



January 26, 2016

Tracking# 9114901159815913742776

Todd Hornyak
NALC Branch 78
1029 Harrisburg Pike
Columbus, OH 43223-2524

SUBJECT: SOP REQUEST FOR INFORMATION

Dear Mr. Hornyak:

From our discussions regarding the submission of the Union's Request for Information for the Columbus City Stations held recently as 10/7/2015, 10/21/2015, 11/20/2015, 12/2/2015 and 12/22/2015, I have addressed my concerns of the Union submitting RFI's electronically via Email.

In accordance with Article 31.3 – requests for information relating to purely local matters should be submitted by the local union representative to the installation head or designee.

Effective February 1, 2016, the designated management official will be identified as the Postmaster's office. All information requests are to be submitted to the Postmaster's office in writing effective February 1, 2016.

Any request submitted to management other than the designated Postmaster's office will be advised to the union to submit their request to the designated management official.

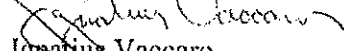
All information requests received by the Postmaster's Office are to be responded to in writing within 7 days. Within these 7 days, the information requested is to be provided to the union unless there is a question in regard to the relevance of the request or if there may be a delay in supplying the request. If such a delay is unavoidable, a letter will be provided to explain the delay and the expected time to be provided. If the question of relevance is raised, the union will be notified in writing to explain the nature of their request. If the request should result in a cost due to research/providing the information in excess to the allowable allowances as listed in the JCAM Article 31 and Handbook AS-353, the union will be notified in writing of such cost and how to remit payment.

However, this does not alter nor amend the contractual language of grievance handling as stated in Article 15. Article 15.2 of the JCAM requires at the Formal A step, "the parties representatives shall cooperate fully in the effort to develop all necessary facts, including the exchange of copies of all relevant papers or documents in accordance with Article 17 and 31"

During the processing of the grievance at the Formal A step, if necessary, the union may submit an RFI to the management grievance designee to which the information request will be handled/

processed by management's grievance designee in accordance with Article 15 and 31 of the National Agreement. An RFI submitted during the Formal A grievance procedure will not be required to be submitted to the Postmaster's office.

If you should have any questions feel free to contact me.


Ignatius Vaccaro
Postmaster

850 Twin Rivers Dr.
Columbus, OH 43216-9998
614-469-4267
FAX: 614-469-4546