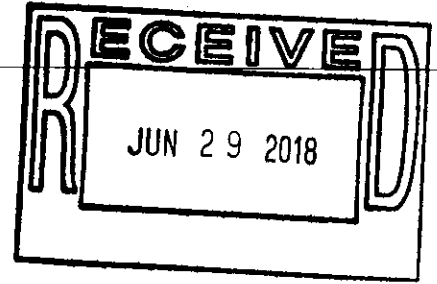


LABOR RELATIONS



June 26, 2018

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

This is reference to my February 9 correspondence concerning proposed revisions to the Employee and Labor Relations Manual (ELM), Section 450, *Collection of Postal Debts from Nonbargaining Unit Employees by Salary Offset*, and Section 460, *Collection of Postal Debts from Bargaining Unit Employees by Salary Offset*.

We have modified the proposed revisions to ELM, Section 450 based on feedback from our employee organizations. The change reflects added language to Exhibit 452.22, *Sample Letter of Debt Determination – Nonbargaining*.

We have enclosed a final copy of Exhibit 452.22 with the additional language highlighted.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

Sample Letter of Debt Determination — Nonbargaining

Letter of Debt Determination -- Nonbargaining



Letter of Debt Determination - Nonbargaining

[date]

[name]

[street]

[city, state, ZIP]

Dear [name of debtor]:

This will serve to notify you of the U.S. Postal Service's intention to collect from you the sum of \$ [insert amount of debt]. This debt is based on [insert invoice comments & special instructions].

Pay the debt by one of the following methods:

1. **Payment in Full**

- a. To pay by check or money order, please send the check or money order to the address below. Please include bottom portion of the attached invoice and print your EIN on the check or money order.

USPS Disbursing Office
2825 Lone Oak Parkway
Eagan MN 55121-9640

- b. To pay by credit/debit card call: 651-681-1404.

2. **Salary Offset.** You may consent to a salary offset by completing and submitting PS Form 3239 through eIWS on line forms. You may specify the amount you wish to be offset from your salary each pay period. The amount should be at least 15 percent of your disposable pay.

You should pay the debt as described above within 15 days of receiving this notice. If you do not, the debt may be considered delinquent and subject to collection under the Debt Collection Act and its associated regulations which include your rights to request a hearing before an impartial hearing official. If you have questions, please contact your District Finance Manager.

Sincerely,

Accounting Services

United States Postal Service

Enclosure:

Invoice