



*Bux  
Mont*

920

NEWS

Vol. 30 No. 1 • Spring 2008

## President's Message

With the ratification of our new National Agreement, we have a new classification of letter carriers called Transitional Employees. (In fact, you may recall that we had TEs once before, in the early 90s, in anticipation of DPS.) For carriers who have had to work unwanted overtime for the last number of years, this has come as welcome relief. For those carriers who like to work overtime, the hiring of TEs has meant a reduction in hours and a corresponding loss of take-home pay. The fact is, close to *ninety percent* of those carriers who cast a ballot voted to approve this contract and it included the hiring of TEs. So, whether or not you like the idea of TEs, they're going to be here for a while. We should welcome them as fellow Union members and try to help them out as they begin what will hopefully turn into careers as city letter carriers. They are going to need help, for example, in acquiring uniforms. If you have extra uniform items, please consider helping these new brothers and sisters by giving them a spare shirt, cap, etc.

The Postal Service is pulling out its "sky is falling" number again. It cites dropping volumes and rising costs as reasons to look for every possible way to cut hours and positions, *your* hours and *your* positions. While we as letter carriers certainly have no control over mail volume or rising gas prices, we do have control over how we do our jobs each and every day. Don't give them back time that belongs to you. Don't cut corners. Don't be rushed into working unsafely. Perform your duties as per the handbooks and manuals, *their* handbooks and *their* manuals, every day. Use Forms 3996 and 1571 as necessary. Protect your job – it's under attack.

Fraternally,  
Kevin A. Gardner  
*President*  
NALC Branch 920

## NOTICE!

*We now have the official Branch 920 website up and running.*

<http://buxmont920.com>

New stuff will be added periodically. If you have any ideas for the site, please contact the Branch. This was made possible thanks to the expertise of our Webmaster Dave Rios.

## VP's Message

Now that spring is here some offices will have or already have had route inspections. This is nothing new, it happens every year. As always the mail volume will be down, but that is nothing new and nothing can be done about it. Someone from the union will always be in an office that is being inspected.

There are several things you as a carrier can do to help get a better inspection. What you should do is do your route the same every day just like if someone was with you all the time. The M-41 describes how you are to do your job. When delivering a parcel knock on the door or ring the bell, if no one is home, leave a notice if it can't be left in a secure place, or if the mailer does not have an endorsement on it stating to leave it. If someone is normally home take it back and redeliver the next day Always carry your dog spray. If on a mounted route, every time you exit the vehicle to make a delivery of a parcel or an accountable piece, lock the doors. If you come to a mail box that is blocked, you should dismount and make the delivery if you can do so safely. If you must leave the truck, always take the keys with you even if it's only a couple of steps. Be safe not sorry.

When making curb side deliveries when on a slope put the gear lever in park, and when on flat ground put it in neutral and keep your foot on the brake. When going through an intersection, or driving on a highway, always close the door. Always wear the lap belt on the route and when going to and from the route wear both the lap belt and shoulder harness. Never finger mail between stops on a mounted route. On a walking route, you must finger mail between stops when it is safe to do so. Never finger mail when going up or down steps or if the pavement or ground is uneven. Park and loop, collection and relay routes should always park on the right side of the road, never on the opposite side facing oncoming traffic. This is not only unsafe it is against the law. Never park in a fire lane or zone.

Remember all the traffic rules apply to postal vehicles just like your private car.

Fraternally,  
Russ Naylor, *Vice President*

## What's In The News...

- COLCPE
- Retiree Branch Meeting
- Communicating with Your Supervisor
- Grievances

Branch 920 Officers . . .

President .....	Kevin Gardner
Executive Vice President .....	Tom Clarenbach
Vice President .....	Russ Naylor
Financial and Corresponding	
Secretary and Editor.....	Jim Morrison
Recording Secretary.....	Stan Rimmer
Treasurer .....	Ed Klaiss
Sergeant At Arms .....	George Fornash
Trustees .....	Ed Morehouse
	Bill Hefferon
	Ken Traynor
M.B.A. ....	Ed Klaiss
Health Benefits Rep .....	Sam Rutherford
	Dan Owarzani
Special Services .....	None

Calendar of Events

March 25th	6:30 P.M. Executive Board Meeting
	6:45 P.M. Stewards Meeting
	7:00 P.M. Regular Branch Meeting Souderton
April 22nd	6:30 P.M. Executive Board Meeting
	6:45 P.M. Stewards Meeting
	7:00 P.M. Regular Branch Meeting Warminster
May 10th	NALC FOOD DRIVE
June 3rd	This is the May Meeting due to Holiday
	6:30 P.M. Executive Board Meeting
	6:45 P.M. Stewards Meeting
	7:00 P.M. Regular Branch Meeting Souderton
June 24th	6:30 P.M. Executive Board Meeting
	6:45 P.M. Stewards Meeting
	7:00 P.M. Regular Branch Meeting Warminster
July 20th -26th	NALC National Convention
July 29th	5th Tuesday due to National Convention
	6:30 P.M. Executive Board Meeting
	6:45 P.M. Stewards Meeting
	7:00 P.M. Regular Branch Meeting Souderton

From the Executive Vice President

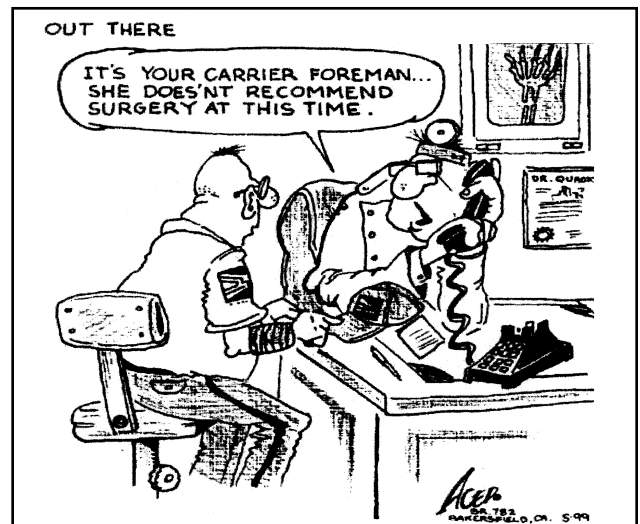
As I write this, I have only three days left until I officially retire from the United States Postal Service. It's been a long time since I first walked into the Lansdale Post Office as a summer casual. I had to wait for a certain carrier's retirement to go through before I could get in as a PTF. So there I was, delivering Special Delivery letters (remember them?) all over town first thing each morning. Then on to the relays and parcel post deliveries (Express Mail didn't yet exist, or I guess I would have been doing that, as well). Then when I made PTF, one morning the Supervisor tossed me the keys to a Jeep, pointed to a hamper of mail that had already been cased and pulled down, and uttered the magic words "just follow the mail". Thus I started on my first route.

There have been many routes since then, some good, some not. Fairly early on, I got interested in the Union, became a Steward, then Chief Steward, then a Trustee for the Branch, then Executive Vice President. It wasn't all fun, but it certainly was educational. I hope I was able to help a few people along the way; if I did, then it was all worth while. Perhaps I was also able to enlighten a few Managers about how to treat people fairly; with some it was easy, with others it got rather ugly, but I persevered.

A word here to some of you who might have wondered about being active in your Union: if you honestly want to help people, and are willing to learn, there is certainly a place for you. Being a Steward or Branch Officer can be an educational experience; you will learn a lot about how the Union (and Management) functions. Training will be provided.

I will continue to handle the Workman's Compensation cases for the Branch; it will give me something to do in my old age. Speaking of which (Workman's Comp, not my old age), if you are injured on the job, PLEASE call the Branch office (215-721-2232) so we can help you with the forms and such stuff. It can be complicated, so please call.

Fraternally,  
Tom Clarenbach  
Executive Vice President



Don't let this be you; Call the Office if you get hurt.  
215-721-2232

Contribute to COLCPE  
NALC's Political Action Fund  
helps elect friends  
of letter carriers.

**STEWARDS**

<b>BENSALEM</b> Ed Klaiss Dan Higgins	<b>HATFIELD</b> Tom Hoag	<b>ROYERSFORD</b> Tim Dem'chik
<b>BLUE BELL</b> Dave Washington	<b>LANSDALE</b> Dave Rios	<b>SELLERSVILLE</b> Kevin Gardner
<b>BOYERTOWN</b> No Steward	<b>NEW HOPE</b> No Steward	<b>SOUTHAMPTON</b> Phil DeAngelis Ken Traynor
<b>BRISTOL</b> Jim Gleason	<b>NEWTOWN</b> Bill Bergen	<b>SPRING CITY</b> Mike Bell
<b>CHALFONT</b> Roger Lawver	<b>POTTSTOWN</b> Joanne Bauer	<b>TELFORD/ SOUDERTON</b> Jeff Greaser
<b>DOYLESTOWN</b> Dave Brogan	<b>PERKASIE</b> No Steward	<b>WARMINSTER</b> Wayne Murphy
<b>HATBORO</b> Ed Morehouse	<b>PHOENIXVILLE</b> No Steward	<b>WARRINGTON</b> Ken Kogan

*This was taken straight from the EAP Web site. This site is full of helpful information and I will be including at least one Article from the site in each newsletter. Make the call...*

**1-800-EAP-4YOU.**

**A Five-Step Plan to Consider if You're Over Your Head on Your Mortgage**

**1. Identify the shortfall.**

Subtract the total of your monthly expenses from your monthly income to get an exact figure for the shortfall. This will be the amount of money you will try to make up with budgetary changes so you can pay your mortgage as agreed.

**2. Explore budgetary changes.**

How can you close that deficit? Look to increasing your income with a second job, part-time employment, adding work hours, or having a family member contribute to the income pool. Carefully examine your expenses and pinpoint areas where you can cut down to free up cash. Be realistic with what you can and cannot do. You may be able to sell some assets to meet the shortfall for a few months, but what about after that? Plan for a long-term solution.

**3. Contact your lender.**

If you are unable to regularly make your mortgage payment by adjusting your cash flow, contact your lender immediately. Be ready to review your financial situation in detail. When speaking with your lender, be honest and clear about your desires and abilities. Never promise something if you cannot follow through.

**4. Be open to solutions.**

You and your lender will discuss ways you can keep the home, which may include changing the loan's terms to reduce the payment, making lower or no payments for a period of time, or refinancing the loan. What if none of those solutions work? Consider selling the home or deeding it back to the lender. If it is worth less than the loan balance, you may be able to sell it for its current market value. Ask about the benefits and drawbacks of each option before making a decision.

**5. Take action.**

Whatever you decide, don't wait with what you need to do. For example, if you gave your word that you will be back on track in 3 months by getting a second job, do so. If you know that it will be impossible to afford your mortgage payment, find another living situation now and take steps to sell the home or deed it back to the lender before the foreclosure process begins. Delaying action will waste precious time and money.

**Please Notice New Place and Time**

**BUX-MONT BRANCH 920  
2008 MEETING DATES**

March 25	Souderton
April 22	Warminster
June 3	Souderton (May Meeting in June due to Holiday)
June 24	Warminster
July 29	Union Office (5th Tuesday NALC Convention)
August 26	Union Office
September 23	Souderton
October 28	Warminster
November 25	Souderton

December Christmas Party date and location -  
To be announced

Executive Board Meetings start at 6:30 PM  
Steward Meetings start at 6:45 PM  
Branch Meetings start at 7:00 PM

Souderton meetings are at the branch office:  
20 S. School Lane, Souderton, PA

Warminster Meetings are at Mike's Bar & Grill,  
2nd Floor 544 York Road, Warminster, PA 18974  
(Corner of York and Street Roads)

## Grievance Resolutions Received

### Dispute Resolution Process

*Prepared by Russ Naylor, Vice President*

#### BRISTOL

#1-08 Art. 16 LOW Attendance  
*Step A: LOW expunged*

#### BENSALEM

#00-07 Art. 16 Seven day suspension failure to follow instructions  
*Step A: LOW to be removed 8/10/2008*

#000-07 Art. 8 removed from clock before route finished  
*Step A: Pay grievant ten minutes at overtime rate*

#17/18-07 Art. 14 Saftey DPS to be pulled out and cased  
*Pre Arb. Management/Union Team will conduct review*

#26-07 Pre Arb : Route to be given a special inspection

#32-07 Art 15. Did management violate prior pre arb decision  
*Step B: Impasse*

#34-07 Art 15. Did management violate prior pre arb decision  
*Step B: Impasse*

#36-07 Art. 8 Carrier told to punch out before 8 hour drop day completed  
*Step B: Pay grievant .19 units at the overtime rate*

#37-07 Art 16 7 Day suspension failure to follow instruction  
*Pre Arb. Suspension expunged from grievant's record*

#39-07 Art. 16 14 Day suspension failure to follow instruction  
*Pre Arb. Reduce to LOW removed on 1/9/2008*

#41-07 Art. 16 LOW Failure to follow instruction  
*Step B: Remove LOW on 4/5/08*

#42-07 Art. 16 LOW Failure to follow instruction  
*Step B: Reduced to discussion*

#43-07 Art 15. Did management violate prior pre arb decision  
*Step B: Impasse*

#44-07 Art. 16 7 Day suspension failure to follow instruction/Curtailed mail  
*Step B: Remove on 10/10/08*

#47-07 Art. 19 Inappropriate actions by Postmaster  
*Step B: Impasse*

#50-07 Art. 16 14 Day suspension for failure to follow instruction  
*Step B: Reduced to seven day suspension*

#51-07 Art. 10 Grievant not paid sick leave on three days  
*Step B: Remove AWOL from record and pay sick leave*

#52-07 Art. 16 Seven day suspension for an accident  
*Step A: Remove in one year*

#53-07 Art 16 LOW Failure to make MSP scans  
*Remove LOW in six months*

#54-07 Art. 16 LOW Failure to make MSP scans  
*Step A: Reduced to a discussion*

#55-07 Art. 16 LOW Failure to make MSP scans  
*Step A: Reduced to a discussion*

#56-07 Art. 19 Grievant questioned about a comfort stop  
*Step B: No violation*

#59-07 Art. 16 LOW for failure to follow instructions/ safety  
*Step B: LOW to be removed 8/13/08*

#### CHALFONT

#13-07 Art 7 ODL carriers delivered rural route NON ODL forced in on drop day  
*Step A: Grant grievant four hours admin leave*

#### DOYLESTOWN

#D112907 Art. 16 LOW Failure to follow instruction  
*Step A: Removed in one year*

#D113007 Art. 16 Seven day suspension Failure to follow instruction  
*Step A: Removed in one year*

#1-08 Art. 8 Non ODL called in on drop day ODL not called  
*Step A: Pay grievant 8 hours at OT rate*

#2-08 Art. 16 LOW Failure to follow instructions Express mail del. late  
*Step A: Reduced to discussion*

## More Grievances Dispute Resolution Process

#3-08 Art. 16 LOW Failure to follow instructions  
Express mail del. late  
*Step A: Reduced to discussion*

### HATBORO

#06-07 Art. 13 Light duty not provided to grievant  
*Step B: No violation proven*

### LANSDALE

#18-07 Art 8 NON ODL worked off assignment  
*Pre Arb: Pay ODL carriers two hours at ot rate*

#31-07 Art. 8 Over time not distributed equitably  
*Step B: Remand to local parties for further development*

#32-07 Art. 5 System to track overtime changed by local management  
*Step B: No violation proven*

#33-07 Art. 19 Failure to convert PTF to regular  
*Step A: Carrier to be made regular immediately*

### PHOENIXVILLE

#KG92007 Art 7.3 Route not inspected  
*Step B: No violation*

#KG010308 Art. 16 LOW Attendance  
*Step B: Reduced to a discussion*

#KG012108 Art LOW Unauthorized overtime  
*Step B: Reduced to a discussion*

#KG121907 Art. 7 Causal clerk used to deliver mail  
*Step A: Pay grievant 1.5 hours at the OT rate*

#112607 Art. 16 LOW Failure to follow instructions/ time wasting practice  
*Step B: LOW to be removed 5/9/08*

#112708 Art. 16 LOW Unsatisfactory performance/ failure to follow instructions  
*Step B: LOW reduced to official discussion*

#120907 Art. 16 Seven day suspension unsatisfactory performance/ failure to follow instructions  
*Step B: Suspension reduced to official discussion*

#121007 Art. 16 Seven day suspension failure to follow instructions/ safety  
*Step B: Reduced to LOW remove on 6/4/08*

### POTTSTOWN

#4-08 Art. 16 LOW attendance  
*Step A: Reduced to discussion*

#10-07 Pre-arb: seven day suspension for unsafe driving reduced to LOW

### ROYERSFORD

#12-07 Art. 16 7 Day suspension for unsatisfactory performance/ failure to follow Instruction  
*Step A: Reduced to 18 month LOW*

#13-07 Art. 16 7 Day suspension for unsatisfactory performance/ failure to follow Instruction  
*Step A: Reduced to three month LOW*

#1-08 Art. 8 Overtime not equitable  
*Step A: Grievant to be given equalizing opportunity next quater*

### SOUTHAMPTON

#KG90807 Art 12 Carrier not granted transfer to new office  
#KG90907  
#KG91007 *Step B: Carrier will be transferred*

### WARMINSTER

#27-07 Art. 16 7 Day suspension failure to follow instruction/failure to report  
*Step B: Impasse*

#31-07 Art. 19 Carrier put off clock for declining a limited duty job offer  
*Step B: No violation carrier to submit Dept. of labor forms*

#32-07 Art. 16 14 Day suspension failure to follow instruction/failure to report  
*Step B: Impasse*

#36-07 Art. 16 Fourteen day suspension operate vehicle in a unsafe manor  
*Step A: Reduced to seven day suspension removed in one year*

#37-07 Art. 16 Seven day suspension failure to meet requirements of position  
*Pre Arb. Reduced to LOW*

*This article taken from the EAP website.*

# Communicating with Your Supervisor

Miscommunication is a major cause of many work disputes and performance issues. Learning how to communicate more effectively with your supervisor can help to resolve workplace conflicts. Here are a few suggestions that may help you to communicate with your supervisor.

## Learn when is a "good time" to talk with your supervisor

Some people are more productive in the morning and prefer to schedule meetings during the afternoon. Ask your supervisor when the best time is for him or her to talk.

## Be prepared to discuss problems and solutions

If there is something you dislike or don't agree with, tell your supervisor in a clear and objective manner. You should also be prepared to discuss alternatives to improve the situation.

## Go to your supervisor with problems in private

Nobody likes to be confronted in front of others. Do not challenge your supervisor in front of co-workers, other managers, or customers. Instead, schedule some time to talk with your supervisor one-on-one, behind a closed door, if appropriate.

## Build a good reputation for yourself

If you have a good reputation as an employee that works hard and gets along with others, your supervisor will be more likely to be receptive to your feedback.

## Ask questions

By asking questions, you will show that you are interested in and care about your job. It also means that you care what someone else has to say.

## Supervisors have bad days, too

We are all human. If your supervisor is abrupt or does something to upset you, he or she may be having a bad day. Try to be understanding and resist becoming defensive. However, if you feel your supervisor acted inappropriately, follow-up privately with him or her once the situation has settled to discuss what occurred.

## Own up to your mistakes

If you make a mistake, own it. Everyone makes a mistake once in a while. Your supervisor will appreciate your honesty.

## Resources Are Available

Additional information, self-help tools and other resources are available online at [www.EAP4YOU.com](http://www.EAP4YOU.com). Or call us for more information, help, and support. Counselors are available 24 hours a day, seven days a week to provide confidential assistance at no cost to you at 1-800-EAP-4YOU or 1-800-327-4968.

**Make the Call! 1-800-Eap-4-YOU**  
**(1-800-327-4968) TTY: 1-877-492-7341**  
**[www.EAP4YOU.com](http://www.EAP4YOU.com)**  
24 hours a day, seven days a week  
Personal - Private - Professional

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# NALC HEALTH BENEFIT PLAN

*NALC Health Benefit Plan, 20547 Waverly Court, Ashburn, Virginia 20149*

<b>Claim Forms</b> .....	<b>1-888/636-NALC</b>
<b>Durable Medical Equipment</b> .....	<b>1-888/636-NALC</b>
<b>Fraud Hot Line</b> .....	<b>1-888/636-NALC</b>
<b>Health Benefit Plan</b> .....	<b>1-888/636-NALC</b>
<b>24-Hour Nurse Line</b> .....	<b>1-877/220-NALC</b>
<b>Mental Health &amp; Substance Abuse</b> .....	<b>1-877/468-1016</b>
<b>PPO Locator Service</b> .....	<b>1-877/220-NALC</b>
<b>Precertification</b> .....	<b>1-877/220-NALC</b>
<b>Prescription Drug Program</b> .....	<b>1-800/933-NALC</b>
<b>Caremark Specialty Pharmacy</b> .....	<b>1-800-237-2767</b>

# BUX-MONT BRANCH 920

Retiree Branch Meeting

June 3<sup>th</sup>

7:00 P.M.

at

Union Office

20 South School Lane,  
Souderton, PA 18964

Executive Board/Stewards Meeting  
6:30 P.M.

Stewards Meeting  
6:45 P.M.

Next Regular Meeting Date is  
June 24<sup>th</sup>  
Warminster

*This article is from the President of Branch 214*

**National Reassessment Process**

**More dangers to injured carriers**

By Lili Beaumont, President

The “National Reassessment Process” (NRP) is a national process developed with intent supposedly to properly place employees who have been injured on the job into positions within their medical limitations, and to maintain their productivity as employees while they recover from their job-related illnesses/injuries. However, the Postal Service intends to change its policy on providing limited duty work to employees who have partially recovered from work-related injury or disability via the NRP. Management intends to change from a traditional approach of providing “make work” to providing “necessary work only” as limited duty carriers, unilaterally tweaking the NRP. The terms “make work” vs. “necessary work only” are being used by management without clear definition.

There is currently a national level grievance regarding implementation of the NRP because of management’s unilateral change in the definition of the Postal Service’s obligation to provide limited duty work that is incorporated into the NRP. The union maintains that how management is administering the NRP is inconsistent and in conflict with section 546.142 of the Employees Labor-Relations Manual (ELM) as well as pertinent provisions of the EL-307 and EL-505 handbooks, and applicable laws and regulations. Another matter within the NRP the union disputes is that the NRP also involves the application of new criteria for selecting which employees will receive limited duty.

Specifically, employees who reach maximum medical improvement (MMI) within one year of the date of their work-injury will be afforded a preference over employees who reach MMI after one year following the date of their work-injuries. This change has never been the subject of negotiation, and there is no basis for this new selection criterion in any of the applicable ELM provisions, or any other applicable provision of law or regulation. The union also vehemently disputes the Postal Service’s intent to remove employees who have non-work related injuries from existing light duty assignments in favor of employees who have been injured on the job. Any such policy would violate the National Agreement as well as a previous (binding) national level grievance settlement.



**Entering Clock Rings**

*If you are providing Assistance, this is also part of your job to do.*

How to enter clock rings when assisting other Routes

1. Press move key
2. Press operation, office or street
3. Type in route number you are assisting
4. Press Enter
5. Type in time you began assistance
6. Swipe badge
7. Press move key
8. Press operation, office or street
9. Type in route you are returning to
10. Press enter
11. Type in time you returned to route
12. Swipe badge

## RETIREES!

Contribute to **COLCPE** directly from your **ANNUITY**

**1. Telephone OPM**

To start your COLCPE allotment by telephone, call 888-767-6738 and speak with a customer service representative. (In the Washington, DC area call 202-606-0500.)

**2. Write to OPM**

To start your COLCPE allotment via mail, send a letter to: Office of Personnel Management, Retirement Operations Center, Boyers, PA 16017. Be sure to include your CSA number, the amount you want to contribute monthly, and the organization name: National Association of Letter Carriers—COLCPE.

**3. Sign up on the Internet**

- Go to [www.opm.gov](http://www.opm.gov)
- Click on "Employment and Benefits"
- Click on "Retirement Benefits"
- Under Retirement Services, click on "Services Online"
- After reviewing the page describing services OPM provides retirees, scroll to the bottom and click "Yes"
- Enter your CSA number and PIN
- Click on "Set organizational allotments" and select "Natl Assn of Letter Carriers—COLCPE"
- Select "Start" to begin a new allotment
- Enter the amount of your *monthly* contribution and click "Submit"

*That's all there is to it! You will receive a confirmation by email from OPM notifying you of the date the first contribution will be withheld from your annuity.*

**Here are 3 easy ways to start your allotment:**

By making a COLCPE contribution, you are doing so voluntarily with the understanding that it's not a condition of membership in the National Association of Letter Carriers or a part of any dues and that COLCPE will use the money received to contribute to candidates for federal offices as permitted by law. You are not making the allotment with the understanding that COLCPE contributions are not tax-deductible and that your selection shall remain in full force and effect until canceled through OPM.



# Active letter carriers: Contribute to **COLCPE** using PostalEASE

## by phone.....

Letter carriers can contribute directly to COLCPE (NALC's Committee on Letter Carrier Political Education) from their paychecks every pay period using the Postal Service's PostalEASE. Through PostalEASE you can designate COLCPE as one of your two\* payroll "allotments."

- 1** Be sure you know your 8-digit Employee ID Number (on your paystub) and 4-digit USPS Personal Identification Number (PIN). If you cannot remember your PIN, call PostalEASE at 1-877-4PS-EASE (1-877-477-3273), select "1", enter your 8-digit employee ID number, and select "2" to have your PIN mailed to you.
- 2** Create your own *Account Number* by inserting in the spaces at right the first seven digits of the ID number that appears above your name on the back cover of your *Postal Record*.

### YOUR 17-DIGIT ACCOUNT NUMBER:

\_\_\_\_\_ \_ \_ \_ \_ **0 0 3 4 9 5 2 5 3 5**  
(First 7 digits of ID number on Postal Record label)

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*****AUTO** 5-DIGIT 54321
XXXXXXXXXX89 LC 9876 W13 08
JOHN CARRIER
1234 MAIN STREET
ANYWHERE, US 54321-9999

```

### **3** Now you are ready to call PostalEASE toll-free at 1-877-4PS-EASE (1-877-477-3273)

- When prompted, select "1" for PostalEASE and then enter your 8-digit Employee ID Number and your USPS PIN
- Select "2" for payroll options
- Select "1" for allotments
- *Disregard* instruction to complete Allotment Worksheet and select "2" to continue
- Select "3" to ADD a new allotment
- Enter the 9-digit Financial Institution Routing Number:  
**0 6 4 0 0 0 0 1 7**
- Select "1" to continue processing allotment
- Select "1" to "enter the allotment now"
- Enter your 17-digit Account Number from above
- Enter "1" for Checking
- Enter amount of allotment: \$\_\_\_\_\_.00 *per pay period*.  
If amount is correct, select "1"

**\*** If you already have two allotments, you must cancel one to contribute to COLCPE through PostalEASE. To do so, follow the instructions at left but instead of selecting "3" to add a new allotment, select "2" to cancel an allotment.

#### After completing your entry, do *not* end the call until you hear the following:

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

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

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

*Keep this information for your records and future reference.*

By making a COLCPE allotment through PostalEASE, you are doing so voluntarily with the understanding that your contribution is not a condition of membership in the National Association of Letter Carriers or employment by the Postal Service nor a part of union dues and that COLCPE will use the money it receives to contribute to candidates for federal office as permitted by law. You are also making this allotment with the understanding that COLCPE contributions are not tax deductible and that your selection shall remain in full force and effect until canceled through the PostalEASE system.

N.A.L.C. Branch 920  
20 South School Lane  
Souderton, PA 18964

Address Service Requested

NON-PROFIT ORG.  
US POSTAGE  
PAID  
Levittown, PA  
Permit No. 529



**SPEND AN EVENING WITH FRIENDS  
ATTEND YOUR UNION MEETINGS!**

**OFFICERS MTG-6:30 P.M.  
Fourth Tuesday of each month**

**STEWARDS MTG-6:45 P.M.  
Fourth Tuesday of each month**

**BRANCH MTG-7:00  
Fourth Tuesday of every month**

**GIMME  
5  
FOR CULCPE**

A large, bold number '5' is the central focus. Inside the bottom curve of the '5', there is a black handprint with five fingers spread. The word 'GIMME' is written in a bold, sans-serif font above the '5', and 'FOR CULCPE' is written below it.

**UNION OFFICE PHONE NUMBERS**

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