



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
1727 KING STREET, SUITE 400  
ALEXANDRIA, VA 22314-2753  
(703) 836-9660

September 15, 2020

### **Board Memo 060-2020: USPS 120-Day Rule Temporarily Extended to Nov. 15, 2020**

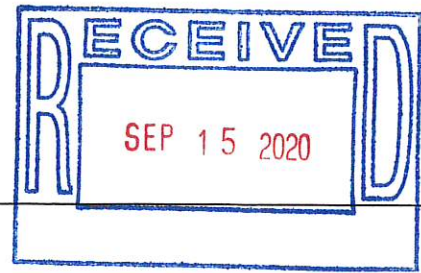
Executive Board,

The USPS has again extended the 120-Day Rule in Handbook EL-312, Section 743.15, *120-Calendar-Day Limit on Higher-Level Temporary Assignments*, until November 15. (See attached).

In a September 4, 2020 letter to USPS HQ, NAPS did not believe it was necessary to continue with the 120-Day Rule exception after September 14. NAPS continues to advocate that vacant EAS positions be posted and filled within 120-days. Please share the attachment and memo with your membership. It will also be posted on the NAPS website Bulletin Board.

Thank you and stay safe.

NAPS Headquarters



September 14, 2020

Mr. 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 September 4 correspondence regarding the Postal Service's April 17 decision on the temporary modification of Handbook EL-312, *Employment and Placement*, Section 743.15, *120-Calendar-Day Limit on Higher-Level Temporary Assignments*.

You advocated that this modification should not be extended past September 14 since the Postal Service has adjusted many operations in response to the pandemic and the reasons for the Postal Service's decision is no longer warranted.

You also claimed that the August 7 memorandum from Isaac Cronkhite, Chief Human Resources Officer and Executive Vice President, that announced a hiring freeze on non-bargaining hiring also supports NAPS's position that an extension of this modification is not necessary.

The purpose of this temporary modification was to support continuation of operations as part of the response to COVID-19 by minimizing the transition of individuals from those temporary assignments and not at the detriment of those individuals interested in becoming potential candidates for those positions.

The Postal Service has temporarily modified this policy during a prior non-bargaining hiring freeze. The prior hiring freeze and the August 7 memorandum on a hiring freeze has and can cause an increase in non-bargaining vacancy assignments greater than 120 calendar days.

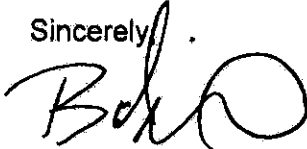
Following consideration of your request and due to the recently announced hiring freeze on non-bargaining unit hiring as well as to support continuation of operations as part of the response to COVID-19, the Postal Service will extend the temporary modification of the 120-Calendar-Day Limit on Higher-Level Assignments until November 15.

This temporary modification will not apply to individuals that already exceeded the 120-calendar-day limit prior to April 17.

Senior Field leadership will be encouraged to offer developmental opportunities to multiple qualified individuals through detail assignments to vacant positions rather than limiting a detail assignment to only one qualified individual.

Please contact me if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Nicholson", with a large, stylized flourish at the end.

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration



# NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
1727 KING STREET, SUITE 400  
ALEXANDRIA, VA 22314-2753  
Phone (703) 836-9660

September 4, 2020

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

**RE: USPS *ELM 743.15*, 120-Day Rule Extension Until September 14, 2020**

Dear Bruce:

The National Association of Postal Supervisors (NAPS) is aware that the USPS temporarily modified *ELM 743.15 120-Calendar-Day Time Limit on Higher-Level Temporary Assignments* on April 17, 2020 and later extended this modification to September 14, 2020. (enclosure)

NAPS understands that the 120-day rule, per *ELM 743.15*, is designed to keep a detailed incumbent from gaining an unfair advantage through longevity in a detail. NAPS further understood the rationale of the USPS to temporarily modify *ELM 743.15 120-Calendar-Day Time Limit on Higher-Level Temporary Assignments* at the beginning of the COVID-19 pandemic. While COVID-19 is not over by any means, USPS has adjusted many operations in response to this pandemic, and NAPS believes that ongoing details supported by the 120-day rule modification is no longer required.

NAPS advocates that vacant EAS positions be posted and filled within 120-days. The recent USPS HQ August 7, 2020 memo (enclosed) issuing a hiring freeze, including internal promotions, further supports NAPS's position that it is not necessary to continue with the modification of *ELM 743.15 120-Calendar-Day Time Limit on Higher-Level Temporary Assignments* after September 14, 2020.

By returning the *ELM 743.15* to its original intent, other EAS will have an opportunity to detail and gain necessary USPS experience to seek upward mobility within the USPS once the USPS hiring and promotional freeze is lifted. Please contact my office if you have any questions regarding NAPS's position on this matter. Thank you and be safe.

All the best,

A handwritten signature in blue ink, appearing to read "Brian J. Wagner".

Brian J. Wagner  
National President

*Representing supervisors, managers and postmasters in the United States Postal Service*

ISAAC S. CRONKHITE  
CHIEF HUMAN RESOURCES OFFICER  
AND EXECUTIVE VICE PRESIDENT



August 7, 2020

OFFICERS

Subject: Hiring Freeze on Non-Bargaining Unit Hiring

As announced today by the Postmaster General, the Postal Service has initiated structural changes aimed at improving the efficiency of the Postal Service and reducing costs. To ensure that the contemplated structural changes are effective, we are implementing a hiring freeze effective immediately. This hiring freeze will apply to all external hiring and internal promotions for all non-bargaining unit employees (EAS, Attorney, Pay Band, and PCES).

The hiring freeze will remain in place until the Postal Service completes all structural changes and determines that no further changes are required. A formal written communication revoking the hiring freeze will be issued at the appropriate point in time.

During this hiring freeze,

- No internal or external packages will be forwarded by the Human Resources Shared Service Center (HRSSC) to review committees or selecting officials.
- The EAS Vacancy Management Application for field postings will be restricted immediately, all jobs will be placed on the exception list.
- Any external non-bargaining candidate(s) who receives a written job offer and accepts prior to August 15 will be permitted to be onboarded.
- Any internal employee who has been notified of their selection and the selecting official and higher-level official has input the selection into eCareer prior to August 15 will be processed for promotion.
- No selections should be made or allowed after August 15. No exceptions will be granted where a selecting official fails to complete interviews or higher level approvers fail to concur in time to meet the August 15 selection deadline.
- No new internal or external positions should be advertised or posted effective immediately, unless an exception is approved.

The HRSSC will cancel all open internal and external non-bargaining postings after August 15. Where possible, external candidates should be informed of this hiring freeze.

The only exception to the above policy for Headquarters and HQ-related positions will be if a currently posted position cannot be filled with an internal detail which requires a specific license or professional certification (ex. Attorney, Psychologist) and the existing vacancy will have a significant impact on operations or will impact the Postal Service's ability to effectively process the aforementioned structural changes. Any exception requests meeting the criteria must be forwarded to Joseph Bruce, Director, National Human Resources, by close of business on August 15.

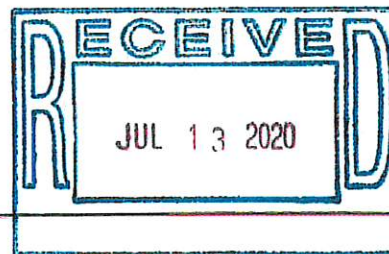
Any future exceptions to the hiring freeze policy due to critical positions must be approved in advance by the appropriate Executive Leadership Team (ELT) member. Headquarters' positions should be forwarded to Simon Storey, Vice President, Employee Resource Management, for final review and approval. Field vacancy exceptions should be submitted through the EAS Vacancy Management Application for final review and approval.

Any questions regarding this hiring freeze policy should be forwarded to Joseph R. Bruce, Director, National Human Resources, at [joseph.r.bruce@usps.gov](mailto:joseph.r.bruce@usps.gov) or 202-268-3666.

A handwritten signature in blue ink, appearing to read "ISC", written over a circular stamp or mark.

Isaac S. Cronkhite

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4000  
[www.usps.com](http://www.usps.com)



July 10, 2020

MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Temporary Change to Handbook EL-312, Employment and  
Placement, Section 743.15, 120-Calendar Day Time Limit  
on Higher-Level Temporary Assignments

Effective April 17, 2020, the policy found in Handbook EL-312, Employment and Placement, Section 743.15, concerning the time limit on higher-level temporary assignments (details) was temporarily modified through Thursday, July 16, 2020. This modification will be extended through Monday, September 14, 2020 or otherwise notified.

Section 743.15, currently limits an employee serving on a higher-level temporary assignment (detail) to a vacant position to no more than 120 calendar days, if the employee on the temporary assignment could become, or is a potential candidate, for the vacant position.

To support continuation of operations as part of the response to COVID-19, a temporary modification to this provision has been established to provide an exception to individuals currently in a higher-level temporary assignment (detail) and have not yet met the 120 calendar day limit. Those individuals that meet this criteria may remain in the current higher-level, temporary assignment through September 14, 2020 and also be eligible to become or remain a potential candidate for the vacant position during this period.

This temporary modification does not apply to individuals that already exceeded the 120 calendar day limit prior to April 17, 2020. All other policies as stated in EL-312 subchapter 75 are still in effect.

If you have questions, please contact Joseph R. Bruce, Director, National Human Resources at [joseph.r.bruce@usps.gov](mailto:joseph.r.bruce@usps.gov).

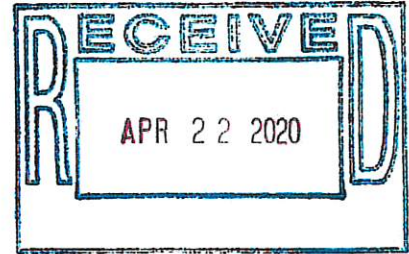
**Joseph R. Bruce**  
Joseph R. Bruce

Digitally signed by Joseph R. Bruce  
DN: cn=Joseph R. Bruce, o=ERM, ou=National  
HumanResources, email=Joseph.r.Bruce@usps.gov, c=US  
Date: 2020.07.10 11:47:20 -04'00'

LINDA DECARLO  
ACTING VICE PRESIDENT  
EMPLOYEE RESOURCE MANAGEMENT



April 21, 2020



MANAGERS, HUMAN RESOURCES (AREA)  
MANAGERS, HUMAN RESOURCES (DISTRICT)

SUBJECT: Temporary Change to Handbook EL-312, Employment and Placement,  
Section 743.15, 120-Calendar Day Time Limit on Higher-Level Temporary  
Assignments

Effective April 17, the policy found in Handbook EL-312, Employment and Placement, Section 743.15, concerning the time limit on higher-level temporary assignments (details) will be temporarily modified through Thursday, July 16, or otherwise notified.

Section 743.15, currently limits an employee serving on a higher-level temporary assignment (detail) to a vacant position to no more than 120 calendar days, if the employee on the temporary assignment could become, or is a potential candidate, for the vacant position.

To support continuation of operations as part of the response to COVID-19, a temporary modification to this provision has been established to provide an exception to individuals currently in a higher-level temporary assignment (detail) **and** have not yet met the 120 calendar day limit. Those individuals that meet this criteria may remain in the current higher-level, temporary assignment through July 16 and also be eligible to become or remain a potential candidate for the vacant position during this period.

This temporary modification does not apply to individuals that have already exceeded the 120 calendar day limit. All other policies as stated in EL-312 subchapter 75 are still in effect.

If you have questions, please contact Kim Clark, Acting Director National Human Resources at 202-400-4058 or [khclark@usps.gov](mailto:khclark@usps.gov).

*Linda DeCarlo*

Linda DeCarlo