



The 69th Biennial Convention is just weeks away. This issue contains several important items for delegates who will gather in Philadelphia July 21-25.

The last installment of our coverage of attractions in the Philadelphia area appears in this issue. This issue also includes a list of workshops that delegates can attend in Philadelphia.

Proposed amendments to the *NALC Constitution* appear in this issue. Delegates will consider these amendments at the convention.

And information on the retiring officers' dinner, including how to obtain tickets, is included in this issue, along with a list of important reminders for delegates to consider before packing their bags.

OUTSIDE PHILADELPHIA

With so much to do in downtown Philadelphia, delegates and their family members may run out of time to see sights beyond Center City. If you can venture further, here are a few suggestions for things to see and do.

BATTLESHIP *NEW JERSEY* AND ADVENTURE AQUARIUM

Permanently berthed just across the Delaware River from Philadelphia, the *New Jersey* fought in the Pacific theater in World War II, serving as flagship for several admirals, including Admiral William F. Halsey Jr. She also served in the Korean and Vietnam wars.

Now she is a floating museum in Camden, NJ, open 9:30 a.m. to 5 p.m. Go to battleshipnewjersey.org to buy tickets in advance or for more information. Tickets are \$21.95 for adults and \$17 for seniors, veterans and children ages 5-11; tickets for active-duty military and World War

**Battleship
New Jersey**



**Adventure
Aquarium**



II veterans are free.

Adjacent to the *New Jersey* on the Delaware riverfront, Camden's Adventure Aquarium is home to thousands of varieties of aquatic creatures, many in displays that allow visitors to inter-



Above left: Amish country
Below: Philadelphia Zoo
Bottom: Longwood Gardens

act with and touch them. The Aquarium has more than 8,500 aquatic species on display in 2 million gallons of water, and is home to the largest collection of sharks on the East Coast—including a great hammerhead shark. It's also the only aquarium in the world to exhibit hippopotamuses. Open seven days a week from 10 a.m. to 6 p.m.

The Riverlink Ferry makes it easy to reach the aquarium and the *New Jersey* from Penn's Landing in Philadelphia. Go to riverlinkferry.org for more information.

NALC will offer a family-friendly tour of the *New Jersey* and the aquarium on Thursday, July 23.

THE PHILADELPHIA ZOO

This was America's first zoo—it opened in 1874—and it retains the charm of the era in which it was born. Home to more than 1,300 animals, many of them rare and endangered, the Philadelphia Zoo is set in a 42-acre Victorian garden with tree-lined walks, formal shrubbery, ornate iron cages and animal sculptures.

But the Philadelphia Zoo also is home to modern attractions, including a children's zoo with special animal demonstrations and a petting area; boat rides; camel, pony and draft horse rides; and a hot-air balloon ride for a bird's-eye view of the zoo.

The Philadelphia Zoo is located at 3400 West Girard Ave., across the Schuylkill River and a short distance from downtown.

AMISH COUNTRY

Lancaster County, PA, is the unofficial capital of Amish country. The

Amish still work farms and produce handmade items such as furniture and baked goods without using modern machinery. They are part of a larger culture called "Pennsylvania Dutch"—actually Germans—who settled in eastern Pennsylvania. The beauty of the landscape, rich food, and shopping for unique goods are enough reasons to visit, but if you want a real taste of Amish life, you can take a tour by the preferred Amish mode of transport—horse and buggy—or visit a former Amish farm to see firsthand how the deeply religious, family-centered Amish people live.

NALC will sponsor a tour of Amish country, including a traditional Pennsylvania Dutch family-style meal, on Wednesday, July 23.

BRANDYWINE VALLEY AND LONGWOOD GARDENS

There's more to the eastern Pennsylvania countryside than the Amish. Less than an hour's drive from Philadelphia lies the beautiful Brandywine Valley, immortalized on canvas by many artists, including the Wyeth family. A favorite attraction in the valley is the world-renowned Longwood Gardens, 1,050 acres of majestic horticultural gardens, natural woodlands and colorful meadows.

An NALC tour of the valley and Longwood Gardens will be given on Monday, July 21.

For more information about the NALC tours mentioned in this article and others, and to reserve seats in advance, go to toursignup.com/NALC. **PR**





Jane Broendel



Ernie Kirkland



Dan Pittman

SALUTE TO RETIRING NATIONAL OFFICERS

Three retiring national officers will be honored at a reception and dinner on Thursday, July 24 at the Sheraton Philadelphia Downtown Hotel during the national convention.

The Retiring Officers' Dinner will honor Secretary-Treasurer Jane Broendel, past Director of Retired Members Ernie Kirkland and Region 5 National Business Agent Dan Pittman. Broendel and Pittman plan to retire when their terms end in December; Kirkland retired last year.

The event will begin with a reception at 6 p.m., with dinner served at 7 p.m. A special salute to the retirees will follow, and the event will continue with dancing until 11 p.m. Tickets are \$80 each, sold on a first-come, first-served basis. Regions,

branches and individual members must use the Retiring Officers' Dinner order form below to buy tickets. Those planning to attend should buy tickets as soon as possible by sending the order form with full payment to: Retiring Officers' Dinner, NALC Secretary-Treasurer, 100 Indiana Ave. NW, Washington, DC 20001-2144. Checks or money orders payable to "Secretary-Treasurer, NALC" must be received by June 21. Guests wishing to be seated at the same table must submit their ticket orders and payment together in the same envelope. There is a maximum of eight guests per table.

Tickets and table assignments will be held for pickup at the Retiring Officers' Dinner ticket booth located in the convention registration area. **PR**

Retiring Officers' Dinner Ticket Order Form

Thursday, July 24, 2014

I would like to reserve tickets for the NALC Retiring Officers' Dinner on Thursday, July 24, 2014, at the Sheraton Philadelphia Downtown Hotel. Tickets will be held for pickup at the Retiring Officers' Dinner ticket booth located in the convention registration area. **Guests wishing to be seated at the same table must submit their ticket orders and payment together in the same envelope. Maximum eight guests per table.**

(Please Print Clearly)

Number of tickets _____ at \$80 each = \$_____ (Total enclosed)

Branch # _____ State _____

Person Ordering Tickets Contact Name: _____

Contact Number: _____

Name of individual picking up the ticket(s) at the convention: _____

Person Picking up Tickets Contact Number: _____ (cell) _____

Please indicate if you or anyone in your party has dietary restrictions _____

Mail order form and payment to:

Retiring Officers' Dinner
NALC Secretary-Treasurer
100 Indiana Ave.
NW
Washington, DC
20001-2144

Checks or money order payable to "Secretary-Treasurer, NALC" must be received by June 21.

WORKSHOPS SCHEDULE

NALC officers and staff, along with outside experts, will present more than 45 workshops over the convention week.

The grid below offers attendees an

easy way to see what classes are available when. Full descriptions of the workshops follow on the next several pages.

Classes are offered before the convention is called to order each day and after

each day's business is done.

Seating is on a first-come, first-served basis, and the rooms have been known to get crowded. Convention delegates are encouraged to arrive early. **PR**

MONDAY (7/21)	TUESDAY (7/22)	WEDNESDAY (7/23)	THURSDAY (7/24)	FRIDAY (7/25)
MORNING	MORNING	MORNING	MORNING	MORNING
Social Security City Delivery <i>This class repeats on Tuesday.</i> Effective Branch Communications Processing Grievances—Start to Finish <i>This class repeats on Friday.</i> NALC Constitution, Elections and Bylaws	The Postal Service in 2025 Trustees Training City Delivery <i>Same as Monday morning.</i> NALC Health Benefit Plan—101 Mutual Benefit Association: The Fourth Quarter	FERS, CSRS and CSRS Offset Women and Leadership Route Adjustments Safety and Health—We All Must Get Involved CAU Briefing and Q-and-A <i>This class repeats on Thursday.</i>	New Fiduciary Officer Training: What You Need to Know About Finance, Membership and Record-Keeping Filling Full-Time Regular Opportunities—M-01834 <i>This class repeats on Friday.</i> Suicide Prevention How To Influence Congress: An Insiders Panel CAU Briefing and Q-and-A <i>Same as Wednesday morning.</i>	NALC Activists Deliver the Message <i>Same as Thursday afternoon.</i> Filling Full-Time Regular Opportunities—M-01834 <i>Same as Thursday morning.</i> Branch Secretary-Treasurer Training: Dos and Don'ts Processing Grievances—Start to Finish <i>Same as Monday morning.</i> Branch and State Retirement Directors The Strike at 40
AFTERNOON	AFTERNOON	AFTERNOON	AFTERNOON	
Shop Steward Training School <i>Part 1 of 4.</i> NALC and the Muscular Dystrophy Association: Providing Help and Hope Critical Incident Stress Management NALC and Capitol Hill Take 5 for Your Future: Investing in the Thrift Savings Plan Managing Branch Finance—A Study of Basic Operations	Shop Steward Training School <i>Part 2 of 4.</i> Community and Membership Outreach Building NALC's Legislative and Political Power Three Ways to be Appealing—Appealing OWCP Denials <i>This class repeats on Thursday.</i> Understanding the LM-3	Shop Steward Training School <i>Part 3 of 4.</i> Common Sense Economics Hard Travelin' with Woody Letter Carrier Food Drive Communicating Our Message	Shop Steward Training School <i>Part 4 of 4.</i> NALC Activists Deliver the Message <i>This class repeats on Friday.</i> Getting In—College Planning for Letter Carriers and their Children Emerging Trends in International Postal Services Three Ways to be Appealing—Appealing OWCP Denials <i>Same as Tuesday afternoon.</i>	

MONDAY MORNING

Social Security

More than 90 percent of all current postal and federal employees are covered by the Federal Employees Retirement System (FERS). Social Security is a major component of the total package of FERS retirement benefits. In 2012, the Social Security Trust Fund had income of \$840.2 billion, outgo of \$785.8 billion, and an end-of-year balance of \$2,732.3 billion. A representative from Social Security headquarters will present information.

City Delivery

Director of City Delivery Brian Renfroe and his staff will provide updates and information on various city delivery issues such as city carrier assistant (CCA) contractual issues; Article 12 withholding and excessing; safety and service reviews; scanners and other new technology; Sunday parcel delivery; training for new letter carriers, and city/rural territory disputes. **This class repeats on Tuesday.**

Effective Branch Communications

Branch publications, both traditional print and web-based electronic, can be a formidable force for informing and activating NALC members. This workshop will provide tips for producing first-class, direct-to-the-member communications. Designer/Web Editor Mike Shea, Internet Communications Coordinator Joe Conway and Writer/Editor Rick Hodges will discuss ways of improving websites and e-mail newsletters, effectively using social media and sharpening the focus and effectiveness of conventional newsletters and traditional communications strategies. NALC's Branch Publication Competition winners will be announced at this workshop.

Processing Grievances—Start to Finish

This workshop is for both new and experienced shop stewards/Formal A representatives who process grievances at the local level, starting with the investigating of potential grievances through the appeal to Step B and beyond. This class will introduce the new *NALC Shop Steward's Guide* and cover how to use the NALC Grievance Starters, as well as preview other related tools in the works. The workshop is led by Vice President Lew Drass and Contract Administration Unit staff. **This class repeats on Friday.**

NALC Constitution, Elections and Bylaws

This workshop is designed to assist NALC branches and state associations with the rules and regulations governing the conduct of elections and the process for creating and amending bylaws. The workshop will also cover common problems with bylaws and how to get that stamp of approval from the Committee of Laws.

AFTERNOON

NALC and the Muscular Dystrophy Association: Providing Help and Hope

In 1952, NALC made a promise that we would be with MDA until a cure is found. That promise continues to this day. This workshop will cover how to be successful with muscle walks, the benefits of MDA summer camps and why you should be involved. MDA's 2014 Goodwill Ambassador Reagan Imhoff is scheduled to attend and talk about the importance of MDA in her life and in the lives of so many other children.

Critical Incident Stress Management

Tornadoes, hurricanes, fires, assaults on letter carriers, robberies and suicides—local NALC leaders, stewards and letter carriers often find themselves in extremely difficult situations. We must assess the circumstances, provide counsel or direction for immediate assistance and deal with the short- and long-term physical, emotional and financial aftermath to our members and their families. With the help of Employee Assistance Program National Director Bob McCullough, this training will prepare you to better navigate through traumatic situations, educate you on available resources, and help you to create a plan of preparation that will benefit you, your membership and those you care about.

Shop Steward Training School

This four-day class will cover all aspects of the grievance procedure from the investigation of an incident through the arbitration of a grievance. The classes will be offered each afternoon Monday through Thursday and are open to all stewards, new or experienced, as well as anyone interested in learning more about the grievance procedure and what a steward does. As the class progresses through the week, stewards will learn about the various aspects of handling grievances from investigating, preparing and presenting

grievances at Informal A, Formal A and Step B of the grievance procedure as well as what happens when a case goes to arbitration.

To make the theoretical practical, the class will follow a specific disciplinary case where a letter carrier was accused of theft as it proceeds through the grievance procedure to arbitration. A cast of NALC Headquarters staff and experienced stewards, advocates and trainers from around the country will present a series of scenes depicting the various stages of this grievance. Attendees will receive a grievance file folder on Monday and will be given handouts each day to add to their folder as the week progresses.

Monday's class will focus on the basics of the grievance procedure and steward rights. As these are discussed, students will observe the steward representing the carrier during his interrogation by agents of the Office of the Inspector General (OIG) and steps the carrier and the steward take following his arrest.

On **Tuesday**, the class will cover how to thoroughly investigate a grievance and how to prepare and present a grievance at Informal Step A. The steward in our theft case begins his investigation by interviewing various witnesses and officials and requesting documentation from the Postal Service, OIG and the local police department as he prepares the grievance for Informal Step A and holds the meeting.

Wednesday's class will include how to prepare and present a case at Formal Step A as well as make the appeal to Step B. As these topics are covered, the theft case will move through the Formal Step A and Step B meetings and ultimately be appealed by the NBA to arbitration.

On **Thursday**, the class will be devoted solely to the presentation of a live mock arbitration of the theft case. Students will observe the union and management advocates present opening statements to the arbitrator, direct and cross-examine witnesses and offer closing arguments as they use the evidence and arguments that were developed in the case. At the conclusion of the hearing, the arbitrator will render a decision on the case and explain how the evidence that was developed during the processing of the case and presented at the hearing affected the result. Although it is not required, it is recommended that delegates attending the steward school try to be present each day to experience the entire course.

NALC and Capitol Hill

NALC Director of Legislative and Political Affairs Kori Blalock Keller will give an overview of activity on Congress' overall agenda for the remainder of this legisla-

tive year. We will take an in-depth look at postal reform and discuss hurdles, roadblocks and prospects for passage. We will discuss messaging and how to change the conversation on the Hill regarding the Postal Service. In addition, we will discuss the political landscape and its impact on congressional activity.

Take 5 for Your Future: Investing in the Thrift Savings Plan

The workshop will be hosted by Jim Courtney, the director of the Office of Communications and Education at the Federal Retirement Thrift Investment Board. It will highlight a new educational program to promote participation in the Thrift Savings Plan developed by the agency that manages the Plan. The *Take 5 for Your Future* program provides TSP participants with new resources on the TSP's website, including new instructional videos and tools for retirement planning. The program will show participants how they can take advantage of the TSP's five core funds and five lifecycle funds. Courtney and other Thrift Board representatives will also be available to answer questions from convention delegates about the Thrift Savings Plan.

Managing Branch Finance—A Study of Basic Operations

This workshop will focus on the proper division of responsibility within the branch for financial matters and will discuss the authorizations and protocols that should be used by branch officers as they discharge their responsibilities under the *NALC Constitution* and the Labor Management Reporting and Disclosure Act of 1959. Topics covered will include the authorization to spend branch funds, the proper process for the receipt and disbursement of branch money, the role and responsibility of each branch officer, reporting to the membership and the regulatory agencies, establishing checks and balances, avoiding conflicts of interest and understanding the role of the branch trustees.

TUESDAY MORNING

The Postal Service in 2025

NALC Chief of Staff Jim Sauber and Director of Research Jim Holland will discuss the outlook for the U.S. Postal Service. They will examine industry trends and technological developments that affect demand for postal services, both positively and negatively. The NALC staffers will also look ahead to what the Postal

Service will look like in the year 2025. The emerging trends in e-commerce, the potential for new services, including postal banking, and the fate of traditional letter mail will be discussed. The workshop will engage delegates to think about how the work of letter carriers and the strategies of our union must evolve over time.

Trustees Training

Under the *NALC Constitution*, branch trustees are required to “examine and report to the branch the condition of the books of the officers at least once very six months,” but many local trustees lack a clear understanding of all the intricacies their duties entail. National Board of Trustees Chairman Larry Brown and National Trustees Randy Keller and Mike Gill will provide local trustees with information and a variety of tools they need to keep their branches on the right track. Among the topics covered will be getting ready for an audit, receipts and disbursements, Labor Management Reporting and Disclosure Act requirements, and overall union finances.

City Delivery

Same as Monday morning.

NALC Health Benefit Plan—101

Learn how to get the most from your health insurance plan. HBP Director Brian Hellman and Plan staff will provide details on the general health plan, current benefits and website updates. Included in the current benefit details will be information regarding the CDHP and Value Option plans added in 2014. A question-and-answer period will follow the presentation. Tickets are not required; however, seating will be on a first-come basis.

Mutual Benefit Association: The Fourth Quarter

MBA Director Myra Warren will present a workshop on planning for the fourth quarter of life. This workshop will provide valuable information on topics such as planning for incapacity for property, planning for health incapacity, wills, living trusts, letters of instruction, funeral and burial issues, beneficiary designations, and digital lives and legacies. The educational workshop will provide useful information on how to prepare early and properly for end-of-life events. This information is not only beneficial to the letter carriers, but also family members. MBA staff members will be available to answer questions on the products available.

AFTERNOON

Community and Membership Outreach

Letter carriers are the heart and soul of their communities. Our reach is unmatched, as are our willingness and ability to make a difference in the lives of those in the neighborhoods we serve. This workshop will cover a brief overview of all areas of the NALC's community services, as well as what the AFL-CIO does, as related by AFL-CIO Community Services Director Will Fischer. Then we'll connect that work of goodwill to the many ways it can be used to organize and boost the morale of your branch, help build valuable partnerships with other community groups and organizations, and maintain the long letter carrier history as the most trusted government workers.

Shop Steward Training School

On **Tuesday**, the class will cover how to thoroughly investigate a grievance and how to prepare and present a grievance at Informal Step A. The steward in our theft case begins his investigation by interviewing various witnesses and officials and requesting documentation from the Postal Service, OIG and the local police department as he prepares the grievance for Informal Step A and holds the meeting.

Building NALC's Legislative and Political Power

The mission of NALC's political action committee (PAC) is to improve the lives of letter carriers. NALC's activists and leaders need the tools to encourage letter carriers to become PAC members to ensure NALC's collective voice is loud and our policy positions are heard. This workshop will focus on messaging best practices, fundraising tactics and general guidelines to build a PAC program in your branch.

Three Ways to be Appealing—Appealing OWCP Denials

Just because OWCP has denied a claim, that doesn't end the process. Kevin Card from the NALC Workers' Compensation Department will discuss the ins and outs of the OWCP appeal process. Learn how to successfully prepare an appeal to Hearings and Review, Reconsideration and the Employees Compensation Appeals Board. **This class repeats on Thursday.**

Understanding the LM-3

This class will help participants understand and complete the Form LM-3. David Dorsey, president of Bond Beebe Accountants and

Advisors, will review the form with participants to determine what information the Department of Labor is really asking for and what details must be included with the answers. Among the areas to be covered are the proper way to complete Item 24, listing all officers and disbursements to officers, and where to report different kinds of receipts and disbursements. A completed LM-3 for a hypothetical branch will be distributed to help branch leaders in preparing and reviewing their own branch LM-3 filing. Dorsey will stay after class to answer individual questions and concerns.

WEDNESDAY MORNING

FERS, CSRS and CSRS Offset

A recent Congressional Research Service analysis showed the following data regarding the Civil Service Retirement and Disability Fund: \$94.8 billion collected from current FERS and CSRS employees' paychecks (and agency contributions) in FY 2012; \$73.9 billion paid in pensions to retired FERS and CSRS employees (and Fund expenses) in FY 2012; \$829.1 billion in assets in the Fund at the end of FY 2012. We are talking about real money here. If you are retired, you have a vested interest in knowing about the state of the CSRDF. If you plan or hope to retire someday, you also have a vested interest in knowing about the state of the CSRDF. If you are interested in the idea of retirement as a positive social good, attend this workshop.

Women and Leadership

This will be a panel discussion led by Secretary-Treasurer Jane Broedel and Director of MBA Myra Warren. The panel will give a brief overview of issues women face in becoming leaders in the NALC and how to overcome the unique challenges women face in reaching and excelling in union leadership roles. Questions from attendees will be welcomed.

Route Adjustments

The focus of this workshop will be traditional route inspections as well as discussion on the potential for a joint route adjustment process in the future. Director of City Delivery Brian Renfroe and his staff will train delegates on how to identify and address violations of Chapter 2 of Handbook M-39 before, during and after the week of inspection, including the use of Carrier Optimal Routing (COR).

Safety and Health—We All Must Get Involved

This session will be conducted by Director of Safety and Health Manny Peralta, along

with NALC National Safety Task Force members Pat Carroll, Mike Gorham, Richard Thurman and Corey Walton. The class will focus on park point safety, vehicle fires, and exposure to heat and extreme cold. This workshop emphasizes our need to get everyone involved in working toward improving safety in our workplace.

CAU Briefing and Q-and-A

Vice President Lew Drass and others will report on national-level settlements and arbitration awards since the last convention, along with pending cases at the National Interpretive Step. There will also be updates on the latest publications, including the 2014 *JCAM*. A book containing information related to this will be provided in your convention bags. Please be sure to bring the CAU Book to this class. A question-and-answer period will follow, giving the delegates the opportunity to seek clarification on issues and to provide comment and feedback to the CAU. **This class repeats on Thursday.**

AFTERNOON

Common Sense Economics

Common Sense Economics is a training program that has been developed by the AFL-CIO. The workshop will provide NALC members with training tools that can help them explain to other people how specific public policies are causing the economy to be worse for working people. The workshop will also provide NALC members with the ability to go back to their branches and communities to mobilize others to take action on these issues. A key concept to this course is communicating to people that the economy does not just "happen;" it is the result of public policy that we can change through action.

Hard Travelin' with Woody

To help the NALC celebrate its 125th anniversary, singer Randy Noojin will perform his one-man show "Hard Travelin' with Woody" as part of a week-long series of convention events to honor the NALC's extraordinary history. Hop a box car through the Dustbowl with Woody Guthrie and commune with the spirit, stories and songs of America's iconic folksinger, saint of the working man and poet of the people in this critically acclaimed multimedia one-man play with Woody's music and artworks.

Shop Steward Training School

Wednesday's class will include how to prepare and present a case at Formal Step A as well as make the appeal to Step B. As

these topics are covered, the theft case will move through the Formal Step A and Step B meetings and ultimately be appealed by the NBA to arbitration.

Letter Carrier Food Drive

Celebrating 22 years of our Letter Carrier Food Drive, we are "building on a billion" pounds of total food collected. But beyond any of the numbers we tally, letter carriers focus most on what more they can do. Feeding America representative Nell Alexander will help in our discussions: How do I get a sponsor for bags in my branch? How do we get promotional billboards? What's the best way to use social media to build awareness and momentum? We'll cover all areas of the food drive, best practices, new strategies in drawing in sponsors and partnerships, and organizing postcards and bags for distribution. This workshop will provide you new tools to grow your branch collections and help with ways to rally your members, partners and neighbors into action in support of the largest one-day food drive in the country.

Communicating Our Message

This workshop will focus on how to get our message out by dealing effectively with the news media, so we can inform the public and their representatives about the real situation of the Postal Service and the best policies moving forward. Nothing is more important to our future than getting the facts out and dispelling the myths. NALC Director of Communications and Media Relations Philip Dine will cover various aspects of communications, including influencing news coverage by speaking to reporters as well as making our own voices heard through letters to the editor/commentary pieces or being on radio/television discussion shows. The class will deal with broad media strategy and practical details of talking to a reporter.

THURSDAY MORNING

New Fiduciary Officer Training: What You Need to Know About Finance, Membership and Record-Keeping

This workshop is intended for new branch officers who have fiduciary and record-keeping responsibilities—presidents, secretary-treasurers and trustees. Attendees will be introduced to Department of Labor requirements, including bonding, member rights and fiduciary officers' responsibilities under the Labor Management and Reporting Disclosure Act of 1959. Also discussed will be tax

issues, including setting up payroll, record-keeping do's and don'ts, and the various membership rosters. NALC staff from the Information Center and Membership and Finance Departments will assist Secretary-Treasurer Jane Broendel in covering these important topics.

Filling Full-Time Regular Opportunities—M-01834

Director of City Delivery Brian Renfroe and his staff will thoroughly explain the process for filling full-time regular opportunities pursuant to the Memorandum of Understanding *Re: Full-time Regular Opportunities – City Letter Carrier Craft* (M-01834). Much of the focus of this workshop will be on city carrier assistant conversions to full-time career status and what delegates can do at the local level to ensure vacancies and opportunities are filled in accordance with M-01834. **This class repeats on Friday.**

Suicide Prevention

This class will be conducted by Director of Safety and Health Manny Peralta, along with Robert McCullough, director/national consultant for Magellan Health Services. This workshop will focus on the role of co-workers in suicide prevention.

How To Influence Congress: An Insiders Panel

NALC Director of Legislative and Political Affairs Kori Blalock Keller will moderate a panel discussion with political, legislative and messaging experts from both sides of the aisle on how to engage Congress, what messages resonate, and how to deal with fundamental differences in political ideology in building and maintaining relationships with members of Congress. Bring your questions for the experts.

CAU Briefing and Q-and-A

Same as Wednesday morning.

AFTERNOON

NALC Activists Deliver the Message

Mobilizing the NALC membership, community allies and activists, and educating elected officials are key components of the public's perception of letter carriers and the role we serve in every community across the country. This workshop will highlight ways to develop a successful grassroots lobbying effort to persuade members of Congress and members of your community to fight for a strong USPS. Additionally, learn how you can use the resources of the NALC's department of

legislative and political affairs to help you in this cause. **Admittance is limited to the first 300. This class repeats on Friday.**

Getting In—College Planning for Letter Carriers and their Children

This class will help letter carriers and their children prepare for college. Topics covered include academic preparation, working with guidance counselors, school selection, entrance exams, the application process and essays, letters of recommendation, dates and deadlines, funding and financial planning, and finding scholarships.

Shop Steward Training School

On **Thursday**, the class will be devoted solely to the presentation of a live mock arbitration of the theft case. Students will observe the union and management advocates present opening statements to the arbitrator, direct and cross-examine witnesses and offer closing arguments as they use the evidence and arguments that were developed in the case. At the conclusion of the hearing, the arbitrator will render a decision on the case and explain how the evidence that was developed during the processing of the case and presented at the hearing affected the result.

Emerging Trends in International Postal Services

As in the past, the NALC will host representatives of a number of sister unions from other countries at the 69th Biennial Convention. This workshop, chaired by NALC Director of Research Jim Holland, will provide a panel discussion on international developments in the postal sector. The privatization of Royal Mail in Great Britain and the strategy employed by the Communication Workers Union to protect its members will be discussed. The explosion of postal banking services overseas and the debates over Saturday and door delivery in other nations will also be covered.

Three Ways to be Appealing—Appealing OWCP Denials

Same as Tuesday afternoon.

FRIDAY MORNING

NALC Activists Deliver the Message

Same as Thursday afternoon.

Filling Full-Time Regular Opportunities—M-01834

Same as Thursday morning.

Branch Secretary-Treasurer Training: Do's and Don'ts

Administrative duties of branch secretary-treasurers will be covered. Examples of how to apply IRS and Department of Labor rules and regulations to branch officers' salaries, lost time and expense reimbursements will be given and discussed. In addition, information and discussion will be included on membership-related issues, including the reciprocal agreement and Form 1188. NALC Director of Finance Debra Price and NALC Director of Membership Joseph Barbour will join NALC Secretary-Treasurer Jane Broendel in presenting this workshop.

Processing Grievances—Start to Finish

Same as Monday morning.

Branch and State Retirement Directors

The *Constitution for the Government of State Associations* provides specific duties for state directors of retirees. Many branch bylaws also provide for branch directors of retirees. Their duties vary, including legislation and organization, as well as providing direct assistance to retirees and survivors. This workshop is intended for current state and branch directors of retirees, and will include open discussion of common issues, best practices and plans for moving forward.

The Strike at 40

Delegates interested in learning about the Great Postal Strike of 1970 are invited to view the video NALC produced in 2010 to celebrate the 40th anniversary of the strike. The 30-minute video features interviews with the participants, including the late Vincent R. Sombrotto and the members and leaders of New York Branch 36, and network news coverage of the strike while it was happening. The video's producer, Ann Sutherland of Sutherland Media Productions, will lead a discussion and answer questions after the viewing.

CONVENTION REMINDERS AND INFORMATION

As preparations continue for the NALC's 69th Biennial Convention in Philadelphia July 21-25, here are some important reminders and other bits of information:

CONVENTION GRIEVANCE TIME-LIMIT MORATORIUM

On May 8, the NALC and the Postal Service agreed to Memorandum of Understanding M-01838, imposing a 31-day moratorium on time-limits for the processing of all grievances at the local, regional and national levels due to NALC's 69th Biennial Convention in Philadelphia July 21-25. The moratorium commences on July 13 and concludes on August 12.

RETIREMENT DEPARTMENT

Director of Retired Members Ron Watson and the Retirement Department staff will attend the national convention in Philadelphia. The toll-free Retirement hotline will not be available beginning Friday, July 18. It will resume operation on Monday, July 28. For immediate assistance with retirement matters during that time, please contact the Office of Personnel Management (OPM) toll-free number, 888-767-6738.

ALTERNATE DELEGATES

Branch presidents and secretaries **both must sign** credential/nametags of delegates and alternates who will be registering at the convention and bring the signed credential/nametags to Philadelphia for on-site registration.

Under the *NALC Constitution*, before an alternate delegate is registered as a replacement for a regular delegate, **written evidence must be presented** stating that the duly elected delegate is unable to attend the convention.

Article 4, Section 3 reads in part: "An alternate delegate before being admitted to the National Convention shall present either his/her certificate of election or written evidence from the Secretary of his/her Branch, or from the delegate for whom he/she is elected alternate, that the elected delegate is unable to attend the meeting of the National Association."

STANDING COMMITTEES

The standing committees were appointed after the 2012 Minneapolis Convention to serve through the 2014 Philadelphia Convention. They consist of:

Band Fund Committee

Charles Sexton, Br. 343
Ernest Phillips, Br. 40

Convention Site Committee

Howard Komine, Br. 860
James Korolowicz, Br. 4374
Glen Norton, Br. 2502

Nalcrest Trustees

Matthew Rose, Br. 1071
Don Southern, Br. 1779
Tom Young, Br. 1100

Uniform Committee

Tom Gavin, Br. 17
Stafford Price Jr., Br. 11

Scholarship Committee

Jackie White, Br. 24
Sandy Laemmel, Br. 1
Larry Kania, Br. 3

Retirement Committee

Ron Brown, Br. 3126
Doug Gulley, Br. 78
John Walsh, Br. 29

Special Review Committee

Jane Broendel, NALC secretary-treasurer
Nicole Rhine, NALC assistant secretary-treasurer
Larry Brown Jr., chairman, NALC Board of Trustees
Jim Sauber, NALC chief of staff

John Pimentel, Br. 57
Paul Gillie, Br. 256
Mack Julion, Br. 11
Phillip Rodriguez, Utah State Association president

BLOOD DRIVE

The NALC, in association with the American Red Cross in Philadelphia, will hold a blood drive on Tuesday, July 22, and Wednesday, July 23, from 9 a.m. to 2 p.m. at the Pennsylvania Convention Center.

It is strongly recommended that you sign up in advance using the online scheduler at redcrossblood.org. You may also schedule your appointment by calling 800-RED-CROSS (800-733-2767, Option 2) and give your sponsor code NALC. On-site appointments may be made based on availability.

If you donated blood after May 26, you will not be allowed to donate at this drive.

TOURS

Philadelphia tours, information and discounts: Visit the convention page at nalc.org to browse a list of tours that will be available to delegates and their families during the convention, including a historic area riding/walking tour, Amish country tour, and family-friendly fun at the Adventure Aquarium and Battleship *New Jersey*.

Register in advance by mail, fax or online by Friday, June 20, and save up to \$10 per tour. Visit toursignup.com/NALC for the easiest sign-up. If your plans change, tours are cancelable and refundable (less a small fee) until June 30. Tour tickets can be purchased at the tour desk inside the Pennsylvania Convention Center, Hall C—many tours sell out in advance.

Be sure to visit the Philadelphia Convention and Visitors Bureau's special NALC microsite discoverphl.com/visit/nalc for even more about what to see and do in the City of Brotherly Love. **PR**

PROPOSED AMENDMENTS TO THE NALC CONSTITUTION

The following proposed amendments to the *NALC Constitution* will be considered by the 69th Biennial Convention in Philadelphia. Proposed new language is printed in **bold**; ~~through~~ indicates proposed language to be deleted. The *Constitution* is available on the NALC website at nalc.org/depart/sectreas/publications.html.

NALC CONSTITUTION

Source and Distribution of Revenue

Amend Article 7, Section 2 (a) as follows:

Sec. 2 (a). There shall be a minimum dues structure **for career letter carriers** which shall consist of the following: Each member shall pay monthly dues equal to two hours base pay for an NALC Grade 1, Step D letter carrier employed by the United States Postal Service. **There shall be a minimum dues structure for City Carrier Assistants which shall consist of the following: Each City Carrier Assistant shall pay monthly dues equal to two hours base pay for a CCA Grade 1, Step AA letter carrier employed by the United States Postal Service.** One third of such dues shall be allocated to the national union and shall be designated the national per capita tax. The remaining two thirds of such dues shall be allocated to the member's branch and shall be designated minimum branch dues.

Zenith Merged Branch 114, Duluth, MN

Amend Article 7, Section 2 (a) as follows:

Sec. 2 (a). There shall be a minimum dues structure which shall consist of the following: Each **Career** member shall pay monthly dues equal to two hours base pay for an NALC Grade 1, Step D letter carrier employed by the United States Postal Service. One third of such dues shall be allocated to the national union and shall be designated the national per capita tax. The remaining two thirds of such dues shall be allocated to the member's branch and shall be designated minimum branch dues.

Each city carrier assistant (CCA) member shall pay monthly dues equal to two hours base pay for an NALC CCA Grade 1 AA letter carrier employed by the United States Postal Service. One third of such dues shall be allocated to the national union and shall be designated the national per capita tax. The remaining two thirds of such dues shall be allocated to the member's branch and shall be designated minimum branch dues.

Branch 246, Kalamazoo, MI

Amend Article 7, Section 2 (a) by adding the following new item 1:

The one-third national per capita tax as provided for in Article 7, Sec. 2 (a) shall not be deducted from a member's branch per capita check who is not in a pay status and is listed as "NO DED" meaning no deduction on the dues withholding.

Long Island Merged Branch 6000, Massapequa Park, NY

CONSTITUTION AND GENERAL LAWS OF THE UNITED STATES LETTER CARRIERS MUTUAL BENEFIT ASSOCIATION

Law 1—Qualifications of Applicants for Membership

Amend General Law 1, Section 1 to read:

An applicant for admission to membership in the MBA must be a letter carrier or other non-supervisory employee of the Postal Career Service who is a member in good standing of the NALC, or the spouse, child, step-child, grandchild, step-grandchild, great grandchild, or step-great grandchild, **parent or legal guardian (up to the age of 80)** of a member of the NALC. Employees of the NALC and its subsidiaries, their spouse, and children are also eligible applicants for membership in the MBA.

Tri-Valley Branch 2902, San Fernando, CA

NALC CONSTITUTION, CONSTITUTION FOR THE GOVERNMENT OF SUBORDINATE AND FEDERAL BRANCHES, CONSTITUTION FOR THE GOVERNMENT OF STATE ASSOCIATIONS, AND CONSTITUTION AND GENERAL LAWS OF THE UNITED STATES LETTER CARRIERS MUTUAL BENEFIT ASSOCIATION

Amend all as follows:

Delete the word "Career" from all references to the "Postal Career Service," to the extent necessary to ensure that non-career bargaining unit employees of the Postal Service are covered.

[See Appendix A for articles and sections to be amended]

The NALC Executive Council

Appendix A

NATIONAL CONSTITUTION

Article 1 Name, Powers and Objectives

Sec. 5. The objects of the Association shall be: to unite fraternally all letter carriers and other employees of the Postal Career Service for their mutual benefit; to obtain and secure our rights as employees of the United States Postal Service and to strive at all times to promote the safety and the welfare of every member; in conjunction with the Postal Service, to strive for the constant improvement of

PROPOSED AMENDMENTS TO

the Service; to create and establish the NALC Life Insurance Department and the NALC Health Benefit Department; to construct, maintain, and operate the NALC buildings in the city of Washington, D.C. and other localities; to establish a non-contributory retirement program for officers and employees; to sponsor a non-profit retirement housing facility in East Lake Wales, Florida, to be owned and operated by the National Association of Letter Carriers, Retirement, Educational, Security, Training, Incorporated—NALCREST; and to establish and operate, under rules adopted and promulgated by the National Executive Council, a fund composed wholly of voluntary contributions by the membership to be used at the national and local levels exclusively for the purpose of assisting candidates without regard to party affiliation for election to federal office who favor legislation in the interest of labor, said fund to be separate and apart from all other moneys and funds of the Union.

Article 2 Branches, State Associations, Membership

Section 1. Membership in the National Association of Letter Carriers shall be open without regard to race, creed, color, sex, national origin, age, religion, handicap, or marital status. Membership shall be:

- (a). regular branch members who shall be non-supervisory employees in the Postal Career Service, and regular branch members who the Executive Council has determined were unjustly separated from the Postal Career Service, retirees from that Service who were regular members of the NALC when they retired, and persons leaving the Service

with coverage under Office of Workers Compensation Programs (OWCP). Such retirees, OWCP departees, and non-letter carrier regular members shall have no voice or vote in the branch in any matter pertaining to the ratification of a national working agreement, local memorandum of understanding, or proposed work stoppage;

Article 5 Elections

Sec. 2. All qualified regular members shall be eligible to be a delegate or alternate delegate to the National Association Convention or State Convention, except that any regular member who voluntarily or otherwise, holds, accepts, or applies for a supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or to be a delegate to any Convention for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must certify that he/she has not served in a supervisory capacity for the 24 months prior to the nomination.

Article 6 Officers and Elections

Sec. 4. All regular members shall be eligible to hold any office in the National Association, except that only retired members are eligible for the office of Director of Retired Members. Any regular Branch member who shall accept a supervisory position in the Postal Career Service for any period of time, whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, or who shall leave the Postal Career Service, shall immediately vacate any office held by him/her in this National Association, its Branches, State Associations or its subsidiaries—the

NALC Health Benefit Department, the NALC Life Insurance Department—unless the Executive Council finds the member was involuntarily separated from the service without just cause. Upon termination of such supervisory status, such member shall be ineligible for election to any office for two (2) years. Upon nomination, the candidate must certify that he/she has not served in a supervisory capacity for the 24 months prior to the nomination.

Article 7 Source and Distribution of Revenue

Section 2

(b). Each member shall pay to the National Association the national per capita defined in paragraph (a), payable semi-annually on January 1 and July 1; provided, that members whose dues are checked off pursuant to a collective bargaining agreement need not advance their semi-annual tax, but shall pay it by the method determined in the check-off agreement. A member who has retired from the Postal Career Service under the Civil Service Retirement Act or Federal Employees Retirement System shall pay to the National Association \$7 per annum payable semi-annually in advance or via dues check-off, as provided in Article 2, Section 1(e).

Article 16 Collective Bargaining

Sec. 3. Any National Collective Bargaining Agreement entered into between the NALC and USPS shall be ratified by the regular members who shall be non-supervisory employees in the Postal Career Service.

Article 22 Health Plan Members

Section 1. Notwithstanding the provision in Article 2, there shall be a health plan type of membership which shall include any active or retired employee of the United States government and of the District of Columbia government

THE NALC CONSTITUTION

(except a non-supervisory employee of the United States Postal Service), and supervisory employees in the Postal Career Service. In addition, health plan membership under this Article shall be available to the following categories of retirees from the Postal Career Service: (a) non-supervisory employees who were not regular members at the time of retirement; (b) non-supervisory employees who were regular members at the time of retirement but subsequently did not maintain membership under Article 2; and (c) employees who were in supervisory status at the time of retirement.

Sec. 3. Each health plan member who is a supervisory employee in the Postal Career Service must pay full national and state per capita taxes and, in addition, the prevailing dues of the branch which has jurisdiction over the zip code area where the member actually works. Each health plan member who is not a supervisory employee of the Postal Career Service shall pay directly to the National Association per capita tax of \$36 per annum or fraction thereof, payable on the date enrollment in the NALC Health Benefit Plan is effective, and on each January 1 thereafter during continuance of the enrollment. Health plan membership shall be terminated if per capita tax payment is not made within 60 days of the due date.

CONSTITUTION FOR THE GOVERNMENT OF SUBORDINATE AND FEDERAL BRANCHES

Article 5 Elections

Sec. 2. All regular members shall be eligible to hold any office or position in the Branch, except that a member who voluntarily or otherwise, holds, accepts, or applies for a supervisory position in the Postal Career Service for any period of time,

whether one (1) day or fraction thereof, either detailed, acting, probationary or permanently, shall immediately vacate any office held, and shall be ineligible to run for any office or other position for a period of two (2) years after termination of such supervisory status. Upon nomination, the candidate must verify that he or she has not served in a supervisory capacity for the 24 months prior to the nomination.

Article 7 Fees, Dues, Fines and Assessments

Sec. 3 (a). Any member leaving the Postal Career Service for any reason other than retirement or OWCP, or any member temporarily or permanently promoted to a supervisory position within the U.S. Postal Service, may retain membership only in accordance with Art. 2, Sec. 1—NALC Constitution.

CONSTITUTION FOR THE GOVERNMENT OF STATE ASSOCIATIONS

Article 1 Name and Object

Sec. 2. The objects of this Association are to assist the National Association of Letter Carriers in maintaining a more perfect organization and improving the Postal Career Service; to organize all letter carriers within the State; and to guide and direct all activities relating to legislation within the State. This Association shall have the authority to coordinate with the National Business Agent regarding seminars and training schools on State, District, and Branch levels, which shall be financed by the NALC and directed by the National Business Agent.

Effective September 1, 2006, State Association financial resources previously expended on seminars and training shall be expended in pursuance of and consistent with the object stated above: "to guide and direct all activities relating to legislation within the state."

CONSTITUTION AND GENERAL LAWS OF THE UNITED STATES LETTER CARRIERS MUTUAL BENEFIT ASSOCIATION

Article 2 Objects of the MBA

Section 1. To unite fraternally all letter carriers and other non-supervisory employees of the Postal Career Service who are of sound bodily health and good moral character, and who are members in good standing in the NALC.

Law 1 Qualifications of Applicants for Membership

Section 1. An applicant for admission to membership in the MBA must be a letter carrier or other non-supervisory employee of the Postal Career Service who is a member in good standing of the NALC, or the spouse, child, step-child, grandchild, step-grandchild, great grandchild or step-great grandchild of a member of the NALC. Employees of the NALC and its subsidiaries, their spouse, and children are also eligible applicants for membership in the MBA.