



United Postmasters and Managers of America

Consultative Issue Log

(State President must complete page 1)

DATE: _____

STATE PRESIDENT'S NAME: _____ STATE: _____

INDIVIDUAL PRESENTING ISSUE TO PRESIDENT: _____

UPMA MEMBER: YES NO

ISSUE/PROBLEM/SUGGESTION:

CONTACT MADE WITH THE FOLLOWING AT (DISTRICT NAME):

DISTRICT CONTACT: _____ DATE _____

METHOD OF CONTACT: PHONE EMAIL LETTER DATE _____

(Preferred method of communications is email to expedite handling and verify contact. If phone call is made follow up via email or resolution to confirm).

WHAT WAS THE RESOLUTION OR POSITION OF THE DISTRICT?

IF ISSUE IS NOT RESOLVED, ELEVATE TO AREA COORDINATOR AND ASSIGNED NATIONAL OFFICER.

EMAIL SENT TO AREA COORDINATOR (NAME) _____ DATE _____

EMAIL SENT TO NATIONAL OFFICER (NAME) _____ DATE _____

Area Coordinator and National Officer Assigned

THE AREA COORDINATOR AND NATIONAL OFFICER ASSIGNED REVIEWS THE DATA BEFORE THE AREA CONTACT IS MADE. ASSESS ALTERNATIVE STRATEGIES BEFORE CONTACTING THE AREA.

ONCE CONTACT IS MADE AT THE AREA, RECORD THE FOLLOWING:

AREA Contact: _____ DATE _____

METHOD OF CONTACT: _____ PHONE _____ EMAIL _____ LETTER _____ DATE _____
(Preferred method of communications is email to expedite handling and verify contact. If phone call is made follow up via email on resolution to confirm).

WHAT WAS THE RESOLUTION OR POSITION OF THE AREA?

AREA COORDINATOR FORWARDS RESPONSE FROM AREA TO STATE PRESIDENT AND NATIONAL OFFICER ASSIGNED. TELECOM BETWEEN STATE PRESIDENT, AREA COORDINATOR AND NATIONAL OFFICER ASSIGNED WAS HELD ON (DATE) _____

DISCUSSION REGARDING DISTRICT AND AREA RESPONSE RENDERED THE FOLLOWING REQUEST:

ELEVATED TO THE NATIONAL OFFICE OF UPMA FOR CONSULTATIVE ON (DATE)

Emailed _____ *Faxed* _____ *Hard Copy* _____