

Local Grievance #: _____

Issue Statement (Block 15 of PS Form 8190):

1. Did Management violate Section 111.2.j of Handbook M-39, *Management of Delivery Services*, via Article 19 of the National Agreement when they failed to provide Letter Carrier **[Name]** a PS Form 1571, *Undelivered Mail Report*, on **[date]** at the **[Station/Post Office]**, and if so, what should the remedy be?
2. Did Management violate Chapter 1 and/or Chapter 4 of the Handbook M-41, *City Delivery Carriers Duties and Responsibilities* via Article 19 of the National Agreement when they failed to provide Letter Carrier **[name]** a PS Form 1571 on **[date]** at the **[Station/Post Office]**, and if so, what should the remedy be?

Union Facts and Contentions (Block 17 of PS Form 8190):

Facts:

1. Letter Carrier **[name]** was instructed to curtail mail on **[date]** on Route **[route #]**.
2. Letter Carrier **[name]** returned to the office with undeliverable mail on **[date]** and was not provided a PS Form 1571
3. Supervisor **[name]** failed to provide the PS form 1571.
4. These facts are verified by the **[carrier statements/interviews]** included in the case file.
5. Section 111.2.j of Handbook M-39 states:

Issue form 1571 when the carrier is instructed to curtail mail, indicating action thereon. Upon request, a duplicate of the completed form will be provided to the carrier.

6. Section 144.75 of Handbook M-39 states:

Require carriers to complete Form 1571 in the morning for undelivered preferential and time-value and another in the afternoon for non-

preferential mail. Require completion and submission of the form in duplicate by carriers who request copies.

7. Section 131.44 of Handbook M-41 states:

Report on Form 1571 all mail undelivered — including all mail distributed to the route but not cased and taken out for delivery. Estimate the number of pieces of mail.

8. Section 131.45 of Handbook M-41 states:

Do not curtail or eliminate any scheduled delivery or collection trip unless authorized by a manager, in which case you must record all facts on PS Form 1571.

9. Section 131.46 of Handbook M-41 states in part:

Before you leave the office, enter on Form 1571 the mail curtailed; when you return, add any mail which was not delivered and which was returned to the office.

10. Section 442 of Handbook M-41 states in part:

442.1 After return from trip, obtain Form 1571

442.2 Add any mail which was not delivered but was returned to the office.

442.3 Sign the form and give it to a unit manager.

Contentions:

1. Supervisor **[Name]** instructed Letter Carrier **[Name]** to curtail/cut mail on **[date]**.
2. Supervisor **[Name]** failed to provide a PS Form 1571 to Letter Carrier **[Name]**.
3. Management actions in failing to provide a PS Form 1571 after instructing him/her to curtail mail violated Article 19 of the National Agreement; specifically the following handbook provisions:
 - (a) Section 111.2.j of Handbook M-39.
 - (b) Section 144.75 of Handbook M-39.
 - (c) Section 131.44 of Handbook M-41.

(d) Section 131.45 of Handbook M-41.

(e) Section 131.46 of Handbook M-41.

4. Letter Carrier **[Name]** returned from the street on **[date]** with undeliverable mail and was not provided a PS Form 1571.
5. Management's actions in failing to provide a PS Form 1571 to Letter Carrier **[Name]** when he/she returned to the office with undeliverable mail on **[date]** violated Article 19 of the National Agreement, specifically Section 442 of Handbook M-41.

Remedy (Block 19 of PS Form 8190):

1. That management cease and desist violating Chapter 1 of the Handbook M-39 via Article 19 of the National Agreement.
1. That management cease and desist violating Chapter 1 and 4 of the Handbook M-41 via Article 19 of the National Agreement.
2. That management provide the PS form 1571 when letter carriers are required to curtail mail or return with undeliverable mail from the street.
3. That Letter Carrier **[Name]** is paid a lump sum of \$50.00 for each violation to serve as an incentive for future compliance.
4. That all payments associated with this case be made as soon as administratively possible, but no later than 30 days from the date of settlement.
5. That proof of payment be provided to **[NALC Official]** upon payment.



National Association of Letter Carriers Request for Information

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Articles 17 and 31 of the National Agreement, I am requesting the following information to investigate a grievance concerning a violation of Handbook M-39 via Article 19:

1. Any and all PS Forms 1571 used to any employee(s) on **[date(s)]**.
2. A copy of the curtailed or delayed mail report for **[Station/ Post Office]** for **[date]**.
3. Copy of Management's Standard Operating Procedure at **[Station/ Post Office]**.

I am also requesting time to interview the following individuals:

1. **[Name]**
2. **[Name]**
3. **[Name]**

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____

Date: _____



National Association of Letter Carriers Request for Steward Time

To: _____
(Manager/Supervisor)

Date _____

(Station/Post Office)

Manager/Supervisor _____,

Pursuant to Article 17 of the National Agreement, I am requesting the following steward time to investigate a grievance. I anticipate needing approximately _____ (hours/minutes) of steward time, which needs to be scheduled no later than _____ in order to ensure the timelines established in Article 15 are met. In the event more steward time is needed, I will inform you as soon as possible.

Your cooperation in this matter will be greatly appreciated. If you have any questions concerning this request, or if I may be of assistance to you in some other way, please feel free to contact me.

Sincerely,

Shop Steward
NALC

Request received by: _____
Date: _____