These instructions are intended to assist you, and locals within your jurisdiction, in understanding the ADRP process and to ensure that these disputes are properly documented and appealed.

ADRP APPEALS

1. ADRP is intended to cover the initial roll-out of NTFT duty assignments in your installations (see Q&A #5 in October 6, 2011 Q&As).
2. Where the USPS asserts operational necessity, request all supporting documentation – and fully document any counter arguments.
3. These disputes must be fully documented, demonstrating desirable duty assignments reflecting actual work hours within the installation (include PSE hours, OT hours, cross craft hours, loaner hours, light/limited duty hours, 1.6. violations, etc).
4. Request and include all documentation supplied by management to support their analysis (earned hours reports, etc.). [Include copies of your RFI.]
5. Include copies of all information provided by management in response to the HQ agreement (copy attached). Include a detailed list of any required information not provided, including any additional requests made at the local level.
6. If local utilized the APWU scheduler, include all results. If it was not used, include all documentation of your alternative analysis.
7. NBAs – include all additional information developed at your level of the ADRP process including notations regarding who provided it and when.

**REMINDER: NBAs – A copy of the complete file must be sent to your respective Division Officers when appealing NTFT ADRP disputes to the HQ grievance/arbitration center.**

**REMINDER: Office Managers / Field Secretaries – Review all case files to make certain all ADRP NTFT Roll Out appeals are properly logged into Step 3 CAS.**

ARTICLE 15 APPEALS

1. Examples: In the Clerk Craft, failure to post a job within 120 days after employees became unencumbered; failure to properly compensate employees in NTFT duty assignments (OOS, etc); mandatory overtime in functions where employees hold NTFT duty assignments; working employees in NTFT duty assignments outside their schedule without an emergency; etc. [In short, just because a grievance involves someone in a NTFT duty assignment doesn’t make it an ADRP dispute.]
2. Once the initial roll-out in an office has been completed, any subsequent disputes regarding operational necessity, desirable duty assignments on subsequent job postings are properly grievances.

REMINDER: As we have advised before, if in doubt file a grievance and an ADRP dispute. One can always be held pending the other by agreement later.