



## **NAIL POLICY FOR SF 1187s (May 2021)**

Employee and Local Union President or designee sign 1187. Signatures will be within 14 calendar days unless there are extenuating circumstances (that will be explained by the Local President as required and approved by the National President or Executive Secretary).

1187s will have name and full mailing address of the new dues paying employee clearly legible.

New dues paying employees are employees who have not previously been dues paying members at the installation. Employees, at an installation, who stop paying Union dues for reasons not described in the 1978 Civil Service Reform Act or CFRs are not considered new employees at that installation for the purpose of New Recruit Bonus

Local Union forwards completed 1187 to Finance Office or responsible installation office (specific POC[s] should be outlined in your contract).

Local Union files and maintains their copy of the 1187.

Local Union forwards sanitized copy of 1187 to National Treasurer, cc copy National President or Executive Secretary, within 180 calendar days of Employee signing. Sanitized copy is a copy *without* employees' Social Security number. Legible name and address are still required for the National Treasurer. Add the recruiters' name, legibly, to the sanitized copy.

Local Union monitors remittance reports to ensure that 1187 has been fully processed and dues are being withheld. (Specific time limit for processing should be stated in your contract.)

Once employee shows up on remittance reports, Local Union notifies National Treasurer and requests recruitment bonus payment.

If employee does not show up on remittance report within two pay periods after submission, Local Union follows up with installation POC(s).

If situation is not remediated Local Union should take official action.

National checks expire 90 days after issue.