

UNITED STATES POSTAL SERVICE

Washington, DC 20260

September 17, 1982

LR300:WEHenry:ltd:4130

Letters of Information/Letters
of Concern

ARTICLE	16
SECTION	
SUBJECT	
LETTER OF INFORMATION	

Regional General Managers
Labor Relations Division

Directors and General Managers
Labor Relations Department

It has come to our attention through grievances appealed to step 4 that local managers in some areas are issuing "Letters of Information" or "Letters of Instruction" to employees, bringing to their attention matters of concern to local management about possible improprieties on the part of the employees. Such a procedure is highly suspect and is an attempt to avoid the discussion process provided in Article 16 of the National Agreements.

The use of such letters serves no useful purpose as an element for consideration in future actions against an employee, particularly when Article 16, Section 2, places the responsibility on management to discuss minor offenses with the employee.

Letters of Instruction and Letters of Information or similar type missives are not appropriate and will be discontinued immediately.

James C. Gildea

James C. Gildea
Assistant Postmaster General
Labor Relations Department