



UNITED STATES POSTAL SERVICE

Labor Relations Department
475 L'Entant Plaza, SW
Washington, DC 20260-4100

Mr. Brian D. Farris
Director, City Delivery
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, DC 20001-2197

SEP 11 1987

Re: W. Sawyer
Grand Prairie, TX 75051
H4N-3A-C 7787

Dear Mr. Farris:

On September 3, 1987, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The question raised in this grievance involves the proper method for completion of PS Form 3996, Carrier-Auxiliary Control.

During our discussion, we mutually agreed that the following would represent a full settlement of this case:

PS Forms 3996 are to be completed as provided for in Part 280 of Methods Handbook, Series M-41. Deviations from these instructions, including locally devised rubber stamped modifications to the 3996 are not appropriate.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to settle this case.

Time limits were extended by mutual consent.

Sincerely,

for Margaret N. Owen
Thomas P. Gergen
Grievance & Arbitration
Division

Brian Farris
Brian D. Farris
Director, City Delivery
National Association of Letter
Carriers, AFL-CIO