

LABOR RELATIONS



RECEIVED
JAN 17 2024

January 10, 2024

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 6260 8378

Dear Ivan:

By letter dated November 28, 2023, you were notified that as a matter of general interest, the Postal Service created PS Form 1106 *Arrow Key – Daily Accountable Log*. The new form will be used when electronic means is not available to memorialize the current process of daily arrow key assignment and accountability. Based on feedback, the form has been updated to reflect that managers will sign the form in the absence of a clerk.

Enclosed is a copy of the updated form.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

for James Lloyd
Director
Contract Administration (NALC)

Enclosure



Arrow Key — Daily Accountable Log

Office Name: _____ ZIP Code: _____ Today's Date: _____

Pre-filled Information			Sign-Out Section (Check-Out Keys)		Sign-In Section (Check-In Keys)	
	Route # (C000, R000)	Serial #	Clerk/Manager* Signature	Carrier Signature	Carrier Signature	Clerk/Manager* Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Certification Manager Signature	
Certification Manager Name	

* In case Clerk is not available