



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

September 22, 2006

NAPS Branch Presidents/Branch Secretaries
Subject: New Procedures – Processing of Form 1187

NAPS resident officers and the Postal Service have agreed to a change in the processing of Forms 1187, Authorization for Deduction of Dues. Effective immediately you will no longer be required to provide the Postal Service's copy to your local Human Resource office. Instead, the responsibility for providing the copy of the Form 1187 will transfer to NAPS Headquarters.

We realized that local branches were experiencing delays in the new member showing up on local rolls and that new members were also experiencing delays in receiving their copy of The Postal Supervisor. We also know that there have been instances where representation of members through DDF was impacted due to delays in processing new member's applications for membership.

The attached instructions provide the new procedures that must be followed when local branches sign up a new member. You no longer have to wait for local processing of Form 1187 by the Postal Service at the local level. We have reached an agreement whereby NAPS will deal directly with Shared Services for the input of new member data. This will expedite the enrollment of new members and reduce the time it has taken in the past for dues deductions and other benefits to commence.

Please make sure that all of your local branch recruiters are aware of these new procedures so that our new members will enjoy the benefits of membership faster than ever. Also, in order for the recruiter to be eligible to receive a savings bond, they must complete the information found on the bottom of Form 1187. If NAPS Headquarters receives the Form 1187 without this information, no savings bond can be issued.

Just follow the simple procedures on the attached instructions, and send both the Postal Service and the NAPS Headquarters copy to NAPS Headquarters and we will take care of the rest of the process.

Thank you for your efforts to increase membership in our organization, and contact NAPS Headquarters with any questions about this new procedure.

Sincerely yours,

James F. Killackey III
Secretary/Treasurer

Instructions

Form 1187 Authorization for Deduction of Dues

Have prospective member complete the top section of the Form 1187. It is critical that the following information is provided and that all sections of the form are completed legibly:

The new member should fill this information out completely:

- Full name of Employee: last, first and middle initial
- Social Security Number
- Home Address: (not office address) for receipt of their Postal Supervisor magazine
- Fax Number and E-mail address Postal Installation: City & State
- Finance Number of worksite
- **The new member must sign the form** in the signature section located 2/3 from the top

The next section should be completed by the recruiter and branch officer:

- The Branch number
- The amount of dues collected hi-weekly
- The signature of the Branch officer and the date

**The bottom section should be completed by the sponsor/recruiter:
(This section must be completed for eligibility for U.S. Savings Bond)**

- Check off box — new member
- Sponsor's name
- Social Security Number
- Home address

The new routing for the copies of the Form 1187 is as follows:

Original and yellow copies to NAPS Headquarters

NAPS Headquarters.
1727 King Street #400
Alexandria VA 22314-2753

Pink Copy — Retain for Branch records
Gold copy — Employee (New member) copy

Please use your current supply of Form 1187's. New forms will be printed that will update the routing of the applications, once the current supply is exhausted.

NAPS/Form 1187/09/20/06