

# National Association of Letter Carriers

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Kentucky-Indiana-Michigan Region  
43456 Mound Road, Suite 501  
Sterling Heights, MI 48314

## Memorandum

Telephone: (586) 997-9917  
Fax: (586) 997-9916

October 13, 2016

From the Desk of **Patrick C. Carroll**  
National Business Agent

To: **Branch Presidents**  
Subject: **Written Certification of Stewards under 17.2.D**

This is notification to all branches that must send a steward **from one installation to another installation** to investigate, present and/or adjust a grievance. Article 17.2.D requires that such notification must be certified in writing to the appropriate **Area** office. When certifying a steward under Article 17.2.D that steward will act in lieu of stewards designated under the provisions of Article 17.2.A or Article 17.2.B.

If proper certification has not been sent, please do so immediately to the appropriate Area office.

The two Areas within NALC Region 6 (K.I.M.) are:

<u>Great Lakes Area:</u>	<u>Eastern Area:</u>
Detroit District	Kentuckiana District
Greater Michigan District	Cincinnati District
Greater Indiana District	

Mailing addresses are as follows:

Area Manager, Labor Relations  
Great Lakes Area  
United States Postal Service  
500 Fullerton Avenue, 1st Floor  
Carol Stream, IL 60199-3000

Area Manager, Labor Relations  
Eastern Area  
United States Postal Service  
225 North Humphreys Boulevard  
Memphis, TN 38166-0841

I strongly urge each branch that must certify a steward under any provision of Article 17 to do so in writing and to seek confirmation of the Postal Service's receipt of certification by using PS Form 3811 or some other tracking method.

Enclosed are two examples of certification letters our office uses when notifying the appropriate Areas. Please assure you personalize your letter to Area with your branch information.

Any questions please feel free to give our office a call.

Sincerely and Fraternaly,

A handwritten signature in black ink, appearing to read "A. E. Lowell". The signature is written in a cursive style with a long, sweeping tail on the final letter.

National Business Agent

Enclosures

Manager, Labor Relations  
Great Lakes Area Office  
500 Fullerton Avenue, 1<sup>st</sup> Floor  
Carol Stream, IL 60199-3000

Dear Manager, Labor Relations:

In compliance with Article 17, Section 2 c.d. of the National Agreement, I hereby designate *(Insert Steward's Name here)* out of *(Insert Installation the Steward is from here)* as the N.A.L.C. Representative for *(Insert Installation here)*, at the Informal and Formal Step A of the grievance procedure.

The parties involved will meet at a time mutually agreeable for preliminary discussion and investigation.

Sincerely,

*Insert Your Title Here*

cc: - NALC Representative

Manager, Labor Relations  
Eastern Area  
U. S. Postal Service  
225 North Humphreys Boulevard  
Memphis, TN 38166-0841

Dear Manager, Labor Relations:

In compliance with Article 17, Section 2 c.d. of the National Agreement, I hereby designate *(Insert Steward's Name here)* out of *(Insert Installation the Steward is from here)* as the N.A.L.C. Representative for *(Insert Installation here)*, at the Informal and Formal Step A of the grievance procedure.

The parties involved will meet at a time mutually agreeable for preliminary discussion and investigation.

Sincerely,

*Insert Your Title Here*

cc: - NALC Representative