

the Postal Supervisor

February 2017

Help Your Branch Thrive

**Reach Out
to Increase
Membership**

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All submissions will be edited for brevity and publication style. High-resolution

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Objectives

The object of the Association shall be to promote, through appropriate and effective action, the welfare of its members, and to cooperate with the USPS and other agencies of the federal government in a continuing effort to improve the service, to raise the standard of efficiency, and to widen the field of opportunity for its members who make the Postal Service or the federal government their life work.

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Branch Out by Reaching Out

Now that the Postal Service's peak season has peaked, the busy holiday season is over and the new year isn't as new, consider it a great time for branch leaders to branch out in 2017 to increase membership activity and recruit new members.

One way to branch out is to reach out to those members whose names you see on the DCO list, but



Brian J. Wagner
President

who do not attend meetings or other branch events. Many branches mail notices to all members informing them of the next meeting. In most branches, only the officers and a number of dedicated members attend each meeting.

However, to reach those less-active members, a friendly branch meeting reminder may be just the answer. Besides mailing the notice, branch officers could divvy up

their DCO list to contact members by phone, email or quick conversation at work to remind them of the upcoming branch meeting.

Another way to branch out is to reach out to non-members and invite them to attend your next branch meeting. Though you may not have the non-members' home addresses to mail them an invite, they easily can be reached at work with a simple personal invite to attend your next branch meeting. At that time, also hand them a flyer or postcard with the time and place of your next branch meeting. When the non-members arrive at the meeting, make sure they feel welcomed. Introduce these potential new members to other members. Finally, make sure they receive a recruitment packet that includes an 1187 to join NAPS.

Branching out also includes reaching out to NAPS members who retired from the Postal Service but did not consider staying in NAPS as associate members. As long as a member was in good standing at the time of their postal retirement, they may become an associate member—no matter how many years have passed. Reach out to those retirees. As associate members, they may be elected to branch officer positions, be active on committees or otherwise participate at meetings by

providing input and support.

If a branch is looking to reach out to their members to inspire them to become more active in NAPS, consider branching out with one or more of these suggested initiatives:

- Start a newsletter and develop a branch website to include branch events, happenings and NAPS Headquarters updates.
- Host a branch social event—for example, a retiree appreciation lunch/dinner, a holiday dinner/dance or a branch picnic with family members.
- Offer scholarships to members' children and grandchildren.
- Promote a branch membership contest.
- Appoint committees to enhance branch business and involve more member participation.
- Reach out to other branches in the area to have joint meetings or social events to encourage more NAPS fellowship and larger gatherings.

These are just a few ideas and initiatives to consider. How about appointing a Branch Initiative Committee to help develop more ideas? Just a thought.

Here is one more thought about how to branch out by reaching out: If you haven't already done so, I encourage you to reach out to your respective NAPS area and regional vice presidents for support, guidance and counsel. Also, invite your national officers to attend one or more of your meetings or events. You always can reach out to NAPS Headquarters as we work as a team with your area and regional vice presidents to support you and your branch.

If you are willing and committed to branch out by reaching out to less-active members, other branches or your national officers, it won't be a stretch to make your branch more active and successful.

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‘All Hands on Deck’ for the 2017 LTS

The phrase “all hands on deck” was used by ship crews. It was something you said when everyone’s help was needed, especially to do a lot of work in a short amount of time. It meant all hands available were needed to tie masts, steer, bail water out or release the anchor. We are not on a ship, but this is a NAPS call for “all hands on deck.”

On Dec. 22, 2016, the Office of Personnel Management issued a proposed rule to address one of the long-standing components of the USPS Retiree Health Benefits Fund (RHBF), which is at the center of the prefunding mandate that has plagued the USPS since passage of the “Postal Accountability and Enhancement Act” in 2006.

The rule, if implemented after the comment period (Feb. 21, 2017), would allow the USPS to finally have its payments into the federal employee pension account calculated using assumptions from its workforce, specifically. Currently, USPS pensions are calculated based on the federal workforce as a whole, which long has been a sticking point for the USPS and NAPS, as well.

Implementation of this rule also could bring much-needed monies back into the USPS from the surpluses that exist due to its overpayments. While estimates have differed, postal reform advocates and the USPS have said the agency has overpaid into the accounts to the tune of billions of dollars.

This change could take one component of needed USPS legislation off the table. However, there still will be plenty of work for us to do at the 2017 NAPS Legislative Training Seminar. We need to continue to push for comprehensive postal reform to address not only

the RHBF prefunding, but the re-amortization of the existing prefunding debt, as well.

We also need to educate and re-educate incoming and returning legislators on areas of need, such as:

- The right for all EAS employees to appeal to the Merit Systems Protection Board.
- Plant closings and consolidations.
- Post office closings, consolidations and restructuring.
- Allowing the Postal Service to provide non-postal services.
- Allowing the Postal Service to ship wine, beer and distilled spirits.

In the next few weeks, as we prepare for the 2017 LTS, your NAPS Legislative Team also will look at carrying forward the following legislative issues:

- Allowing the USPS to provide limited banking services, similar to legislation (H.R. 5179) introduced by Rep. Cedric Richmond (D-LA).
- Considering Government Pension Offset (GPO) as an addition or expansion to similar legislation (H.R. 711) introduced by Reps. Kevin Brady (R-TX) and Richard Neal (D-MA) to address the Windfall Elimination Provision (WEP).
- Examining universal vote-by-mail, especially

with the recent news about alleged voter fraud and interference in the 2016 election cycle. Washington and Oregon are 100 percent vote-by-mail and consistently lead in voter turnout.

As you can see, there is much work to be done before the 2017 LTS. Your Legislative Team and I are working tirelessly to prepare for this major event. We need to ensure we have one more crucial part—as Uncle Sam said: “We Want You!”

Not only do we want you, but we need you to fight with us on Capitol Hill at the 2017 NAPS LTS.

In solidarity ...

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Ivan D. Butts
Executive Vice President

The Postal Supervisor 2017 Production Schedule

Issue	Copy Deadline*	Mails
MAR	JAN 24	FEB 16
APR	FEB 16	MAR 14
MAY	MAR 15	APR 18
JUNE	APR 20	MAY 16
JULY	MAY 19	JUNE 15
AUG	JUNE 15	JULY 13
SEPT	JULY 18	AUG 10
OCT	AUG 21	SEPT 12
NOV	SEPT 22	OCT 19
DEC	OCT 24	NOV 16
JAN 18	NOV 28	DEC 21

*Copy must be received by this day; see page 2 for submission information.

Wisdom Is Our Goal

“It was the best of times, it was the worst of times, it was the age of wisdom, it was the age of foolishness ...” So begins Charles Dickens’ classic novel, “A Tale of Two Cities.” While the book is a grim depiction of life just before and immediately after the start of the French Revolution, these words often remind me of life in the Postal Service.



Chuck Mulidore
Secretary/Treasurer

For many, these are the best of times: working for an organization that provides good pay, advancement opportunity for those who seek it and a secure pension. The Postal Service has allowed many of us to move into the middle class, own a home, send our kids to college and (my favorite) spoil our grandkids.

In other ways, these are the worst of times: the bitter discourse in many of our relationships with higher-level managers, the continued discipline of EAS employees that threatens the way of life I described above and the lack of true employee engagement within the Postal Service. In many ways, Dickens’ classic could be re-titled, “A Tale of Two Post Offices”—one bright and hopeful on the cusp of an age of wisdom; the other dark and forlorn, foundering in an age of foolishness.

What can we do about this? Certainly I’m not advocating a revolution, at least not the type of revolu-

tion depicted in Dickens’ novel. However, we can resolve to do our part to march to a different drumbeat, make our work lives better and use the tools we already have at our disposal to help ensure our futures.

The Postal Service is built on rules—too many and too restrictive—but the rules are there for *all* to follow. You should use the rules to manage your work life. If you are a supervisor and you work over eight and one-half hours on a given day or over eight hours on your off-day, you are entitled to be paid for your work. Period. It’s in the rules! If you are being harassed, denied leave or made to produce an A3 as punishment and not as a learning tool, then you need to stand up and let someone know about it.

NAPS will be there to guide you and, if necessary, protect you. We know the rules and we will hold those higher-level managers accountable so we can help turn this great Postal Service toward a brighter and more inclusive future. I believe that, at this time, we have the support of the executives at the highest levels of the USPS in this mission!

The last level of foolishness we must confront is that sometimes espoused by our elected leaders in Washington, DC. Often, there is little wisdom in our nation’s capital, but NAPS always will fight our battles on the Hill. So, get involved!

Get active by engaging your political leaders and contributing to SPAC. Some days, it does seem like the worst of times, but this certainly is not the end of

times! We have a lot of fight in us; we are the EAS employees of the Postal Service, we are NAPS members and we never will stop seeking wisdom in the face of foolishness.

In closing, I’m reminded of the words of the great African-American activist and historian Bertha Calloway: “We cannot direct the wind, but we can adjust the sails.” Let the journey continue as we adjust our sails toward the light of wisdom.

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Thrift Savings Plan					
Fund	G	F	C	S	I
December 2016	0.20%	0.16%	1.98%	1.81%	3.44%
Past 12 Months*	1.82%	2.91%	12.01%	16.35%	2.10%
The G, F, C, S, and I Fund returns for the last 12 months assume unchanging balances (time-weighting) from month to month, and assume that earnings are compounded on a monthly basis.					
Fund	L Income	L 2020	L 2030	L 2040	L 2050
December 2016	0.64%	1.13%	1.59%	1.82%	2.04%
Past 12 Months*	3.58%	5.47%	7.07%	7.90%	8.65%
These returns are net of the effect of accrued administrative expenses and investment expenses/costs. The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so that investors’ shares, when sold, may be worth more or less than their original cost. The L 2010 Fund was retired on Dec. 31, 2010.					
Visit the TSP website at www.tsp.gov					

All USPS Employees Have the Right to Due Process

Following is a letter from USPS Vice President of Labor Relations Doug Tullino. NAPS has expressed its concern to the USPS that EAS employees are not receiving their due-process rights as they relate to the Joint Statement on Violence and Behavior in the Workplace. This letter clarifies the importance and need for the Postal Service to remain fully committed to provisions in the Joint Statement to ensure due-process rights for all USPS employees are consistent with the principles in the Joint Statement. This is a positive step for all EAS employees—especially NAPS members.

“This Postal Service remains fully committed to the provisions of the Feb. 14, 1992, Joint Statement on Violence and Behavior in the Workplace. Prevention of work-related violence, harassment, intimidation, threats or bullying by anyone re-

mains as important today as it was the day the Joint Statement was signed. There is no excuse for and there must be no tolerance of any of the behaviors covered by the Joint Statement.

“When the union files a grievance asserting violations of the Joint Statement, it is vitally important that all facts and contentions are developed, investigated and considered at all levels of the grievance process to ensure a proper decision is rendered. Those decisions must be predicated on a thorough understanding of the principles in the Joint Statement, as well as our collective-bargaining agreements.

“All relevant evidence must be fully developed. Accused management employees should receive full opportunity to respond to allegations against them. The record should include contentions and statements from the grievant(s), management employee(s) and any other witnesses so the representatives responsible for addressing these types of grievances have the material

necessary to make the proper decision.

“When there is a grievance filed by the union asserting violations of the Joint Statement, the grievance process is the appropriate forum to ensure that all facts and contentions are developed as stated in paragraph two of this letter. In the event the parties are unable to resolve these types of grievances and the matter is appealed to arbitration, witnesses may be called to render testimony for consideration by an arbitrator.

“There is *no* room for tolerating or excusing behavior that violates the principles of the Joint Statement. It is our responsibility to educate our representatives who are responsible for adjudicating grievances associated with violations of the Joint Statement. They must understand the importance of a proper and thorough investigation so outcomes protect the due-process rights of all employees and are consistent with the principles of the Joint Statement and the applicable collective-bargaining agreement.”

MINK Area VP Bart Green (left) and Secretary/Treasurer Chuck Mulidore attended the Kansas City Branch 36 holiday party.



Tulsa Branch 174 members held their holiday meeting and luncheon Dec. 8. Cotton Belt Area VP Shri Green was the guest speaker.



NAPS President Brian Wagner visited newly elected and returning congressional leaders on Capitol Hill Jan. 3, prior to the official swearing-in of the 115th Congress. His visits included representatives from his home state of Illinois: Brad Schneider (D), Mike Bost (R) and his hometown congressman, Darin LaHood (R). Wagner informed the congressmen that NAPS members would be on the Hill in March making visits during their annual legislative conference. Although it was a busy day, Wagner was able to get a picture with Schneider before he had to leave for his official swearing-in ceremony.



Detroit Branch 23 Vice President and legislative contact Delores Hunter (right) and Executive Board Member Junebug Wardell (center) attended Rep. Brenda Lawrence's (D-MI) Dec. 19 end-of-year open house and congressional update.



Texas Area VP Jaime Elizondo joined Dallas Branch 86 President Dionne Davis (right) and Vice President Cathey Jones at a career conference in Dallas this past December. "NAPS encourages its members to attend career conferences," Elizondo stressed. "You always can learn something new or hone a skill set in preparation for the next promotional opportunity." The trio signed several new members and talked with current members about the prevailing USPS climate and upcoming changes.



Central Gulf Area Cornel Rowel Sr. and former NAPS President Louis Atkins installed Birmingham Branch 45 officers on Dec. 10. From left: Atkins, Carol Dangerfield, Daphne McClain, Emanuel Long, Rafael Brathwaith, Dwight Studdard and Rowel.



Boston Branch 43 recently held its retirement and scholarship brunch. Ten \$500 scholarships were given to children and grandchildren of NAPS members. Recent retirees were honored with plaques and gift certificates for their years of service. Speakers included New England Area VP Greg Murphy and Boston District Manager Mike Powers.

USPS Headquarters Responds

Following are responses to written questions submitted to PMG Megan Brennan and COO David Williams from NAPS members during the NAPS 2016 National Convention this past August. Some personal information and member identities have been deleted.

These questions were submitted to Brennan:

Q Positions were eliminated, such as hiring coordinators. Then, ad-hoc workers are used, changing their hours to their *Form 50* positions, seemingly hiding the hours actually needed and used to accomplish these jobs. As a result, *Form 50* positions are being harmed, which causes some ad-hoc workers to not receive raises or incentives based on workhours in that office. Please explain why this continues.

A The Postal Service is not aware of this issue. This matter should be elevated through the proper chain of command, beginning with the district and the area.

Q Please explain why it took 14 days for a First-Class newsletter I mailed at my local post office—two miles from my home—to be delivered to my home.

A This issue should be addressed with the local post office.

Q We talked about the years I have in service; you asked when I was retiring. You responded, “Good, stay as long as you want.” You also told me to come to you if I had any problems, which I now am doing. I filed an EEO claim regarding this because I know (name deleted) is trying to get me to retire.

A Unfortunately, it would be inappropriate to discuss this matter outside the EEO process.

Q On Aug. 15, 2016, you spoke to the delegates in attendance at the NAPS National Convention and stated that EAS employees have input in the NPA/PFP Program. Since the arbitrary lowering of EAS PFP ratings in FY09, through no PFP payouts from FY10 to FY13, 1 percent raises in FY14 to the continued manipulations of PFP in FY15, EAS employees have not had any input in this process.

What EAS employees need is for you to work with NAPS to get rid of PFP and hold those managers accountable who tamper with EAS pay.

A A platform does exist for the Postal Service and national-level representatives of NAPS to engage in discussions regarding PFP. The Postal Service sees value in providing a pay-for-performance system to our non-bargaining employees.

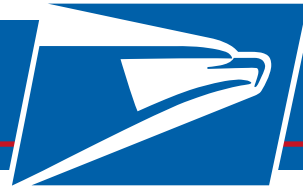
These questions were submitted to Williams:

Q There is an existing policy for new promotions, which is great. For those promoted before this policy was implemented, when can they expect to be moved to mid-point, as well? We have Level-24 postmasters making less than Level-17s and craft employees.

A The submitter asked Williams this question during the convention; a response was provided. The new promotional pay policy implemented in 2015 is not retroactive. There are several factors that contribute to salary: length of service, performance and EAS level.

Q A lot of our facilities have annexes that house our package equipment: APPS, SPSS and more. Why, with packages being our premier product, do we put most of our resources into the P&DCs that are handling our letter mail and other mail that consistently are declining? When will the Postal Service put more resources into these facilities so we can more rapidly grow this premier product?

A The Postal Service is continually evaluating how to best use our facilities and equipment in an effort to find the best alignment of all available resources in order to provide the best service to customers. We are continuing to adjust to the reality of declining First-Class letter volume while also managing rapidly increasing package volume.



Q We seemingly are very concerned about stabilizing finances. Some offices are not allowed to bring employees in on overtime because they knowingly split routes; at times, they are forced to go off the overtime list. When this happens, employees on the overtime list are sitting at home getting paid. We are spending millions for people not to work. Arbitration and grievance awards are being paid unnecessarily.

A Route pivoting is common practice in the field. Employee scheduling is best left in the hands of local management due to their knowledge of their particular operational requirements. Local management should not ignore our labor agreements.

Q FY16 NPA changes:

Workhours to Plan

Change Plan to 0 Workhours F4 Distribution TTL

Level 21 603 hrs/yr

Currently—Plan + 474% SPLY—7.9%

A The Postal Service already decided to eliminate the “Total Workhours % to Plan” indicator for Level-21 offices.

Q Regarding NPA, why aren't the NPA goals established before the fiscal year? Also, why are we mandated to input our achievements before goals are set?

A The Postal Service must propose NPA unit indicators to our management associations through the consultative process, as well as receive approval from the Board of Governors; this process can take several months. Goals are set at or near the start of the year. Achievements are not entered until the middle of the year, after Quarter 2 ends.

Q Safety suggestions:

A. CTC—Replace backpack vacs with floor vacs; reinstitute dust mops for under equipment (carpal tunnel).

B. Replace maintenance vehicles—not just LCUs—with appropriate utility vehicles. The current new maintenance vehicles are insufficient and pose safety concerns.

A Suggestions to improve operations should be forwarded to your local HR and main plant manager.

Q Why can't EAS employees receive cost-of-living adjustments?

A COLA was eliminated after consultation with the management associations in 1999.

Q What happened to all EAS employees making at least 10 percent more than the highest-paid craft employee?

A Supervisory Differential Adjustment policy applies to those EAS 15-19 employees who supervise two or more bargaining-unit employees and are provided a 5 percent differential in compliance with the *Employee and Labor Relations Manual*, Section 412.1.

Q Why are supervisors being promoted over current managers to higher-level positions?

A Promotions are awarded to the best-qualified applicant.

Q Why is an area allowed to hold a staffing package not to its liking until it is changed to what is wanted, despite documentation?

A This matter should be addressed with the applicable area HR manager.

Q Why do USPS Headquarters employees have a different PFP rating system than other EAS employees?

A At one time, field employees had to input individual objectives as a part of the Performance Evaluation System (PES). As a result of consultations with the management associations, the Postal Service decided to discontinue the individual objectives in PES as part of the PFP program for field EAS employees in the 2011 EAS pay package.

Q Why do the Headquarters call centers' PFP system have a percentage that's averaged?

A Employees at the Headquarters call centers are Headquarters-reporting employees; therefore, they are subject to evaluation rules for Headquarters employees.

Getting an A+ on Solving Problems With an A3 Approach

By David Williams, USPS chief operating officer



“Everyone is a problem-solver.” This is a principle I embraced before I became the chief operating officer for the Postal Service. It is clear to me that everyone has the knowledge, experience and thoughtfulness to be able to solve problems—especially pertaining to systems and processes they understand better than anyone else.

The A3 is a helpful problem-solving tool to use during the problem-solving process. A3 is not an acronym; it is a visual, systematic problem-solving approach that has been adopted as a standard practice of continuous improvement, dialogue and decision-making in organizations around the world.

Fundamentally, the A3 is a communication tool used to tell the story of the problem from planning to implementation. It documents the problem, identifies the end goal and eventually communicates the solutions and controls identified in resolving the problem. There are several sections to an A3, each with its own purpose:

It takes time to develop a quality, impactful and informative A3 that solves a specific problem. The intent is not to document a quick-fix or solve a special cause. The A3, when used properly, is a living document that evolves during the improvement effort. It may go through multiple iterations and updates while the problem is being solved.

The A3 is created and developed (using the steps in the chart) by explaining the problem that needs to be solved, telling the story of the problem and deriving the solution using lean tools. At no point should an A3 become punitive when it highlights a concern or identifies an issue.

Using this tool is not a competition to make the most A3s; nor is it a race against time, but a tool to focus on problem-solving.

Continuous improvement is a journey—not a destination! We all have to continue to work together as problem-solvers to improve the Postal Service’s operations and customer experience. Over time, we will be a part of realizing the benefits of improved service scores, reduced waste and increased efficiencies using the A3 method to manage our improvement projects.

Continue to use the A3 as we realize the benefits and rewards it provides to our customers, our employees and our operations.

Background	Brief description of the problem highlighting the importance to the organization.
Safety First	Safety issues identified and resolved during Gemba walks (visiting where the work is performed).
Problem Statement	Concise summary of the problem, quantified issues and description of the defect or pain points—with pictures and charts as visual support.
Current Conditions	Observations of process, description of the current conditions and explanations of the gaps to achieving the goal(s)—with pictures or diagrams.
Goals and Targets	Measurable and actionable goals with dates.
Analysis	Identify, validate and prioritize root causes to the gap, Future State process map—pictures of the root cause tools used during analysis.
Improve	Identify countermeasures and solutions, explain the implementation plan—with pictures as visual support.
Results and Sustain	Explain the results and quantified benefits, summarize the Control Plan to ensure sustainment of the improvement—with pictures/charts as visual support.
Next Steps	List the next steps, identify other improvement opportunities, accountable action plan.

Celebrating the Holidays

By Marilyn Walton

Western Region Vice President

Phoenix Branch 246's annual Christmas party was Dec. 10 at the Casino Arizona. Among those attending were NAPS Secretary/Treasurer Chuck Mulidore, Rocky Mountain Area Vice President Myrna Pashinski, Senior Plant Manager Clyde Jones and me.

Branch 246 President Juan Luna and his fellow officers treated the guests to a grand buffet. There was a lot of holiday cheer and an outstanding fundraiser for SPAC!

Mulidore provided an update regarding legislation. Unfortunately, it

was not good news. The lame-duck session of Congress did not address postal reform legislation. No one knows what the focus will be for the new administration in January.

However, he said, the NAPS resident officers are looking forward to pay talks. They remain optimistic that we will have a productive and fair consultative process with USPS Headquarters.

Pashinski discussed the extensive meeting she had with Arizona/New Mexico District Manager John DiPeri. They talked about the engagement process and the need for more focus on re-

solving NAPS issues locally. Pashinski said she will be meeting with other local managers to introduce herself to district management.

Jones announced his retirement, effective at the end of the holiday season. He has been a NAPS member and longtime supporter, encouraging EAS employees to join and support NAPS. Jones thanked the Phoenix employees for their outstanding job providing customer



From left: Ute Eisinger, Branch 376 vice president; Renee Channel, Tucson Plant manager; Shawn Bruffett, Branch 376 president; Myrna Pashinski, Rocky Mountain Area vice president; Brian Wagner, NAPS president; and Marilyn Walton, Western Region vice president.



Rocky Mountain Area Vice President Myrna Pashinski presented the former Area Vice President John Aceves a plaque of appreciation for his many years of service to NAPS members.



From left: Clyde Jones, senior plant manager; Marilyn Walton, Western Region vice president; Wendell March, Branch 246; Juan Luna, Branch 246 president; Myrna Pashinski, Rocky Mountain Area vice president; Chuck Mulidore, NAPS secretary/treasurer; and Rebecca Jackson, Branch 246.



service and wished everyone a great holiday season.

My brief remarks encouraged everyone to stay informed because 2017 may bring changes that could affect active and retired postal employees. We must stay alert and informed and answer the call to contact our legislators regarding postal and federal issues.

Guests took the opportunity to relax, linger over a great meal and network before it was time to go back to work to ensure another successful holiday season for the Postal Service.

Tucson Branch 376, led by President Shawn Bruffett, held their annual Christmas celebration at the Tucson Elks Club. John Aceves, former Rocky Mountain Area vice president, is a member there. His local band, "Blackjack," provided musical entertainment. Aceves is a very talented drummer.

Special guests included NAPS President Brian Wagner, Rocky Mountain Area Vice President Myrna Pashinski and me. Renee Channel, plant manager, represented USPS management. Pashinski met with Channel the previous day and toured the Tucson processing plant.

In honor of Aceves' many years of dedicated and devoted service to NAPS, Pashinski presented him with a special recognition booklet and plaque signed by the NAPS resident officers and Rocky Mountain Area officers.

Members enjoyed a delicious buffet, great music and dancing. The branch also held a successful SPAC fundraiser. We had a wonderful time dancing and partying until the last tune had played.

marilynwalton@comcast.net

PRIORITY ★ POSTAL ★



March 5 - 8, 2017
Legislative Training Seminar



A new president, a new Congress—what does it mean for the Postal Service?

The 2017 LTS will focus on Washington's new leaders and agendas. LTS delegates, whether first-timers or veteran advocates, will receive an intensive orientation on the new president, new Congress and the state of postal issues that matter to NAPS and the USPS. They'll also learn about the key ingredients for successful meetings with members of Congress and their staffs. Then, LTS delegates will head to Capitol Hill to educate Congress about the dynamic role the Postal Service plays in our nation's economy and legislative proposals that will improve the Postal Service and the lives of NAPS members.

This is a reference for the order of events; all times are tentative.

Sunday, March 5

9 a.m. – 6 p.m.
Registration

9:15 a.m.
Wreath-Laying at Tomb of the Unknown Soldier, Arlington National Cemetery

1 – 2 p.m.
First-Timers' Orientation

2:30 – 3:30 p.m.
Non-Denominational Worship Service

4 – 5:30 p.m.
Town Hall with the Resident Officers

6:30 – 8:30 p.m.
State Legislative Chairs Dinner

Monday, March 6

6:30 a.m.
Continental Breakfast

6:30 – 7:50 a.m.
Registration continues

8 a.m. – 5:30 p.m.
SPAC Café

7:45 a.m.
Opening Session and Legislative Training

noon
Luncheon

1:30 p.m.
Legislative Training continues

4:45 p.m.
State Caucus Meetings

4:45 – 5:15 p.m.
SPAC Photos

6:30 – 8:30 p.m.
SPAC Reception

Tuesday, March 7

6:30 – 8:30 a.m.
Continental Breakfast

morning/afternoon
Delegate meetings on Capitol Hill

2 – 5 p.m.
Capitol Hill Debriefings with NAPS legislative team

Wednesday, March 8

8 a.m. – 4 p.m.
Debriefings with NAPS legislative team continue

2017 Legislative Training Seminar Registration Form

Download the form at www.naps.org

March 5-8, 2017

Marriott Crystal Gateway Hotel
1700 Jefferson Davis Highway
Arlington, VA 22202

Room
Rate Reduced

Hotel room block expires on Feb. 18, 2017/NAPS LTS delegate registration closes on Feb. 24, 2017.

Complete and mail this entire page to NAPS Headquarters, along with your LTS payment or online payment receipt, to the address shown under "Mailing Instructions."

LTS Registration Fee—\$225

Mail-in or online LTS fee is \$225 if registration form and fee are **RECEIVED** at NAPS Headquarters on or before Feb. 17, 2017. After Feb. 17, the LTS fee is \$300. Make check or money order payable to **NAPS Headquarters**. The LTS fee may be paid online at www.naps.org. **No LTS registrations and payments will be accepted after Feb. 24.**

Note: Online LTS fee payment is not an official LTS registration; it is a payment portal only. If paying the fee online, you **MUST** complete a LTS registration form, too. Mail, email or fax your LTS registration and online payment receipt to NAPS Headquarters by the respective deadlines. If you paid online correctly, you will receive an email receipt from the payment portal provider. If you do not receive this email receipt, your payment was not completed properly; contact NAPS Headquarters for assistance. Online registration closes at midnight on Feb. 24.

All LTS registrations are considered official when both the LTS fee **AND** registration form(s) are received at NAPS Headquarters by Feb. 24. **No LTS registrations and payments will be accepted after Feb. 24.** There are no walk-in/on-site LTS registrations or substitutions.

By March 1, each official LTS registrant will receive an LTS confirmation receipt via mail or e-mail from NAPS Headquarters. If you registered for LTS and do not receive your confirmation by March 1, contact NAPS Headquarters immediately.

Refund Requests

All refund requests must be submitted in writing and received at NAPS Headquarters on or before March 1. All approved refunds will be paid after LTS and before March 31. If the LTS fee is paid by a branch check, the refund will be sent via ACH direct deposit to the branch's bank account. All other refunds will be by check.

Mailing Instructions

Please complete and mail this entire page (one for each registrant), along with the registration fee (check/money order/online receipt), to NAPS LTS, 1727 King St., Suite 400, Alexandria, VA 22314-2753. No registration will be considered valid if received without payment.

Substitutions

If you need to make a substitution of an LTS registrant, call NAPS Headquarters at 703-836-9660. All requests for LTS delegate substitutions must be received no later than March 1. No substitutions will be honored after March 1. **On-site LTS substitutions will not be permitted.**

Use only ONE FORM per registrant. If you need to make a substitution before March 1, please call NAPS Headquarters at 703-836-9660.

Nickname on badge (*if other than first name below*)

Full Name (*first, last*)

PO Box/Home Street Address (*for confirmation receipt*)

City

State

ZIP+4

Badge city/state—for congressional visit purposes, please identify if different than the above.

USPS EIN (if applicable)

Branch #

Personal Contact Phone # (non-postal)

Personal email address (non-postal email only)

Registrant is:

- Delegate Auxiliary Guest
 First-time attending LTS? (Check if yes)

Hotel Room Rates and Reservations

Delegates and guests attending the 2017 LTS are responsible for making their own lodging reservations directly with the Marriott Crystal Gateway Hotel.

To make a reservation, please call the Marriott at 703-920-3230, or toll-free, at 877-212-5752. Reference the group's name, **National Association of Postal Supervisors**. To reserve a room online, go to www.naps.org, click on "LTS Home" at the right side of the page, and then click on "Hotel Reservations."

The LTS single/double room rate is \$260, plus applicable state and local taxes. Check-in time is 3 p.m.; check-out, noon.

The room block expires on Feb. 18, 2017. Reservations made after that date may be at a higher room rate, if available at all.

To guarantee reservations, the hotel must receive a deposit of one night's room rate and tax by major credit card at the time of reservation. Cancellations must be received at least 24 hours before arrival or the deposit will be applied to your credit card. The hotel confirmation is your responsibility. NAPS Headquarters does not confirm lodging reservations.

DO NOT WRITE IN THIS SPACE

Amount \$

Payment Type

Check/Money Order #

Date Received

Bruce Moyer

NAPS Legislative Counsel



Sweeping changes to civil service rules and employee compensation could come about under plans being prepared by President Donald Trump and the GOP-

Could Big Civil Service Changes Lie Ahead?

controlled Congress. This past November's anti-Washington mandate has put a bull's-eye on the federal bureaucracy as part of efforts to "drain the swamp" and eliminate "government waste."

Conservative think-tank proposals circulating for years, based on the questionable assumption that federal pay and benefits are overly generous, could now become the playbook for significant changes. Unified GOP control of Congress and the White House will make enactment of some changes possible. Proposals blocked in the past by a Democratic president and the Senate could now become law.

Some changes could affect only federal civil servants, while others could reach to postal employees, particularly those involving health and retirement benefits and new postal hires. Some changes actually could be helpful to civil service and postal managers, such as the streamlining of rules to remove poor performers. Legislative proposals currently applicable only to Veterans Affairs personnel actions could be broadened to become government-wide. Those rules changes would:

- Require employees to appeal their dismissals through only one

forum, such as the Merit Systems Protection Board (MSPB), rather than through multiple avenues, especially in EEO matters.

- Lower the burden of proof before the MSPB to sustain an adverse action from "a preponderance of evidence" to "substantial evidence."

- Lower the requirement of proving that dismissing an employee

would improve the "efficiency of the service" to showing that it is not unreasonable to assume that "efficiency of the service" would be served by the removal.

The Holman Rule Is Back

Already, House Republicans in the new 115th Congress have used their power to set up broader attacks on the jobs and salaries of specific employees throughout the government, particularly in departments where controversial programs are administered.

On the very first day of the new Congress, GOP House members adopted a procedural rules package that reinstated the Holman Rule, which will permit House members during floor debate on government funding bills to offer amendments that directly reduce specific jobs and salaries at particular agencies, down to as little as \$1 a year.

The Holman Rule has not been used since the 1980s, when it was set aside over internal congressional squabbles. But the return of the Holman Rule signals a new aggressiveness by House conservatives to return power to rank-and-file members aiming to decrease federal spending and taxpayer costs to levels lower

than those recommended by the established appropriations committees.

As a result, House lawmakers now will have the power to make surgical cuts into agency budgets, identifying particular jobs—and even their incumbents and salaries—to be cut. Fortunately, it appears the Postal Service is relatively protected from the reach of the Holman Rule because of the relatively small amount of funding (and, in turn, jobs) that Congress appropriates to the predominantly postage-reliant Postal Service.

Also during the first week of the new Congress, some members wasted no time in introducing measures that would reduce the size of the federal workforce and establish dramatic personnel reforms. Most notably, Rep. Todd Rokita (R-IN) introduced legislation, the "Promote Accountability and Government Efficiency Act" ("PAGE Act") that would turn all new federal workers into "at-will" employees, permitting supervisors to fire them without due-process rights or the opportunity to appeal. Such changes would not apply to Postal Service hires, but would have a profound impact on labor relations throughout the federal workplace.

The Rokita bill also would end "official time" practices, which permit civil service union stewards to engage in union activity while receiving a federal salary.

NAPS will keep a close watch on these developments and proposals in the weeks ahead. Some measures could provide helpful management tools, while others could be disruptive of basic due-process protections for all federal and postal employees. These issues will receive special attention during the NAPS Legislative Training Seminar, March 5-8.

bruce@moyergroup.net

Contributions via USPS Payroll Deduction



To authorize your allotment **online**, you will need your USPS employee ID number and PIN; if you do not know your PIN, you will be able to obtain it at Step 3 below.

- 1 Go to <https://liteblue.usps.gov> to access PostalEASE.
- 2 Under Employee App-Quick Links, choose PostalEASE.
- 3 Click on "I agree."
- 4 Enter your employee ID number and password.
- 5 Click on "Allotments/Payroll NTB."
- 6 Click on "Continue."

- 7 Click on "Allotments."
- 8 Enter Bank Routing Number (*from worksheet below*), enter account number (*see worksheet*), enter account from drop-down menu as "checking" and enter the amount of your contribution.
- 9 Click "Validate," then "Submit." Print a copy for your records.

PostalEASE Allotments/Net to Bank Worksheet

On your next available allotment (you have three):

- Routing Number (nine digits): 121000248
- Financial Institution Name: Wells Fargo (this will appear after you enter the routing number).
- Account Number (this is a 17-digit number that starts with "772255555" and ends with your eight-digit employee ID number):
7 7 2 2 5 5 5 5 _____
(Example: 77225555512345678).
- Type of Account (drop-down menu): Checking
- Amount per Pay Period (please use the 0.00 format; the "\$" is already included): _____.



To authorize your allotment **by phone**, call PostalEASE, toll-free, at **1-877-477-3273** (1-877-4PS-EASE). You will need your USPS employee ID number and PIN.

- 1 When prompted, select one for PostalEASE.
- 2 When prompted, enter your employee ID number.
- 3 When prompted, please enter your USPS PIN.
- 4 When prompted, press "2" for payroll options.
- 5 When prompted, press "1" for allotments.
- 6 When prompted, press "2" to continue.

- 7 Follow prompts to add a new allotment.
- 8 Use the worksheet to give the appropriate information to set up an allotment for SPAC.

2016 SPAC Contributors



Louie's Ultimate SPAC (\$1,000+)		
Salmon, James	AZ	Branch 246
Boisvert, Michael	CA	Branch 159
Burkhard, Mary	CA	Branch 244
Walton, Marilyn	CA	Branch 77
Gilbert, Belinda	FL	Branch 425
Gold, Stanley	FL	Branch 146
Lynn, Patti	FL	Branch 296
Quinlan, Robert	FL	Branch 577
Rodriguez, William	FL	Branch 146
Sebastian, Gerald	FL	Branch 386
Strasser, Brian	FL	Branch 386
Strickland, Ann	FL	Branch 146
Maxwell, Sherry	IL	Branch 255
Moreno, Luz	IL	Branch 489
Wagner, Brian	IL	Branch 255
Winters, Michael	IL	Branch 255
Mathews, Sharon	IN	Branch 576

Harmon, Rosemary	KY	Branch 920
Atkins, Louis	LA	Branch 209
Randall, C. Michele	MD	Branch 531
Shawn, Steve	MD	Branch 403
Mooney, Dan	MN	Branch 16
Weilep, Laurie	MN	Branch 104
Johnson, Craig	MO	Branch 36
Amash, Joseph	NY	Branch 83
Duffy, James	NY	Branch 85
Gawron, Dennis	NY	Branch 27
Konish, Ann	NY	Branch 11
Roma, Thomas	NY	Branch 68
Warden, James	NY	Branch 100
Butts, Ivan	PA	Branch 355
Williams, Darryl	PA	Branch 554
Green, Shri	TN	Branch 41
Bradford, Robert	TX	Branch 203
Cooper, Karen	TX	Branch 124

SPAC Contribution Form

Aggregate contributions made in a calendar year correspond with these donor levels:

\$1,000—Louie's Ultimate SPAC

\$750—VP Elite

\$500—Secretary's Roundtable

\$250—Chairman's Club

\$100—Supporter

Current as of February 2015

Federal regulations prohibit SPAC contributions by branch check or branch credit card.

Mail to:

SPAC
1727 KING ST STE 400
ALEXANDRIA VA 22314-2753

Contribution Amount \$ _____ Branch # _____

Name _____

Home Address/PO Box _____

City _____ State _____

ZIP+4 _____ Date _____

Employee ID Number (EIN) or
Civil Service Annuitant (CSA) Number _____



Enclosed is my voluntary contribution to SPAC by one of the following methods:

- Check or money order made payable to SPAC; *do not send cash*
- Credit card (*circle one*): Visa American Express MasterCard Discover

Card number _____

Security code (three- or four- digit number on back of card) _____

Card expiration date: ____ / ____

Signature (required for credit card charges) _____

- In-Kind Donation (e.g., gift card, baseball tickets):

Describe gift _____ Value _____

All contributions to the Supervisors' Political Action Committee (SPAC) are voluntary, have no bearing on NAPS membership status and are unrelated to NAPS membership dues. There is no obligation to contribute to SPAC and no penalty for choosing not to contribute. Only NAPS members and family members living in their households may contribute to SPAC. Contributions to SPAC are limited to \$5,000 per individual in a calendar year. Contributions to SPAC are not tax-deductible.

Did you know that the new year gives you a new opportunity to participate in the SPAC “Drive for Five” campaign? Giving through your OPM annuity or payroll deductions makes contributing to SPAC easier and allows NAPS to better plan the budget. Additionally, those who give through “Drive for Five” are entered into a quarterly raffle—SPAC’s way of saying thank-you! If you have questions about “Drive for Five,” please contact SPAC Manager Katie Maddocks at naps.km@naps.org or (703) 836-9660.

Green Jr., Richard	VA	Branch 98
Gillett, Michael	WA	Branch 31
McCracken, Cindy	WA	Branch 61
Reedy, James	WA	Branch 61

December Donors

Louie's Ultimate SPAC (\$1,000+)		
Salmon, James	AZ	Branch 246
Moreno, Luz	IL	Branch 489
Winters, Michael	IL	Branch 255
Mooney, Dan	MN	Branch 16

VP Elite (\$750)		
Campbell, Stephnia	CA	Branch 159
Goodman, James	CA	Branch 39
Herzog, Rosemarie	FL	Branch 154
Moore, Kevin	GA	Branch 281
Massie, Larry	IN	Branch 576
Russo, Dominic	MA	Branch 43
Walter, Richard	MA	Branch 120
Hafford, Darrell	ME	Branch 96
Carmody, Russell	NJ	Branch 74
Mulidore, Chuck	OH	Branch 133
Elizondo Jr., Jaime	TX	Branch 122
Foster, Debra	TX	Branch 9
Butler, Phillip	VA	Branch 98
Mott III, George	VA	Branch 132

Secretary's Roundtable (\$500)		
Danzy, Marsha	CA	Branch 197
Gishi, Sharon	CA	Branch 94
Sutton, Catherine	CA	Branch 373
Douglas, Lisa	CT	Branch 5
Feazell, Albert	LA	Branch 73
Grayson, Yolanda	LA	Branch 170

SPAC Scoreboard

Statistics reflect money collected from Jan. 1 to Dec. 31, 2016

National Aggregate:

\$248,252.59

National Per Capita:

\$9.58

Region Aggregate:

1. Southern	\$62,752.35
2. Western	\$48,938.20
3. Central	\$45,590.54
4. Eastern	\$45,491.50
5. Northeast	\$44,729.00

Region Per Capita:

1. Southern	\$10.92
2. Central	\$10.36
3. Western	\$9.04
4. Northeast	\$8.94
5. Eastern	\$8.49

Area Aggregate:

1. Southeast	\$32,727.50
2. Pacific	\$25,483.64
3. Capitol-Atlantic	\$20,783.30
4. New York	\$20,321.99
5. Mideast	\$19,234.00
6. New England	\$19,136.01
7. Texas	\$17,360.00
8. Michiana	\$13,213.59
9. Illini	\$12,265.00
10. Northwest	\$11,882.56
11. Rocky Mountain	\$11,572.00
12. North Central	\$11,075.00
13. Pioneer	\$10,745.20
14. MINK	\$9,036.95
15. Central Gulf	\$6,939.85
16. Cotton Belt	\$5,725.00

Area Per Capita:

1. Southeast	\$14.13
2. North Central	\$12.51
3. Michiana	\$12.47
4. Northwest	\$11.51
5. New England	\$11.27
6. Texas	\$9.85
7. Illini	\$9.60
8. Central Gulf	\$9.01
9. Pacific	\$8.88
10. Mideast	\$8.58
11. New York	\$8.33
12. Capitol-Atlantic	\$7.99
13. Pioneer	\$7.78
14. MINK	\$7.67
15. Rocky Mountain	\$7.66
16. Cotton Belt	\$6.38

State Aggregate:

1. Florida	\$29,997.25
2. California	\$23,463.64
3. New York	\$19,831.99
4. Texas	\$17,360.00
5. Illinois	\$12,265.00

State Per Capita:

1. Maine	\$24.29
2. North Dakota	\$21.07
3. Rhode Island	\$19.24
4. Washington	\$18.18
5. Minnesota	\$17.87

Drive for Five

Members by Region:

1. Central	79
2. Southern	70
3. Western	68
4. Eastern	61
5. Northeast	49

Aggregate by Region:

1. Central	\$27,051.00
2. Western	\$26,418.01
3. Southern	\$22,158.00
4. Eastern	\$21,704.00
5. Northeast	\$17,120.00

Bartlett, Bruce	ME	Branch 96
O'Neill, Shawn	ME	Branch 96
Anderson, Shareen	MI	Branch 23
Pack, Roderick	MI	Branch 23
Vasquez Elms, Valerie	MN	Branch 16
Davis, Lisa	MO	Branch 131
Goedeken, Carrie	NE	Branch 10
Newman, Edward	NE	Branch 10
McKiernan, Michael	NJ	Branch 74
Timothy, Pat	NJ	Branch 548
Burke, Terriann	NY	Branch 11
Englerth, Scott	NY	Branch 11
Krempe, Keith	NY	Branch 27
Middleton, Isaac	NY	Branch 68
Mayes, Sean	OH	Branch 29
Lahmann, Joseph	OR	Branch 276
Smith, Robert	PA	Branch 35
Bowen, Randy	TN	Branch 97
Clark Jr., Bobby	TX	Branch 124
Lomba, John	TX	Branch 103
McKelvey, Courtney	TX	Branch 122
Trevino, Barbara	TX	Branch 124
Joers, Julie	WI	Branch 72

Chairman's Club (\$250)

Studdard, Dwight	AL	Branch 45
Cool Jr., Harold	CO	Branch 141
Love, Valerie	CO	Branch 65
Loyd, Albert	CO	Branch 561
Alos, Kanani	HI	Branch 214
Baines-Albert, Pamela	IL	Branch 493
Brady, Derrick	IL	Branch 17
Cook, Carol	IL	Branch 14
Perteet, Cynthia	IL	Branch 541
Ruebling, Aaron	IL	Branch 255
Aguilera, Patricia	KS	Branch 205
Macias, Juan	KS	Branch 205
Duplessis, Tomica	LA	Branch 73
Misserville, James	MA	Branch 498
Rosario, Tamara	ME	Branch 96
Moore, Olin	MN	Branch 16
Jackson, Abner	NC	Branch 299
Michaud, Russell	NH	Branch 932
McNulty, Linda	OR	Branch 66
Adams, Jeanine	PA	Branch 20
Benford, Debra	PA	Branch 50
Mitchell, Denise	TN	Branch 41
Proctor, Kevin	TN	Branch 32
Washer, Patricia	TN	Branch 32
Bean, Joann	TX	Branch 136

Continued on page 22

NAPS Training Calendar

Southeast Area Training

Feb. 4, 2017

Conducted by: Southeast Area VP Bob Quinlan

Location: Embassy Suites by Hilton Orlando North, 225 Shorecrest Dr., Altamonte Springs, FL 32701; (407) 571-3434. Room rates available three days before and after; room block cut-off was Jan. 12.

Hotel Rate: \$119/night. Call Hilton Central Reservations, 1-800-445-8667. Group code: NAPS or National Association of Postal Supervisors.

Topics/instructors: Legislative training, Executive VP Ivan D. Butts; debt collection and adverse action, Southern Region VP Tim Ford.

Texas Area Training

April 21-22, 2017

Conducted by: Texas Area VP Jaime Elizondo

Location: Doubletree Downtown, 502 W. Cesar E. Chavez, San Antonio, TX 78207; (210) 224-7155

Hotel Rate: \$135; includes one breakfast buffet per room per day; free Internet and parking.

Registration Fee: \$35 for installation lunch (payable to NAPS Branch 103)

Training Topics: Officer training, representation, ELM 650, retirement

Instructors: Dillard Financial, JFK3 Consulting and Texas Area VP Jaime Elizondo

Illini Area Training

April 27-29, 2017

In conjunction with the Illinois State Convention

Conducted by: Illini Area VP Luz Moreno

Location: Embassy Suites Peoria Riverfront Hotel & Conference Center, 100 Conference Center Dr., East Peoria, IL 61611; (309) 694-0200

Hotel Rate: \$145, single/double; \$155, triple

Registration Fee: Free for Illini Area members; \$50 for others

Training Topics: Advocacy, among others

Instructors: Illini Area VP Luz Moreno and Michiana Area VP Kevin Trayer

Northeast Region Training

March 24-25, 2017

Conducted by: Northeast Region VP Tommy Roma, New York Area VP Jimmy Warden, New England Area VP Greg Murphy and Mideast Area VP Hans Aglidian

Location: Marriott San Juan Resort & Stellaris Casino, 1309 Ashford Ave., San Juan, PR 00907; (787) 722-7000, ext. 44

Hotel Rate: \$220 plus taxes

Registration Fee: \$125

Instructors: Doug Tulino, Ed Phelan, Ann Mailloux, Bran Wagner, Ivan Butts, Chuck Mulidore, JFK3 Consulting, Dillard Financial

Central Gulf Area Training

March 31-April 1, 2017

Conducted by: Central Gulf Area VP Cornel Rowel Sr.

Location: Renaissance Mobile Riverview Plaza Hotel, 64 South Water St., Mobile, AL 36602; (251) 438-4000

Hotel Rate: \$115

Registration Fee: \$40

National Association of Postal Supervisors

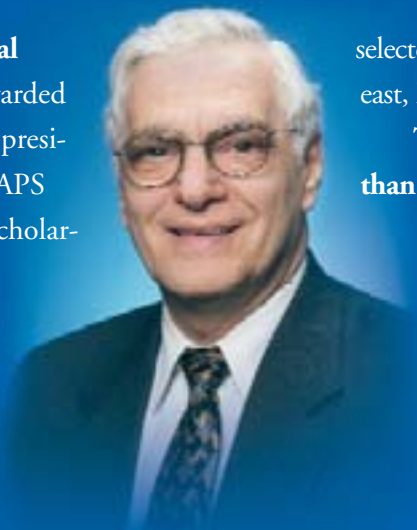
Vince Palladino Memorial Student Scholarships

2017 Official Application Form

The **Vince Palladino Memorial Student Scholarships** are awarded in memory of the late NAPS president and honor his dedication to NAPS members and their families. These scholarships are sponsored solely by NAPS.

Applicants for this scholarship must be the children or grandchildren of a living NAPS member, active or associate, at the time of drawing. Furthermore, the children or grandchildren must be attending or have been accepted by an accredited two- or four-year college or university.

NAPS will award 10 \$1,000 **Vince Palladino Memorial Student Scholarships**. Two winners will be randomly



selected from each of the NAPS regional areas (North-east, Eastern, Central, Southern and Western).

This application must be received no later than July 31, 2017, at the address provided below.

Scholarship winners will be announced in August. In addition, the scholarship winners will be listed in the October 2017 issue of *The Postal Supervisor*.

Members whose child or grandchild have been awarded a **Vince Palladino Memorial Student Scholarship** will receive a check, payable to the college or university listed in the application, in October 2017. Scholarships may be used to pay expenses in the student's current or following semester.

deadline: July 31, 2017

Student's name (please PRINT legibly)

Major course of study

Name of accredited two- or four-year college or university attended or will be attending

City and state of the college or university

NAPS member's name

NAPS member's branch number

Student's relationship to NAPS member (son, granddaughter, etc.)

NAPS member's PO box/street address

City

State

ZIP+4

**Applications must
be received at
NAPS Headquarters
no later than
July 31, 2017**

Please mail completed application to **NAPS Scholarships, Attn: Chuck Mulidore, Secretary/Treasurer, 1727 King St., Suite 400, Alexandria, VA 22314-2753**. Thank you.

How to Successfully Navigate Life Transitions

Submitted by the USPS Employee Assistance Program

Whether we are ready or not, changes and transitions are a natural part of life. Sometimes, changes are welcome and expected; sometimes, transitions are unplanned. Life transitions can be positive or negative, simple or very complex.

Life transitions include graduating high school or college, changing jobs, losing a job, getting married, having children, taking care of elderly parents, dealing with the death of a loved one, divorce, retirement, having to relocate and countless others. No matter how they happen, changes and transitions can be difficult.

It can be hard to accept and cope with the many emotional and physical changes we experience as we move through life's transitions. During times of transition, we have to cut ties with what is comfortable and familiar and learn to settle into something new. Learning to be able to adapt to change well can lead to a more satisfying and fulfilled life.

What can you expect during times of transition?

When going through a major life transition, you might experience:

- feelings of vulnerability, anxiety and uncertainty
- muscle tension, body aches, pain and headaches
- increased blood pressure
- disturbances in your normal eating and sleeping patterns
- poor concentration
- fatigue and loss of energy

It is normal to feel depressed and anxious during times of transition. Whenever we move forward and leave something behind, we experience feelings of grief.



These grief feelings can be very intense. During unexpected or unwanted changes, these feelings also may include shock and greater depression. Anxiety also is a common feeling.

The loss of our normal comfort zone can cause our imagination to go into overdrive; we can spend excessive time worrying about an unknown future. Many people are afraid of change. Most of us prefer our normal routines and stability; sometimes, the changes associated with life transitions can disrupt our self-confidence.

Fear can cause people to avoid taking risks. When fear relates to a positive change, it usually is linked to a fear of not being able to achieve success. Some people are overly concerned about not being capable enough or of being judged.

One inevitable transition in life is associated with maturity or growing older, which usually brings with it an isolating sense of loss.

Many people grieve the changes

that occur as they age and miss the identity they had in their younger years. With each passage, people must learn new ways of adapting; facing this new way of being in the world can be anxiety-provoking because it tests our competence. To cope well with life, we need to be open and at peace with questioning thoughts, feelings and beliefs about changes that are happening.

Strategies for making transitions successful

Because change is inevitable and something with which we all must learn to deal, here are some strategies for helping make transitions go as smoothly as possible:

Approach the transition as a new adventure. The next step after an ending is a new beginning or a new

chapter in your life. Keeping this in mind as you transition can give you a sense of a fresh start. And while the particular circumstances may be new, the process itself is familiar. You have, after all, made transitions before: changing schools, neighborhoods, relationships, jobs and more. As you made other transitions in your life, you acquired experience and skills along the way that can help in your current transition. Try to think positively and think of the change as a new opportunity. Being optimistic can be very helpful during times of transition.

Take small steps. You can take many small steps to cope with and overcome significant changes and transitions. Focusing on everything you need to do or change can be overwhelming. Breaking things down into reasonable, achievable steps can give you a sense of accomplishment and success. You cannot always control what happens to you, but you can control how you react and respond to it. You also have control over your outlook on new changes and transitions.

When you start feeling overwhelmed about all the changes taking place, remember to take things one step and one day at a time. Set small, attainable goals for the future and try not to get wrapped up in speculations or anxieties about where your future is headed. Learning to live in the now—not in your nostalgia for the past or worry about the future—will make any transitions seem more manageable. It can be helpful to write down long- and short-term goals and then break those down into smaller steps to keep things manageable and less overwhelming.

Be flexible. Although life doesn't always unfold the way you planned, opportunities often present themselves in unexpected ways. Learn to

recognize and take advantage of these opportunities, even if they weren't part of your original plan. It can be easy to think about everything that can go wrong. Sometimes, it can be so easy that you can't think of anything else. But this isn't helpful to your mental health and well-being.

Try writing your worries in a journal and set it aside for a few days, then revisit it. Often, when we give our minds a break from certain thoughts, we have a better understanding of the situation. By approaching change with flexibility, you set yourself up to better navigate the ups and downs associated with change and transition.

Maintain your healthy habits. Often when going through major change or transitions in life, we get so caught up in what is going on that we forget to take care of ourselves. Self-care is very important during times of change. Eating well and exercising regularly can boost your mood and help you feel better. Getting at least eight hours of sleep each night also can help you feel refreshed and empowered. By caring for yourself mentally and physically, you will be better equipped to cope with life's more challenging issues.

Reach out to trusted friends and family members. You may want to portray an image of strength and fearlessness when navigating significant changes and transitions. But you should give yourself permission to be vulnerable. Reach out to loved ones for courage and support; they'll offer you a shoulder to cry on or share a good joke to give you a boost. Your support network can help you get through difficult times. You also should remember that your emotional and mental well-being is just as important as your physical health. Reaching out for help is not a sign of weakness. Rather, it's a sign of

strength. Take advantage of the resources available to you, such as your USPS Employee Assistance Program.

Have realistic timeframes and expectations. There are going to be difficult days when you are going through a transition. Feelings of doubt, fear of the unknown and urgency to return to normalcy all are normal reactions to life transitions. It is important to be patient and realistic about what you are going through and to give yourself time to adjust to the new changes. If you rush things or have unrealistic expectations, you often end up adding pressure and stress to your life.

Transitions are those unique times when we toss off the old, but have yet to step into the new. While the circumstances always are different, the skills and attitudes needed to successfully move ahead are the same—namely, being positive, patient and proactive.

Use your own knowledge and experience. When preparing for life changes, it might be helpful to think of previous transitions in your life. Sometimes the newness of a situation can feel overwhelming and your emotional response may feel very intense and, perhaps, even scary. It can be comforting to remember you have lived through similar experiences in the past and, in spite of your initial reaction, you were able to adjust eventually. Acknowledge your thoughts, feelings and reactions to change. You might gain insights that lead to different ways of dealing with your experience. Life transitions provide the opportunity to get to know yourself better.

The most surefire way to make a big change more difficult for yourself is to fight it. Although having a hard time letting go is a natural reaction, a desire to live in the past only will cause more pain and prolong

the adjustment period. Instead of dwelling on what you're leaving behind, focus on getting through the change right now and creating a positive future.

In order to do that successfully, you must first accept the reality that your life no will longer be the same. Periods of change are when it's most

important to stop and assess how you're feeling about everything. Self-reflection can help you identify your main sources of challenge and worry and see other sides of the situation. Taking time for reflection also will help you act mindfully and with intention as you take your next steps. While transition can be challenging,

it also is a time of opportunity and a new journey.

Your EAP can be a valuable resource to help during times of transition. Please feel free to contact the EAP at 1-800-EAP- 4YOU (TTY: 877-492-7341) or www.EAP4YOU.com with any questions or for more information.

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To Thine Own Self Be True

By Dr. Susan K. Warren

This is the month that gives us Valentine's Day—a time to remember those we love. Please do not forget that one person who should never let you down. Who? You might ask. Well, it is *you*.

I learned at an early age, when mama read to me from our Golden Books, if it's to be, it's up to me. Maybe the story was from "The Little Engine That Could," yet I would not swear to it because many years have elapsed since hearing it.

Now, we all find ourselves on a different train called the Postal Service. We bought a ticket for the ride when we applied for the job. Our goal should be to make the ride as pleasant as possible for ourselves and others, while achieving our goals by making it to our final destination for each tour of duty.

Every day may not be good, yet there is something good in every day. So, learn from the bad and the good; replicate the good and ensure that mistakes are not repeated. After all, when a train goes through a tunnel and it gets dark, you don't throw away the ticket and jump off. You sit and trust the engineer.

Sometimes you may wonder about the expertise and motives of the engineer. Remember, though, they believe they are on track because they received their travel itinerary from the head office. In their minds, they are proceeding as scheduled. If you think you know of a better way to arrive at the destination, tell the engineer or even write to that person if they are too busy for your input at a particular time.



Remember, before you speak—listen; before you write—think. And before you quit—try again. It's okay for you to have faith in your beliefs. It is not okay, however, for you to insist that everyone else believes the same as you do. Prove by your actions and accomplishments that you have an idea that is best for the organization. It eventually will be adopted if you are persistent and the strategy is the greatest road to achievement.

No woman or man becomes great on their own; the people around them help make them great. We all need people in our lives and at work that raise our standards, remind us of our essential purpose and keep us focused on the goal—people who challenge us to become the best version of ourselves. To that end, your team will help you achieve significant goals. Please share the vision with your team; let them have input for perfection and work together to achieve results.

In recent years, I decided the old adage "only the good die young" is very true. I do love myself because I know I will be with me for the rest of my days. Me, myself and I—may as well enjoy the ride. I am proud that I have been a trail-blazer in some aspects of my life. Others try cosmetic work—face lifts and tummy tucks—but not me. I want people to know why I look this way. I've traveled a long way and some of the roads weren't paved. Be a pioneer with confidence by trusting and loving yourself.

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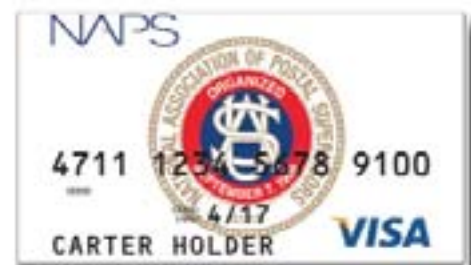
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