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June 28, 2023

## OFFICERS

SUBJECT: Establishment of Relief Supervisor Jobs

As the Postal Service continues its efforts to implement strategies related to our Delivering for America Plan, we recognize the critical and influential role our front-line supervisors play. Our objective is to have supervisors that influence our operational success by creating a culture of performance, accountability, and engagement. Ensuring that there is appropriate supervisor coverage to achieve those objectives is fundamental to our future success. In support of this, new Relief Supervisor positions have been established and are:

- Full-time career, EAS-17, special exempt positions.
- Created for Customer Service, Mail Processing, Maintenance, and Logistics operations.
- Providing coverage for front-line supervisors on leave and scheduled days off.
- Responsible for performing the same job duties as existing front-line supervisors.
- Selected through the standard EAS selection process.
- Required to complete USPS Supervisor Program training.

Relief Supervisor positions will be earned using a 1:5 ratio of authorized Supervisor positions based on established criteria for each function at the Installation level.

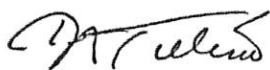
With the introduction of the Relief Supervisor, facilities that earn the positions will eliminate the use of acting Supervisors (also known as 204B work hours). Eliminating acting supervisors and replacing them with full-time career positions should improve our work environment, eliminate grievance activity, and stabilize our workforce.

Relief Supervisor positions will be fully implemented in July 2023. New job descriptions and qualification standards are available on JD Online as outlined below:

- SUPV CUSTOMER SVCS (RELIEF) EAS-17, 2310-0068
- SUPV DISTRIBUTION OPS (RELIEF) EAS-17, 2315-0103
- SUPV LOGISTICS OPS (RELIEF) EAS-17, 2150-0002
- SUPV MAINTENANCE OPS (RELIEF) EAS-17, 2355-0066

A national review of the new earned staffing will be completed by the Field Staffing team. Field Human Resources (HR) will work with their operations partners to determine schedules and post positions. There is no need to submit individual staffing requests at this time.

Please direct questions regarding earned Relief Supervisor staffing to your Field HR contacts. Questions regarding previously established EAS staffing criteria can be directed to Field Staffing– Organization Design via email at [QM34N0@usps.gov](mailto:QM34N0@usps.gov).

A handwritten signature in black ink, appearing to read "D. Tulino".

Doug A. Tulino

cc: Ms. Utterback  
Mr. Storey  
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