



EMPLOYEE AND LABOR RELATIONS GROUP  
Washington, DC 20260

October 10, 1975

Mr. Alfred K. May  
Assistant Secretary-Treasurer  
National Association of  
Letter Carriers, AFL-CIO  
Washington, DC 20001

Re: NALC - Branch 2207  
Torrance, CA  
NB-W-6032(N-142)B-769-75N

Dear Mr. May:


On October 7, 1975, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

It is our position that, in the circumstances presented, the practice of the Central Mark-Up Clerk "red marking" mail and returning it to the carrier for verification is improper. Existing U. S. Postal Service policy requires that if a change of address notice is not on file, the Central Mark-Up Clerk is to return the mail to the sender. Further, requiring letter carriers to retain completed Forms 3982 at the carrier case for one year is contrary to existing instructions. To this extent, we find the grievance does have merit.

By copy of this letter the Postmaster is instructed to comply with the provisions of existing Handbook Guidelines with respect to the proper method of processing Central Mark-Up mail, including the storage of the Forms 3982.

Sincerely,

  
William E. Henry, Jr.  
Labor Relations Department