



National Postal Mail Handlers Union

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FROM: NPMHU RI-399 Monetary Payment Appeal Committee

RE: Additional Documentation Required to Process Your Appeal

Dear Mail Handler:

The NPMHU National Office has begun a preliminary review of the RI-399 Monetary Payment Appeal claims filed, either by ineligible Mail Handlers who believe they should have been listed amongst the eligible or by eligible Mail Handlers who believe they did not receive the proper number of Shares authorized.

You have been identified as a Mail Handler having filed a claim that you did not receive the proper number of Shares. The appeal form advised you to attach any supporting documentation you deemed appropriate to support your appeal. Based upon the information you have submitted we are unable to make a determination on your claim and require that you submit sufficient information to clarify the details of your appeal. In most instances we could not establish the correct numbers of Shares earned due to the fact that you may have worked in different installations (either through transfer or involuntary reassignment) or as a Part-Time Regular who converted to Part-time Flexible or Full-Time Regular during your career.

In order to establish the correct amount of time you have worked in the mail handler craft and the correct number of shares you are entitled, **we are requesting the following documentation:**

1. Copy of your pay stub reflecting the amount you initially received.
2. Copy of your PS Form 50 reflecting your initial enter on duty date.
3. If you transferred or were reassigned from one facility to another, we need copies of PS Form 50s reflecting the dates of your reassignment from one postal installation to another as a mail handler.
4. If you worked as a part-time regular mail handler and were converted to either part-time flexible or full-time regular we need PS Form 50s reflecting the dates you began your career as a part-time regular and the date of your subsequent conversion to part-time flexible or full-time regular.
5. Copies of your RTR Employee Detail Report (where applicable and available), reflecting your Service History and Lost Time, if any.

These documents can be found in your eOPF on USPS Lite Blue (<https://liteblue.usps.gov>). Should you require assistance obtaining these documents please contact your local union representatives.

You must submit the required information no later than February 14, 2020 to:

National Postal Mail Handlers Union
Attn: RI-399 Monetary Payment Appeals
815 16th Street NW, Suite 5100
Washington DC 20006

You may also fax the requested information to the National Office at 202-833-0008.

National Headquarters: 815 16th Street, NW, Suite 5100, Washington, D.C. 20006
(202) 833-9095 FAX (202) 833-0008 www.npmhu.org