UNITED STATES POSTAL SERVICE

June 6, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service is creating Statistical Programs (SP) Letter #4, Fiscal Year 2017, *City Carrier Cost System; Rural Carrier Cost System; In-Office Cost System; Transportation Cost Systems; Origin-Destination Information System-Revenue, Pieces, and Weight; and Statistical Programs Management.*

The subject letter outlines changes for First-Class endorsements and International Parcel Post markings and updates the U.S. Origin (Outbound) International Mail Identification Flowchart.

We have enclosed a final draft copy of SP Letter #4, FY 2017.

Please contact Bruce Nicholson at 7773 if you have questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

**UNITED STATES
POSTAL SERVICE**

June 1, 2017

MANAGERS (DISTRICT)
MANAGERS, FINANCE (DISTRICT)
MANAGERS, FINANCIAL PROGRAMS COMPLIANCE (DISTRICT)

SUBJECT: Policy Memo, Statistical Programs (SP) Letter #4, Fiscal Year 2017: City Carrier Cost System; Rural Carrier Cost System; In-Office Cost System; Transportation Cost Systems; Origin-Destination Information System–Revenue, Pieces, and Weight; and Statistical Programs Management

This letter provides updates to policies and procedures for: City Carrier Cost System (CCCS); Rural Carrier Cost System (RCCS); In-Office Cost System (IOCS); Transportation Cost Systems (TRACS); Origin-Destination Information System–Revenue, Pieces, and Weight (ODIS-RPW); and Statistical Programs Management (SPM).

CCCS

Attachment 1 provides changes to First-Class endorsements, International Parcel Post markings, and Priority Retail versus Commercial Clarification; and updates to the U.S. Origin (Outbound) International Mail Identification Flowchart (Items with U.S. Origin Method of Payment) and reference guides.

RCCS

Attachment 2 provides changes to First-Class endorsements, International Parcel Post markings, and Priority Retail versus Commercial Clarification; and updates to the U.S. Origin (Outbound) International Mail Identification Flowchart (Items with U.S. Origin Method of Payment) and reference guides.

IOCS and IOCS-Cluster

Attachment 3 provides changes and updates to Type of Indicia and Presence of Indicia.
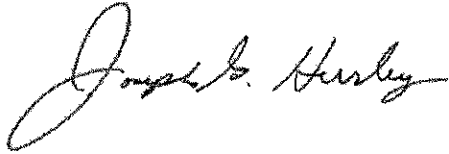
TRACS

Attachment 4 provides updates to the TRACS Surface and Air software, and the *First-Class Endorsement* screen; and updates to the U.S. Origin (Outbound) International Mail Identification Flowchart (Items with U.S. Origin Method of Payment) and reference guides.

ODIS-RPW

Attachment 5 provides updates regarding Stamped (Postage-Embossed) Cards, Forever Stamp Recording, Digital Mail: Missent Mail, Priority Mail Open and Distribute, Digital Tests: DAL Markings, Presorted First-Class Mail Revenue, Letter Skip Tool and International Mail.

SPM

Attachment 6 provides an update to Partial-Day MEPs: Cut-Off Time Testing Rules, Determining When to Start Tests and the new Test Day Decision Tree; also a revision to Tests Requiring Excessive Travel.

Joseph Hurley
Manager
Statistical Programs

Attachments
cc: Joseph Corbett
Sharon Owens
Steven Phelps
Richard T. Cooper
John P. Kelley
Brad V. Pafford
Jennifer J. Xie
Area Controllers
Area Accounting Managers
Mainiti Hood-Allen, Office of Inspector General
Steve Pinard, Office of Inspector General
Allison Vetter, Senior Manager, Ernst and Young
Alan S. Moore

CITY CARRIER COST SYSTEM
(CCCS)

The following software, policy and procedure changes are effective July 1, 2017.

First-Class Endorsements

We changed the *First-Class Endorsement* screen:

> **From:**
>
> Does the mailpiece(s) have any of the following endorsements
> (First-Class Package, First-Class PKG)?
>
> **To:**
>
> Does the mailpiece(s) have any of the following endorsements
> (First-Class Package, First-Class PKG, FC PKG SVC, Commercial Base, or Commercial Plus)?

International Parcel Post Markings

To help identify International Parcel Post, Colis Acceleres is added to the *Instruction* screen:

> **From:**
>
> — Parcel Post (Colis Postaux or CP) endorsement
>
> **To:**
>
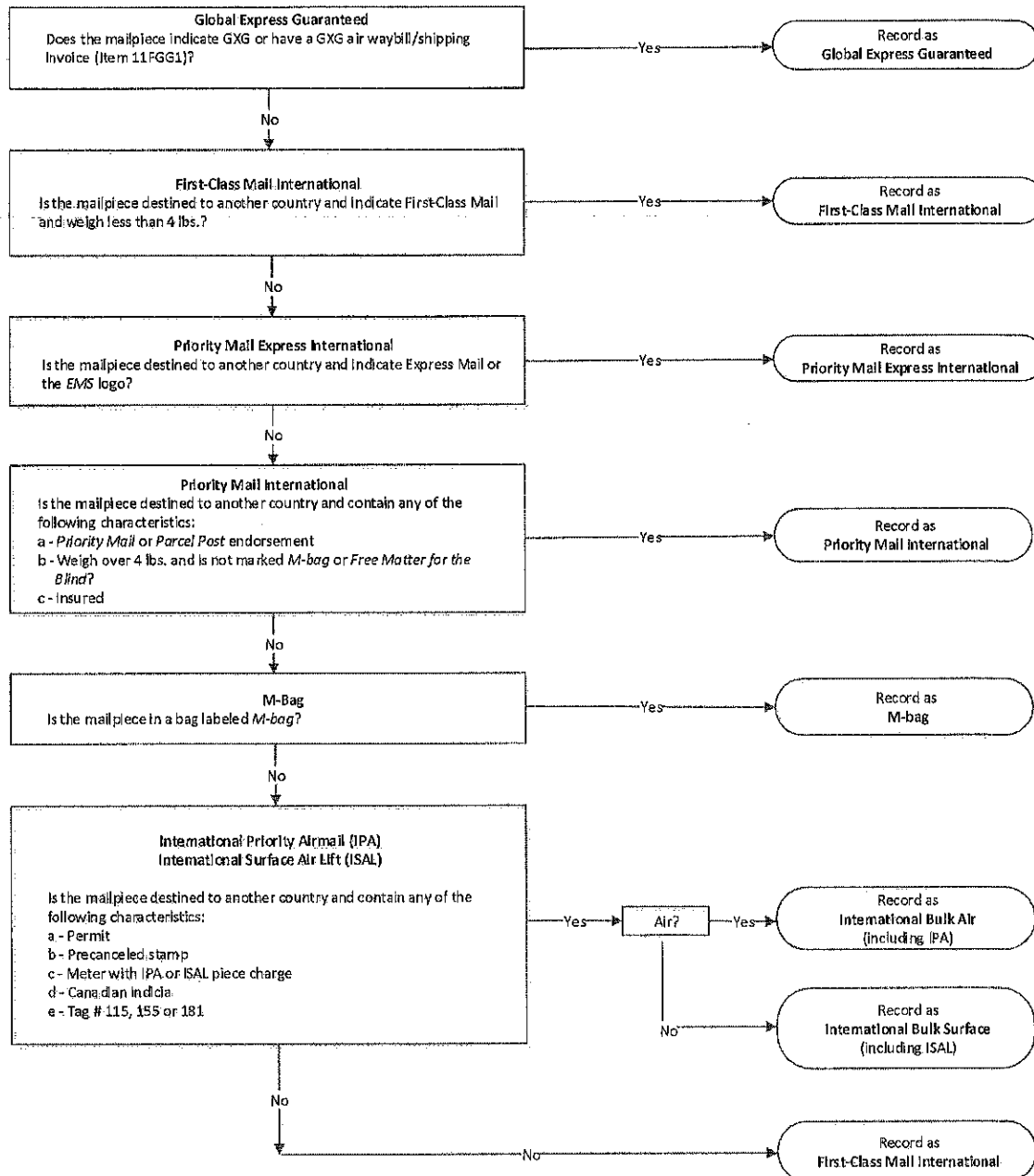> — Parcel Post (Colis Postaux or Colis Acceleres or CP) endorsement

Priority Retail versus Commercial Clarification

In the CCCS Reference Guide, update the Domestic Mail Categories chart to include the following clarification regarding how to distinguish whether to record Priority Mail as Retail or Commercial:

Mail/ Subcategory	Description	Endorsement
Priority Mail	Priority Mail includes the delivery of documents and packages in an average of 2 to 3 days, including flat rate shipping to any destination. If the mailpiece is paid with a Permit Imprint or has any of the following markings, record it as Commercial: • Commercial Base Price, Commercial Base Pricing, or ComBasPrice. • Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice. Otherwise, record the mailpiece as Retail.	Priority Mail, Priority, USPS Priority Mail
	Priority Mail Return Service is a heavier weight, premium package return service.	Priority Mail Return Service, Priority Returns

The following is an updated U.S. Origin (Outbound) International Mail Identification Flowchart (Items with U.S. Origin Method of Payment), removing Global Bulk Economy and Direct, and is added to the CCCS Reference Guide.

U.S. Origin (Outbound) International Mail Identification Flowchart
(Items with U.S. Origin Method of Payment)
TRACS, CCCS, RCCS

Global Express Guaranteed
Does the mailpiece indicate GXG or have a GXG air waybill/shipping Invoice (Item 11FGG1)?
— Yes → Record as **Global Express Guaranteed**

No ↓

First-Class Mail International
Is the mailpiece destined to another country and indicate First-Class Mail and weigh less than 4 lbs.?
— Yes → Record as **First-Class Mail International**

No ↓

Priority Mail Express International
Is the mailpiece destined to another country and indicate Express Mail or the EMS logo?
— Yes → Record as **Priority Mail Express International**

No ↓

Priority Mail International
Is the mailpiece destined to another country and contain any of the following characteristics:
a - *Priority Mail* or *Parcel Post* endorsement
b - Weigh over 4 lbs. and is not marked *M-bag* or *Free Matter for the Blind*?
c - Insured
— Yes → Record as **Priority Mail International**

No ↓

M-Bag
Is the mailpiece in a bag labeled *M-bag*?
— Yes → Record as **M-bag**

No ↓

International Priority Airmail (IPA)
International Surface Air Lift (ISAL)

Is the mailpiece destined to another country and contain any of the following characteristics:
a - Permit
b - Precanceled stamp
c - Meter with IPA or ISAL piece charge
d - Canadian indicia
e - Tag # 115, 155 or 181

— Yes → Air? — Yes → Record as **International Bulk Air (including IPA)**

Air? — No → Record as **International Bulk Surface (including ISAL)**

No ↓

— No → Record as **First-Class Mail International**

May 2017

RURAL CARRIER COST SYSTEM
(RCCS)

The following software, policy and procedure changes are effective July 1, 2017.

First-Class Endorsements

We changed the *First-Class Endorsement* screen:

From:

Does the mailpiece(s) have any of the following endorsements
(First-Class Package, First-Class PKG)?

To:

Does the mailpiece(s) have any of the following endorsements
(First-Class Package, First-Class PKG, FC PKG SVC, Commercial Base, or Commercial Plus)?

International Parcel Post Markings

To help identify International Parcel Post, Colis Acceleres is added to the *Instruction* screen:

From:

— Parcel Post (Colis Postaux or CP) endorsement

To:

— Parcel Post (Colis Postaux or Colis Acceleres or CP) endorsement

Priority Retail versus Commercial Clarification

In the RCCS Reference Guide, update the Domestic Mail Categories chart to include the following clarification regarding how to distinguish whether to record Priority Mail as Retail or Commercial:

Mail/ Subcategory	Description	Endorsement
Priority Mail	Priority Mail includes the delivery of documents and packages in an average of 2 to 3 days, including flat rate shipping to any destination. If the mailpiece is paid with a Permit Imprint or has any of the following markings, record it as Commercial: • Commercial Base Price, Commercial Base Pricing, or ComBasPrice. • Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice. Otherwise, record the mailpiece as Retail.	**Priority Mail, Priority, USPS Priority Mail**
	Priority Mail Return Service is a heavier weight, premium package return service.	**Priority Mail Return Service, Priority Returns**

The following is an updated U.S. Origin (Outbound) International Mail Identification Flowchart (Items with U.S. Origin Method of Payment), removing Global Bulk Economy and Direct, and is added to the RCCS Reference Guide.

U.S. Origin (Outbound) International Mail Identification Flowchart
(Items with U.S. Origin Method of Payment)
TRACS, CCCS, RCCS

Global Express Guaranteed
Does the mailpiece indicate GXG or have a GXG air waybill/shipping invoice (Item 11FGG1)? — Yes → Record as **Global Express Guaranteed**

No ↓

First-Class Mail International
Is the mailpiece destined to another country and indicate First-Class Mail and weigh less than 4 lbs.? — Yes → Record as **First-Class Mail International**

No ↓

Priority Mail Express International
Is the mailpiece destined to another country and indicate Express Mail or the *EMS* logo? — Yes → Record as **Priority Mail Express International**

No ↓

Priority Mail International
Is the mailpiece destined to another country and contain any of the following characteristics:
a - *Priority Mail* or *Parcel Post* endorsement
b - Weigh over 4 lbs. and is not marked *M-bag* or *Free Matter for the Blind*?
c - Insured
— Yes → Record as **Priority Mail International**

No ↓

M-Bag
Is the mailpiece in a bag labeled *M-bag*? — Yes → Record as **M-bag**

No ↓

International Priority Airmail (IPA)
International Surface Air Lift (ISAL)

Is the mailpiece destined to another country and contain any of the following characteristics:
a - Permit
b - Precanceled stamp
c - Meter with IPA or ISAL piece charge
d - Canadian Indicia
e - Tag # 115, 155 or 181

— Yes → Air?
— Yes → Record as **International Bulk Air (Including IPA)**
— No → Record as **International Bulk Surface (including ISAL)**

No ↓

No → Record as **First-Class Mail International**

May 2017

IN-OFFICE COST SYSTEM
(IOCS and IOCS-Cluster)

The following software changes are effective July 1, 2017.

Indicia

We updated the wording related to former POS Postage Labels at Q23E05, Type of Indicia:

> **From:**
>
> A. POS Postage Label (PVI POS, mPOS, or POS Retail label)
>
> **To:**
>
> A. Retail Postage Label (PVI, mPOS, POS Retail label, etc.)

We made a corresponding update at Q23E02, Presence of Indicia:

> **From:**
>
> F. IBI (Information Based Indicia), PVI (Postage Validation Imprint), or Meter
>
> **To:**
>
> F. IBI (Information Based Indicia), Retail Label (including PVI, mPOS), or Meter

TRANSPORTATION COST SYSTEMS
(TRACS)

The following software, policy and procedure changes are effective July 1, 2017.

Missing Barcode Scan

In order to collect more information about the availability of barcodes on parcel-shaped mailpieces in TRACS tests, a *Missing Barcode Scan* screen is added to the TRACS Surface and Air software. If the data collector attempts to complete mailpiece information recording for a parcel-shaped mailpiece without scanning a barcode, the data collector is prompted to either return to the previous screen and scan the barcode, or indicate why a barcode was not scanned. The options follow:

    1 – No barcode on mailpiece
    2 – Barcode damaged or otherwise unreadable
    3 – Individual scan not required for this mail category
    X – Other

Only enter Option 3 – Individual scan not required for this mail category if the parcel is:

    a) Not a loose parcel in a wheeled container or in an Express item.

        AND

    b) Not required to be recorded and scanned individually according to the Barcode Scanning Instructions chart in the TRACS Reference Guide.

Loose parcels within wheeled containers and all parcels within Express items (e.g., in an Express Sack) must be recorded and scanned individually.

First-Class Endorsement Screen

In the *First-Class Endorsement* screen, the wording changes:

From:

Does the mailpiece(s) have any of the following endorsements (First-Class Package, First-Class PKG)?

To:

Does the mailpiece(s) have any of the following endorsements (First-Class Package Service, FIRST-CLASS PKG, FC PKG SVC, COMMERCIAL BASE, or COMMERCIAL PLUS)?

Priority Retail versus Commercial Clarification

In the TRACS Air and Surface Reference Guides, update the Domestic Mail Categories chart to include the following clarification regarding recording Priority Mail as retail or commercial in the *Select Mail Category* screen.

Mail/ Subcategory	Description	Endorsement
Priority Mail	Priority Mail includes the delivery of documents and packages in an average of 2 to 3 days, including flat rate shipping to any destination. If the mailpiece is paid with a Permit Imprint or has any of the following markings, record it as Commercial: • Commercial Base Price, Commercial Base Pricing, or ComBasPrice. • Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice. Otherwise, record the mailpiece as Retail. Priority Mail Return Service is a heavier weight, premium package return service.	**Priority Mail, Priority, USPS Priority Mail** **Priority Mail Return Service, Priority Returns**

Warning for Top Piece Rule in TRACS Air Tests

The Top Piece Rule does not apply to TRACS Air tests. A warning screen is added to the TRACS Air software that appears whenever only one mailpiece is entered within an item type Envelope Tray, Half Size Envelope Tray, or Flat Tray or Box.

The following is an updated U.S. Origin (Outbound) International Mail Identification Flowchart (Items with U.S. Origin Method of Payment), removing Global Bulk Economy and Direct, and replaces the TRACS Air (#11) and Surface (#15) Reference Guides.

U.S. Origin (Outbound) International Mail Identification Flowchart
(Items with U.S. Origin Method of Payment)
TRACS, CCCS, RCCS

Global Express Guaranteed
Does the mailpiece indicate GXG or have a GXG air waybill/shipping invoice (Item 11FGG1)?
— Yes → Record as Global Express Guaranteed

No ↓

First-Class Mail International.
Is the mailpiece destined to another country and indicate First-Class Mail and weigh less than 4 lbs.?
— Yes → Record as First-Class Mail International

No ↓

Priority Mail Express International
Is the mailpiece destined to another country and indicate Express Mail or the EMS logo?
— Yes → Record as Priority Mail Express International

No ↓

Priority Mail International
Is the mailpiece destined to another country and contain any of the following characteristics:
a - *Priority Mail* or *Parcel Post* endorsement
b - Weigh over 4 lbs. and is not marked *M-bag* or *Free Matter for the Blind?*
c - Insured
— Yes → Record as Priority Mail International

No ↓

M-Bag
Is the mailpiece in a bag labeled *M-bag?*
— Yes → Record as M-bag

No ↓

International Priority Airmail (IPA)
International Surface Air Lift (ISAL)

Is the mailpiece destined to another country and contain any of the following characteristics:
a - Permit
b - Precanceled stamp
c - Meter with IPA or ISAL piece charge
d - Canadian indicia
e - Tag # 115, 155 or 181
— Yes → Air? → Yes → Record as International Bulk Air (including IPA)
Air? → No → Record as International Bulk Surface (including ISAL)

No → Record as First-Class Mail International

May 2017

ORIGIN-DESTINATION INFORMATION SYSTEM--REVENUE, PIECES, AND WEIGHT
(ODIS-RPW)

The following software, policy and procedure changes are effective July 1, 2017.

Stamped (Postage-Embossed) Cards

Stamped cards are a type of postage-embossed stationery sold to mailers for a fee in addition to the preprinted postage. We no longer need to distinguish Forever Embossed Cards from Denominated Embossed Cards so we have merged the two Embossed Card options in the *Indicia* screen together into option 5 – Embossed Card Imprinted with Denominated or Forever Postage. Continue to record revenue for postage-embossed cards in the *Total Mailpiece(s) Revenue* screen as follows:

- Record the preprinted postage on the card–either the amount of the denominated postage shown in the indicia, or the current First-Class Mail 1-ounce card rate for Forever stamped cards.

- Continue to include revenue from any extra services shown on the mailpiece.

- Do not record an additional fee for the stationery. We capture these fees from the accounting systems when the stationery is sold, so including it as total mailpiece revenue would double-count this revenue.

Forever Stamp Recording

The *Domestic Forever Stamps* screen is updated to combine the recording categories for 2013, 2012, and 2011 (and earlier) Forever stamps. Group and record all 2007 through 2013 Forever stamps in the new 2013 (and earlier) category. This category includes all Liberty Bell and all Ponderosa Pine Forever stamps.

Please refer to the Help file in the software for additional information about Forever stamp recording.

Digital Mail: Missent Mail

To simplify data recording, the missent mail option for digital tests has been removed. If you encounter a piece you believe to be missent, record it as ordinary mail.

Note: For live tests, continue to follow the current recording rules.

In Handbook F-75, remove section 7-4.6, Missent Mail.

In Handbook F-75, revise section 7-4.2, Characteristics of a Digitally Imaged Mailpiece Recorded During the Digital Test, option j:

j. Forwarded or returned–Note the following issues for forwarded or returned mailpieces:

1. For forwarded mailpieces, record whether the mailpiece was intercepted by Postal Automated Redirection System (PARS).

2. For forwarded or returned mailpieces, record any additional postage due.

Priority Mail Open and Distribute

Priority Mail Open and Distribute (PMOD) is an alternative to drop shipment for customers who expedite their mailings to destination facilities using a Priority Mail service. PMOD Tray Boxes allow customers to place letter trays into the USPS provided tray box.

The *Priority Mail Markings* screen is updated to add a new option for PMOD Tray Boxes. These pieces can be identified by the words Open and Distribute Box. Examples of the packaging are shown below.

To record PMOD Tray Boxes, choose option 8 – Priority Mail Open and Distribute Tray Boxes in the *Priority Mail Markings* screen. Then, select the appropriate option from the *Mail Shape* screen:

> C – Half Tray Box
>
> D – Full Tray Box
>
> H – EMM Tray Box
>
> J – Flat Tub Tray Box
>
> 0 – None of the Above

Examples of PMOD Tray Boxes:
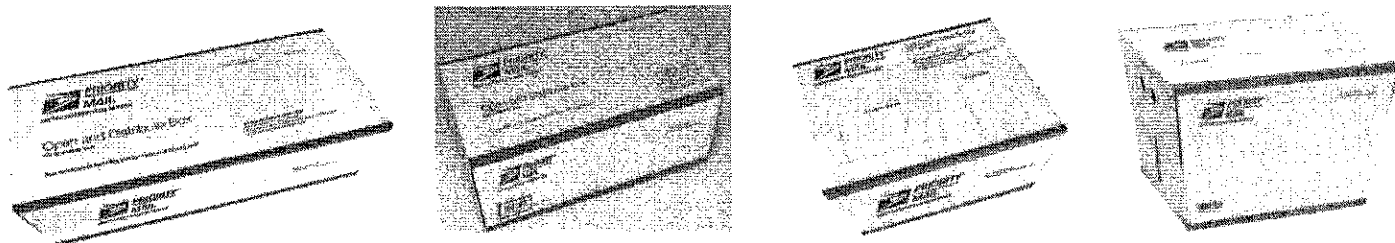
*In Handbook F-75, revise section 5-3.6, Priority Mail (changes highlighted in **bold**):*

After determining whether or not the mailpiece is forwarded, returned, or missent, select the appropriate class for the mailpiece from the options list.

Priority Mail is First-Class Mail weighing more than 13 ounces but not more than 70 pounds. Priority Mail may also include mail weighing 13 ounces or less, and paid at the Priority Mail rate at the option of the mailer. It should bear the marking Priority Mail or First-Class Mail, although at times it may not. When you encounter a piece of unmarked mail paid at the Priority Mail rate, record the piece as Priority Mail. See Exhibit 6-1.1 for guidelines on unmarked mail.

To record Priority Mail, complete the following steps:

a. Select Priority Mail from the *Mail Class & Type* screen.

b. Select the marking(s) that apply from the *Priority Mail Markings* screen. Multiple markings are allowed.

c. Select option 4 when Cubic or CUBIC, Cubic.10, Cubic.20, Cubic.30, Cubic.40, or Cubic.50 appears anywhere on the mailpiece. Record all Priority Mail Cubic Pricing shipments under option 4, whether or not they indicate Commercial Plus pricing.

d. Select option 8 when Open and Distribute Box appears anywhere on the mailpiece.

e. Follow the steps in 5-3.1.2 through 5-3.1.6 for First-Class Mail to complete the remaining data entry screens.

> Here are some additional notes:

1. USPS-supplied boxes and envelopes have preprinted logos that indicate tracking or insured service. Do not record USPS Tracking or insurance as extra services based on these logos—instead, record these services only when they are indicated by markings specific to the mailpiece, such as the banner above the Intelligent Mail package barcode or PS Form 3813.

2. Mailers may prepare Priority Mail Open and Distribute shipments on pallets or in pallet boxes. These shipments are identified with the green Tag 161, Priority Mail Open and Distribute (green for mail processing facilities) and the pink Tag 190, Priority Mail Open and Distribute (pink for DDUs). The top line of the delivery address reads, OPEN AND DISTRIBUTE AT: [FACILITY NAME]. Record shape for all pallets and pallet boxes as Pallet or Pallet Box (Open and Distribute shipments only). You are not prompted to weigh or measure these shipments.

   Note: Priority Mail Open and Distribute Tray Boxes are not the same as Priority Mail Open and Distribute Pallet or Pallet Boxes. Record all Priority Mail Open and Distribute Tray Boxes under option 8 – Priority Mail Open and Distribute Tray Boxes.

3. Package dimensions are usually preprinted on USPS-supplied Priority Mail packaging. Record these dimensions when prompted, rounding when necessary. When the packaging is reconfigured or enlarged before mailing (e.g., when two flat rate boxes are taped together to make a larger box), measure and record the actual dimensions of the mailpiece.

Digital Tests: DAL Markings

We added a new screen to capture specific carrier route markings for Detached Address Labels (DALs or DMLs). Although DALs are not recorded during a digital ODIS-RPW test, the mail markings data from digital letters is used to support other systems.

During a digital test, when option 5 – Detached Address Label (DAL or DML) is selected in the *Digital Image Not Recorded* screen, the *Mail Markings* screen appears. Key any carrier route markings you see by choosing the first applicable option:

   6 – ECRLOT, EB

   7 – ECRWSH, EH

   8 – ECRWSS, ES, EDDM

   0 – None of the Above

*In Handbook F-75, revise section 7-4.5, Special Recording rules for DALs and DMLs (changes highlighted in **bold**):*

Detached address labels (DALs) and detached marketing labels (DMLs) are cards that provide the mailing address and indicia for a parent mailpiece, usually a parcel. If you encounter DALs or DMLs in a digital test, exclude them by selecting Digital Image Cannot be Recorded at the *Mail Class & Type* screen **and record any carrier route markings on the piece by choosing the first applicable option in the *Mail Markings* screen** (see 7-4.2).

Presorted First-Class Mail Revenue

We modified the software to capture revenue for presorted First-Class Mail that contains affixed postage. Follow the current policy to record total mailpiece revenue:

- If the mailpiece is marked single-piece in addition to auto or presorted, and the postage is less than the First-Class Mail single-piece rate, record the single-piece rate.

- If the postage is greater than or equivalent to the single-piece rate, record the revenue that is printed on the piece.

In Handbook F-75, revise section 5-3.1.2, Type of Mail and Mailer Information, to add item d. (changes highlighted in **bold***):*

   c.   Choose the type of mailer at the *Type of Mailer* screen.

   d.   Enter the total revenue of the mailpiece at the *Total Mailpiece(s) Revenue* screen.

Letter Skip Tool

The ODIS-RPW skip tool was designed to automatically provide the sampling methods and skip intervals for letter tests that included DPS mail. In Q2 FY16, the skip tool was disabled, and digital sampling improved testing and test time for the DPS volumes. We have now removed the skip tool policy from Handbook F-75.

In Handbook F-75, remove sections 4-2.5, Choose a Sampling Method with Letter Test Skip Tool and section 4-8, Software Instructions for Using the Letter Test Skip Tool entirely.

In Handbook F-75, remove all references to ODIS-RPW Letter Test Skip Tool in section 4-2.6.

In Handbook F-75, revise the title of 4.2-6 to read Choose a Sampling Method.

International Mail

We streamlined data recording for International Mail by:

- Removing the *Mail Subclass* screen.
- Removing some options from the *Extra Service and Fees* screen.

   Note: The *Extra Service and Fees* screen has been removed from Digital Tests completely.

Continue to select option 5 – International in the *Mail Class & Type* screen, then follow the revised screens and options through the *Mailpiece Data Correct?* screen.

In Handbook F-75, revise section 5-3.4, International Mail (Incoming From Foreign Countries):

The following is a general rule to follow in identifying foreign origin mail:

Record mailpieces with the service Xpresspost-USA as international. Although these mailpieces are introduced into the domestic Priority Mail processing stream for handling, they are categorized as incoming international mail.

In Handbook F-75, remove Exhibit 5-3.4c, International Free Matter for the Blind Label.

STATISTICAL PROGRAMS MANAGEMENT
(SPM)

The following policy and procedure changes are effective July 1, 2017.

Partial-Day MEPs

In order to clarify our partial day MEP policy, we have provided additional examples and a flow chart.

*In Handbook F-95, revise section 5-4.3.3, Partial Day MEPs as follows (changes highlighted in **bold**):*

A partial-day MEP includes all of the mail for the selected mailstreams arriving at the test facility during a specific time period on 1 day. The combination of all partial-day MEPs for each mailstream must cover all of the mail for the full 24-hour period. The MFPC may split a mailstream, or group of mailstreams, into two or more partial-day MEPs; then must indicate what percentage of each mail volume by shape arrives within each time segment.

Facilities that are good candidates for partial-day MEPs include those that dispatch mail around the clock for large firms.

The MFPC creates partial-day MEPs as follows:

    a. Define the cutoff times that make up the MEP. Set each cutoff time for when the facility processes a low volume of mail. The MEP cutoff times do not need to coincide with tours.

    b. Ensure that data collectors are available for any tour or any other time for the partial-day MEP.

    c. **Avoid creating partial-day MEPs that may result in frequent Zero Volume tests.**

Example: The MFPC is creating MEPs for a large caller-service firm. The firm typically picks up mail at 1000, 1800, and 0200 hours. The mail is easily isolated and tested during three time windows: 0100–0900 hours, 0900–1700 hours, and 1700–0100 hours; the MFPC splits this mailstream into three MEPs, each corresponding to one of these time windows. The MFPC knows that 20 percent of the letter mailstream volume arrives between 0100–0900 hours, 50 percent between 0900–1700 hours, and 30 percent between 1700–0100 hours, so the MFPC indicates these percentages for each partial-day MEP letter volume. However, for flats and parcel volumes, the MFPC knows that 80 percent arrives between 0100–0900 hours, 10 percent between 0900–1700 hours, and 10 percent between 1700–0100 hours; so the MFPC indicates these percentages for each partial-day MEP flats and parcel volumes.

In Handbook F-95, add section 5-4.3.3.1, Determining when to Start Partial Day MEP Tests:

5-4.3.3.1 Determining When to Start Partial Day MEP Tests:

In order to determine which day(s) to start a partial day MEP, follow the Partial Day MEP Test Day Decision Tree below.

For the examples below, use the Partial Day MEP Test Day Decision Tree. In each example, the District has three partial-day MEPs to cover the total time frame of 0630–0630. The partial-day segments are 0630–1430; 1430–2230; and 2230–0630.

Example 1: A partial-day MEP with 1430–2230 cutoff times is scheduled for a test on Monday. The test must include mail that arrived on Saturday from 1430–2230 and on Sunday from 1430–2230.

Example 2: A partial-day MEP with 2230–0630 cutoff times is scheduled for a test on Thursday. The test must include mail that arrived between 2230 on Wednesday and 0630 on Thursday.

Example 3: A partial-day MEP with 1430–2230 cutoff times is scheduled for a test on Tuesday after a Monday holiday. The test must include mail that arrived on Saturday from 1430–2230, on Sunday from 1430–2230, and on Monday from 1430–2230.

Example 4: A partial-day MEP with 2230–0630 cutoff times is scheduled for a test on Thursday, after a holiday on Wednesday. The test must include mail that arrived between 2230 on Tuesday and 0630 on Wednesday, and mail that arrived between 2230 on Wednesday and 0630 on Thursday.

Partial Day MEP Test Day Decision Tree

Start

Is the test date the first delivery day after a holiday?

Yes → When is the test date?

- Tuesday:
  - When is the ending cutoff time?
    - AM: Start test on Sunday, Monday, and Tuesday during cut-off time segment.
    - PM: Start test on Saturday, Sunday, and Monday during cut-off time segment.
  - When is the starting cut-off time?
    - AM: (ending cutoff path)
    - PM: Start test on Saturday, Sunday, and Monday during cut-off time segment.
- Not Tuesday:
  - When is the starting cut-off time?
    - AM: When is the ending cutoff time?
      - AM: Start test on holiday and again on test date during the cut-off time segment.***
      - PM: Start test on day before the holiday and again on the holiday during the cut-off time segment.***
    - PM: Start test on day before the holiday and again on the holiday during the cut-off time segment.***

No → When is the test date?

- Monday:
  - When is the ending cutoff time?
    - AM: Start test on Sunday and again on Monday during the cut-off time segments.
    - PM: Start test on Saturday and again on Sunday during cut-off time segment.
  - When is the starting cutoff time?
    - PM: Start test on Saturday and again on Sunday during cut-off time segment.
- Not Monday:
  - When is the starting cutoff time?
    - AM: When is the ending cutoff time?
      - AM: Start test on scheduled test date.
      - PM: Start test on day before scheduled test date.
    - PM: Start test on day before scheduled test date.

Notes:

AM = 2400-1159
PM= 1200-2359

***Exception: If the test is scheduled on a Monday after a Saturday holiday, then also include the cut-off time segment that falls on Sunday.

Tests Requiring Excessive Travel

Data collectors no longer have the option to collect mailpiece data through the phone. All missed mail should be submitted through the anomaly log.

In Handbook F-95, remove section 4-8.7.2, Telephone Tests.

In Handbook F-95, revise section 4-8.7.1, Overview:

4-8.7.1 Overview

If completing an ODIS-RPW test requires excessive travel, the MFPC may authorize a data collector to conduct an Upstream Test.

LABOR RELATIONS

NOTED:
PRES:_____
EXEC VP:_____
SECY:_____
_____
_____
_____
_____
To File_____

Per_____

UNITED STATES
POSTAL SERVICE

June 7, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service intends to initiate a job analytic study of several entry level and clerical positions.

Please note that periodic job reviews help to ensure the continued relevance and alignment of selection assessment with job duties, responsibilities and requirements. The subject process will consist of conducting job observations, surveys, interviews and establishing focus groups of bargaining and non-bargaining employees.

Headquarters Human Resources staff will complete this study focusing on entry-level and clerical positions that currently require one or more of the following exams as a selection requirement:

- Exam 473 – Entry-level Battery
- Exam 710/720/725/730 – Clerical Battery
- Exam 712/713 – Typing
- Exam 714 – Data Entry
- Exam 715 – Markup Clerk

The job analysis process will be conducted at multiple facilities within each Area and is currently scheduled to begin in early to mid-June and run through the end of the 2017 calendar year.

We have enclosed a listing of the clerk, mail handler, city letter carrier and rural letter carrier positions that will be reviewed.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

Attachment – Jobs Being Reviewed as Part of this Project

APWU:

Job Title	Occ Code
AIR RECORDS PROCESSOR	233046XX
ASSIGNMENT CLK	021205XX
BULK MAIL CLERK	232015XX
BULK MAIL DOCK CLK	231599XX
BULK MAIL TECH	232028XX
CLAIMS & INQUIRY CLK	234515XX
CLERK MAIL RECOVERY CENTER	23450054
CLERK STENOGRAPHER	031201XX
CLERK TYPIST	032202XX
CLERK/SPECIAL DELIVERY MESSENGER	23100012
COMPLAINTS & INQUIRY CLK	234523XX
CONTRACT TECHNICIAN	110201XX
CUSTOMER SERVICE CLERK	20300002
CUSTOMER SERVICES CLERK (SFS)	05300006
DATA CONVERSION OPERATOR	035609XX
DELIVERY/SALES SERVICES & DISTR AS	23200007
DISTRIBUTION CLERK	23150052
DISTRIBUTION CLERK	231504XX
FLAT SORTING MACHINE OPERATOR	231520XX
FLAT SORTING MACHINE OPERATOR	231521XX
GENERAL CLERK	23400023
GENERAL CLERK	234001XX
GENERAL CLERK VMF	030148XX
GRP LDR DATA CONVERSION OPERATOR	035610XX
HIGHWAY TRANSPORTATION CLK	233013XX
LABEL PRINTING TECH	44011013
LEAD CUSTOMER SERVICE CLERK	23200008
LEAD MAIL PROCESSING CLERK	23157153
LEAD SALES & SERVICES ASSOCIATE	23200004
LEAD SALES & SERVICES ASSOCIATE	23200009
MAIL FLOW CONTROLLER	23150086
MAIL PROCESSING CLERK	23150063
MAIL PROCESSOR	23150064
MAILING REQUIREMENTS CLK	234532XX
MAINTENANCE SUPPORT CLERK	030302XX
MARKUP CLERK - AUTOMATED	23400033
PARCEL POST DIST-MACHINE	23150036
PARCEL POST DIST-MACHINE	231506XX
POSTAGE DUE CLK	234006XX

Attachment – Jobs Being Reviewed as Part of this Project

NALC:

Job Title	Occ Code
CARRIER (CITY)	23102009
CITY CARRIER ASSISTANT 1	23100045
CITY CARRIER ASSISTANT 2	23100046
CITY CARRIER ASSISTANT TECH 1	23100047
CITY CARRIER ASSISTANT TECH 2	23100048

Attachment – Jobs Being Reviewed as Part of this Project

NPMHU:

Job Title	Occ Code
MAIL HANDLER	231501XX
MAIL HANDLER	23150051
MAIL HANDLER ASSISTANT	23150085
SACK SORTING MACHINE OPR	231572XX

Attachment – Jobs Being Reviewed as Part of this Project

NRLCA:

Job Title	Occ Code
ASSOCIATE RURAL CARRIER	23250002
RURAL CARRIER	232501XX
RURAL CARR ASSOC/SRV REG RTE	232507XX

LABOR RELATIONS

UNITED STATES POSTAL SERVICE

RECEIVED

JUN 0 9 2017

Per_____

June 7, 2017

Brian J. Wagner
President
National Association of Postal
 Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

Your March 31 correspondence to Mr. Doug A. Tulino Vice President, Labor Relations requesting a letter to be issued by the Postmaster General reiterating that all EAS employees be treated with dignity and respect has been referred to this office for response.

Enclosed is the March 3, 2016 memo from Postmaster General Megan Brennan, *Postal Service Policy on Workplace Harassment* which states "The Postal Service's workplace must be one in which all employees are treated with dignity and respect by supervisors, subordinates, and coworkers." This memo addresses NAPS's request.

Sincerely,

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

Me GARE JI BRENNAN
Postmaster General, CEO

UNITED STATES
POSTAL SERVICE
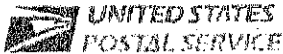
March 3, 2016

Postal Service Policy on Workplace Harassment

The United States Postal Service® (Postal Service™) is committed to providing a work environment free of harassment based upon race, color, religion, sex (including pregnancy, sexual orientation, and gender identity including transgender status), national origin, age (40 or over), mental or physical disability, genetic information, uniformed (military) service, or in reprisal for an employee's or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination. The Postal Service's workplace must be one in which all employees are treated with dignity and respect by supervisors, subordinates, and coworkers. Supervisors and managers will take prompt action to prevent, address, and remedy workplace conduct that is contrary to this policy.

Prohibited Activities

Harassment is unwelcome verbal or physical conduct, which is so severe or pervasive that it interferes with or changes the conditions of one's employment by creating a hostile, intimidating, or abusive working environment. Examples may include, but are not limited to, making offensive or derogatory comments or engaging in physically threatening, intimidating or humiliating behavior based upon race, color, religion, sex (including pregnancy, sexual orientation, and gender identity including transgender status), national origin, age (40 or over), mental or physical disability, genetic information, past, present, or future uniformed (military) service, or in reprisal for an employee's or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination. These activities are prohibited by Postal Service policy and may amount to harassment in violation of federal anti-discrimination laws. Violation of this policy may result in disciplinary action up to and including termination. The Postal Service is committed to providing its employees a safe, productive, and inclusive workplace and will tolerate nothing less.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature such as, but not limited to: making or threatening to make employment decisions based on an employee's submission to, or rejection of, sexual advances or requests for sexual favors; deliberate or repeated unsolicited remarks with a sexual connotation or physical contact of a sexual nature that is unwelcome to the recipient; or behavior that creates a sustained hostile or abusive work environment so severe or pervasive that it unreasonably interferes with or changes the conditions of one's employment.

Although not every instance of inappropriate behavior may fit the legal definition of harassment, such behavior in the workplace undermines morale and violates the Postal Service's standards of conduct. Disciplinary action may result even if the conduct does not constitute harassment under the law.

Management Responsibility

All managers and supervisors are responsible for preventing harassment and inappropriate behavior that could lead to illegal harassment, and must respond promptly when they learn of any such conduct. Any manager or supervisor who receives a complaint must see that a prompt and thorough investigation is conducted. Investigations of all forms of harassment must be done in accordance with the "Initial Management Inquiry Process (IMIP)." Materials are available in Publication 552, *Manager's Guide to Understanding, Investigating, and Preventing Harassment.* When harassment or inappropriate conduct is found, managers must take prompt and effective corrective action.

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-0010
WWW.USPS.COM

Employees' Rights and Responsibilities
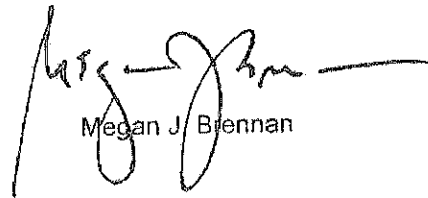
Postal Service employees who believe that they are the victims of harassment prohibited under this policy (i.e., harassment based on race, color, religion, sex (including pregnancy, sexual orientation, and gender identity including transgender status), national origin, age (40 or over), mental or physical disability, genetic information, uniformed (military) service, or in reprisal for an employee or applicant's complaint about or opposition to discrimination or participation in any process or proceeding designed to remedy discrimination) or who have witnessed such harassment or inappropriate conduct, which could lead to illegal harassment, should bring the situation to the attention of a supervisor, a manager, or the manager of Human Resources to address most forms of harassment described above. Refer to Publication 553, *Employee's Guide to Understanding, Preventing, and Reporting Harassment* for further information. In accordance with this policy, supervisors, managers, managers of Human Resources, or the next higher level manager (HQ and HQ field units) are responsible for ensuring that direct and prompt action is taken to investigate and, where appropriate, remedy such misconduct when brought to their attention. The Postal Service will protect the confidentiality of harassment complainants to the extent possible.

Federal law requires the Postal Service to prevent discrimination against employees and applicants for employment based on race, color, religion, national origin, sex (including pregnancy, sexual orientation, and gender identity including transgender status), age (40 or over), physical or mental disability, and genetic identification. Employment discrimination or reprisal for engaging in an EEO-protected activity is prohibited. Employees pursuing an EEO complaint should contact the Postal Service's EEO centralized intake center within 45 days of the conduct giving rise to the claim in order to preserve their rights under federal law. Employees making a complaint can call toll-free 1-888-EEO-USPS (1-888-336-8777). Deaf and Hard of Hearing employees can call 1-888-325-2914 (Federal Relay Service). In addition, bargaining unit employees may seek relief through the grievance-arbitration procedures, and if applicable, non-bargaining unit employees may use the grievance procedures described in Section 652.4, *Employee and Labor Relations Manual.*

Allegations involving any possible criminal misconduct should be reported to the appropriate law enforcement authorities as follows: any physical misconduct relating to workplace harassment (i.e., any physical assault, threat of a physical assault, or stalking) should be reported to the Postal Inspection Service; use of any electronic device, computer, or Internet to transmit threatening or harassing communications, obscene or indecent images and materials, should be reported to the Office of Inspector General (OIG).

Reprisal against employees who raise a claim of harassment, report inappropriate conduct, or provide evidence in any investigation is illegal and can result in disciplinary action, and should be referred to the Inspection Service or OIG as appropriate.

The Postal Service will not tolerate any type of harassment, inappropriate conduct, or reprisal in the workplace.

Megan J. Brennan

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

March 31, 2017

Mr. Doug Tulino
Vice President, Labor Relations
United States Postal Service
475 L'Enfant Plaza SW Room 9014
Washington DC 20260-4000

RE: NAPS National Convention Resolution #33

Dear Mr. Tulino,

At the National Association of Postal Supervisors (NAPS) 2016 National Convention in National Harbor, MD our convention delegates passed the following resolution.

> #33
>
> **RESOLVED,** That EAS employees be treated as professionals with skills and knowledge which they give on a daily basis to ensure the success of their units and for the good of the service, and be it further
>
> **RESOLVED,** That Postmaster General Megan Brennan issue a letter to reiterate that all EAS employees be treated with dignity and respect.

To adhere to this national convention resolution requires action by the Postmaster General. On behalf of NAPS, would you inquire with Postmaster General Megan Brennan if she would be so inclined to issue an official letter from her office relative to content in the above referenced resolution?

Your assistance in this matter is greatly appreciated. I look forward to your or the Postmaster General's response. Thank you for your time.

All the best,

Brian J. Wagner
National President

June 16, 2017

Mr. Bruce Nicholson
Manager, Labor Relations Policy Administration
United States Postal Service
475 L'Enfant Plaza SW Room 9426
Washington DC 20260-4101

RE: NAPS Follow Up Response Change in ELM Section 354.27 and PS Form 999

Dear Bruce,

The National Association of Postal Supervisors (NAPS) is in receipt of your June 12, 2017 letter in response to our NAPS May 5, 2017 input and recommendations to the USPS proposed ELM change to Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List*. NAPS thanks the Postal Services for providing full and fair consideration to our recommendations in accordance to Title 39, Section 1004.

However, NAPS is not in agreement with the Postal Service's final decision on this matter. Though the Postal Service does not consider the reinstatement process prior to the proposed change cost effective, NAPS contends providing 2,000 employees over the past two years reinstatement instructions a minimal cost of doing business. In addition, as NAPS stated in our May 5, 2017 letter to your office, even though the *reinstatement list* is not achieving the US Postal Service's intended benefit, it is not only the benefit that matters but also the results. If the USPS can reinstate just one or more RIF'd EAS, the result is a benefit for the USPS in returning qualified and experienced EAS employees to work. As such, it eliminates the need to externally hire inexperienced people without USPS customer service or operational knowledge. Maintaining the current *reinstatement list* of preference and non-preference eligible nonbargaining career employees is the ultimate benefit for the USPS.

NAPS is requesting the Postal Service reconsider its decision on this matter so EAS employees have the necessary time to consider their options and discuss the matter with their families if or when they receive a Reduction-in-Force (RIF). Thank you for your time and consideration.

Best regards,

Brian J. Wagner
National President

UNITED STATES
POSTAL SERVICE

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JUN 1 3 2017
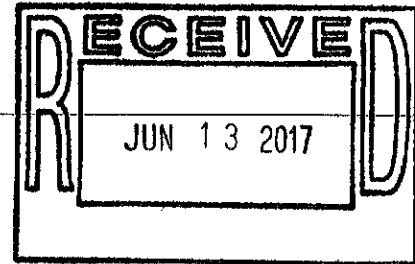
June 7, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisor)
1727 King Street
Alexandria, Virginia 22314-2753

Certified Mail Tracking Number:
70161370000230145635

Dear Brian:

As a matter of general interest, the Postal Service plans to install a keying station that will be attached to each Small Package Sorting System (SPSS) machine.

The keying station is designed to provide an alternate method of processing the no read mail from the SPSS. The addition of the keying station to each SPSS will not change the current staffing of the machine as per the August 7, 2015 craft jurisdiction determination letter (enclosed). The keying station will be operated by the clerk craft.

The installation of the keying station is scheduled to begin in July and will be completed by Postal maintenance personnel.

Please contact Dion Mealy at extension 6861 if you have any questions concerning this matter.

Sincerely,

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosure

(CA2017-301)

UNITED STATES
POSTAL SERVICE

August 7, 2015

Mr. Mark Dimondstein
President
American Postal Workers
 Union, AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Certified Mail Tracking Number:
7013 3020 0002 3617 6195

Dear Mr. Dimondstein:

This replaces and supersedes our June 1 letter regarding the craft determination for operation of the Small Parcel Sorting System (SPSS). After further review and consideration of the equipment operation, arbitral history and prior jurisdictional craft determinations, and again carefully considering the input from the American Postal Workers Union, AFL-CIO and the National Postal Mail Handlers Union, and applying the principles of RI-399, the Postal Service has determined that a modification to the June 1 SPSS craft determination is necessary.

We have determined that the hands-on induction, including the singulating/separating and facing of individual packages, on the five induction stations of the SPSS is similar to the induction stations on both the Small Parcel Bundle Sorter (SPBS) and the Automated Package Processing System (APBS), which are staffed with mail processing clerk craft employees.

The primary craft designation for the performance of duties for operation of the SPSS is as follows:

1.	Retrieval of packages from a staging area	Mail Handler Craft
2.	Operating a container dumper and dumping packages onto incline belt	Mail Handler Craft
3.	Singulating/separating packages & facing/feeding packages onto induction belt	Clerk Craft
4.	*Sweeping packages (removing full containers and replacing with empty containers)	Mail Handler Craft
5.	Transporting full containers to a staging area	Mail Handler Craft

*Clerk craft employees assigned to the induction stations will do so before rotating to other duties. Clerk craft employees who rotate to another work assignment will perform sweeping duties on the SPSS. Personnel assigned to perform sweeping duties in addition to the minimum number required to implement the subject rotation system will be from the primary craft (mail handler).

(CA2015-342)

The actual number of employees required to perform duties associated with the SPSS at any time will be determined by management based on local configuration and operational needs. In the test sites where the SPSS is already in operation, assignment of the appropriate craft in accordance with this determination will be made as expeditiously as possible, but no later than 90 days from the date of this letter.

If you have any questions or concerns, please contact Rickey Dean at extension 7412.

Sincerely,

Patrick M. Devine
Manager
Contract Administration (APWU)

LABOR RELATIONS

RECEIVED

JUN 1 4 2017

Per _____

![USPS Logo] **UNITED STATES**
POSTAL SERVICE

June 12, 2017

Brian J. Wagner
President
National Association of Postal
 Supervisors
1727 King Street Suite 400
Alexandria, VA 22314-2753

Dear Brian:

This is in reference to our April 7 correspondence proposing revision of ELM 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List* and your May 5, 2017 correspondence responding to that proposal.

NAPS disagreed with the Postal Service's rationale that changes are proposed due to the program being under-utilized and recommended that the proposal be withdrawn.

Current policy requires the Postal Service to provide PS Form 999, *Application for Reinstatement List* to each employee impacted by a Specific Reduction-in-Force (RIF). The Postal Service provided PS Form 999 and instructions to almost 2000 employees over the past two years and only three non-preference-eligible employees returned the application. The Postal Service has not reinstated any individuals from the Reinstatement List in the last two years. Therefore, it is not cost-effective to maintain the Reinstatement List for non-preference-eligible employees.

Current policy also requires the reinstatement list to be returned "no later than 30 days after the RIF effective date." This policy is revised to coincide with the RIF effective date and is intended to minimize emotional impact to employees during reorganization.

The Postal Service has given full and fair consideration to NAPS's recommendation and has decided pursuant to Title 39 U.S. Code § 1004 to proceed with implementation of the revisions outlined in our April 7 correspondence.

Sincerely,

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4101
WWW.USPS.COM

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

May 5, 2017

Mr. Bruce Nicholson
Manager, Labor Relations Policy Administration
United States Postal Service
475 L'Enfant Plaza SW Room 9426
Washington DC 20260-4101

RE: Change in ELM Section 354.27 and PS Form 999

Dear Bruce,

The National Association of Postal Supervisors (NAPS) is in receipt of your April 27, 2017 letter in response to our April 17 correspondence regarding the proposed ELM change to Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List.* After review of the US Postal Service's rationale for these respective changes, NAPS is not in agreement with such changes.

The Postal Service claims the rationale for the change is that the program is under-utilized, not cost-effective and has not delivered the intended benefits. NAPS does not agree with the USPS' rationale for the following reasons:

- The Postal Service does not conduct a Reduction-in-Force (RIF) on a regular basis. Therefore, the *reinstatement list* program will not be used on a regular basis and will appear to be under-utilized.

- Because of the cooperation between NAPS and the USPS, past RIF impacted EAS have been placed in other EAS positions to avoid being RIF'd. Therefore, the number of EAS that would be notified of the opportunity to be placed on a *reinstatement list* is minimal as would be the cost.

- Though the *reinstatement list* is not achieving the US Postal Service's intended benefit, it is not only the benefit that matters but also the results. If the USPS can reinstate RIF'd EAS, the result is a benefit for the USPS in returning qualified and experienced EAS employees to work. As such, it eliminates the need to externally hire inexperienced people without USPS customer service or operational knowledge. Maintaining a *reinstatement list* of preference and non-preference eligible nonbargaining career employees is the ultimate benefit for the USPS.

Furthermore, NAPS does not agree with the Postal Service to only allowing nonbargaining career preference eligible employees, separated due to a Reduction-in-Force (RIF), to apply for the Reinstatement List (RL). Denying non-preference eligible career employees, including veterans, from applying for the RL may negatively impact the morale of currently employed EAS. It may also disengage current EAS from providing discretionary effort and detrimentally impact current continuous improvement efforts, especially if these respective EAS are informed they will no longer have the opportunity to apply for the *reinstatement list* if they are RIF'd.

As proposed, the USPS respective ELM Section 354.27 and PS Form 999 changes will allow the USPS to keep a smaller *reinstatement* (specific) *list*. NAPS is not in agreement with this decision. The newly proposed *reinstatement list* will now allow the USPS to hire externally at a lower salary rate if they do not have a sufficient number of qualified nonbargaining career preference eligible employees on the *reinstatement list*. Therefore, with the restricted *reinstatement list*, the USPS won't have a pool of qualified non-preference eligible nonbargaining employees to be considered for reinstatement. NAPS contends that such a change would be detrimental cost to the USPS in the form of training and operational efficiency by not maintaining a RL of nonbargaining career eligible employees who were RIF'd.

NAPS is also not in agreement with the Postal Service changing the timeline for requesting reinstatement from "no later than 30 days after the RIF effective date" to the "no later than the RIF effective date." Being separated due to a RIF can be an emotional time for a preference and non-preference eligible nonbargaining employee. Such employees need time to consider their options and discuss the matter with their families.
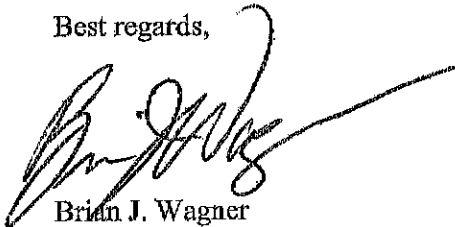
Therefore, NAPS recommends the Postal Service continue to allow all preference eligible and non-preference eligible nonbargaining unit employees to apply for the *Reinstatement List* (RL). In addition, the Postal Service keep the original timeline to apply for the RL to 30 days after the RIF effective date.

Finally, the Postal Service is seeking legislation for postal reform to address various financial and operational issues, including adjustments to the prefunding of future retiree health benefits and Medicare Integration for all current postal employees and annuitants. In the event postal reform is not achieved, NAPS is concerned that the Postal Service may make major reductions in postal operations resulting in the near future that may include a Reduction-In-Force (RIF) of EAS positions. Therefore, NAPS does not consider it prudent at this time for the Postal Service to make any changes related to ELM Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List*.

Please contact me if you should have any questions regarding the above. I look forward to your response to our NAPS recommendations to this respective ELM Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List* issue.

Best regards,

Brian J. Wagner
National President

UNITED STATES POSTAL SERVICE

April 27, 2017

Brian J. Wagner
President
National Association of Postal
 Supervisors
1727 King Street Suite 400
Alexandria, VA 22314-2753

Dear Brian:

This is in response to your April 17 correspondence concerning the Postal Service's proposed revisions to Employee and Labor Relations Manual (ELM), Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List*. The management associations were provided notice of the proposed revisions pursuant to Title 39, U.S. Code, § 1004(d), by letter dated April 7, 2017.

The rationale for the proposed revisions is due to the under-utilization of the program. The program has not been cost-effective and has not delivered the intended benefits. The reinstatement list will continue to be available to preference eligible employees during a reduction-in-force.

Please contact me if you wish to discuss or if you have questions concerning this matter.

Sincerely,

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

April 17, 2017

Mr. Bruce Nicholson
Manager, Labor Relations Policy Administration
United States Postal Service
475 L'Enfant Plaza SW Room 9426
Washington DC 20260-4101

RE: Change in ELM Section 354.27 and PS Form 999
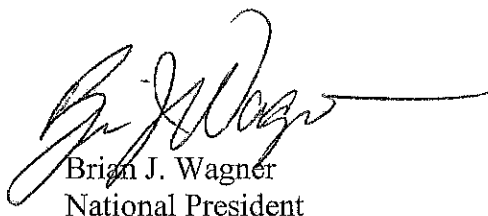
Dear Bruce,

The National Association of Postal Supervisors (NAPS) is in receipt of an April 7, 2017 letter from Alan Moore, Manager Labor Relations Policy and Programs, regarding an ELM change to Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List.* Thank you for providing NAPS with advanced notice of this proposed change and the opportunity to provide input and recommendations.

However, to ensure NAPS provides due diligence in reviewing this respective ELM and PS Form 999 change and a possible recommendation to the USPS, we would like to know the reason(s) for the respective changes. Therefore, NAPS is requesting the Postal Service's rationale behind the proposed change in ELM Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List.*

We look forward to the USPS response. Thank you for your time.

Best regards,

Brian J. Wagner
National President

UNITED STATES POSTAL SERVICE

April 7, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

The Postal Service proposes revisions to Employee and Labor Relations Manual (ELM), Section 354.27, *Establishing a Reinstatement List* and PS Form 999, *Application for Reinstatement List.*

The purpose of the revisions is to establish that only preference eligible employees may apply to be on the reinstatement list during a reduction in force.

Pursuant to Title 39, U.S. Code, Section 1004(d) we have enclosed:

- Two copies of the proposed ELM, Section 354.27 final draft, one with and one without revisions identified.
- Two copies of the proposed PS Form 999, one with and one without revisions identified.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosures

354.27 Establishing a Reinstatement List

354.271 Providing Priority Consideration to Employees

A reinstatement list (RL) identifies career preference-eligible employees who are eligible for priority consideration for reinstatement to the Postal Service because they those eligible career nonbargaining employees who have been separated as a result of due to a reduction-in-force (RIF).

Human Resources The establishes an RL the day after is established on the 31st day following the RIF effective date, if the Postal Service finds provided one or more employees have been found eligible for placement on the RL. The RL remains in effect for 2two years following its establishment, or until no eligible employees remain on the RL, whichever is earlier.

Note: Acceptance of an employee's PS Form 999, *Application for Reinstatement List,* and placement on the RL The following actions does not guarantee former an employee's reinstatement to the Postal Service.

> a. Acceptance of an employee's PS Form 999, *Application for Reinstatement List;* and
>
> b. Placement on the RL.

354.272 Determining Employee Eligibility

A career Eemployees areis eligible to befor placedment on an RL if all the followingconditions below occurs:

> a.   The employee is preference eligible for RIF purposes, as defined in 354.215.
>
> b.   They employee received a specific RIF notice indicating that he or shethey will be separated from the Postal Service, and that notice has not been canceled or rescinded. are subsequently separated on their RIF effective date. An Eemployees who retires on or beforeafter their RIF effective date areis eligible for placement on the RL, provided they or she meets all other eligibility requirements.
>
> c.   The employee does not refuse an offer of a position under 5 C.F.R. part 351, subpart G, with the same type of work schedule and with a representative rate at least as high as that of the position from which the employee was or will be separated.
>
> a.d. Their employee's last merit performance rating of record before separation was above Unacceptable better than a non-contributor for RIF purposes or its equivalent.
>
> b.e. They employee submits theira PS Form 999 no later than 30 days after their RIF effective date.
>
> c.f. They employee is are found at least *minimally qualified* by the primary placement administrator for one or more of the positions identified on their PS Form 999.

354.273 Considering Employees on a Reinstatement List

Provisions for reinstatement list consideration are as follows:

a. Before external advertisement, the Postal Service provides initial consideration to eligible RL applicants for a vacant position ~~Eligible RL applicants are provided initial consideration before advertisement of a vacant position~~ within their competitive area and all other competitive areas within commuting distance not undergoing an organizational change/~~a~~ RIF action. ~~(the reinstatement list area of consideration (RLAC)).~~ Consideration is limited to those applicants who ~~have been found~~ are at least *minimally qualified* for the vacant position. ~~by the primary placement administrator.~~

> *Note:* A vacant position does not include positions that are filled through other special programs such as one of the following:
>
> - ~~T~~the restoration of individuals who served in the uniformed services, and
> - ~~t~~The reemployment or reassignment of employees injured on duty who recover within one year.

b. Human Resources maintains the RL and checks the list before publishing external job postings.

~~b.~~c. Positions identified by eligible RL applicants on their Form 999 for which they have been found at least *minimally qualified* ~~by the primary placement administrator~~ must be:

1. Authorized positions, ~~within~~ and the RLAC~~.~~

2. At the same or lower grade level (or representative rate ~~for PCES employees~~) as the position~~s~~ held before separation due to a RIF action.

~~c.~~d. Human Resources determines if an otherwise ~~After initial consideration,~~ eligible RL applicant~~s may either be given further consideration for the identified vacant position on a competitive or noncompetitive basis, or not~~ to be at least ~~considered further. A decision to *not consider* an applicant further for a particular vacancy does not impact the applicant's standing on the RL. This decision does not prevent the applicant from being considered for a similar vacant position at a later date or for any other position that the applicant has been found eligible to be considered for on the RL~~ minimally qualified for a position identified on his or her PS Form 999, the Postal Service must offer the applicant the positon before considering external applicants~~-~~.

354.274 Removing Former Employees Ffrom a Reinstatement List

Human Resources removes an former employee's name from the RL in the following situations:

    a.   Names of former employees are taken off the RL, if they:

    1.a. The former employee aAccepts a career appointment with the Postal Service or other federal agency.

    2.b. The former employee vVoluntarily requests, in writing to Human Resources, to have his or hertheir names removed from the RL.

    3.c. The employee fails to provide Human Resources with any changes in his or her address or telephone number, preventing Human Resources from contacting the employee about potential employment opportunities; orDecline or fail to reply to a written or telephone notification concerning an employment opportunity to a specific position identified on the RL.

    d.   Human Resources tries to contact the former employee about a position with a representative rate at least as high as the representative rate of the position from which the former employee was separated, and the employee does one of the following:

        1.   Declines the position,an interview or

        2.   Fails to respond, or

        4.3.fFails to appear for an scheduled interview, provided they are notified in advance of the interview, and do notwithout takeing reasonable steps action to reschedule the interview.

5.   Fail to provide the placement administrator with any changes in their address or telephone number and thus prevent contact concerning potential employment opportunities.

354.27 Establishing a Reinstatement List

354.271 Providing Priority Consideration to Employees

A reinstatement list (RL) identifies career preference-eligible employees who are eligible for priority consideration for reinstatement to the Postal Service because they have been separated as a result of a reduction-in-force (RIF).

Human Resources establishes an RL the day after the RIF effective date if the Postal Service finds one or more employees eligible for placement on the RL. The RL remains in effect for two years following its establishment or until no eligible employees remain on the RL, whichever is earlier.

Note: The following actions do not guarantee an employee's reinstatement to the Postal Service:

    a. Acceptance of an employee's PS Form 999, *Application for Reinstatement List*; and

    b. Placement of the employee on the RL.

354.272 Determining Employee Eligibility

A career employee is eligible for placement on an RL if all the conditions listed below occur:

    a. The employee is preference eligible for RIF purposes, as defined in 354.215.

    b. The employee received a specific RIF notice indicating that he or she will be separated from the Postal Service, and that notice has not been canceled or rescinded. An employee who retires on or before the RIF effective date is eligible for placement on the RL, provided he or she meets all other eligibility requirements.

    c. The employee does not refuse an offer of a position under 5 C.F.R. part 351, subpart G, with the same type of work schedule and with a representative rate at least as high as that of the position from which the employee was or will be separated.

    d. The employee's last merit performance rating of record before separation was better than a non-contributor for RIF purposes or its equivalent.

    e. The employee submits a PS Form 999 no later than the RIF effective date.

    f. The employee is at least *minimally qualified* for one or more of the positions identified on the PS Form 999.

354.273 Considering Employees on a Reinstatement List

Provisions for reinstatement list consideration are as follows:

a. Before external advertisement, the Postal Service provides initial consideration to eligible RL applicants for a vacant position within their competitive area and all other competitive areas within commuting distance not undergoing an organizational change/RIF action. Consideration is limited to those applicants who are at least *minimally qualified* for the vacant position.

   Note: A vacant position does not include positions that the Postal Service fills through other special programs, such as one of the following:

   - The restoration of individuals who served in the uniformed services, and
   - The reemployment or reassignment of employees injured on duty who recover within one year.

b. Human Resources maintains the RL and checks the list before publishing external job postings.

c. Positions identified by eligible RL applicants on their PS Form 999, for which they are at least *minimally qualified*, must be:

   1. Authorized positions; and.

   2. At the same or lower grade level (or representative rate) as the position held before separation due to a RIF action.

d. Human Resources determines if an otherwise eligible RL applicant is found to be at least *minimally qualified* for a position identified on his or her PS Form 999, the Postal Service must offer the applicant the position before considering external applicants.

354.274 Removing Employees From a Reinstatement List

Human Resources removes an employee's name from the RL in the following situations:

a. The employee accepts a career appointment with the Postal Service or another federal agency;

b. The employee voluntarily requests, in writing to Human Resources, to have his or her name removed from the RL;

c. The employee fails to provide Human Resources with any changes in his or her address or telephone number, preventing Human Resources from contacting the employee about potential employment opportunities; or

d. Human Resources tries to contact the employee about a position with a representative rate at least as high as the representative rate of the position from which the employee was separated, and the employee does one of the following:

   (1) Declines the position,

   (2) Fails to respond, or

   (3) Fails to appear for an interview without taking reasonable steps to reschedule the interview.

UNITED STATES POSTAL SERVICE ®

Application for Reinstatement List
(See Instructions on Reverse)

Applicant Information *(Please update any missing or incorrect information.)*

Name *(Last, First, MI)*	~~Social Security No.~~ Employee ID	Finance No. *(Prior to RIF)*

Home Mailing Address *(Include ZIP + 4)*	Name and Location of Employing Office *(Prior to RIF)*

Home Phone No. (Include Area Code)	Position and Grade *(Prior to RIF)*	RIF Effective Date

Position Information

To be considered on the reinstatement list you must complete the following fields: Position Title, Grade and Occupation Code. The following web address (https://jdonline.usps.gov/jdonline) can be used to identify positions at the same or lower grade to the position you held prior to your separation. Incomplete applications will not be processed.

Position Title	Grade	Occupation Code	To Be Completed By ~~Placement~~ Authorized Administrator		
			E = Eligible	I = Ineligible	Initial

~~**Caution:** You must return this application along with pages 1 and 2 of Form 991, Application for Promotion or Assignment, to your placement administrator within 30 days following your RIF effective date.~~

NOTE: You must mail this application with your eCareer profile to HQ USPS, Human Resources, 475 L'Enfant Plaza SW Room 9431, Washington, DC 20260 with a postmark no later than your RIF effective date. You must report changes of address and telephone number to HR via address above or email Org Change (GFV8C0@usps.gov).

Certification

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Applicant	Date

PS Form **999**, **Application for Reinstatement List**, ~~November 1998~~ January 2017 *(Page 1 of 2)*

Instructions

Completing~~on of~~ this application and ~~submission mailing it~~ to Human Resources~~your placement administrator~~ with a postmark no later than the ~~within 30 days following your reduction~~Reduction-~~in~~In-~~force~~Force (RIF) effective date (including the 30- day extension in a non-duty/non-pay status, if any), indicates your interest in being ~~given~~consider~~ed~~ation for reinstatement with the U.S. Postal Service.

You must meet all of the eligibility requirements below to be placed on the Reinstatement List (RL) in your competitive area:

1. You are a career non-bargaining unit employee who is veterans' preference eligible as defined in section 354.215 of the Employee and Labor Relations Manual (ELM)~~was separated due to a reduction-in-force on your RIF effective date~~ (Note: veterans preference eligible ~~E~~employees who retire on or after their RIF effective date continue to be eligible to participate on the RL.)~~;~~
2. Your last merit performance rating/designation of record before separation was ~~above Unacceptable~~better than a *Non-Contributor (NC)* for RIF purposes or its equivalent~~.;~~
3. Your completed application is mailed and postmarked~~received by your placement administrator within 30 days following~~ no later than the~~your~~ RIF effective date~~.; and~~
4. ~~You are found minimally qualified for the positions identified on your application.~~

~~You must identify in the *Position Information* section of the application, those positions you are qualified for and interested in obtaining.~~ You will be considered for ~~authorized~~positions you list at the **same or lower grade** ~~(or representative rate for PCES employees)~~ as the position you held prior to your RIF separation date. ~~Your placement administrator will assist you in identifying positions and determining whether you meet the minimum qualifications. Your placement administrator~~ ~~can also provide the position titles, grades, and occupation codes for those positions that you wish to be considered for on your application.~~

Even though you are placed on the RL for~~Consideration for reinstatement includes~~ your competitive area, the area of consideration for reinstatement only covers Postal organizations in your competitive area in approximately a 50-mile radius around the location where you were domiciled~~from which you were separated and those competitive areas within commuting distance that are not undergoing a RIF.~~ Postal organizations that are in RIF or RIF avoidance are excluded.

If you meet the eligibility requirements for placement on the ~~Reinstatement List~~RL, you will remain on the list for two years from the date the list was established or until you are disqualified, whichever is earlier. You can be disqualified from continuing on the list for any of the following reasons:

1. You request, in writing to Human Resources, removal of your name from the list~~.;~~
2. You receive a career appointment with the ~~U.S.~~ Postal Service or a permanent position with another federal agency~~.;~~
3. You decline or fail to reply to an inquiry concerning a specific position you identified on your RL application within 10 calendar days of receipt~~.;~~
4. You decline an interview or fail to appear for a scheduled interview~~.;~~ provided you are notified reasonably in advance of the interview and you did not take any action to reschedule your interview~~.;~~
5. You fail to provide ~~your placement administrator~~ Human Resources with any changes in your address or telephone number that prevents reasonable contact with you concerning potential employment opportunities.

You must attach to your *eCareer Profile*~~application, pages 1 and 2 of Form 991, Application for Promotion or Assignment.*~~ From any computer, type www.liteblue.usps.gov into address bar. Use Employee ID and USPS PIN to login. Under Employee Resources Click on eCareer on the right side; Click on Apply for EAS Jobs; Click on Candidate Profile. Be sure to complete this before your RIF effective date.

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law; to federal, state, local or foreign government agencies regarding personnel matters; to the Equal Employment Opportunity Commission; the Merit Systems Protection Board or Office of Special Counsel, and to the Selective Service System. For more information regarding our privacy policies, visit www.usps.com/privacypolicy. ~~The collection of this information is authorized by Public Law 92-261, 39 USC 401 and 1001. This information may be used to provide Postal Service (USPS) selecting officials and appointing official with decision-making information to consider former employees separated due to a reduction-in-force for reinstatement. As a routine use, the information may be disclosed to an appropriate government agency, domestic or foreign, for law enforcement purposes; where pertinent, in a legal proceeding to which the USPS is a party or has an interest; to a government agency in order to obtain information relevant to a USPS decision concerning employment, security clearances, contracts, licenses, grants, permits or other benefits; to a government agency upon its request when relevant to its decision concerning employment, security clearances, security or suitability investigations, contracts, licenses, grants or other benefits; to a congressional office at your request; to an expert, consultant, or other person under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Office of Management and Budget for review of private relief legislation; to an independent certified public accountant during an official audit of USPS finances; to an investigator, administrative judge or complaints examiner appointed by the Equal Employment Opportunity Commission for investigation of a formal EEO complaint under 29 CFR 1614; to the Merit Systems Protection Board or Office of Special Counsel for proceedings or investigations involving personnel practices and other matters within their jurisdiction; and to a labor organization as required by the National Labor Relations Act (this routine use does not apply to Postmaster Selection Program Records). Completion of this form is voluntary; however, if this information is not provided, you will not be eligible for placement on your competitive area's Reinstatement List.~~

COMPUTER MATCHING: Limited information may be disclosed to a Federal, state, or local government administering benefits or other programs pursuant to statute for the purpose of conducting computer matching programs under the Act. These programs include, but are not limited to, matches performed to verify an individual's initial or continuing eligibility for, indebtedness to, or compliance with requirements of a benefit program.

WARNING: ANY PERSON WHO KNOWINGLY SUBMITS A FALSE STATEMENT TO THE POSTAL SERVICE MAY BE SUBJECT TO CRIMINAL AND/OR CIVIL PENALTIES.

UNITED STATES POSTAL SERVICE®

Application for Reinstatement List
(See Instructions on Reverse)

Applicant Information *(Please update any missing or incorrect information.)*

Name *(Last, First, MI)*		Employee ID	Finance No. *(Prior to RIF)*
Home Mailing Address *(Include ZIP + 4)*		Name and Location of Employing Office *(Prior to RIF)*	
Home Phone No. (Include Area Code)	Position and Grade *(Prior to RIF)*		RIF Effective Date

Position Information

To be considered on the reinstatement list you must complete the following fields: Position Title, Grade and Occupation Code. The following web address (https://jdonline.usps.gov/jdonline/) can be used to identify positions at the same or lower grade to the position you held prior to your separation. Incomplete applications will not be processed.

Position Title	Grade	Occupation Code	To Be Completed By Authorized Administrator		
			E = Eligible	I = Ineligible	Initial

NOTE: *You must mail this application with your eCareer profile to HQ USPS, Human Resources, 475 L'Enfant Plaza SW Room 9431, Washington, DC 20260 with a postmark no later than your RIF effective date. You must report changes of address and telephone number to HR via address above or email Org Change (GFV8C0@usps.gov).*

Certification

I hereby certify that the foregoing information is true, complete, and accurate, to the best of my knowledge and belief.

Signature of Applicant	Date

Instructions

Completing this application and mailing it to Human Resources with a postmark no later than the Reduction-In-Force (RIF) effective date (including the 30- day extension in a non-duty/non-pay status, if any), indicates your interest in being considered for reinstatement with the U.S. Postal Service.

You must meet all of the eligibility requirements below to be placed on the Reinstatement List (RL) in your competitive area:

1. You are a career non-bargaining unit employee who is veterans' preference eligible as defined in section 354.215 of the Employee and Labor Relations Manual (ELM) (Note: veterans preference eligible employees who retire on or after their RIF effective date continue to be eligible to participate on the RL.).
2. Your last merit performance rating/designation of record before separation was better than a *Non-Contributor (NC)* for RIF purposes or its equivalent.
3. Your completed application is mailed and postmarked no later than the RIF effective date.

You will be considered for positions you list at the **same or lower grade** as the position you held prior to your RIF separation date.

Even though you are placed on the RL for your competitive area, the area of consideration for reinstatement only covers Postal organizations in your competitive area in approximately a 50-mile radius around the location where you were domiciled. Postal organizations that are in RIF or RIF avoidance are excluded.

If you meet the eligibility requirements for placement on the RL, you will remain on the list for two years from the date the list was established or until you are disqualified, whichever is earlier. You can be disqualified from continuing on the list for any of the following reasons:

1. You request, in writing to Human Resources, removal of your name from the list.
2. You receive a career appointment with the Postal Service or a permanent position with another federal agency.
3. You decline or fail to reply to an inquiry concerning a specific position you identified on your RL application within 10 calendar days of receipt.
4. You decline an interview or fail to appear for a scheduled interview; provided you are notified reasonably in advance of the interview and you did not take any action to reschedule your interview.
5. You fail to provide Human Resources with any changes in your address or telephone number that prevents reasonable contact with you concerning potential employment opportunities.

You must attach to your *eCareer Profile*. From any computer, type www.liteblue.usps.gov into address bar. Use Employee ID and USPS PIN to login. Under Employee Resources Click on eCareer on the right side; Click on Apply for EAS Jobs; Click on Candidate Profile. Be sure to complete this before your RIF effective date.

LABOR RELATIONS

UNITED STATES
POSTAL SERVICE

June 1, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

This is in further reference to our October 16, 2016 notice concerning testing a new parcel sorter machine called Automated Delivery Unit Sorter (ADUS).

We plan to expand testing in the following facilities on the date indicated below:

- Chelsea Station, Boston, Massachusetts – August 25
- Paschal Station, Philadelphia, Pennsylvania – October 13
- JTCM Station, Washington, DC – October 20
- Heritage Post Office, San Antonio, Texas – October 27

We have enclosed a list of the delivery units and ZIP Codes that will be covered by the expansion of the test.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

ADUS Expansion Test Sites

Area	District	Name	Delivery ZIP Code
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02145
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX ·	02150
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02149
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02152
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02143
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02144
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02128
NORTHEAST	GREATER BOSTON	CHELSEA CARRIER ANNEX	02129
SOUTHERN	RIO GRANDE	HERITAGE	78245
SOUTHERN	RIO GRANDE	HERITAGE	78250
SOUTHERN	RIO GRANDE	HERITAGE	78251
SOUTHERN	RIO GRANDE	HERITAGE	78252
SOUTHERN	RIO GRANDE	HERITAGE	78253
EASTERN	PHILADELPHIA	PASCHALL	19142
EASTERN	PHILADELPHIA	PASCHALL	19153
EASTERN	PHILADELPHIA	PHILADELPHIA	19102
EASTERN	PHILADELPHIA	PHILADELPHIA	19103
EASTERN	PHILADELPHIA	PHILADELPHIA	19104
EASTERN	PHILADELPHIA	PHILADELPHIA	19101
EASTERN	PHILADELPHIA	SCHUYLKILL	19146
EASTERN	PHILADELPHIA	SOUTHWARK	19147
EASTERN	PHILADELPHIA	SOUTHWARK	19148
EASTERN	PHILADELPHIA	SPRING GARDEN	19122
EASTERN	PHILADELPHIA	SPRING GARDEN	19123
EASTERN	PHILADELPHIA	WILLIAM PENN ANNEX	19106
EASTERN	PHILADELPHIA	WILLIAM PENN ANNEX	19107
EASTERN	PHILADELPHIA	WILLIAM PENN ANNEX	19105
CAPITAL METRO	CAPITAL	SECTION 1 CARRIER ANNEX	20001
CAPITAL METRO	CAPITAL	SECTION 1 CARRIER ANNEX	20005
CAPITAL METRO	CAPITAL	SECTION 2 CARRIER ANNEX	20002
CAPITAL METRO	CAPITAL	COLUMBIA HEIGHTS ANNEX	20009
CAPITAL METRO	CAPITAL	SECTION 1 CARRIER ANNEX	20004
CAPITAL METRO	CAPITAL	SECTION 1 CARRIER ANNEX	20045
CAPITAL METRO	CAPITAL	WARD PLACE CARRIER ANNEX	20006
CAPITAL METRO	CAPITAL	WARD PLACE CARRIER ANNEX	20036
CAPITAL METRO	CAPITAL	WARD PLACE CARRIER ANNEX	20037

NOTED:
PRES:_____
EXEC VP:_____
SECY:_____

RECEIVED

JUN 1 6 2017

Per_____

UNITED STATES
POSTAL SERVICE

_____
_____
_____
_____

To File_____

June 14, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
70161370000230145314

Dear Brian:

This letter is follow-up to the March 8 notice (enclosed) regarding training materials for the Clerk Craft duty assignments at the Sales Retention Team sites. The subject materials have been updated to provide more specific information related to the duties of the Customer Retention Agent. As previously informed, the training will be two weeks and will be facilitator lead and there will be onsite support for an additional week after the training.

The enclosed compact disc contains the Customer Retention Agent new agent training agenda and weeks 1 and 2 training materials.

If you have any questions about this matter, please contact Shannon Richardson at extension 5842.

Sincerely,

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

NAPS NOTE:

If you would like a copy of the training materials, please contact NAPS Headquarters.

(CA2017-314)

UNITED STATES
POSTAL SERVICE

March 8, 2017

Mr. Brian J. Wagner   **Certified Mail Tracking Number:**
President   **7016 1370 0002 3014 1361**
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest the Postal Service has developed the enclosed training materials for the Clerk Craft duty assignments to be posted at the Sales Retention Team sites pursuant to the December 8, 2016 Goldberg arbitration decision.

Enclosed for your review are the following materials/documents:

- DVD containing the training materials develop for the SRT Program
  - 10 modules for the SRT agents training
  - 13 separate job aids
- Managers Memo requesting Article 19 consideration

The training will be two weeks and will be facilitator lead. Additionally, there will be onsite support for an additional week after the training. If there are any questions, please contact Shannon Richardson at extension 5842.

Sincerely,

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosures

(CA2017-112)

UNITED STATES
POSTAL SERVICE

June 12, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service is updating the Mobile Delivery Device (MDD) to enhance its functionality.

Update (6.1) includes: Validate Employee ID, New Login Process Flow Modifications for Route ID, CPMS Alert, Removal of Signature Prompt for International STC 63, Enable Loading Truck for AMS Routes, New Event "Return to Post Office Not Attempted," New Event "Return to Sender," and Enforce CoPilot on MDD

This update will be tested beginning the week of June 19, with national release scheduled for July 3.

Enclosed is the final draft copy of the MDD Release 6.1 Service Talk.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

MDD 6.10 release will be piloted on June 19th and deployed nationwide on July 3rd.
Mobile Delivery Device hand-held scanners with updated release 6.10 will have the following
features:

- Validate Employee ID

- New Login Process Flow Modifications for Route ID

- CPMS Alert

- Removal of Signature Prompt for International STC 63

- Enable Loading Truck for AMS Routes

- New Event "Return to Post Office Not Attempted"

- New Event "Return to Sender"

- Enforce CoPilot on MDD

Validate Employee ID

Background :

Currently carriers can manually enter (key-in) their Employee Identification (ID) and scan their badge when configuring their MDD.

Changes on MDD:

- All carriers whether they are postal, temporary, or non-postal employees must **scan** their badge barcode to login to MDD. **Key-in of employee ID has been eliminated.**

- MDD will download an employee list from RIMS overnight and the list will be used to validate employee ID(s) and route ID(s). Please refer to RIMS Service Talk Document to define Employee and Route ID association on RIMS. This is a pre-setup to be completed on RIMS. If the employee is not defined on RIMS by the supervisor, MDD will still allow them to login as long as the Employee ID not included in the "Invalid Employee ID list". (See next page)

- Invalid Employee ID list: **All invalid employee IDs cannot be keyed-in or scanned on the scanner.**

  0000000000(0); 1111111111(7); 2222222222(4); 3333333333(1); 4444444444(8); 5555555555(5); 6666666666(2); 7777777777(9); 8888888888(6); 9999999999(3)

- If Employee ID is defined on RIMS, MDD will pre-populate the First Name, Last Name and 4 digit PIN during login process.

- MDD will manage the temporary users as before. All temporary users have to be defined on RIMS and downloaded to MDDs. MDD will reject any temporary IDs not received on the scanner. If it happens please either cradle the scanner to receive the temporary ID list or ask Supervisor to define the temp users on RIMS.

Validate Route ID

Background :

To improve the accuracy of route information entered for routes, MDD will provide three route options that the user will select to configure a route ID.

Changes on MDD:

- Option 1: Scan Route Barcode: The employee will scan a route ID barcode. **Key-in of route ID is not allowed.**

- Option 2: MDD will populate a previous route used if the employee ID is from a regular employee or known to MDD. If no previous route is known, this option is not available on MDD.

- Option 3: Enter Route Number: This option will allow employees to manually construct a route. The user will select a route type (e.g. City, Rural, etc.) and then enter the zip code and route number. The route ID will be confirmed on a confirmation screen before proceeding.

UNITED STATES POSTAL SERVICE® Validate Route ID

Route ID Description:

Route Type

AMS City Carrier Route
AMS Rural Carrier Route
Sunday Package City Delivery
Sunday Package Rural Delivery
Static Dynamic City Package Route
Static Dynamic Rural Package Route
Geo-Delivery City Supplemental Route
Customized Delivery Route
Metro Post Route
Collection Route
HCR/CDS
DOIS Miscellaneous Parcel Route
PO Box
Parcel Route Dynamic Route (PRDR)
Priority Mail Same Day Route (PMSDR)

MDD Description

City (C)
Rural (R)
Dynmc City (Y)
Dynmc Rural (L)
Static City (X)
Static Rural (W)
Spplmtl (S)
Custom (G)
Mtr Pst (M)
Coll (P)
HCR (H)
Misc Parcel Rt (D)
PO Box (B)
PRDR Rt (K)
PMSDR (Z)

Regular Employee: Scan Route Barcode

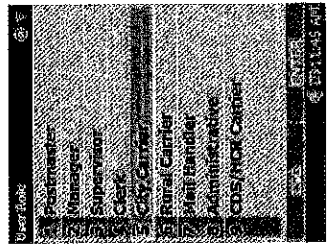Regular employees are assigned to one route. Scan Route Barcode allows the employee to scan his/her route ID barcode. Route ID can only be scanned and not keyed-in.
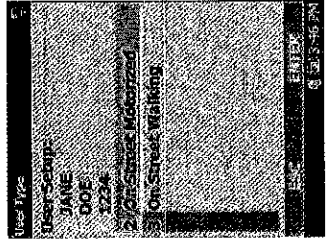
Login
Welcome
Scan Badge Barcode:

1) Scan badge only Employee IDs can no longer be keyed-in.

User Role
1 Postmaster
2 Manager
3 Supervisor
4 Clerk
5 City Carrier
6 Rural Carrier
7 Mail Handler
8 Administrative
9 CDS/HCR Carrier

2) Select User Role from the list. The default is City Carrier but can be changed.

User Type
User Setup:
GEORGE
WASHINGTON
2356
2 On Street Motorized
3 On Street Walking

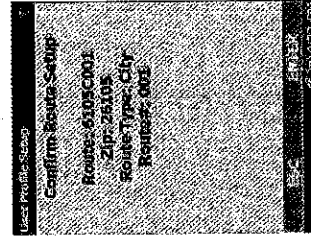3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.

Select Route:
1 Scan Route Barcode
2 RTLS only Rt. Unit
E Enter Route Number

4) Select 1. Scan Route Barcode

Scan
Route
Barcode

5) Carrier can scan a route barcode only. **Key-in is not allowed.**

Confirm Route Setup
Route: 6105C001
Zip: 20105
Route Type: City
Route: 001

6) Review the route setup and confirm by pressing Enter. Press ESC to go back.

Invalid route scanned:
Illegal Route ID. The Route ID must be 4 digits, 1 letter and 3 digits.

Scan/Key-in Vehicle ID
Scan/Key-in Vehicle ID barcode:

7) Scan or key-in Vehicle ID (if On Street Motorized).

Confirmation
Setup completed successfully!
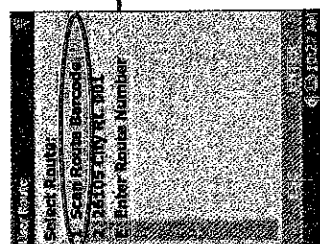
8) Setup completed successfully is displayed.

From the Select Route screen, the second option displayed is the route downloaded from the RIMS employee file.
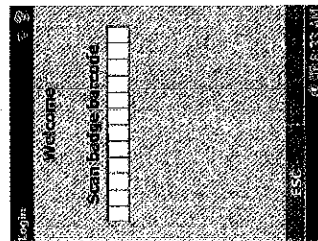
1) **Scan badge only.** Employee IDs can no longer be keyed-in.
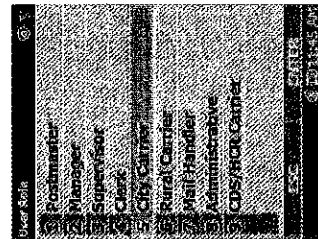
2) Select User Role from the list. The default is City Carrier but can be changed.
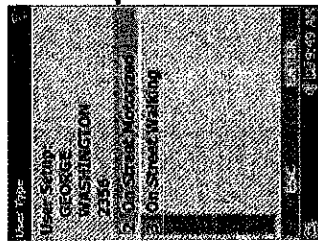
3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.
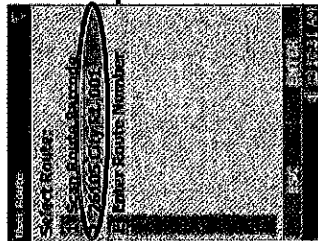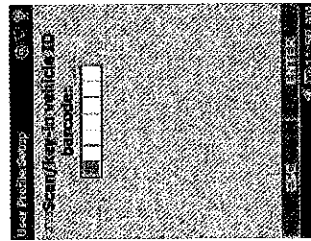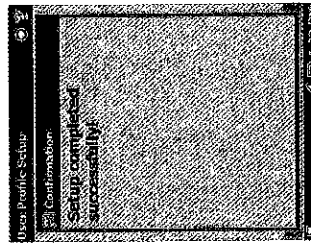
4) Select 2. Pre-populated route
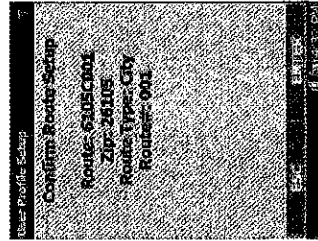
5) Review the route setup and confirm by pressing Enter. Press ESC to go back.
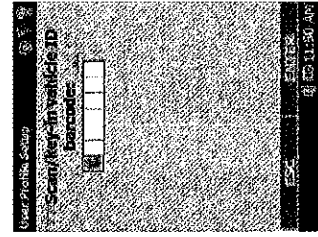
6) Scan or key-in Vehicle ID (if On Street Motorized).
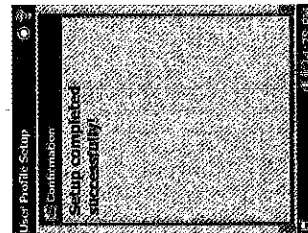
7) Setup completed successfully is displayed.

Regular Employee: Enter Route Number

Enter Route Number allows the employee to manually enter a route. He or she will select from a list of route types and then enter a zip code and route number.

1) Scan badge only. Employee IDs can no longer be keyed-in.
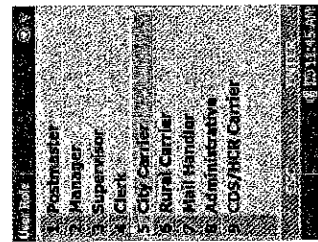
2) Select User Role from the list. The default is City Carrier but can be changed.
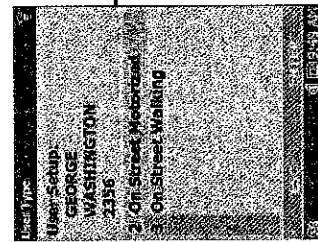
3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.
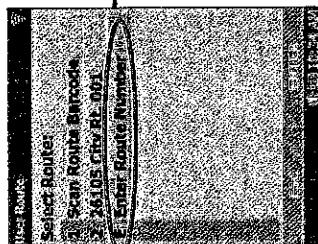
4) Select E. Enter Route Number.
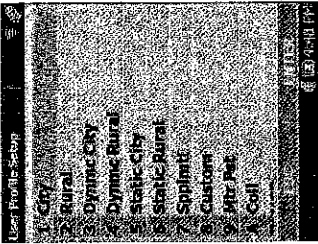
5) Select the type of route.
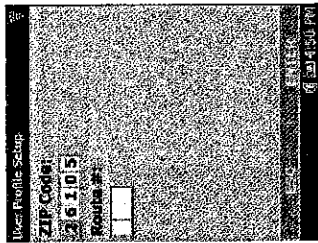
6) Key-in the zip code and route number. Press Enter.
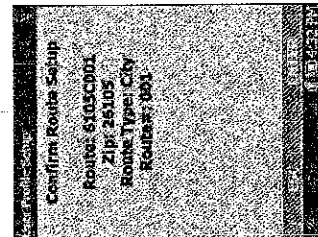
7) Review route setup and confirm by pressing Enter. Press ESC to go back.
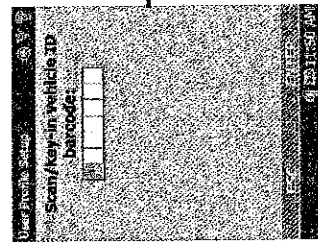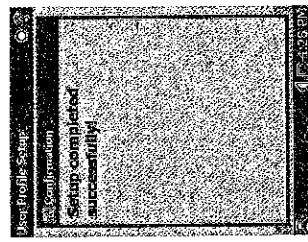
8) Scan or key-in Vehicle ID

9) Setup completed successfully is displayed.

Technicians are assigned to two or more routes. Scan Route Barcode allows the employee to scan his/her route ID barcode. Route ID can only be scanned and not keyed-in.
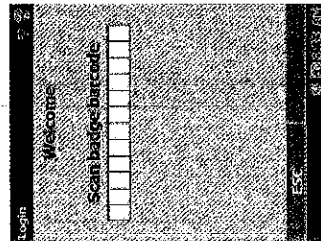
1) Scan badge only. Employee IDs can no longer be keyed-in.
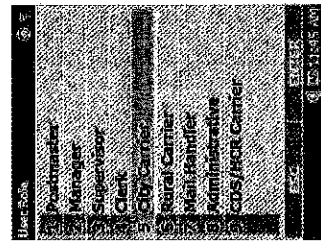
2) Select User Role from the list. The default is City Carrier but can be changed.
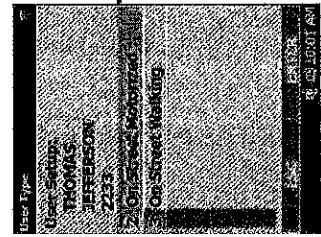
3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.
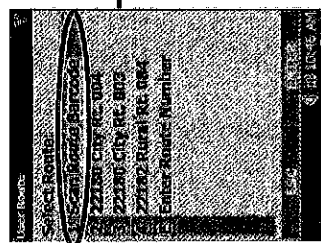
4) Select 1. Scan Route Barcode
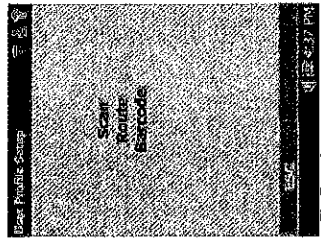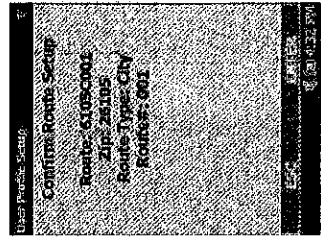
5) Carrier can scan a route barcode only. **Key-in is not allowed.**

6) Review the route setup and confirm by pressing Enter. Press ESC to go back.

Invalid route scanned:
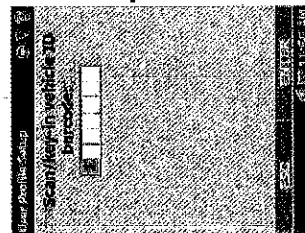
7) Scan or key-in Vehicle ID (if On Street Motorized).
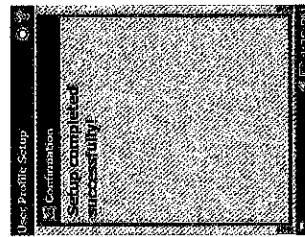
8) Setup completed successfully is displayed.
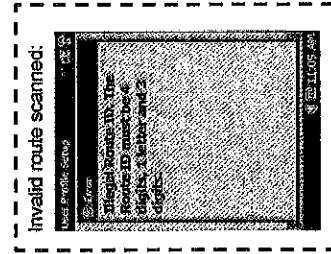
Technician can have up to 10 routes assigned on a given day. On the Select Route screen, the options displayed after Scan Route Barcode are the routes downloaded from the RIMS employee list.
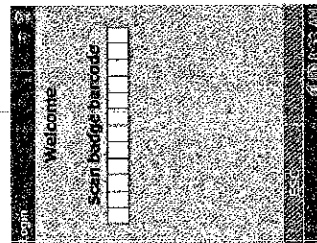
1) Scan badge only. Employee IDs can no longer be keyed-in.
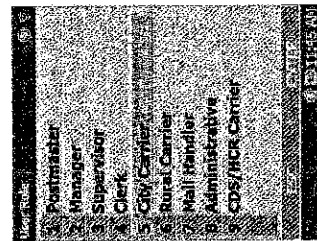
2) Select User Role from the list. The default is City Carrier but can be changed.
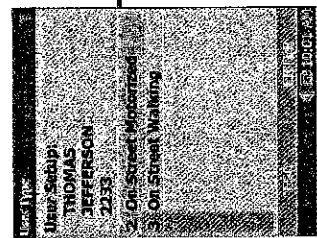
3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.
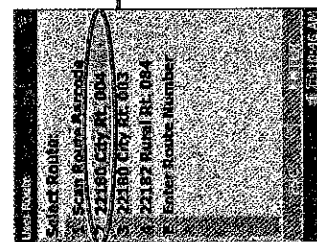
4) Select from the list of pre-populated routes.
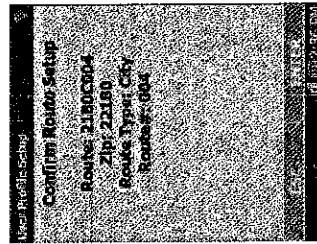
5) Review the route setup and confirm by pressing Enter. Press ESC to go back.
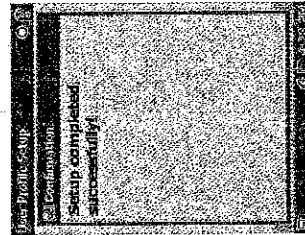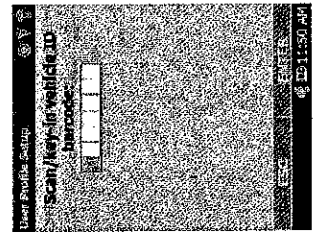
6) Scan or key-in Vehicle ID.

7) Setup completed successfully is displayed.

Enter Route Number allows the employee to manually enter a route. He or she will select from a list of route types and then enter a zip code and route number.

1) **Scan badge only.** Employee IDs can no longer be keyed-in.
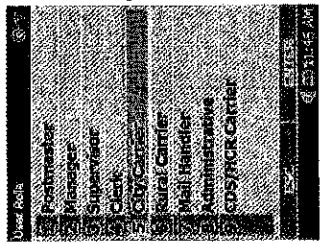
2) Select User Role from the list. The default is City Carrier but can be changed.

3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.
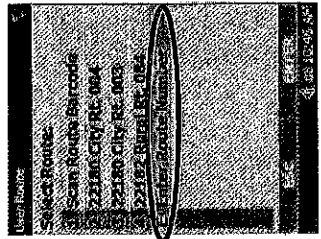
4) Select E. Enter Route Number.
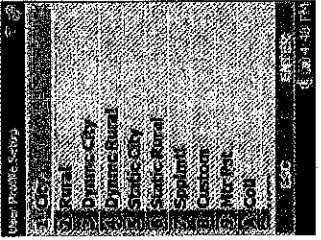
5) Select the type of route.
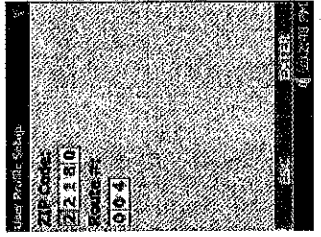
6) Key-in zip code and route number. Press Enter.
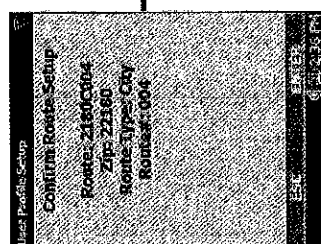
7) Review the route setup and confirm it by pressing Enter. Press ESC to go back.
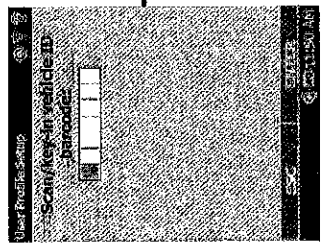
8) Scan or key-in Vehicle ID (if On Street Motorized).
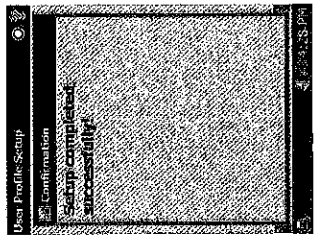
9) Setup completed successfully is displayed.

If an employee has logged into MDD with a previous route that is different than the employee data downloaded to MDD, this route will be highlighted on the Select Route screen as number 2. The other route(s) will move down to number 3 and so on. Regulars, Technicians, and employee IDs known to MDD will have this option if logging into a MDD used before.
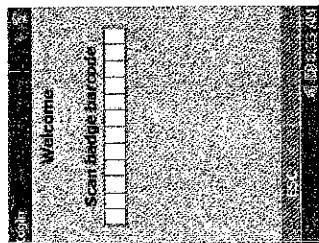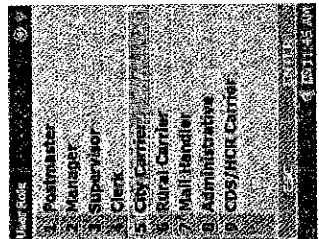
Welcome

Scan badge barcode

1) Scan badge only. Employee IDs can no longer be keyed-in.

User Role

1. Postmaster
2. Manager
3. Supervisor
4. Clerk
5. City Carrier
6. Rural Carrier
7. Mail Handler
8. Administration
9. CDS/MCR Carrier

2) Select User Role from the list. The default is City Carrier but can be changed.

Route Type

User Setup:
THOMAS
JEFFERSON
1233
2. On Street Motorized
3. On Street Walking

3) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.

Select Route:

1. Scan Route Barcode
2. 26105 H C3 Rt: 001
3. Drkm city route
4. Enter Route Number
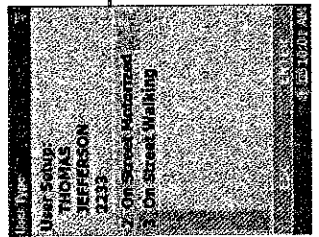
4) The previous known route is highlighted. The route in the employee file is moved to #3.
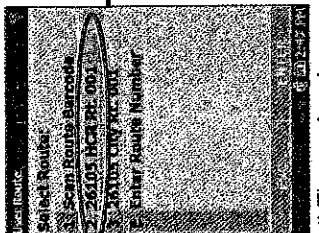
Confirm Route Setup

Route: 63105CR1
Zip: 26105
Route Type: City
Route#: 001

5) Review the route setup and confirm by pressing Enter. Press ESC to go back.

User Profile Setup

Scan/Key in Vehicle ID barcode:

6) Scan or key-in Vehicle ID (if On Street Motorized).

User Profile Setup

Confirmation
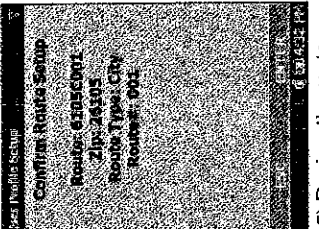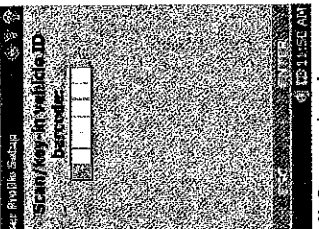
Setup completed successfully.

7) Setup completed successfully is displayed.

Unknown employees have no data in the employee list downloaded to MDD and have not logged into a particular MDD previously.

1) **Scan badge only.** Employee IDs can no longer be keyed-in.
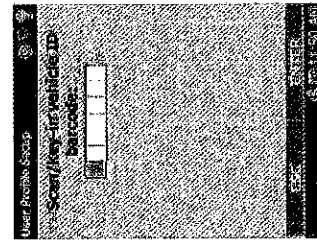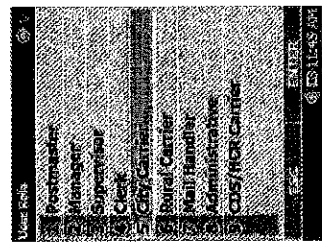
2) Key-in First Name, Last Name, and User ID. Press Enter.

3) Select User Role from the list. The default is City Carrier but can be changed.
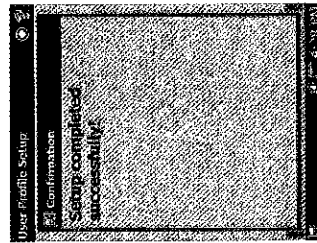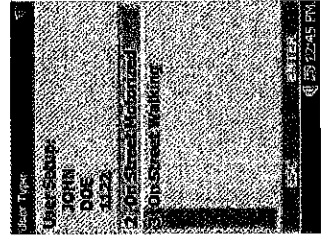
4) The employee's first name, last name, and User ID are populated. Select On Street Motorized or On Street Walking to proceed.
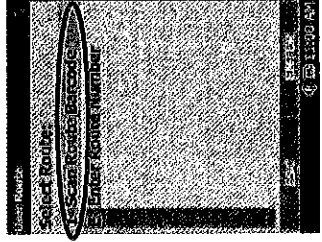
5) Select 1. Scan Route Barcode.
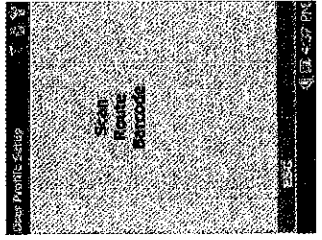
6) Employee can scan a route barcode only. **Key-in is not allowed.**

Invalid route scanned:

7) Review the route setup and confirm it by pressing Enter. Press ESC to go back.

8) Scan or key-in Vehicle ID (if On Street Motorized).

9) Setup completed successfully is displayed.

Enter Route Number allows the employee to manually enter a route. He or she will select from a list of route types and then enter a zip code and route number.

1) Scan badge only. Employee IDs can no longer be keyed-in.

2) Key-in First Name, Last Name, and User ID. Press Enter.

3) Select User Role from the list. The default is City Carrier but can be changed.

4) The employee's first name, last name, and User ID are populated. Select On Street Motorized or On Street Walking to proceed.

5) Select E. Enter Route Number.

6) Select the type of route from the list.

7) Key-in the zip code and the route number. Press Enter.

8) Review the route setup and confirm it by pressing Enter. Press ESC to go back.

9) Scan or key-in Vehicle ID (if On Street Motorized).

10) Setup completed successfully is displayed.

Scan Route Barcode allows the temp employee to scan his/her route ID barcode. Route ID can only be scanned and not keyed-in.

Login

Welcome.
Scan badge barcode

1) **Scan badge only.** Employee IDs can no longer be keyed-in.

User Profile Setup

First Name:
JANE
Last Name:
DOE
User ID.

2) Key-in User ID. Press Enter.

User Role

Postmaster
Manager
Supervisor
Clerk
City Carrier
Rural Carrier
Mail Handler
Administrative
Cos/Ack Carrier

3) User Role for temp users cannot be changed on MDD. The change has to be made by the supervisor if needed.

User Type

User Setup:
JANE
DOE
1234
2/On Street Motorized
3/On Street Walking

4) The employee's first name, last name, and User ID are populated. Select On Street Motorized or On Street Walking to proceed.

User Route

Select Route:
1/Scan Route Barcode
2/Enter Route Number

5) Select 1. Scan Route Barcode.

User Profile Setup

Scan
Route
Barcode

6) Employees can scan a route barcode only. **Key-in is not allowed.**

Invalid route scanned:

User Profile Setup

Illegal Route ID. The Route ID must be 4 digits, C Letter and 2 digits.

User Profile Setup

Confirm Route Setup:
Route:6105C001
Zip:29105
Route Type: City
Route: 001

7) Review the route setup and confirm it by pressing Enter. Press ESC to go back.

User Profile Setup

Scan/key-in vehicle ID barcode:

8) Scan or key-in vehicle ID (if On Street Motorized).

User Profile Setup

Confirmation
Setup completed successfully!

9) Setup completed successfully is displayed.
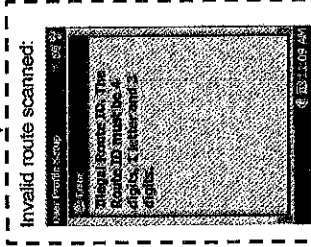
UNITED STATES POSTAL SERVICE®

Temporary Employee – Enter Route Number

Enter Route Number allows the temp employee to manually enter a route ID. He or she will select from a list of route types and then enter a zip code and route number.
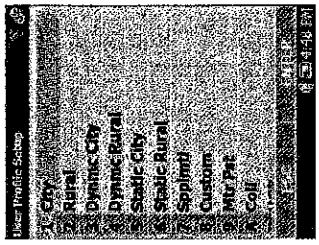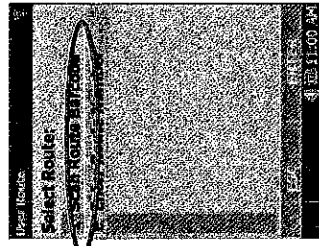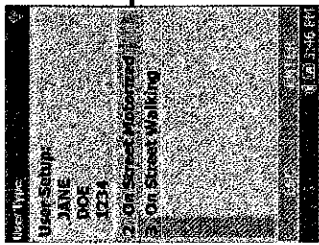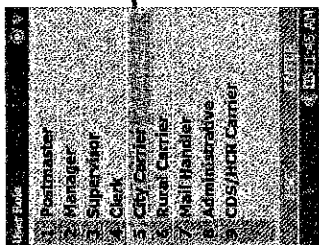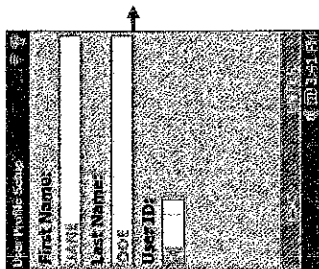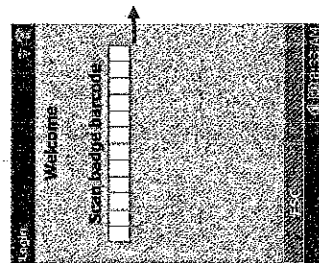
1) Scan badge only. Employee IDs can no longer be keyed-in.

2) Key-in User ID. Press Enter.

3) User Role for temp users cannot be changed on MDD. The change has to be made by the supervisor if needed.

4) The employee's first name, last name, and User ID are pre-populated. Select On Street Motorized or On Street Walking to proceed.

5) Select E. Enter Route Number.

6) Select the type of route from the list.

7) Key-in the zip code and the route number. Press Enter.

8) Review the route setup and confirm by pressing Enter. Press ESC to go back.

9) Scan or key-in Vehicle ID (If On Street Motorized)

10) Setup completed successfully is displayed.

Change Profile Data

In release 6.1, employees can edit First Name, Last Name, and User ID but these changes are temporary. When the MDD is cradled, the data in the employee file will overwrite the changes made. Supervisors need to make changes in RIMS for changes to be saved to employee data.

Note: Temp users can only edit User ID and cannot edit User Role.
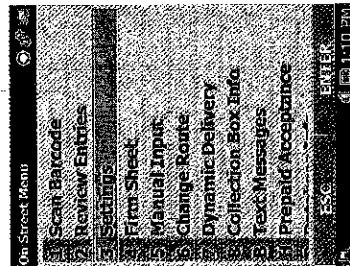
1) From the On Street menu, select 3. Settings.
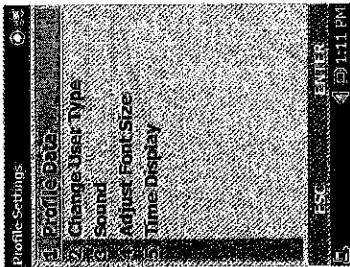
2) Select 1. Profile Data.
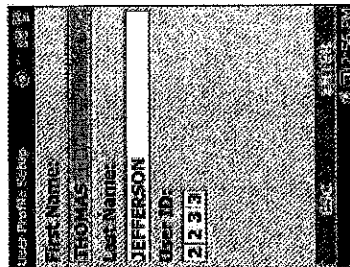
3) Employees can edit First Name, Last Name and/or User ID. Press Enter to save and ESC to go back.
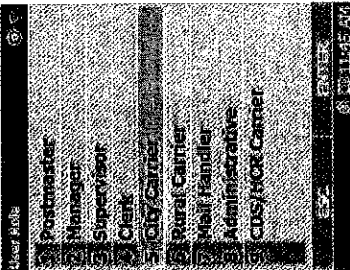
4) Employees can select a different user role.
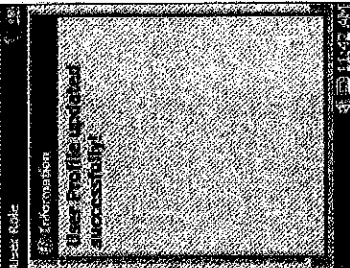
5) User Profile updated successfully is displayed briefly.

Change User Type allows the employee to change from On Street Motorized to On Street Walking or vice versa. After selecting User Type, employees are presented with the Select Route screen to choose an option for changing the route ID.

On Street Menu
1) Scan Barcode
2) Review Entries
3) Settings
4) Firm Sheet
5) Manual Input
6) Change Route
7) Dynamic Delivery
8) Collection Box Info
9) Text Messages
0) Prepaid Acceptance

1) From the On Street menu, select 3. Settings.

Profile Settings
1) Profile Data
2) Change User Type
3) Sound
4) Adjust Font Size
5) Time Display
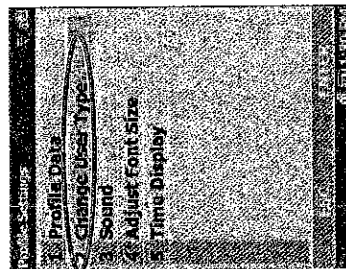
2) Select 2. Change User Type

User Type
User Setup:
THOMAS
JEFFERSON
2233
2. On Street Motorized
3. On Street Walking
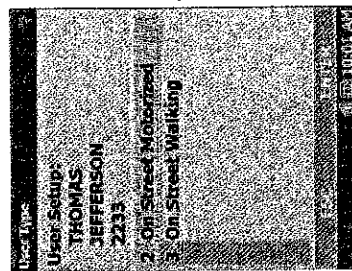
3) The employee can change to 2. On Street Motorized or 3.On Street Walking

Select Route
Select Route:
1) Scan Route Barcode
2) 26105 City Rt_001
3) Enter Route Number
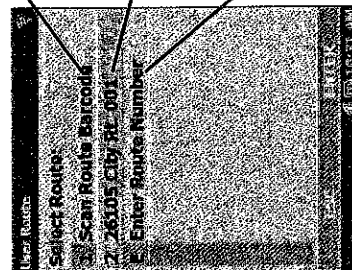
4) When presented with select route, the employee will pick an option and follow the workflow.

User Profile Setup
Scan Route Barcode

User Profile Setup
Confirm Route Setup
Route: 61105C001
Zip:26105
Route Type: City
Route #: 001

User Profile Setup
1) City
2) Rural
3) Dynamic City
4) Dynamic Rural
5) Static City
6) Static Rural
7) Split Rt
8) Custom
9) Mtr Rte
A) Col
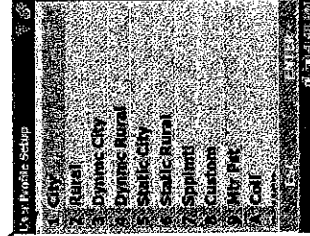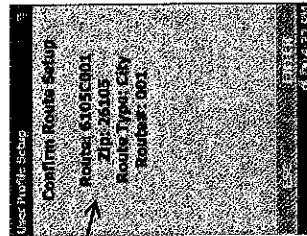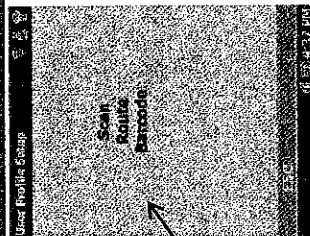
Change Route allows the employee to change a route ID without logging out of MDD. Employees are presented with the Select Route screen to choose an option for changing the route ID. The workflow below is selecting a pre-populated route.
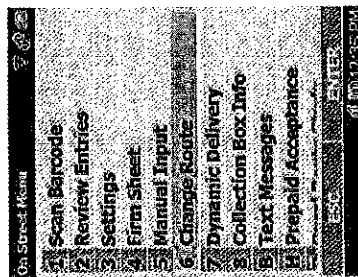
1) From the On Street menu, select 6. Change Route.
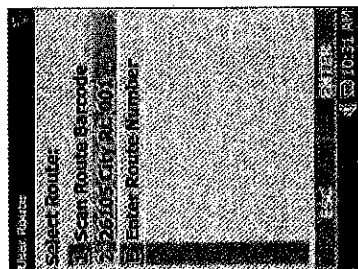
2) From the Select Route screen, choose scan route barcode, select a previous route, or enter route manually.
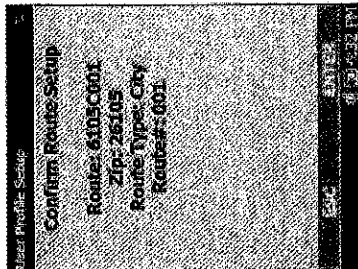
3) Review the route setup and confirm by pressing Enter. Press ESC to go back.
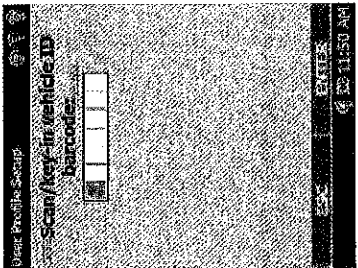
4) Scan or key-in Vehicle ID (if Motorized).
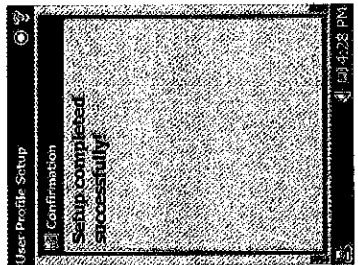
5) Setup completed successfully is displayed.

Background :

Scanners are generating an International STC 63 for a high volume of inbound international mail pieces when mail carriers scan non-compliant barcodes which do not require a signature. STC 63 automatically prompts carriers to get a signature once they scan these non-compliant barcodes and the user selects "International."

Changes on MDD:

Scanner logic will remain as-is when compliant barcodes are scanned; the requirement for signature or not will be determined by existing logic. **When a non-compliant barcode is scanned, the user will be prompted by question with option "International/COD/Neither" and when "International" is selected no signature capture is required.**

UNITED STATES POSTAL SERVICE® Removal of Signature Prompt for International STC 63
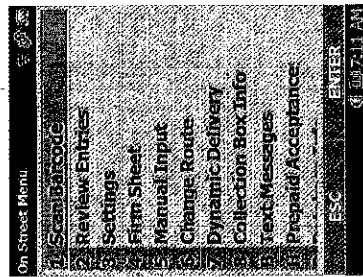
1) Select Scan Barcode

2) Scan Barcode

3) International or COD question pops up when non-compliant barcode is scanned

4) Select Option 1.International then barcode is added to the list
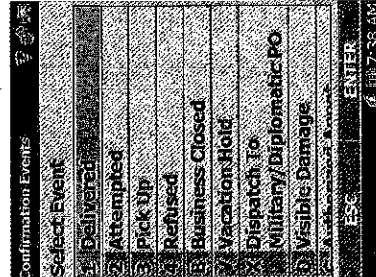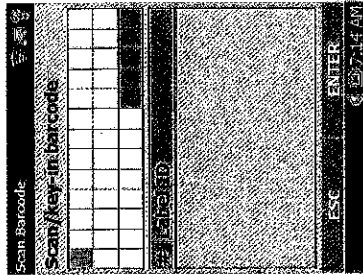
5) Select 1.Delivered
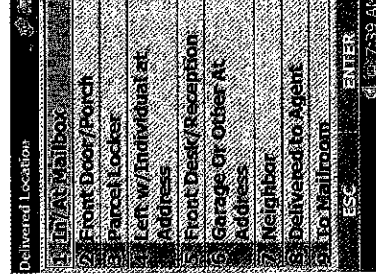
6) Select appropriate Delivered Location
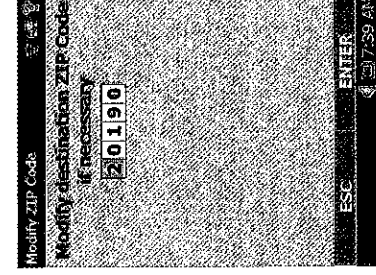
7) Modify ZIP screen is displayed (Previously, MDD required Signature Capture prior to displaying this screen)
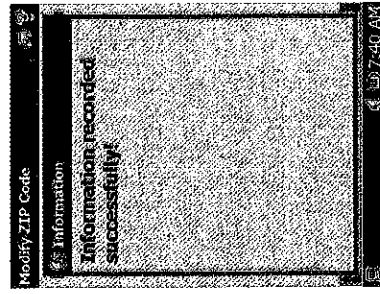
8) Press ENTER to complete the transaction

Background :

Currently some employees are scanning barcodes indicating they are making collection from collection boxes at locations different from the address of the collection point. This is sometimes due to employees with photocopied barcodes and/or photos of bar codes taken with personal cell phones.

Changes on MDD:

Mobile Delivery Device (MDD) the device will provide a notification to any employee scanning a Collection Point Management System (CPMS) barcode when the distance between the latitude / longitude of the actual scan location and the known or configured latitude / longitude of the collection box / point exceeds the "acceptable buffer" distance as currently provided by the Delivery Management System (DMS) program or using a similar Regional Intelligent Mail Server (RIMS) algorithm.

- On MDD, CPMS file will get downloaded at 3.00AM from RIMS
- Route ID should match with the Collection Box
- MDD displays with popup with the following notifications
    - Scan Location Mismatch (display box ID). Accept scan: Yes – No.
    - If the user selects "Yes" accept the scan and transmit
    - If the user selects "No" show the following message:
        - Rescan the collection point barcode located inside box upon arrival and collect mail. Hit "enter" to acknowledge.

- User may not exit the screen without selecting either "yes" or "no" / "acknowledge" (enter).

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CPMS Location Alert

OVERVIEW

- The data originated from CPMS versus DMS. On MDD file gets downloaded at 3AM everyday –
- If there is any delta it gets updated weekly (manually for now)
- MDD uses the buffer size in the CMPS file for each box versus any default value.
- If the user scans Collection Box label at the wrong location popup question will display
- If the user selects NO they will prompt to re-scan the label
- If the user selects Yes, will accept the scan and transmits the data
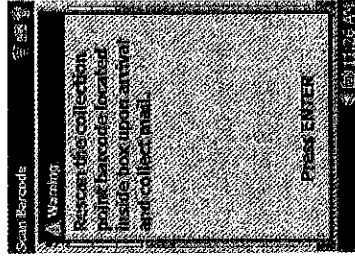
Select
1 Scan Barcode
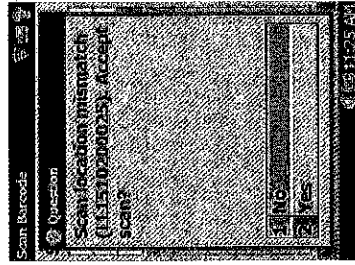
Scan CBLL label

Select No if the Collection Box is not at the right location
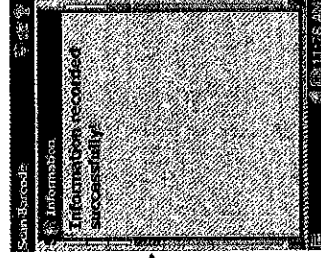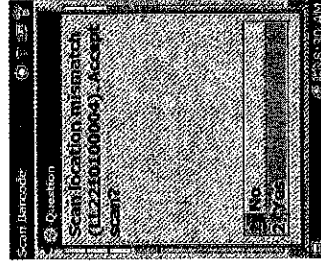
Rescan CBLL label

Press Enter to accept the Collection Box label
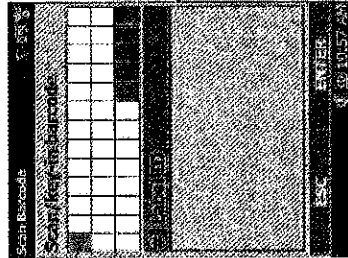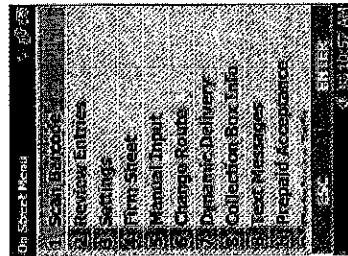
Label is accepted

Background:

Carriers load packages into their vehicles according to their own method, usually based upon their level of experience and familiarity with the specific route to be delivered.   This non-standardized approach can lead to inefficient distribution of packages in the vehicle that happens during the loading process.   When Carriers new to a certain route are required to load the vehicle, their lack of experience on the route causes them to load the vehicle without any benefit of prior knowledge.

These and other conditions that result in the inefficient or even haphazard loading create further problems due to the extra time it may take during the delivery to identify and locate the packages.   MDD will assist Carriers in the loading process since it contains all the information necessary for a more efficient and well-organized loading process.

Changes on MDD:

MDD will add a Load Truck feature to support Carriers during the loading process.   When the Carrier scans the barcode, MDD will Text Speech the AMS Stop number associated with the delivery point for that package.   Additionally, MDD will provide the barcode number, delivery address along with the Stop number.
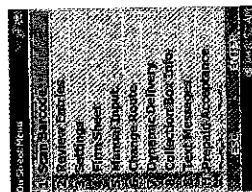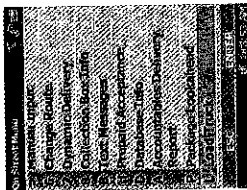
1. On Street Menu

2. From On Street Menu Select L. Load Truck
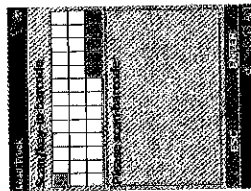
3. Load Truck – Scan / Key-in Barcode screen displays

Scan/Key-in package barcode
*for key-in labels press Enter

Scan / Key-in a Barcode for next label

4. Package Barcode number, Stop#, and Address display in green box

Text-To-Speech (TTS) states the Stop number Example) "Stop 32"
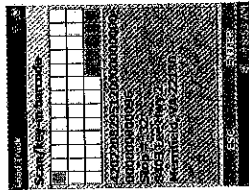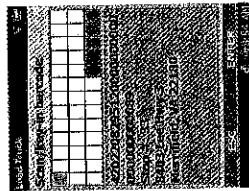
5. Package Barcode number, Stop#, and Address display in green box

Text-To-Speech (TTS) states the Stop Number Example) "Stop 33"
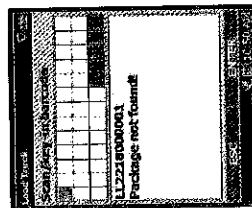
Note:
If a label scanned does not exist in Delivery Manifest the label and "Package not Found!" displays, along with a Bad Beep sound
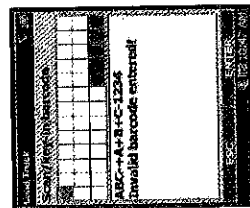
If an invalid label is scan in a yellow box the label scanned and "Invalid Barcode entered!" displays, along with a Bad Beep sound

New Event "Return to Post Office Not Attempted"

Background:

Users have been incorrectly scanning UAA on items that are not intended to be returned to sender. After the UAA option is changed to "Return to Sender" we will need an event to scan packages when they are not going to be delivered, attempted, or returned to sender, but we plan to reattempt the next business day.

Changes on MDD:

1. New confirmation event "Return to Post Office Not Attempted" is added to the delivery confirmation event list for regular users:

   - Hot key 'Y' is assigned to the event
   - No sub event is associated with this event. MDD displays the Modify Destination ZIP code screen after it is selected from the confirmation event list.

   - It is also added as sub event under "Visible Damage".

2. Event "Return to Post Office Not Attempted" IS added to Dynamic Delivery service types Dynamic and Static

   - The new confirmation event is also added as sub event under "Visible Damage"

   - If "Return to Post Office Not Attempted" is selected the stop box and Delivery report will be displayed in RED. This will correctly identify packages that will be delayed but will still be re-attempted. Customer visibility will be improved.

1) Select 1.Scan Barcode

2) Scan Barcode Screen displays. Scan barcode then press Enter.
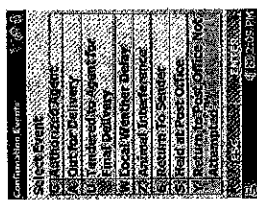
3) Select Y. Return to Post Office Not Attempted
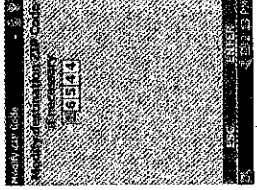
4) Modify Zip Screen Displays. Press Enter
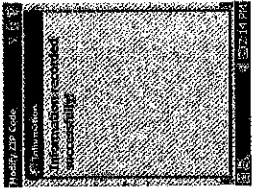
5) Information recorded successfully! Briefly Displays
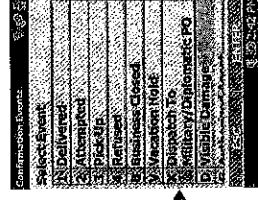
3A) Select Confirmation D. Visible Damage
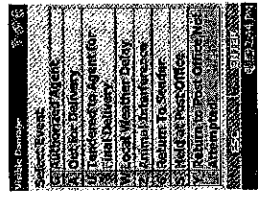
3B) From the Visible Damage sub menu select Y. Return to Post Office Not Attempted

OVERVIEW

- New event Y. Return to Post Office Not Attempted" added to the delivery confirmation event list. (Step 3)
- The New Confirmation Event is also an option after selecting Visible Damage (Steps 3A & 3B)
- Y. Return to Post Office Not Attempted" added to the Manual Input →Scan barcode→ Confirmation Events

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New Event "Return to Post Office Not Attempted" for Dynamic Delivery
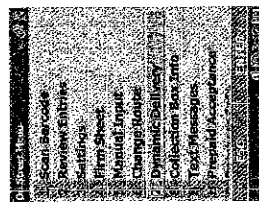
1) Select 7.Dynamic Delivery
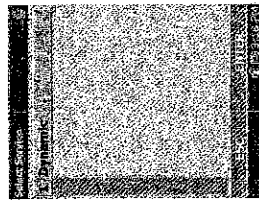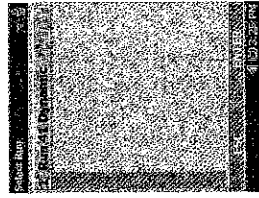
2) Select 1.Dynamic

3) Select 1. Run 41 Dynamic
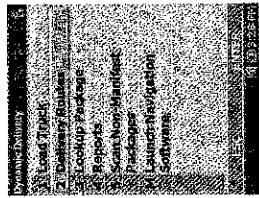
4) Select 2. Delivery Routes
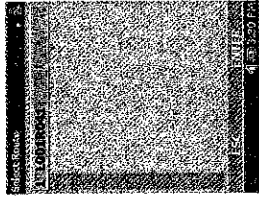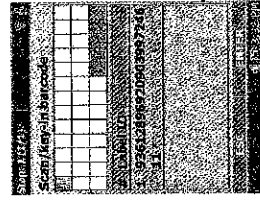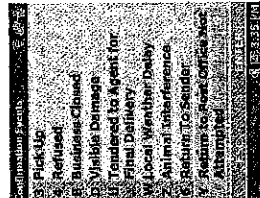
5) Select 1. L001R001
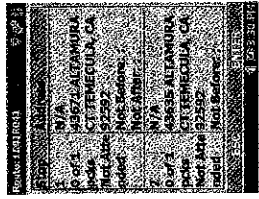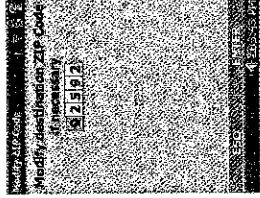
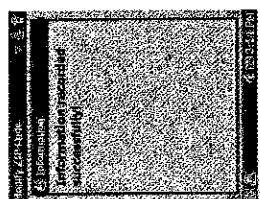6) Select Stop 1
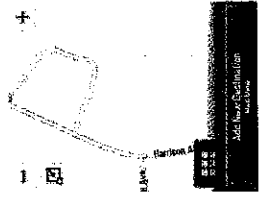
7) CoPilot Launches Press Esc
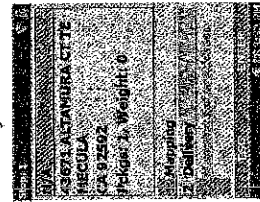
8) Select Delivery

9) Scan Barcode Screen displays. Scan Barcode then Press Enter

10) Select Y. Return to Post Office Not Attempted
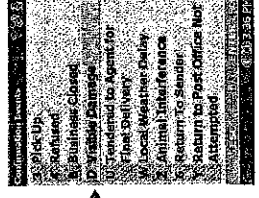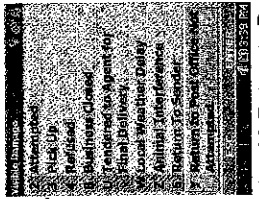
10A) D. Visible Damage

10B) Select Y. Return to Post Office Not Attempted

11) Modify Zip Screen Displays. Press Enter

12) Information recorded successfully! Briefly Displays

OVERVIEW

- New Confirmation Event Y. Return to Post Office not Attempted has been an option for Dynamic and Static Routes. (Step 10)

- The New Confirmation Event is also an option after selecting Visible Damage (Steps 10A & 10B)

- Selecting Scan Non-Manifest Packages (displayed in step 4) workflow will be the same as Scan Barcode on the On Street Menu

Background:

Currently carriers on the street are not always clear as to the proper use of the "Undelivered as Addressed" (UAA) scan on the MDD. In addition, carriers have been incorrectly scanning UAA on items not intended for return delivery to the sender. The purpose to rename the UAA option is to reduce the amount of packages returned to delivery units.

Changes on MDD:

1. The MDD shall rename the "Undelivered as Addressed" scan to "Return to Sender" across all applications.
2. For Amazon Fresh Application, the MDD shall rename "Undelivered as Addressed" to "Return to Sender" and follow the UAA work flow
3. For Inspection Service Application, the MDD shall differentiate the event between On-Street and In-Office users
   1. • Two "Return to Sender" shall be listed in the event menu:
      - Return to Sender (IO) – Follow In-Office work flow
      - Return to Sender – Follow UAA workflow.

4. The MDD shall keep event code "05" and same work flow as UAA for On-Street users across all MDD applications.

OverView
- Renamed "Undelivered as Address" event to "Return to Sender" event.
- The workflow will follow the same for On-Street users across all MDD applications.
- "Return to Sender" event code shall keep as "05"

1) Select 1. Scan Barcode

2) Scan a barcode Press ENTER

3) Select 6. Return To Sender

4) Press ENTER

3A) select D. Visible Damage

4A) Select 6. Return To Sender

5A) Press ENTER

UNITED STATES POSTAL SERVICE® New Confirmation Event: Return to Sender (Dynamic Delivery)

1) Select 7. Dynamic Delivery

2) Select 1. Dynamic

3) Select 1. Run 25 Dynamic

4) Select 2. Delivery Routes

5) Select 1. Y201R025

6) Select Stop 1

7) Press ESC

8) Select 2. Delivery

9) Scan all labels Press ENTER

10) Select D. Visible Damage
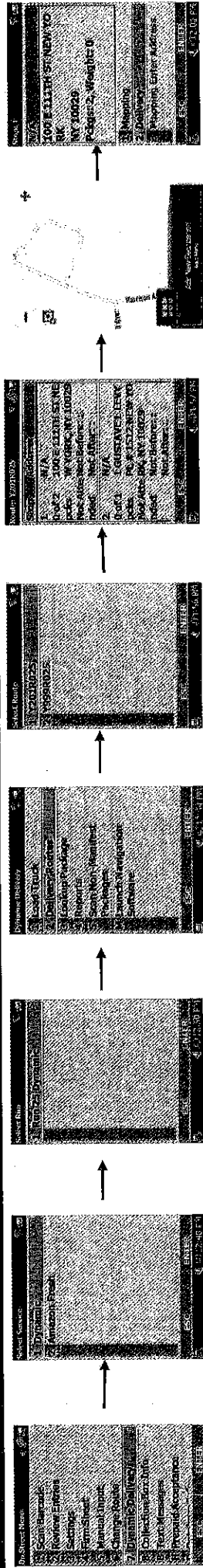
10A) Select D. Visible Damage

11) Press ENTER

11A) Select 6. Return to Sender 11) Press ENTER

OverView
- Renamed "Undelivered as Address" event to "Return to Sender" event
- The workflow will follow the same for On-Street users across all MDD applications
- "Return to Sender" event code shall keep as "05"

New Event Return to Sender (Amazon Fresh)

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OverView

- For Amazon Fresh, "Undelivered as Addressed" event renamed to "Return to Sender" event
- The same workflow shall apply to "Return to Sender" event as previous "Undelivered as Addressed" event
- "Return to Sender" event code shall keep as "05"
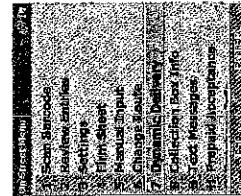
1) Select 7. Dynamic Delivery
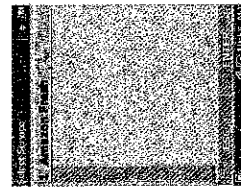
2) Select 1. Amazon Fresh

3) Select 1. Run 5 Amazon Fresh

4) Select 3. Delivery Routes

5) Select 1. D001R005
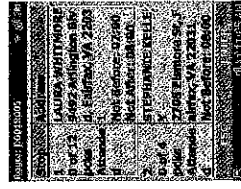
6) Select Stop 1
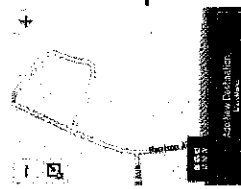
7) Press ESC
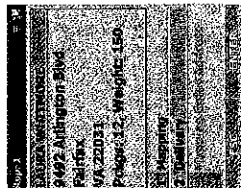
8) Select 2. Delivery
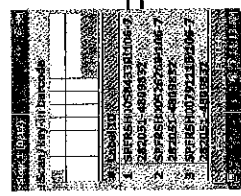
9) Scan all labels Press ENTER

10) Select 6. Return to Sender

10A) Select D. Visible Damage
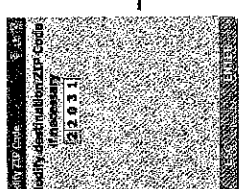
11) Press ENTER

11A) Select 6. Return to Sender

12A) Press ENTER

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Enforce CoPilot Usage on MDD
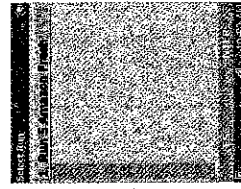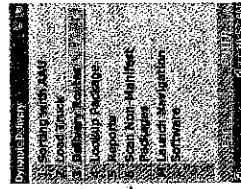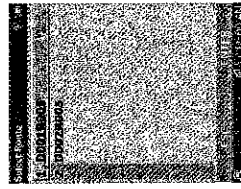
Background:

CoPilot Turn-By-Turn Navigation was made available on the MDD scanners in earlier 2016 but the actual usage in production has been less than 30%. For various reasons Carriers were still prefer using paper turn-by-turn directions for Dynamic Delivery and it has introduced increased safety concern in operation. In order to address this issue MDD is requested to enforce CoPilot use on the scanner.

Changes on MDD:

Upon the user selecting a Dynamic Delivery stop CoPilot will automatically launches.

- After the carrier reaches the delivery point they can press 'ESC' and then select 2) Delivery to deliver the packages.
- When the delivery workflow is complete MDD will go back to the list of stops so the carrier can select the following stop which will launch Copilot and navigate the user to the following delivery point.

Enforce CoPilot Usage on MDD
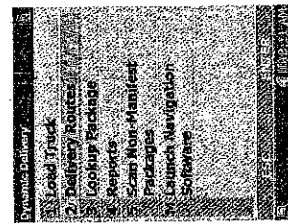
1) From the Dynamic Delivery Menu select 2. Delivery Routes
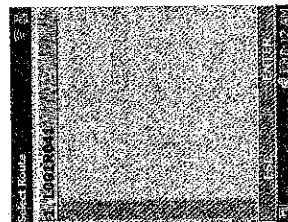
2) Select Route 1. L001R001
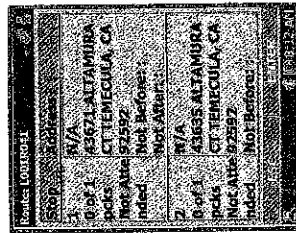
3) Select Stop 1
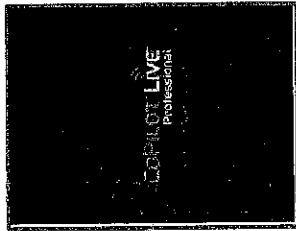
4) CoPilot Turn by Turn Navigation Launches
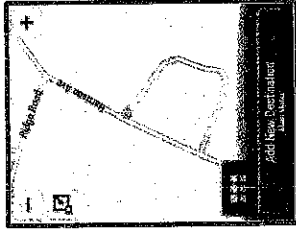
5) After reaching Delivery Point Press Esc
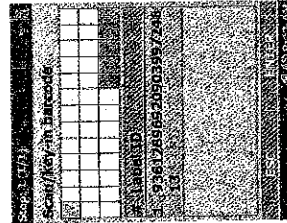
6) Select 2. Delivery

7) Scan package label then press Enter
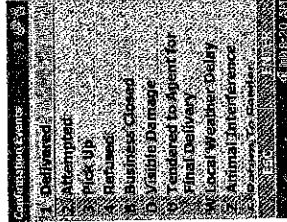
8) Select Confirmation Events 1. Delivered
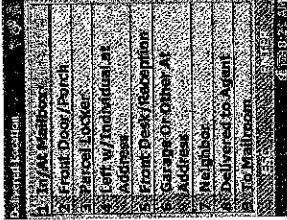
9) Select Delivery Location 1. In/At Mailbox
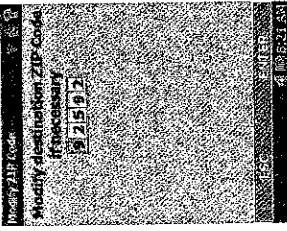
10) Press enter to modify Zip Code
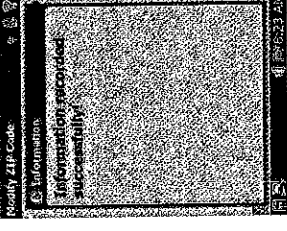
11) Information recorded successfully briefly displays
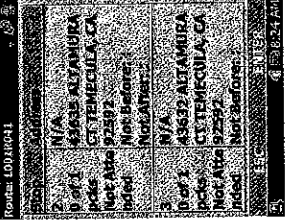
12) Stop 2 displays. By pressing Enter CoPilot will launch and navigate to stop 2.

*After the carrier reaches the delivery point they can press 'ESC' to exit from CoPilot then select 2. Delivery to deliver the packages. (Displayed on Step 5 & 6)

RECEIVED

JUN 1 9 2017

Per_____

**UNITED STATES
POSTAL SERVICE**

June 16, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
70161370000230145390

Dear Brian:

As a matter of general interest, the Postal Service intends to conduct focus group sessions with Sales and Service Associates (SSAs) and Postmasters in order to collect feedback on the handling of international transactions, international services, and customer experiences related to global transactions.
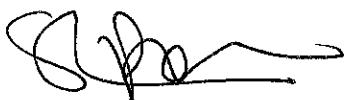
It is anticipated that a total of 210 SSAs (three from each District) and 210 Postmasters (three from each District) will participate in the focus groups. The focus groups will be one-hour sessions held via WebEx and are scheduled as follows:

- SSA participants - June 27 at 10:45 am and 1:30 pm
- SSA participants - June 28 at 10:45 am and 12:15 pm
- Postmaster participants – June 27 at 9:30 am and 12:15 pm
- Postmaster participants – June 28 at 9:30 am and 1:30 pm

Participation will be voluntary.

Please contact Shannon Richardson at extension 5842 if you would like to attend the focus group session(s) or have any questions concerning this matter.

Sincerely,

Rickey R. Dean
Manager
Contract Administration (APWU)

(CA2017-320)

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JUN 19 2017

Per _____

UNITED STATES
POSTAL SERVICE

June 16, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

This is in further reference to our May 30 notice concerning the revision to the *Postal Operations Manual* (POM), Chapter 6, Section 665, *Postal Service Standards of Conduct*, 665.26 *Intoxicating Beverages* and Title 39 C.F.R. § 447.21(e).

In conjunction with the POM and Title 39 C.F.R revisions, the Postal Service is revising Management Instruction (MI) FM-640-2017-11, *Expenses for Internal and External Events.*

Enclosed is a final draft copy of Management Instruction FM-640-2017-11, *Expenses for Internal and External Events.*

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

.DRAFT

Management Instruction

Expenses for Internal and External Events

Date Effective	0405--221-2017
Number	FM-640-2017-11
Obsoletes	FM-640-2008-1, Payment for Meals and Refreshments
	FM-640-1999-3, Travel Expense Charges for Meetings
Unit	Corporate Accounting

Maura McNerney
Vice President,
Controller

I   Purpose

This management instruction (MI) provides policy and procedures for purchase and payment of official Postal Service business internal and external event-related expenses. This instruction also references related policy and procedures contained in other Postal Service directives.

II   Definitions

Internal Events

Internal events include on-site or off-site official meetings, training sessions, and Postal Service employee recognition and appreciation events attended predominately by Postal Service employees, but may include individuals representing outside organizations, contractors, and in limited circumstances an employee's immediate family members.

At the discretion of the of an Executive Leadership Team (ELT) member, the Postal Service may hold an internal conference (defined as an internal event), generally more than 100 persons, costing more than $100,000).

Standing staff and project meetings (those held on a set schedule for a set period of time, such as weekly, bi-weekly, monthly, or quarterly meetings) or short (less than a day) business meetings, are not considered internal events as described by this MI. Providing meals to employees during normal work hours, unless otherwise permitted by this MI, is not authorized. Employees are responsible for providing their own food during a meal break, unless in an emergency situation.

External Events

External events include on-site or off-site official business events that benefit the Postal Service; and while Postal Service employees (and contractors) may be required to participate as part of their official duties, they are predominately intended for and attended by customers or other external stakeholders, such as representatives of industry, special-interest groups, foreign postal administrations and visitors, suppliers, and others with whom the Postal Service conducts official business. This includes marketing events; stamp, facility, and other official dedication ceremonies; external conferences; forums; workshops and training events; trade shows; community-service activities; and other similar events related to official business.

III Purchase and Payment

Internal Events

Under Local Buy Threshold

Purchase and payment for most internal events is accomplished under local buying policies and procedures. When a government-issued purchase credit card cannot be used, and another local-buying method is used, the following accounts should be charged:

Type of Event	General Ledger Account Number to be Charged
Meetings	56605
Employee Recognition and Appreciation Events	56605
Internal Conferences	56606
Training at Bolger Center or Norman Center	52362

For local-buying policies and procedures, see Administrative Support Manual (ASM) 722, *Local Buying Authority*, and Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*. Personal credit cards may not be used for internal-event expenses.

Exceeding Local Buy Threshold

When internal event expenses will exceed the local buying threshold, requests must be coordinated with and processed by Supply Management's Travel and Conference Services Category Team at the Employee Financial & Tactical Services CMC in Aurora, Colorado. Contacts in this organization are listed on the Supply Management website.

1. Go to *http://blue.usps.gov/purchase/.*
2. Under SM Home, click *"Commercial Products & Services."*
3. Under CMC, click *"Employee, Financial & Tactical Services CMC."*
4. Under About Employee, Financial, & Tactical Services CMC, click *"Staff Directory."*

Travel-Expense Charges for Postal Employees Attending Internal Events

An office initiating a request for an internal event that requires travel of another organization's employees will be responsible for bearing the cost of both the event and the travel, unless the invitee agrees to pay for his/her expenses. Direct meeting expenses should be charged using chart above and the finance number of the host organizations. All travel expenses must be charged to the finance number(s) of the organization(s) agreeing to bear the cost of travel. Employees are to submit their eTravel vouchers to their approving official

unless otherwise directed.

See Handbook F-15, *Travel and Relocation*, *http://blue.usps.gov/cpim/ftp/hand/f15.pdf*, for travel policy and procedures.

Notes:
1)   This requirement does not affect quarterly postmasters' meetings, or those situations where attorneys require the appearance of employees for trail, depositions, trial preparation, or similar proceedings related to litigation.

(2)   Non-postal-attendee travel at internal events:
Please refer to MI FM-640-2013-3 *Travel Policy for Contractor and Non-Postal Service Personnel.*

External Events

Under Local Buy Threshold

Purchase and payment for most external events is accomplished under local buying policies and procedures. When a government-issued purchase credit card cannot be used, and another local buying method is used, the following accounts should be charged:

Type of Event	General Ledger Account Number to be Charged
Meetings	56605
External Conferences	56606

For local-buying policies and procedures, see ASM 722, *Local Buying Authority*, and Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*. Personal credit cards may not be used for external-event expenses.

Exceed Local Buy Threshold

When external-event expenses will exceed the local-buying threshold, requests must be coordinated with and processed by Supply Management's Travel and Conference Services Category Team at the Employee Financial & Tactical Services CMC in Aurora, Colorado. Contacts in this organization are listed on the Supply Management Web site.

1.   Go to *http://blue.usps.gov/purchase/.*
2.   Under SM Home, click "*Commercial Products & Services.*"
3.   Under CMC, click "*Employee, Financial & Tactical Services CMC.*"
4.   Under About Employee, Financial, & Tactical Services CMC, click "*Staff Directory.*"

Travel-Expense Charges for Postal Service Employees Attending External Events

An office initiating a request for an external event that requires travel of another organization's employees will be responsible for bearing the cost of both the event and the travel, unless the invitee agrees to pay for his/her expenses. Direct meeting expenses should be charged using chart above and the finance number of the host organization agreeing to bear the cost of travel. Employees are to submit their eTravel vouchers to their approving official unless otherwise directed.

See Handbook F-15, *Travel and Relocation*, http://blue.usps.gov/cpim/ftp/hand/f15.pdf, for travel policy and procedures.

Notes:

(1) This requirement does not affect travel for training or those situations where attorneys require the appearance of employees for trial, depositions, trial preparation, or similar proceedings related to litigation.

(2) Non-postal-attendee travel at events: Refer to MI FM-640-2013-3, *Travel Policy for Contractor and Non-Postal Service Personnel*

Business-Representation Meals While on Travel (Officers Only)

Purchase and payment is made using the government travel card, or when not available, through another authorized payment method outlined in Handbook F-15, *Travel and Relocation*, for claiming reimbursement through eTravel. Personal credit cards may not be used for business-representation meals.

IV Delegation

Approval authority specified in this instruction may not be delegated. Individuals named in writing as officially acting in an "Approving Authority" position contained in the Exhibits have the same authority.

V Exclusions

Employees may not use Postal Service funds to pay for expenses associated with personal events unless those events are preauthorized by the Postmaster General (PMG) or the Deputy Postmaster General (DPMG). *Personal events* include, but are not limited to, holiday celebrations, birthdays, anniversaries, births, weddings, promotions, and Administrative Assistants Day. The personal-events-prohibition policy is also included in ASM 722 and Handbook AS-709.

Employees may not use Postal Service funds to pay for funeral expenses unless the expenses are pre-authorized by the responsible officer. See MI FM-640-2015-2 *Payment of Death Gratuity*.

Employees may use Postal Service funds to pay for floral arrangements on behalf of the Postal Service for the funeral of an employee. Expenses must be approved by a PCES manager and must be reasonable for the occasion. No other payments are authorized (e.g., donations in lieu of)

VI Deviations

1) Deviations to the working-meal restriction for routine meetings noted in Section II, Definitions, Internal Events, may be authorized by an Officer.. The deviation must be in writing and attached to the eBuy2 or other authorization document.

2) Deviations to the meal and gratuity limits included in Exhibits A and B may be authorized by an Officer by obtaining his or her approval on the applicable eBuy2 requisition for Business Representation Meals.

3) All other requests for deviations to the policy stated in this MI, including approval for any activity not covered in this policy, must be submitted in advance of the event via e-mail to the VP, Controller for approval.

VII Allowable Expenses

The Exhibits provide definitions of types of expenses, required supporting documentation, approval authorities, and other related policy and procedural references. Managers must fully consider available funding and both the benefits and the costs before authorizing and paying for expenses associated with hosting internal and external events as covered by this MI. In addition, managers must consider whether the appearance of a proposed event will raise questions as to its business value and whether the event can be readily justified to the public or oversight authorities. As necessary, seek the advice of the Ethics Office (ethics.help@usps.gov). When definition of business necessity is required in the eBuy requisition, state an economic (cost savings) or non-economic benefit (e.g., increasing meeting time by reducing lunch travel time or meals as thank you for award-related events).

Officers may authorize food at their routine events, but should use discretion in authorizing such funds.

When reasonable and customary, Officers may authorize Postal Service funds to purchase beer and wine in conjunction with an Officer Approved Event and the Postmaster General may authorize beer, wine or intoxicating beverages to be served in conjunction with a Postmaster General Approved Event. See *ELM Section 665.26 for more details on Officer Approved Event or Postmaster General Approved Event.*

See Exhibit A for the following authorized expense types for internal events:

A.1. Refreshments.

A.2. Working meeting meals.

A.3. Different location meals as part of continuing a working meeting.

A.4. Employee recognition meals.

A.5. Employee recognition/appreciation events with refreshments, meals, mementos, prizes, and gifts.

A.6. Extended meetings, training and internal conferences with refreshments, meals, prizes, mementos and gifts.

A.7. Officer Approved Event (Internal).

A.8. Postmaster General Approved Event (Internal).

See Exhibit B for the following authorized expense types for external events:

B.1. Large, preplanned events with refreshments, meals, mementos, prizes, and gifts.

B.2. Marketing and advertising events with refreshments, mementos, prizes, and gifts.

B.3. Community service-related projects, events, and charitable sponsorships with refreshments, mementos, prizes, and gifts.

B.4. Installation ceremony.

B.5. Officer Approved Event (External).

B.6. Postmaster General Approved Event (External).

Exhibit A
Allowable Expenses for Internal Events

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other References
A.1	Refreshments	Beverages and light snacks appropriate for time of day being served.	• eBuy requisition with justification (enough detail to explain the type and nature of the official internal event with general description of attendees). • Itemized receipt(s) from the supplier.	• Officers; • Postal Career Executive Service (PCES) managers; • Executive and Administrative Schedule (EAS) managers; • Inspection Service managers; or • Postmasters (EAS-18 and above).	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*
A.2	Working meeting meals	MEALS PER PERSON NOT TO EXCEED (NTE) (Excluding tax and gratuity. *Purchases billed to the USPS are entitled to any exemptions from state and local taxes otherwise available for purchases by the Federal government, see AS-709, Chapter 3).* *Breakfast — $25* *Lunch — $35* *Dinner — $50* *GRATUITY NTE 20%* Meals may be provided as part of a working meeting when they are required for the purpose of continuing official business and/or training. When practicable, these meetings should be scheduled to avoid overlapping meal periods. An exception to the gratuity limit can be authorized up to 25% where gratuity is fixed by the service provider. Gratuity is calculated prior to any discounts provided.	• eBuy requisition with justification that details the business necessity for continuing the business meeting through the meal period, including the benefit to be derived by the Postal Service. • As part of eBuy requisition, or on a separate document, list the names of the attendees and each attendee's organization if fewer than 5, and a general description of the group if more than 5 attendees are expected. • Itemized receipt(s) from the supplier.	• Officers; or • PCES managers.	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other References
A.3	Different location meals as part of a continuing a non-routine working meeting	Meal and gratuity limits are described in A.2. When meals cannot be provided at the same location as the working meeting, the officer may authorize moving the meeting for the meal period when doing so is required for the purpose of continuing official business. When practicable, these meetings should be scheduled to avoid overlapping meal periods.	• eBuy requisition with justification that details the business necessity for continuing the official business meeting through the meal period, including the benefit to be derived by the Postal Service, and the need to move or continue the official business meeting to a different location. • As part of eBuy requisition, or on a separate document, list the names of the attendees and each attendee's organization if fewer than 5 and a general description of the group if more than 5 attendees are expected. • Itemized receipt(s) from the supplier.	Officers.	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other References
A.4	Employee-recognition meals	Meal and gratuity limits are described in A.2. Meals served as part of employee-recognition or group-appreciation meeting. Employee recognition meals are intended to recognize employees who have achieved outstanding performance, have superior competence, or have performed some other significant accomplishment. Employee appreciation, while often synonymous with employee recognition, also supports workplace-environment improvement and may include general employee, team, or staff appreciation that recognizes and serves to thank employees for their contributions in the workplace. Payment for other non-postal individuals whose attendance is requested at an event is generally not authorized unless usual and customary for the event and the responsible Officer's written approval (eBuy, e-mail, or memo) is received.	• eBuy requisition with justification for the recognition/meals. • As part of eBuy requisition, or on a separate document, list the names of the attendees and each attendee's organization if fewer than 5 and a general description of the group if more than 5 attendees are expected. • Itemized receipt(s) from the supplier.	• Officers, or • PCES managers.	• *ASM 722, Local Buying Authority* • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying* • Employee and Labor Relations Manual 490, Recognition and Awards

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other References
A.5	Employee recognition/ appreciation events with refreshments, meals, mementos, prizes, and gifts	Employee recognition/appreciation (see A.4 for definition) events (e.g., family day) where refreshments and meals as described in A.1 and A.4 may be served as appropriate with the selected event. For other meeting expenses, follow applicable local buy, Finance, Supply Management, and Human Resources policies and procedures. Meal and gratuity limits are described in A.2. Payments for other non-postal individuals whose attendance is requested at an event are generally not authorized unless usual and customary for the event and the responsible officer's written approval (eBuy, e-mail, or memo) is received. Mementos, prizes, or gifts (less than $75) may also be provided to employees and non-Postal Service attendees, as long as they cannot be exchanged for or converted to cash. Tax reporting is not required.	• eBuy requisition with a justification for the recognition/meals. • As part of eBuy requisition, or on a separate document, list the names of the attendees and each attendee's organization if fewer than 5 or a general description of the group if more than 5 attendees are expected • Itemized receipt(s) from the supplier.	Officers.	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying* • MI FM-640-2013-7,Postal Service Tax Reporting Responsibilities – Event Mementos • ELM 40, Employee and Labor Relations Manual, Section 620 – Contests • MI FM-610-2010-2, *Advance Payments* • F-15, *Travel and Relocation*

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other References
A.6	Extended meetings, training and internal conferences with refreshments, meals, mementos, prizes, and gifts	Meetings, training, and internal conferences that extend for more than one day where providing refreshments (see A.1) and meals are customary. For other meeting expenses, follow applicable local-buy, Finance, Supply Management, and Human Resources policies and procedures. Refreshments are described in A.1. Meal and gratuity limits are described in A.2. Payments for other non-postal individuals whose attendance is required at an event are generally not authorized unless usual and customary for the event and the responsible officer's written approval (eBuy, e-mail, or memo) is received. Mementos, prizes, or gifts (less than $75) may also be provided to employees and non-Postal Service attendees, as long as they cannot be exchanged for or converted to cash and tax reporting is not required. See MI FM-640-2013-7, ELM 490 and eAwards for additional information covering employees and non-Postal Service attendees.	• eBuy requisition: Include a justification with enough detail to explain the type and nature of the conference or training event. • Itemized receipt(s) from the suppliers.	• Officers, or • PCES managers.	• ASM 722, *Local Buying Authority* • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying* • MI FM-640-2013-7, *Postal Service Tax Reporting Responsibilities – Event Mementos* • ELM 490, *Recognition and Awards.* • ELM 40, *Employee and Labor Relations Manual, Section 620 – Contests* • MI FM-610-2010-2, *Advance Payments* • F-15, *Travel and Relocation*

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other References
A.7	Officer Approved Events	Dollar amounts for refreshments and meals as described in A.1 and A.4 can be overridden by an Officer. Beer and wine are authorized with Officer approval. Beer and wine should not be approved for working meals as described in A.2 and A.3.	• eBuy requisition: Include the name of the attendee(s) and a general description of the expected attendees. • Itemized receipt(s) from the supplier.	• Officer	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying* • ELM 490, Recognition and Awards
A.8	Postmaster General Approved Events	Dollar amounts for refreshments and meals as described in A.1 and A.4 can be overridden by PMG. Beer, wine and intoxicating beverages are authorized with PMG approval. Beer, wine or intoxicating beverages should not be approved for working meals as described in A.2 and A.3.	• eBuy requisition: Include the name of the attendee(s) and a general description of the expected attendees. • Itemized receipt(s) from the supplier.	• Postmaster General	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying* • ELM 490, Recognition and Awards

Notes:

(1) When employees participate in the events listed in A.1 through A.7 and are in official travel status, they must deduct meals in accordance with Handbook F-15 policy and procedures.

(2) When refreshments or on-site meals (within designated limits) are necessary to *support continuity of operations during an emergency response*, follow documentation and approval policies in A.1. If eBuy is not available, the use of PS Form 7381 or e-mail to obtain approval is acceptable to serve as supporting documentation. Other policy directives issued as part of an emergency response take precedence over this MI to the extent that such directives conflict with this MI.

(3) The Combined Federal Campaign (CFC) regulations govern all aspects of the CFC. Executive Orders 12353 and 12404 authorize the Office of Personnel Management (OPM) to prescribe rules and regulations to facilitate fundraising on behalf of charitable organizations through on-the-job solicitation of federal employees and military personnel and to ensure that recipient agencies are responsible in the use of the funds raised. CFC regulations are in Title 5, Part 950 of the *Code of Federal Regulations*, which is maintained at most regional and university libraries. These policies and other Postal Service CFC related guidelines will take precedence over the policies contained in this MI.

Exhibit B
Allowable Expenses for External Events

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other Policy References
B.1	Large, pre-planned events with refreshments, meals, mementos, prizes, and gifts	Large, pre-planned events, typically with 5 or more external stakeholders. This includes marketing events; stamp, facility, and other official dedication ceremonies; external conferences; forums; workshops and training events; trade shows; community-service activities and other similar events related to official business. Depending on the hosted event, this may include serving refreshments (beverages and light snacks appropriate for time of day served) and/or meals. MEALS PER PERSON NOT TO EXCEED (NTE) (excluding tax and gratuity. See A.2 regarding taxes.) *Breakfast* — $25 *Lunch* — $35 *Dinner* — $50 *GRATUITY NTE* 20% When practicable, these events should be scheduled to avoid overlapping meal periods. Payment for other non-postal individuals whose attendance is required at an event is generally not authorized unless usual and customary for the event and the responsible officer's written approval (eBuy, e-mail, or memo) is received. For other meeting expenses, follow applicable local-buy, Finance, Supply Management, and Public Affairs and Communications policies and procedures.	• eBuy requisition: Include a justification that details the type and nature of the event and a general description of who is expected to attend. • Itemized receipt(s) from the suppliers.	• Officers.	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying* • F-15, *Travel and Relocation* • MI FM-640-2013-7, *Postal Service Tax Reporting Responsibilities – Event Mementos* • MI FM-610-2012-2, *Advance Payments*

Mementos, prizes, or gifts (less than $75) may be provided to employees and non-Postal Service attendees, as long as they cannot be exchanged for or converted to cash and tax reporting is not required. See MI FM-640-2013-7, for additional information covering employees and non-Postal Service attendees.

An exception to the gratuity unit can be authorized up to 25% where gratuity is fixed by the service provider.

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other Policy References
B.2	Marketing and advertising events with refreshments, mementos, prizes, and gifts	This includes events such as Passport Fairs, Military Mailing events, eBay Days, and other events that are intended to market Postal products and services to customers. Depending on the hosted event, this may include serving refreshments (beverages and light snacks appropriate for time of day). Mementos, prizes, or gifts (less than $75) may be provided to employees and non-Postal Service attendees, as long as they cannot be exchanged for/or converted to cash and tax reporting is not required. See MI FM-640-2013-7, ELM 490 and eAwards for additional information covering employees and non-Postal Service attendees. For other meeting expenses, follow applicable local-buy, Finance, Supply Management, Marketing, and Public Affairs and Communications policies and procedures.	• eBuy requisition: Include a justification that details the type and nature of the event and a general description of who is expected to attend. • Itemized receipt(s) from the suppliers.	• Officers, or • PCES managers.	• ASM 722, Local Buying Authority • Handbook AS-709, Purchase Card Policies and Procedures for Local Buying • MI FM-640-2013-7, Postal Service Tax Reporting Responsibilities – Event Mementos • MI FM-610-2012-2, Advance Payments • ASM 33, Communications with the Public, and other applicable ASM sections • ELM 490, Recognition and Awards

	Authorized Expense Type	Definition	Supporting Documentation	Approving Authority	Other Policy References
B.3	Community service-related projects, events, and charitable sponsorships with refreshments, mementos, prizes, and gifts	See ASM 333.7, Participation in Community Service Activities. Depending on the hosted event, this may include serving refreshments (beverages and light snacks appropriate for time of day). Mementos, prizes, or gifts (less than $75) may be provided to employees and non-Postal Service attendees, as long as they cannot be exchanged for/or converted to cash and tax reporting is not required. See MI FM-640-2013-7, ELM 490 and eAwards for additional information covering employees and non-Postal Service attendees. For other meeting expenses, follow applicable local buying, Finance, Supply Management, and Public Affairs and Communications policies and procedures.	• eBuy requisition: Include a justification with enough detail to explain the type and nature of the event and a general description of who is expected to attend. • Itemized receipt(s) from suppliers.	As defined in ASM 333.7, Participation in Community Service Activities.	• ASM 33, Communications with the Public • ASM 722, Local Buying Authority • Handbook AS-709, Purchase Card Policies and Procedures for Local Buying • MI FM-640-2013-7, Postal Service Tax Reporting Responsibilities – Event Mementos • MI FM-610-2012-2, Advance Payments • ELM 490, Recognition and Awards
B.4	Installation ceremony	Public ceremonies to install and introduce postmasters and Installation Heads to the community. Depending on the hosted event, this may include serving refreshments (beverages and light snacks appropriate for time of day). Pricing guidelines are as follows: EAS 18 and below up to $100 EAS 20 up to $150 EAS 21/22 $200 EAS 23/26 $300 PCES $400 For other celebration expenses, follow applicable local-buy, Finance, Supply Management, and Human Resources policies and procedures.	• eBuy requisition: Include the name of the postmaster or installation head and a general description of the expected attendees. • Itemized receipt(s) from the supplier.	• Officers, or • PCES managers.	• ASM 722, Local Buying • Handbook AS-709, Purchase Card Policies and Procedures for Local Buying

B.5	Officer Approved Events (External)	Dollar amounts for refreshments and meals as described in B.1 can be overridden by an Officer. Beer and wine are authorized with Officer approval.	• eBuy requisition: Include the name of the attendee(s) and a general description of the expected attendees. • Itemized receipt(s) from the supplier.	• Officer	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*
B.6	Postmaster General Approved Events (External)	Dollar amounts for refreshments and meals as described in B.1 can be overridden by PMG. Beer, wine and intoxicating beverages are authorized with PMG approval.	• eBuy requisition: Include the name of the attendee(s) and a general description of the expected attendees. • Itemized receipt(s) from the supplier.	• Postmaster General	• ASM 722, Local Buying Authority • Handbook AS-709, *Purchase Card Policies and Procedures for Local Buying*

UNITED STATES
POSTAL SERVICE

June 15, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service intends to update the Employee and Labor Relations Manual (ELM), Section 666.32, *Whistleblower Protection.*

The change will reflect the elimination of the use of a questionnaire during Whistleblower Protection investigations by the Office of Inspector General.

We have enclosed final copies of ELM, Section 666.32, *Whistleblower Protection,* one with the revision incorporated and one with changes identified.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosure

ELM 666.3 - Whistleblower Protection

CURRENT POLICY:

666.32 Upon receipt of the allegations, the Office of Inspector General will conduct a preliminary review of the allegations. If the Office of Inspector General determines that the allegations warrant further review, a questionnaire may be sent to the complainant that must be completed and returned to the Office of Inspector General within 30 calendar days. The Office of Inspector General will review the completed questionnaire to determine whether it will investigate the allegations or decline further action.

PROPOSED CHANGE:

666.32 Upon receipt of the allegations, the Office of Inspector General will conduct a preliminary review of the allegations and determine if further action is warranted.

UNITED STATES POSTAL SERVICE

June 26, 2017

Brian J. Wagner
President
National Association of Postal
 Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Gregory S. Acord
Anthony D. Leonardi
Co-Presidents
United Postmasters and Managers of America
8 Herbert St.
Alexandria, VA 22305-2600

Gentlemen: *Brian*.

As a matter of information, the Postal Service plans to introduce *Informed Mobility*, a system that will be designed to enable, empower, and equip our front line supervisors to make informed business decisions. This system will utilize technology such as smartphones and tablets to assist in making these informed decisions for our customers, our business, and our employees.

One of the early steps in designing *Informed Mobility* is to conduct site visits and observe supervisors in City Delivery and Mail Processing Operations. Interviews and surveys will also be conducted of those supervisors and their managers. Participation in these interviews and surveys are strictly voluntary

The Postal Service intends to involve supervisors and managers throughout the design and development process of the system to ensure that tools are aligned with their needs.

The reviews commence June 2017 and will be conducted at more than 30 facilities nationwide. The list of facilities is enclosed.

Enclosed is a presentation that will be shared with participants prior to the site visit.

Please contact Phong Quang at extension 2857 if you have questions concerning this matter.
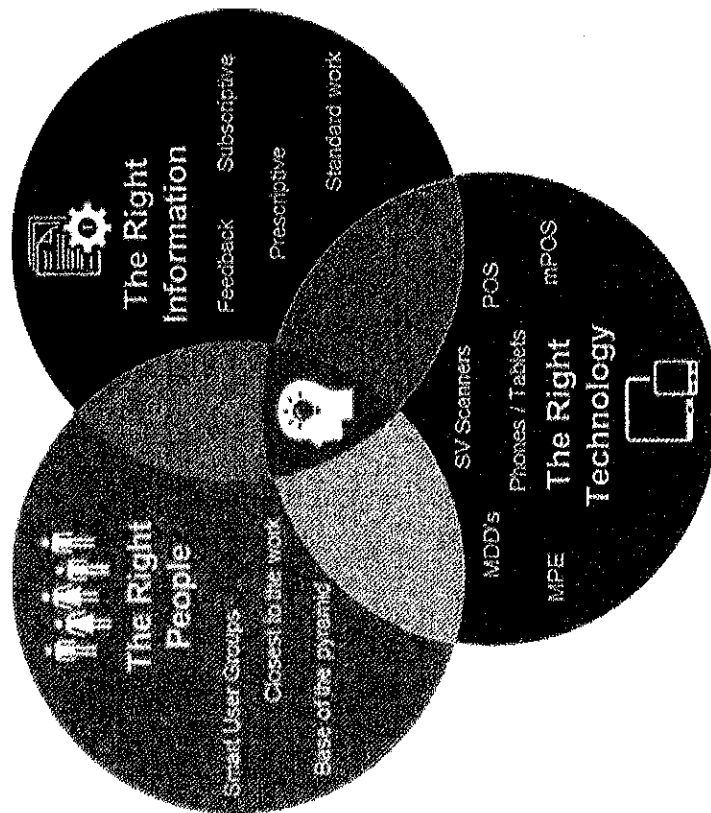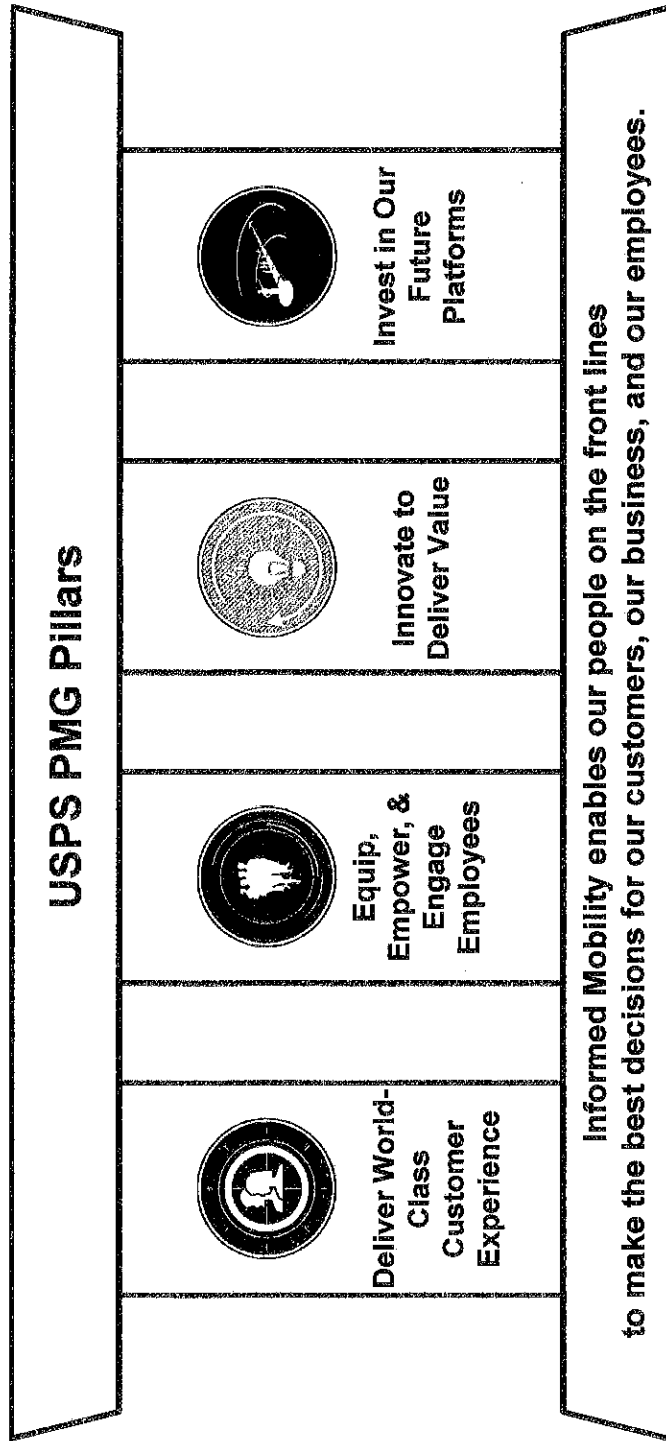
Sincerely,

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

Informed Mobility

Connecting the Right People, Right Information and Right Technology

Informed Mobility

USPS PMG Pillars

| Deliver World-Class Customer Experience | Equip, Empower, & Engage Employees | Innovate to Deliver Value | Invest in Our Future Platforms |

Informed Mobility enables our people on the front lines to make the best decisions for our customers, our business, and our employees.

The goal of Informed Mobility is to provide the right people with the right information and right technology at the right time to make the best decisions that:

➤ Improve our customers' experience

➤ Deliver new business value

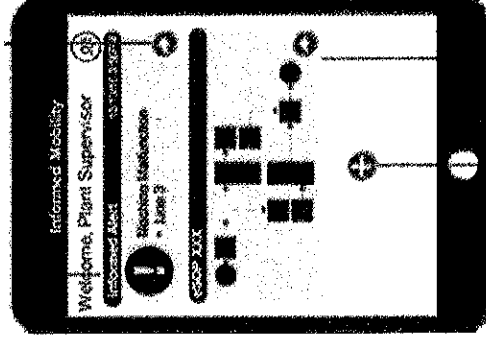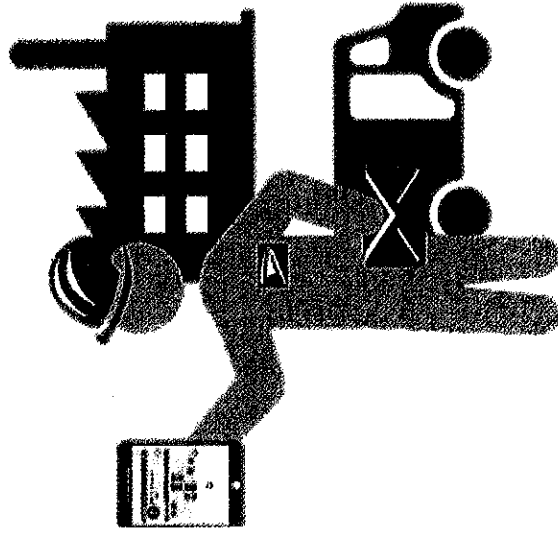➤ Improve efficiency and productivity

Informed Mobility

UNITED STATES POSTAL SERVICE®

Ecosystem	Smart User Groups	Solutions

With an understanding of users, tasks, and environments; through user-centered evaluation; and addresses the whole user experience. The process involves users throughout the design and development process and it is iterative.
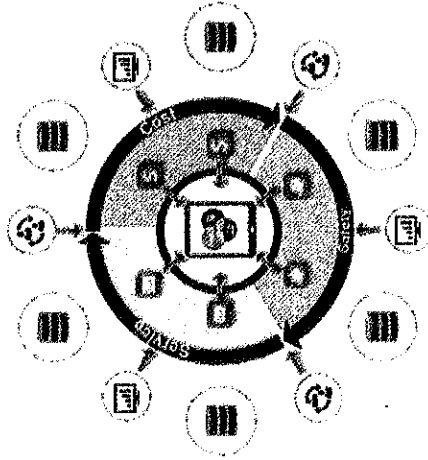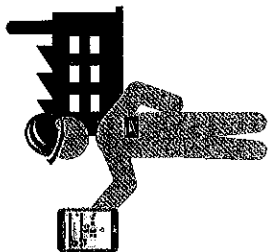

Where the Right People, Information, and Technology Meet
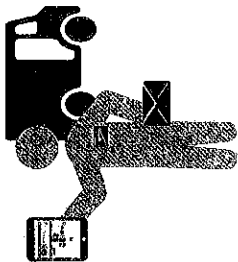
Informed Mobility Vision

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Informed Mobility is a device agnostic ecosystem of technology to enable, empower and equip our employees closest to the work to make informed business decisions.

Informed Mobility brings together users, designers, and developers accelerating the rate of innovation to build tools faster

USPS PMG Pillars

Delivery World-Class Customer Experience

Equip, Empower, & Engage Employees

Innovate to Deliver Value

Invest in Our Future Platforms

Informed Mobility enables our people on the front lines to make informed decisions for our customers, our business, and our employees

Imagine

Engaging with customers to understand their needs in order to create customer-centric, intuitive solutions

Build

Validating and testing designs and technologies with rapid prototypes to identify improvements for launch.

Scale

Build, launch, and deliver the value proposition; executing on those plans and moving to evaluating effectiveness

Informed Mobility Discovery Phase
Empathize and Define

UNITED STATES POSTAL SERVICE®

Smart User Visit Schedule

01 Pre-visit stakeholder meeting — Launch Smart User Visits

02 Field support training

03 First day visit on Tuesday

04 Second day visit on Wednesday

05 Third day visit on Thursday — Conduct Visit Retrospective
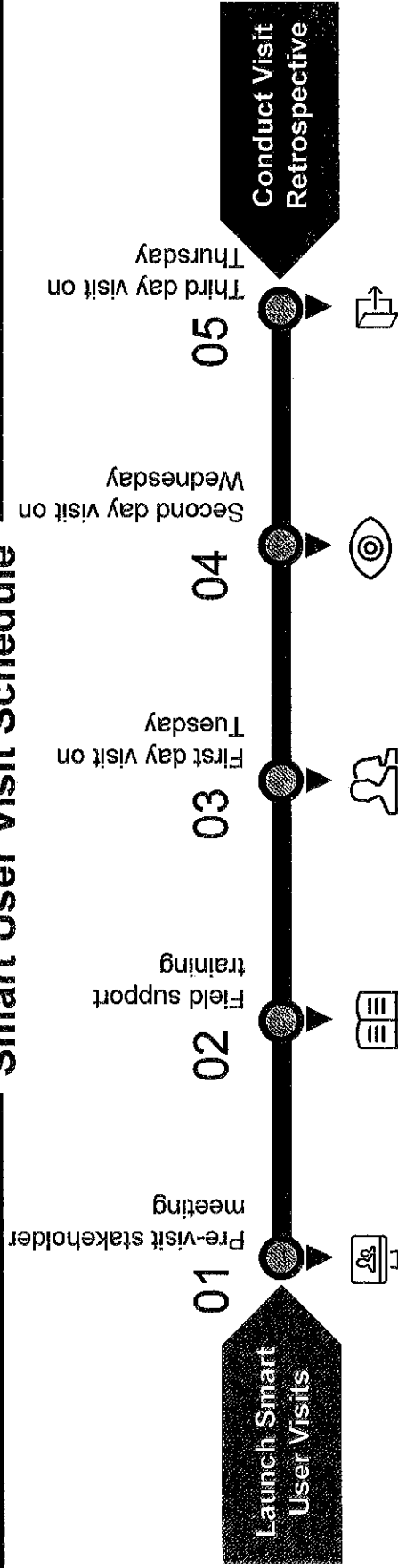
Smart User Group Team

- 2 Team of two for each Post Office location (3)
- 3 Teams of two for each Plant location (1)

Total of 9 Teams or 18 team members per Group

Details

- WebEx week prior to visit to cover purpose with local management
- WebEx Human Centered Design Training for field support
- Entry visit with management
- Observe operations and collect information
- Exit visit with management

Benefits

- ★ Observation of supervisors in various live operations, including automated and manual mail processing
- ★ Generates innovative ideas that users will embrace and buy into
- ★ Ensures ideas align with needs of users
- ★ Provides instantaneous feedback on feasibility and value of ideas

Informed Mobility Next Steps

Ensure Smart User Visits are Scheduled at Area facilities

Respond to the stakeholder survey

Provide representatives to support the Informed Mobility team to:

- Join Smart User Group Sessions:

  - Collecting Observations

  - Facilitating Visits- will receive training in

    User Centered Design

Appendix

UNITED STATES POSTAL SERVICE®

Initial Smart User Group 1 & 2 Facilities

NORTHEAST
- Dover, NJ (22)
- Franklin Station Syracuse, NY (24)
- Gracie Station, NY City
- Boston P& DC

CAPITAL METRO
- Alexandria PO
- Silver Spring PO
- Washington , DC PO
- Merrifield P&DC

EASTERN
- New Kensington PO (22)
- Altoona PO (24)
- Pittsburgh PO
- Pittsburgh P&DC

GREAT LAKES
- Jefferson City, MO
- Columbia, MO
- CSOM Group C Stations
- Carol Stream P&DC

SOUTHERN
- Terrel PO
- Tyler PO
- Pleasant Grove Station
- NTX P&DC

WESTERN
- Avondale/Goodyear as (22)
- Hopkins PO (24)
- Seattle
- Seattle P&DC

PACIFIC
- La Mesa
- Oceanside
- San Diego Main PO
- ML SELLERS P&DC

Imagine a supervisor on the work room floor. In her hand she has all the information she needs to make the right decision at the right time.

Instead of solely relying on her experience and intuition, she can use the data available in **Informed Mobility** to confidently make the right choices.

Because the tools were designed in the field with the users, they meet the exact need and she can't imagine doing her job without them.

That day is rapidly approaching.
We need your help to make it happen.

- Thank you for supporting the Smart User Group Visits
- Identify any Area and Local SME's to participate
- Human Centered Design training will be scheduled for SMEs via WebEx

Informed Mobility

UNITED STATES
POSTAL SERVICE
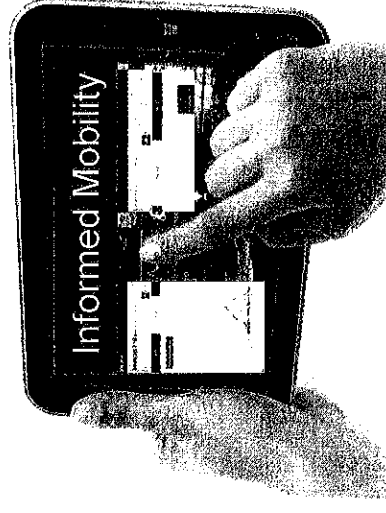
June 26, 2017

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
70161370000230145215

Dear Brain:

As a matter of general interest, the Postal Service plans to replace component pieces of the mobile Point of Sale (mPOS) equipment where the technology is currently used. Additionally, the mPOS will be added to approximately 1,050 new locations and removed from about 220 locations where it is underutilized. There are also 228 locations that will receive walkie talkie two-way radios for use by the lobby assistant and back office employee to assist in the retrieving and delivering of items for pick-up to the front lobby.

The new equipment includes a sleeve for the iPad and a pin-pad and will be tested in the following eight locations where the technology is currently used beginning July 11:

- Main Post Office in Charlottesville, Virginia
- Lyndon Post Office in Louisville, Kentucky
- Saint Matthews Post Office in Louisville, Kentucky
- Antioch Post Office in Antioch, Illinois
- San Bernardino Main Post Office in San Bernardino, California
- Monterey Post Office in Lubbock, Texas
- Brandon Post Office in Brandon, Florida
- Joplin Post Office in Joplin, Missouri

Additionally, it is planned to test the new equipment in the following two locations where the technology is not currently used beginning on July 25:

- Cov-Erlanger Post Office in Erlanger, Kentucky
- Tampa-Sulpher Springs Post Office in Tampa, Florida

National deployment of the equipment is expected to begin in August and completed in October.

Enclosed on compact disc is the following:

- mPOS Deployment Schedule that identifies the office location, deployment date, if the location is an existing site to receive replacement components, new equipment,

NAPS NOTE:

If you would like a copy of the mPOS Deployment Schedule, please contact NAPS Headquarters.

or have equipment removed, and if the site will receive the walkie talkie two-way radios

- Lobby Assistant Walkie Talkie Radio Standard Operating Procedure

If you have any questions about this matter, please contact Shannon Richardson at extension 5842.

Sincerely,

Rickey R. Dean
Manager
Contract Administration (APWU)

Enclosure