

## BRANCH LETTER HEAD

Date:

Sr Plant Manager  
123 Postal Drive  
Anytown, USA 99999-9999

SUBJECT: DEBT COLLECTION RE-CONSIDERATION REQUEST

Dear Mr/Ms

As representative for Howard Johnson, SDO T-1 in the matter of notification of a debt to the Postal Service of \$435.43.

**Background:**

Mr. Johnson was placed on administrative leave in December of 2006. After notification of proposed removal the Postal Service dropped the case. Mr. Johnson remained on administrative leave until he returned to work in March 2007.

On June 3, 2007, John Doe, Supervisor Accounting hand delivered an invoice to Mr. Johnson on the workroom floor notifying him of the above debt.

Mr. Doe informed Mr. Johnson that he was over paid 435.43 because of the agency's failure to turn off the auto/pay system that would disallow night differential and holiday pay.

**Conclusion:**

NAPS has reviewed the debt and letter and request that the Postal Service file a claim for loss. Mr. Johnson was removed from his position and several months later returned to his position. The agency failed to follow-up on the case the administrative leave resulted in a force leave situation. Jr. Johnson is not responsible for this postal debt.

President Branch XX