NALC: F. John Miller, Executive Assistant to the President

24 Linear Feet
1889-1999
(Predominantly 1984-1999)

Accession No. 1916

Records of F. John Miller, Executive Assistant to the President, were deposited in the Archives of Labor and Urban Affairs by the National Association of Letter Carriers (NALC) in March 2004 and February 2007, and opened for research in July 2007.

Over the years, a number of individuals have filled the position of assistant to the president of NALC, and each has assumed duties that address the needs and requirements of the existing NALC president. F. John Miller held the position of executive assistant (later referred to as chief of staff) to President Vincent R. Sombrotto from 1984 to 2002, and President William H. Young from 2002 until 2005.

Miller was born in 1940, earned a bachelor’s degree in education from Carlton College, master’s and doctoral degrees in history at the University of Minnesota, and a Juris Doctorate degree from Catholic University of America. Prior to his employment with NALC, he served as a staff member of the George Meany Center for Labor Studies and a business agent and organizer for the Service Employees International Union. Miller began his work with NALC in 1977 as an aide to President J. Joseph Vacca and director of the Department of Research and Education. In 1984, he began serving as executive assistant, first to President Vincent R. Sombrotto, and then President William H. Young. Miller retired from NALC in 2005.

The papers in this portion of the NALC collection are records from the office of F. John Miller and reflect his activities as executive assistant to President Sombrotto during the years 1984 through 1999. They are a combination of documents directed to, and generated by, both Miller and President Sombrotto. Materials include correspondence, memos, minutes, financial statements, reports, testimony, surveys, questionnaires, and other types of documents used in conducting the business of the president’s office, including extensive material relating to the Joint NALC-USPS Employee Involvement Program that began in the early 1980s and continued through 1995. Also included are detailed records produced in planning the 55th and 56th biennial conventions and NALC’s 1989 centennial celebration, as well as the development and planning of several promotional video productions.
Important subjects covered in this collection:

Advertising, Public Service
Advertising, Radio
Advertising, Television
American Federation of Labor and Congress of Industrial Organizations
Annuity Trust Funds
Carrier Alert Program
Centennial, National Association of Letter Carriers
Cluster Boxes
Conventions
Edmond (Okla.) Post Office Shootings
Employee Participation
Employee Thrift Advisory Council
Federal Employee Health Benefits Program (U.S.)
Federal Retirement Thrift Investment Board
Health Benefit Plans
Historical Research
Investment Funds
Labor-Management Relations
Leadership Development
MasterCard Program
Membership Drives
Quality of Work Life
Sculpture, Commemorative
Surveys, Employees
Theater
TV Radio broadcasts/Media
Union Privilege Benefit Programs
United States Letter Carriers Mutual Benefit Association
United States Postal Service
Video Production
Working Environment
Important correspondents in this collection:

Armstrong, William L.  
Bahr, Morton  
Bates, Hugh M.  
Berrien, Glenn  
Biller, Moe  
Brin, David  
Brock, William E.  
Casey, Albert V.  
Chavez, Cesar E.  
Ciorbea, Victor  
Constantinescu, Emil  
D’Amato, Alfonse M.  
Dixon, Alan J.  
Downey, Thomas J.  
Duarte, Jose Napoleon  
Dymally, Mervyn M.  
Ford, William D.  
Frank, Anthony M.  
Gildea, James C.  
Handelman, Rubin  
Hart, Gary  
Hayes, Charles A.  
Heinz, John  
Hunter, Kenneth J.  
Kirkland, Lane  
Kostmayer, Peter H.  
Leland, Mickey  
Lysaght, Stephen  
Meier, Vernon H.  
Morihara, Mitsunori  
Moynihan, Daniel P.  
Nader, Ralph  
Offner, Elliot  
Paltrow, Bruce  
Quinn, Jack  
Runyon, Marvin  
Simon, Paul  
Specter, Arlen  
Stevens, Ted  
Strang, Michael L.  
Tisch, Preston R.  
Trumka, Richard L.  
Walgren, Doug  
White, George N.

Note on Arrangement

When deposited, many of the files contained in this record group were separated by year. In order to make the information more accessible to researchers, yearly records were merged according to subject. Unless otherwise noted, material is now arranged first alphabetically by subject, and then in chronological order.
F. John Miller, Executive Assistant to the President

Contents

24 Storage Boxes

Series I: Chronological Files, 1984-1999, Boxes 1-10:

Subseries A: General Correspondence, 1984-1998, Boxes 1-5:
Materials in this subseries include a Master index for 1984 and a partial Master index for 1985. Both list correspondents alphabetically. Correspondence for years 1991 through 1995 is missing. Monthly files in this subseries contain copies of most outgoing correspondence generated by the executive assistant, but researchers should also examine specific subject files for a complete search of the material.

Subseries B: President’s Correspondence, 1985-1999, Boxes 5-7:
This subseries consists primarily of outgoing correspondence to branch officers, state associations, and union members, often in response to questions addressed to the president or in recognition of special events. Many of these letters were written by Miller for the president’s signature, or written and signed by Miller at the stated request of the president. With the exception of a few letters from 1991, correspondence for years 1991 through 1995 is missing. Files are arranged in chronological order.

Subseries C: Memos to President, 1986-1999, Boxes 7-8:
The bulk of these memos were prepared by F. John Miller in his capacity as executive assistant to President Sombrotto. They consist of reports relating to many areas of union business and numerous topics of interest to the union. Memos from 1991 through 1995 are missing. Files are arranged chronologically.

Subseries D: Inter-Office Department, 1984-1999, Boxes 8-10:
The inter-office memos in this subseries represent written communications to and from various NALC offices and individuals. Some are directed to specific individuals, such as the president and/or executive assistant, while others are blanket memos addressed to a larger group. With the exception of a few inter-office department memos, most communications from 1991 through 1995 are missing. Personal names are listed alphabetically. Department files follow and are arranged first in alphabetical and then in chronological order.

Series II: Meetings, 1985-1989, Boxes 10-11:

Subseries A, Executive Council Meetings, 1986-1989, Box 10:
Records in this subseries consist of memos, reports, and minutes prepared by officers and staff for examination and discussion during meetings of the Executive Council. Reports should be of interest to researchers as they provide detailed information on activities conducted within each union office and department. Materials are arranged chronologically according to meeting date.
Subseries B: Investment Funds—Board of Trustees Meetings, 1985-1989, Boxes 10-11
Agendas, minutes, financial statements, supplementary material, handwritten notes, and investment reports related to meetings of the trustees of the NALC Annuity Trust, the NALC Health Benefit Plan, and the United States Letter Carriers Mutual Benefit Association investment funds. These meetings, held consecutively, are listed in chronological order.

Series III: Federal Retirement Thrift Investment Board, 1986-1988, Boxes 11-12:
Materials in this series relate to the Federal Retirement Thrift Investment Board, (established by the Federal Employees’ Retirement System Act of 1986), and, more specifically, the Employee Thrift Advisory Council (ETAC). The bulk of these materials were generated from President Sombrotto’s involvement with and chairmanship of ETAC. These include his 1986 appointment to the chair and other correspondence with the Board’s Executive Director, correspondence with ETAC members, meeting plans, press releases and Sombrotto testimony.

Series IV: Health Benefit Plan, 1981-1990, Box 12:
Contains correspondence, health plan type reports, and material generated during the 1983 through 1990 NALC Health Benefit Plan Open Season enrollment campaigns. Enrollment files include both direct mail and media campaigns, and contain information on markets, budgets and schedules. Files are arranged first alphabetically, and then in chronological order.

The bulk of material in this series relates to NALC’s participation in the AFL-CIO Union Privilege MasterCard Program, and consists of contracts, notes, correspondence with plan marketers and members, application requests, Union Privilege liaison conference materials, and information on other Union Privilege benefit programs.

Series VI: Subject Files, 1978-1999, Boxes 13-15:
The subject files in this series reflect the range of topics that drive the activities of the executive assistant to the president and are indicative of the responsibilities of that position. The bulk of these materials relate to both special and general administrative issues, such as correspondence with branches regarding the NALC Annuity Trust Fund, the planning and development of various NALC publications and videotapes, and the annual NALC non-member drives. Of special interest is information relating to the 1986 Edmond, OK post office shootings. Also included are records of several organizations on which President Sombrotto held a board/panel seat, such as the Center for National Policy, the Economic Policy Council, and the Labor Institute of Public Affairs.
Series VII: Media Promotions, 1982-1995, Box 16:
This series contains information on the planning, preparation, taping and distribution of radio and television commercials created to promote the image of letter carriers. Records include correspondence, media proposals, advertising materials, polling data, broadcast schedules, and public service announcements.

Series VIII: National Conventions, 1976-1988, Boxes 16-17:

Series IX: Centennial Celebration, 1889-1995, Boxes 17-20:

Subseries A: Centennial Event Planning, 1889-1990, Boxes 17-19:
This subseries contains files relating to the extensive planning of the NALC Centennial Celebration held in Milwaukee, WI in 1989. Of special interest is the historical material gathered by researchers across the country, as well as publications containing historical information produced by NALC for the centennial event. Files are arranged alphabetically.

Subseries B: Centennial Celebration – Play, 1987-1991, Box 19:
Subseries B consists of materials reflecting the planning and production of “The Letter,” a musical written for the 1989 centennial celebration. These records include correspondence, contracts, drafts of script and other materials generated in the development of the play, as well as arbitration information relating to a subsequent conflict with Actors Equity.

Subseries C: Centennial Celebration – Sculpture, 1987-1995, Boxes 19-20:
Records in this subseries relate to the planning, creation and installation of a commemorative sculpture erected in Milwaukee during the centennial celebration, as well as the creation of bronze miniatures of the statue. Files contain correspondence, site plans, drawings, and images of the sculpture.

Series X: Employee Involvement Program, 1982-1995, Boxes 20-24:

Subseries A: EI Chronological and Subject Files, 1982-1995, Boxes 20-23:
This subseries contains correspondence, research material, surveys, maps, charts, directories, schedules, and reports relating to the Joint NALC-USPS Employee Involvement program. General EI files are arranged in chronological order, while subject files are alphabetical.
Subseries B: EI Meetings and Workshops, 1985-1993, Boxes 23-24:
Subseries B contains training workshop and seminar materials, as well as information on committee meetings at every level of the Employee Involvement program. Also included are records of St. Paul, MN station workteams, with meeting logs and minutes, training feedback forms and follow-up questionnaire.

Series XI: Calendars, 1986-1998, Box 24:
This series contains daily, weekly and monthly calendars presumed to belong to F. John Miller for the years 1986 through 1998. Daily calendars for the years 1986 and 1997 are incomplete. Many calendar pages have been duplicated as some appointments in these calendars were originally affixed with adhesive and had begun to separate.
Series I
Chronological Files, 1984-1999
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Subseries A: General Correspondence, 1984-1998, Boxes 1-5:

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9-10. Correspondence, Nov 1986
11-13. Correspondence, Dec 1986
14. Correspondence, Jan 1987
15. Correspondence, Feb 1987
16-18. Correspondence, Mar 1987
19-20. Correspondence, Apr 1987
21-23. Correspondence, May 1987
24-26. Correspondence, Jun 1987
27-28. Correspondence, Jul 1987
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16-19. Correspondence, Jun 1988
20-21. Correspondence, Jul 1988
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31-33. Correspondence, Nov 1988
34-35. Correspondence, Dec 1988
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38-40. Correspondence, Feb 1989

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7-8. Correspondence, May 1989
9-10. Correspondence, Jun 1989
11-13. Correspondence, Jul 1989
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16. Correspondence, Sep 1989
17. Correspondence, Oct 1989
18-19. Correspondence, Nov 1989
20-21. Correspondence, Dec 1989
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52. Sombrotto, Vincent R.; Correspondence, Apr 1986
53. Sombrotto, Vincent R.; Correspondence, May 1986
54. Sombrotto, Vincent R.; Correspondence, Jun 1986
55. Sombrotto, Vincent R.; Correspondence, Jul 1986
56. Sombrotto, Vincent R.; Correspondence, Aug 1986
57. Sombrotto, Vincent R.; Correspondence, Sep 1986
58-59. Sombrotto, Vincent R.; Correspondence, Oct 1986
60-61. Sombrotto, Vincent R.; Correspondence, Nov 1986

Box 6
1-2. Sombrotto, Vincent R.; Correspondence, Dec 1986
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5. Sombrotto, Vincent R.; Correspondence, Feb 1987
6-7. Sombrotto, Vincent R.; Correspondence, Mar 1987
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10. Sombrotto, Vincent R.; Correspondence, May 1987
11-12. Sombrotto, Vincent R.; Correspondence, Jun 1987
13. Sombrotto, Vincent R.; Correspondence, Jul 1987
14. Sombrotto, Vincent R.; Correspondence, Aug 1987
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17. Sombrotto, Vincent R.; Correspondence, Oct 1987
18. Sombrotto, Vincent R.; Correspondence, Nov 1987
19. Sombrotto, Vincent R.; Correspondence, Dec 1987
20. Sombrotto, Vincent R.; Correspondence, Jan 1988
21. Sombrotto, Vincent R.; Correspondence, Feb 1988
22-23. Sombrotto, Vincent R.; Correspondence, Mar 1988
24-25. Sombrotto, Vincent R.; Correspondence, Apr 1988
26. Sombrotto, Vincent R.; Correspondence, May 1988
27. Sombrotto, Vincent R.; Correspondence, Jun 1988
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29. Sombrotto, Vincent R.; Correspondence, Aug 1988
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31. Sombrotto, Vincent R.; Correspondence, Oct 1988
32. Sombrotto, Vincent R.; Correspondence, Nov 1988
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34. Sombrotto, Vincent R.; Correspondence, Jan 1989
35. Sombrotto, Vincent R.; Correspondence, Feb 1989
36. Sombrotto, Vincent R.; Correspondence, Mar 1989
37. Sombrotto, Vincent R.; Correspondence, Apr 1989
38. Sombrotto, Vincent R.; Correspondence, May 1989
39. Sombrotto, Vincent R.; Correspondence, Jun 1989
40. Sombrotto, Vincent R.; Correspondence, Jul 1989
41. Sombrotto, Vincent R.; Correspondence, Aug 1989
42. Sombrotto, Vincent R.; Correspondence, Sep 1989
43. Sombrotto, Vincent R.; Correspondence, Oct 1989
44. Sombrotto, Vincent R.; Correspondence, Nov 1989
45. Sombrotto, Vincent R.; Correspondence, Dec 1989
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48. Sombrotto, Vincent R.; Correspondence, Feb 1990
49. Sombrotto, Vincent R.; Correspondence, Mar 1990
50. Sombrotto, Vincent R.; Correspondence, Apr 1990
51. Sombrotto, Vincent R.; Correspondence, May 1990
52. Sombrotto, Vincent R.; Correspondence, Jun 1990
53. Sombrotto, Vincent R.; Correspondence, Jul 1990
54. Sombrotto, Vincent R.; Correspondence, Aug 1990

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1. Sombrotto, Vincent R.; Correspondence, Sep 1990
2. Sombrotto, Vincent R.; Correspondence, Oct 1990
3. Sombrotto, Vincent R.; Correspondence, Nov 1990
4. Sombrotto, Vincent R.; Correspondence, Dec 1990
5. Sombrotto, Vincent R.; Correspondence, 1991
6. Sombrotto, Vincent R.; Correspondence, Jan 1996
7-8. Sombrotto, Vincent R.; Correspondence, Feb 1996
9. Sombrotto, Vincent R.; Correspondence, Mar 1996
10. Sombrotto, Vincent R.; Correspondence, Apr 1996
11. Sombrotto, Vincent R.; Correspondence, May 1996
12. Sombrotto, Vincent R.; Correspondence, Jun 1996
13. Sombrotto, Vincent R.; Correspondence, Jul 1996
15-16. Sombrotto, Vincent R.; Correspondence, Sep 1996
17. Sombrotto, Vincent R.; Correspondence, Oct 1996
18. Sombrotto, Vincent R.; Correspondence, Nov 1996
19-20. Sombrotto, Vincent R.; Correspondence, Dec 1996
21. Sombrotto, Vincent R.; Correspondence, Jan 1997
22. Sombrotto, Vincent R.; Correspondence, Feb 1997
23. Sombrotto, Vincent R.; Correspondence, Mar 1997
24. Sombrotto, Vincent R.; Correspondence, Apr 1997
25. Sombrotto, Vincent R.; Correspondence, May 1997
26. Sombrotto, Vincent R.; Correspondence, Jun 1997
27. Sombrotto, Vincent R.; Correspondence, Jul-Aug 1997
28. Sombrotto, Vincent R.; Correspondence, Sep 1997
29. Sombrotto, Vincent R.; Correspondence, Oct-Nov 1997
30. Sombrotto, Vincent R.; Correspondence, Dec 1997
31. Sombrotto, Vincent R.; Correspondence, Jan 1998
32. Sombrotto, Vincent R.; Correspondence, Feb 1998
33. Sombrotto, Vincent R.; Correspondence, Mar 1998
34. Sombrotto, Vincent R.; Correspondence, Apr 1998
35. Sombrotto, Vincent R.; Correspondence, May 1998
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37. Sombrotto, Vincent R.; Correspondence, Sep-Oct 1998
38. Sombrotto, Vincent R.; Correspondence, Nov-Dec 1998
39. Sombrotto, Vincent R.; Correspondence, Jan-Feb 1999
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43. Sombrotto, Vincent R.; Correspondence, Jul 1999
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Subseries C: Memos to President, 1986-1999, Boxes 7-8:

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47. Sombrotto, Vincent R.; Memos to, Aug-Nov 1986
48. Sombrotto, Vincent R.; Memos to, Jan-Mar 1987
49. Sombrotto, Vincent R.; Memos to, Jul-Aug 1987
50. Sombrotto, Vincent R.; Memos to, Sep-Oct 1987
51. Sombrotto, Vincent R.; Memos to, Nov-Dec 1987
52. Sombrotto, Vincent R.; Memos to, Jan 1988
53. Sombrotto, Vincent R.; Memos to, Feb 1988
54. Sombrotto, Vincent R.; Memos to, Mar 1988
55. Sombrotto, Vincent R.; Memos to, Apr 1988

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8. Sombrotto, Vincent R.; Memos to, Dec 1988
9. Sombrotto, Vincent R.; Memos to, Jan 1989
10. Sombrotto, Vincent R.; Memos to, Feb 1989
11. Sombrotto, Vincent R.; Memos to, Mar 1989
12. Sombrotto, Vincent R.; Memos to, Apr 1989
15. Sombrotto, Vincent R.; Memos to, Jul 1989
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22. Sombrotto, Vincent R.; Memos to, Feb 1990
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24. Sombrotto, Vincent R.; Memos to, Apr 1990
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Dawson, Sue
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O’Connell Richard P.
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40. Rush, Candace Main; Memos from, 1987
41. Rush, Candace Main; Memos from, 1988-1989
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42. Sauber, James P.; Memos from, 1985
43-47. Sauber, James P.; Memos from, 1986
48-50. Sauber, James P.; Memos from, 1987
51-53. Sauber, James P.; Memos from, 1988
54-56. Sauber, James P.; Memos from, 1989
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Young, William H., Memos,
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57. Inter-Office Department; Activist, 1988
58. Inter-Office Department; Activist, 1989
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19. Inter-Office Department; Compensation, 1996
20. Inter-Office Department; Compensation, 1997
21-22. Inter-Office Department; Compensation, 1998
23. Inter-Office Department; Compensation, 1999
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25. Inter-Office Department; Computer/MIS, 1986-1989
26. Inter-Office Department; Computer/MIS, 1994-1999
27. Inter-Office Department; Education, 1993
28. Inter-Office Department; Education, 1996
29. Inter-Office Department; Education, 1997
30. Inter-Office Department; Executive Vice President, 1988-1989
31. Inter-Office Department; Executive Vice President, 1996
32. Inter-Office Department; Executive Vice President, 1999
33. Inter-Office Department; Finance, 1988
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37. Inter-Office Department; Information Center, 1989
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40. Inter-Office Department; Information Center, 1998
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51. Inter-Office Department; Public Relations, 1998-1999
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55-57. Inter-Office Department; Research Director, 1997
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5. Inter-Office Department; Research Director, 1999
6. Inter-Office Department; Retirement, 1987
7. Inter-Office Department; Secretary-Treasurer, 1987-1989
8. Inter-Office Department; Secretary-Treasurer, 1996
9. Inter-Office Department; Vice President, 1985
F. John Miller, Executive Assistant to the President

Series II
Meetings, 1985-1989
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Subseries A: Executive Council Meetings, 1986-1989, Box 10:

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12. Executive Council Meeting, 8 Dec 1986;
13. President’s Report
14. Officers’ Reports
15. Staff Reports
17. Executive Council Meeting, 14-16 Feb 1989;
18. Memos
19. Staff Reports
20. Minutes (3-5 Aug 1988)
21. Executive Council Meeting, n.d.;
22. Minutes (14-16 Feb 1989)

Subseries B: Investment Funds—Board of Trustees Meetings, 1985-1989, Boxes 10-11:

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Calendars, 1986-1998
Box 24

Box 24
17. Daily, 1986 (Jul-Dec)
18. Weekly Minder, 1986 (Jan-Dec)
19. Daily, 1987 (Jan-Dec)
20. Daily, 1988 (Jan-Dec)
21. Monthly, 1988 (Jan-Dec)
22. Daily, 1989 (Jan-Dec)
23. Monthly, 1989 (Jan-Dec)
24. Daily, 1996 (Jan-Dec)
25. Daily, 1997 (Mar-Dec)
26. Daily, 1998 (Jan-Dec)