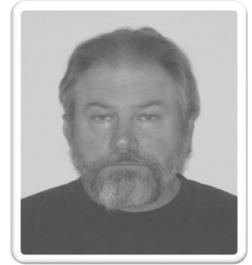
The provisions of the Transfer Memorandum requiring that installation heads afford *full consideration* to all reassignment requests apply to mutual exchanges just as to any other transfers. Such requests *will not be unreasonably denied.*

For the purposes of mutual exchanges, city letter carriers (Grade 2) Step D are considered as being in the same grade.

If any members are interested in relocation and wish to try the Mutual Swap avenue, contact me and I will assist you anyway I can.

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

Unionism — Accountable Mail Handling



Brian Obst
Vice President
Branch 599

As letter carriers, we are tasked with the delivery of many varied types of mail and the procedures for the proper disposition of each type of mail vary. Accountable mail is one class of mail that requires special handling and there are distinct procedures that are to be followed to ensure for the security and safety of this type of mail. These procedures provide the customer with tracking information for each step of accountable mail as it makes its way from sender to receiver. Additionally, these procedures will provide for accountability as the mail is transferred through the mail system on its way to delivery.

It is the accountability of the mail that concerns us as the scope of our discussion in this article. The Postal Service has setup special accountability procedures for items moving through the mail stream that are considered accountable items. Items such as Certified mail, Registered mail, C.O.D. mail, Insured mail and Express mail are all considered accountable mail. Procedures are defined for this type of mail that help identify it as accountable, such as each piece will have a scannable barcode so it can be tracked as it moves through the mail system. It is called accountable mail based on the fact that each person who receives and transfers this type of mail is accountable for it until it is accepted and signed for at the next delivery step. This accountability holds the receiver of the mail responsible for it until someone else assumes responsibility for it at the next step of the delivery process.

The Postal Operations Manual or POM details procedures to follow when dealing with accountable mail and they include having an accountable clerk issue the accountable mail material to the delivery carrier and having them sign

for said articles on PS Form 3867 which is maintained in the accountable log by route. Along with the different accountable mail pieces, the arrow keys and gas cards are considered to be accountable items that must be signed for as well. When the carrier signs for accountable items, they are assuming responsibility for them until they return to the office that day and clear with the accountable clerk. The clearing of accountable mail occurs when the accountable clerk receives from the carrier the disposition of the accountable mail received and signed for that day either by returning the mail annotated as to why it was undelivered, handing in a signed receipt showing delivery, or notifying of delivery that was scanned with no receipt. Keys and gas cards are returned and signed in as well. The clearing clerk will sign these items in on PS Form 3867, thereby assuming responsibility for any items returned.

Many carriers don't feel like this is important and they just drop the items and leave them without signing them in with the clerk. I am here to tell you that this is the fastest way to discipline one can find. The POM designates in section 813.32 as follows:

It is the supervisor's responsibility to take prompt corrective action with the delivering employee if return receipts or delivery receipts are not obtained or not properly completed.

It is easy for items to be lost/misplaced if they are just left without having accountability transferred to the clearing clerk...so don't make that mistake.

These procedures are so important that there are time allowances provided for during route inspections for the obtaining of accountable mail from the clerk in the office A.M. procedures as well as checking in with the clearing

clerk in the P.M. procedures. It is the responsibility of the carrier to obtain accountable mail and sign for it in the A.M. as well as check it back in with the clearing clerk in the P.M., ensuring to get them to sign for everything you are checking in.

One thing of note is the procedures that management has taken to using for the issuance of Express Mail. The Postal Service, having been unable to ensure Express Mail gets to the offices in the A.M. prior to the carriers departing for the street, changed delivery times for Express Mail. Management has taken to calling carriers to meet on the street and handing off Express Mail for delivery without obtaining signatures of Form 3867 to transfer accountability for the mail piece. This action is improper, and when management attempts to give you accountable mail in this manner you should remind them of the proper procedures for the transfer of accountable mail. If management forces you to take accountable mail without following proper procedures, you should ask to see your shop steward to file a grievance on the issue, as it puts you at risk of discipline action if there are any problems. I want you to know how serious this issue is — I was given a registered letter for delivery early in my career and I followed proper procedures by signing for it in the A.M. and when I returned in the P.M. I had a supervisor sign it back in as the clerk was not available. In the A.M. management could not find the registered piece and I was taken aside and told that I would be held responsi-

(Continued on page 7)


“Mary Lou Jackman - William Corbeau”

2022 Florida State Association of Letter Carriers Scholarship Application
Al Friedman, President

PLEASE DO NOT CUT OR REDUCE THE SIZE OF THIS APPLICATION, AND PRINT LEGIBLY

Name of Student: _____

Male

Female

(You must select only ONE box. If more than one child is eligible, please use a separate/additional forms.)

Address: _____

City _____ State _____ Zip _____

NALC Branch Name and/or Number: _____

Branch Contact Phone Number: _____

NALC Branch Member's Name: _____

Applicant/Member Phone number: _____

By signing below, I certify the above named member of the FSALC is in good standing.

Signature of Local Branch President or Secretary

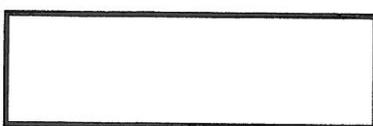
Date

(DO NOT CUT THE APPLICATION, MAIL ENTIRE FORM. PLEASE PRINT LEGIBLY)

***** TO QUALIFY, THE FOLLOWING REQUIREMENTS MUST BE MET: *****

- 1) The student must have graduated from an accredited High School or have a GED.
- 2) The Student must be a dependent of a member or the spouse of a deceased member of the FSALC who has not remarried.
- 3) Applicant must enroll as a full-time student in an accredited college or university and submit proof of enrollment to receive the funds if awarded. Winners will be notified by mail. **DO NOT SUBMIT PROOF OF ENROLLMENT AT THIS TIME.**
- 4) **Applications must be postmarked on or by July 1, 2022.** Entries received with a postmark after July 1, 2022 will not be open or returned. Only one application per applicant will be accepted

This scholarship award is based on a random drawing, not on academic records or qualifications. There will be a total of four (4) scholarships awarded - two for female applicants and two for male applicants - each in the amount of \$2000.00. **This drawing will be held during the NALC 72nd Biennial Convention, August 8 - 12, 2022 in Chicago, IL.** Winners will be notified via mail.



FOR FSALC USE ONLY

RETURN ALL APPLICATIONS TO:
John W. Mitchell
FSALC Director of Education,
C/O Branch 1779 NALC
2434 Golfview Street
Lakeland, FL 33801



Bill Moran laid to rest

I attended the military service for Bill Moran *The Uniform Man*, proudly representing Branch 599. Bill passed away on November 12 after serving as Branch 599's uniform vendor for 30 years. The military service was held at Bay Pines National Cemetery on Friday, February 4 at 11 AM. The service began with Taps. Taps honors the men and women who have laid down their lives and paid the ultimate sacrifice for the cause of freedom. Bill was a proud veteran of the US Navy. Bill's military service was performed without a flaw; it was a wonderful tribute to Bill. I was able to speak to his wife, Shirley, after the ceremony and she was very pleased with the service and grateful to all who attended. Many of us at Branch 599 had a great relationship with Bill and Shirley. I informed Shirley that many of you sent your condolences through me and all of you wished you could have attended the service. Both Bill and Shirley are honorary members of Branch 599; they attended all Branch meetings and many Branch functions for many years. Rest In Peace, Bill Moran. —Respectfully, Tony Diaz, President

District 2 Meeting

Sunday March 6 10 AM – 2 PM

Tampa Letter Carriers Hall

3003 W. Cypress Street, Tampa FL 33609

Contractual and legislative topics will be covered.

Scheduled to be in attendance:

Eddie Davidson, Special Assistant to President Rolando

Lynne Pendleton, National Business Agent

JoAnn Cannon, District 2 Chair

Al Friedman, FSALC President

Lunch will be served, and social distancing will be practiced.

Please Bring a Mask...Mandatory for the Hall

Unionism — Accountable Mail Handling

(Continued from page 5)

ble for the lost piece and probably terminated, as it was a serious offence. I took my manager to the accountable log and showed them the supervisor's signature, relieving me of responsibility for the piece and I had no further issues with the missing piece, which

they later located. Could you imagine what could have happened had I not followed the proper procedures?

The information I have used here is available in many Postal Handbooks and Manuals such as the M-39, M-41, ELM and the POM. Forewarned is forearmed.

I suggest that you make the time to read up on accountable procedures and follow them as the job you save just might be your own.

As always I leave you

Knowledge is the Key.

Brian Obst, Vice President



A.R. Tony Huerta Branch 599

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*Tampa Postal FCU will pay up to \$800 in closing costs (appraisal cost, recording fees, doc stamps, and title search) for each Home Equity Line of Credit closed with the credit union between January 1, 2022 and March 31, 2022. Restrictions apply. Contact Credit Union for complete details. ^Consult your tax advisor. NMLS 411052.

