

## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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

### **Board Memo 032-2021: Correspondence from USPS HQ Received at NAPS HQ**

Executive Board,

Please see attached correspondence from Postal Headquarters received today, 5/12/21, at NAPS Headquarters. The correspondence includes:

- a letter from Bruce Nicholson regarding March 9, 2021 correspondence that include revisions to positions assigned to HRSSC and National Sales and the centralization of administrative support functions into the headquarters organization.
- a notice from Doug Tulino regarding the domicile of headquarters, headquarters field unit, and headquarters-related employees
- an announcement from Postmaster General DeJoy regarding the appointment of Doug Tulino as the Deputy Postmaster General, as well as his continued service as the Chief Human Resources Officer and Executive Vice President.

Please share the attached with our membership. This memo and attachments will also be posted on the NAPS website.

Thank you and be safe.



May 11, 2021

Mr. 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 March 9 correspondence proposing revisions to positions assigned to the Human Resources Shared Service Center (HRSSC) and National Sales and the centralization of administrative support functions into the headquarters organization as well as your May 7 recommendation to that proposal. This proposal was the final stage of realigning the organizational restructure to be consistent with the August 7, 2020 announcement.

The centralization of administrative support functions caused a change in the reporting relationship by realigning the district/field reporting relationship to the headquarters organization.

NAPS's recommendation was that the Postal Service continue to recognize NAPS as the representative of the respective employees and positions formerly assigned to the district offices and realigned to headquarters-reporting in consultation for pay, benefits and other workplace environment matters, including issues related to ELM 650 Non-bargaining Disciplinary, Grievance and Appeal Procedures.

As discussed with you on May 10, the Postal Service has decided to implement the proposed changes outlined in our March 9 correspondence pursuant to Title 39 § 1004.

However, consistent with your May 7 recommendation, the Postal Service will give full and fair consideration to your recommendation on consultative-process representation of those respective employees in positions impacted by the change in reporting relationship and notify you of the decision on whether this recommendation will be accommodated.

Thank you for your participation in this matter.

Sincerely,

A handwritten signature in blue ink that appears to read "Bruce A. Nicholson".

Bruce A. Nicholson  
Manager  
Labor Relations Policy Administration



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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May 7, 2021

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 Recommendation: Proposed Changes to EAS Positions per USPS Realignment and Reporting Relationships**

Dear Bruce,

The National Association of Postal Supervisors (NAPS) received the U.S. Postal Service's March 9, 2021 correspondence and 46-page "Current State Organization Area & District Offices" presentation notifying our association of the proposed changes to EAS positions.

NAPS reviewed the USPS proposal and various current and proposed organizational charts within the 46-page presentation on the various reporting relationship changes of EAS from district/field positions to headquarter-reporting positions. In accordance with Title 39, NAPS received a briefing on Tuesday, April 20, 2021 regarding this respective USPS proposal.

It is NAPS's recommendation, in accordance with Title 39, that all respective EAS employees and positions the Postal Service is proposing to align and report to USPS headquarters and area offices continue to be represented by the National Association of Postal Supervisors (NAPS) in consultation for pay, benefits and other workplace environment matters, including issues related to ELM 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures.

Thank you for your consideration of NAPS's recommendation. Please contact me if you have any questions.

All the best,

A handwritten signature in blue ink, appearing to read "Brian J. Wagner", is written over a large, stylized blue scribble.

Brian J. Wagner  
National President



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April 9, 2021

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 Briefing Request – Proposed Changes to EAS Positions per USPS Realignment and Reporting Relationships**

Dear Bruce,

The National Association of Postal Supervisors (NAPS) is in receipt of the U.S. Postal Service March 9, 2021 correspondence and 46-page “Current State Organization Area & District Offices” presentation notifying our association of the proposed changes to EAS positions.

NAPS has reviewed the USPS proposal and various current and proposed organizational charts within the 46-page presentation on the various reporting relationship changes of EAS from district/field positions to headquarter-reporting positions. As these are major and complicated proposed reporting changes, in accordance with Title 39, NAPS is requesting a briefing as soon as reasonably possible on this respective USPS proposal. During this briefing, NAPS would like to know the following:

- Does the proposed USPS HQ reporting structure improve service performance? If yes, how?
- What are the expected cost savings with the elimination of EAS positions and redundant reporting as a result of the USPS HQ proposed reporting structure?
- Does the proposed reporting structure affect NAPS’ representation and pay consultation rights of those respective EAS positions reporting to USPS Headquarters?
- How does the proposed reporting structure impact the process as to whom an appeal is to be filed related to ELM 650 Nonbargaining Disciplinary, Grievance, and Appeal Procedures? Is there a USPS flowchart available that can be shared with NAPS to assist in our understanding as to whom ELM 650 Reviews for appeal should be sent?
- If the proposed reporting changes become effective in FY2021, will this change impact the National Performance Assessment (NPA) system and its respective goals and scorecards?

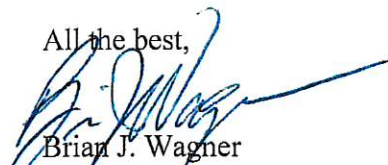
- The customer experience is such an important metric for the Postal Service in determining customer satisfaction. Under the Enterprise Customer Care Quality proposed reporting (page 44), what rationale or methodology was used to determine the need to reduce the number of authorized Quality Analyst EAS-19 positions in the Michigan (4 to 3) and California (7 to 6) and New Jersey (4 to 3) Enterprise Customer Care facilities? (See page 43 of Current Enterprise Customer Care Quality)
- Under the Sales VP OFC-Proposed (page 46), the USPS is proposing title changes of the various EAS Sales positions. NAPS has noticed that the new title and level of the Field Sales Representative EAS-17 is Territory Representative EAS-18. NAPS has the following questions regarding this proposed Sales change:
  - What is the FLSA status of the Territory Representative EAS-18 position?
  - Will the current EAS-17 Field Sales Representative positions be upgraded automatically with a 2% incumbent salary increase?
    - If no, will the current Field Sales Representative EAS-17's be required to apply for the new Territory Representative EAS-18 positions?

During NAPS's review of the respective reporting proposal, below are additional questions related to HRSSC.

- There are various EAS positions that currently reported to HRSSC Operations B, but are proposed to report to HRSSC Operations C. Can USPS explain the rationale, functional reporting and duties of HRSSC Operations A, B and C?
- Why are the EAS HRSSC Occupational Health Claims positions reporting to Human Resources, but the Occupation Health Nurse Administrators are reporting to HRSSC Operation A? It seems confusing for occupational health functions to report differently.
- In the proposed HRSSC Support the USPS added a Building Services Specialist EAS-19 position, but eliminated an EAS Training Specialist EAS-19. If the USPS is advocating more training in its 10-year plan "Delivering for America" why are training specialist positions being reduced?
- HRSSC Center Current moved the HRSSC Org Change Mgmt Supv EAS-23 to the proposed HRSSC Systems and renamed it HRSSC Org Change Mgmt Spec TBD-TBD level. NAPS would like to understand the rationale for this and similar HRSSC EAS positions that have not been eliminated, but reporting to a different functional area, including the need to change the position level as noted by TBD.

Please be advised that NAPS may have further questions regarding the USPS proposal either during or after our respective briefing due to the complexity and major reporting changes being proposed. Thank you for your consideration of NAPS's request.

All the best,



Brian J. Wagner  
National President

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LABOR RELATIONS



March 9, 2021

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 establishment of changes to positions of the Executive and Administrative Schedule (EAS) referenced within this proposal and the realignment of the administrative support functions at the district, specifically the change in the reporting relationships of EAS district/field-reporting positions to headquarters-reporting positions.

This proposal is consistent with the Postal Service's August 7, 2020 announcement (enclosed) of the organizational restructure. One component of this restructure was to direct the centralization of administrative support functions into the headquarters organization.

The district/field reporting relationship for positions within the following departments are planned to be realigned to headquarters-reporting under the respective headquarters Vice President. These changes are reflected in the enclosed current and proposed organizational structure:

**Department**

Human Resources  
Labor Relations  
Budget  
Accounting  
Statistical Programs  
Information Technology  
Retail Support  
Delivery and Customer Service Support  
Address Management  
Business Service Network  
Consumer and Industry Affairs  
Business Mail Entry

**Vice President**

Human Resources  
Labor Relations  
Finance & Strategy  
Controller  
Pricing & Costing  
Chief Information Officer  
Retail & Post Office Operations  
Delivery Operations  
Chief Retail & Delivery Officer  
Customer Experience  
Customer Experience  
Product Solutions

The following field-reporting positions are proposed to be established at the Retail and Delivery Districts and position descriptions are enclosed:

**Position Title**

Manager Operations Integration (District)  
Integrated Operations Plan Specialist (District)  
Retail & Delivery Project Manager (District)  
Workforce Operations Planning (District)

**Grade**

EAS-25  
EAS-21  
EAS-21  
EAS-23

These positions will provide support to the District Managers in executing initiatives locally and will link with the support teams matrixed at headquarters and at the Logistics and Processing divisions.

Additionally, changes are proposed to positions within the Human Resources Shared Service Center (HRSSC) and National Sales. These changes are outlined below with further information included among the enclosures:

Function	Current Title, Level	Occ Code	New Title, Level	Occ Code
HRSSC	HRSSC REPORTING SPECIALIST EAS-21	0201-0366	HRSSC REPORTING SPECIALIST EAS-21	0201-0366
HRSSC	HRSSC SYSTEM ADMINISTRATOR EAS-23	0201-0138	MGR HRSSC SYSTEMS EAS-25	0201-xxxx
HRSSC	SUPV HRSSC ORG CHANGE MGMT EAS-23	0201-0254	HRSSC ORG CHANGE MGMT SPECIALIST EAS-23	0201-0254
VP SALES	FIELD SALES REPRESENTATIVE EAS-17	2370-0399	TERRITORY REPRESENTATIVE EAS 18	2370-xxxx
VP SALES	FIELD SALES REPRESENTATIVE SR EAS-19	2370-0398	SR TERRITORY REPRESENTATIVE EAS-19	2370-xxxx
VP SALES	MGR SALES (DISTRICT) (1) EAS-26	2370-0576	DISTRICT SALES MANAGER (1) EAS-26	2370-xxxx
VP SALES	MGR SALES (DISTRICT) (2) EAS-25	2370-0382	DISTRICT SALES MANAGER (2) EAS-25	2370-xxxx
VP SALES	MGR SALES (DISTRICT) (3) EAS-24	2370-0575		
VP SALES	SALES EXECUTIVE EAS-21	2370-0522	TERRITORY EXECUTIVE EAS 21	2370-xxxx
VP SALES	SALES EXECUTIVE SR (MAILING) EAS-23	2370-0390	SR TERRITORY EXECUTIVE EAS 23	2370-xxxx
VP SALES	SALES EXECUTIVE SR (SHIPPING) EAS-23	2370-0389	SR TERRITORY EXECUTIVE EAS 23	2370-xxxx

This proposal may result in employee impacts requiring a reduction-in-force to be administered in the effected competitive areas. The impacts are due to changes to job descriptions, authorized staffing, and consolidation of districts.

This proposal and enclosed materials are provided for your review pursuant to Title 39 § 1004(d). We look forward to your soonest possible response concerning questions, comments, and/or recommendations you might have so we can achieve our mutual interest in approaching this important matter effectively and expeditiously for the Postal Service and our employees.

Sincerely,

Bruce A. Nicholson

Enclosures



May 11, 2021

## OFFICERS

SUBJECT: Domicile of Headquarters, Headquarters Field Unit, and Headquarters-Related Employees

The following establishes the policy for domiciling Headquarters (HQ), HQ Field Unit, and HQ-related employees outside Postal Service HQ and HQ facilities in the Metropolitan Washington, D.C., area. A domiciled employee is defined as an employee whose duty station differs from the established physical location of their HQ finance number. Officers and Executives must ensure they have appropriate Postal Service staff domiciled in their HQ locations to ensure they are properly staffed without the need to supplement with contract or detail staff.

Decisions on domiciling employees must be based on the business needs of the Postal Service and not on the personal preference of the employee. A position must be posted with the required domicile location or a notice that flexible domiciles will be permitted (i.e., posted as domicile may be considered with location to be determined). Domicile locations or flexibility cannot be changed after the closing of the posting or selection on a posting. This allows all potential applicants to participate based on the available information, ensuring a fair and equitable selection process.

1. Domiciled employees are subject to all security and safety policies of the facility in which they are located and may be subject to appropriate corrective action for noncompliance. All HQ employees must provide emergency contact information to local emergency planning teams.
2. If the employee's domicile facility is closed for any reason, the HQ functional department is responsible for determining a work location for the employee.
3. Decisions on domiciling must be made in accordance with the Equal Employment Opportunity principles of the Postal Service.
4. Requests for a change in duty station as a reasonable accommodation must be reviewed by the HQ Reasonable Accommodations Committee. Duty station changes provided as reasonable accommodations are not subject to the requirements to be based solely on business needs, for the position to have been posted with a domicile notice, or for an employee to have occupied the position for two years.
5. Full approvals for changes in duty station must be obtained in written or email form prior to selection of an employee or notification of a domicile change approval.
6. Relocation expenses are not approved for moving between domicile locations that were not specifically posted and authorized by a vice president.
7. The employee and employee's manager are responsible for ensuring that the employee's duty station finance number change is properly reported to and processed by Human Resources.



8. If a domiciled employee is promoted into a position posted with a permitted domicile, the employee's domicile remains the same. No new approval is required.
9. All domicile approvals are for the incumbent only. If the position becomes vacant, approval must be granted for future domiciles in accordance with this policy.

Approval Process:

1. EAS/Pay Band Employees to be domiciled in HQ-related facilities (e.g., VMFs, ASC/IT Centers in Eagan, Raleigh, and Facilities Offices in Greensboro):

Before approving an employee's request to domicile in a HQ-related facility, the position's manager or selecting official must obtain the approval from the HQ Vice President responsible for that facility. This approval must be obtained prior to the selection or job offer.

2. EAS/Pay Band Employees to be domiciled in Logistics and Processing Facilities:

Before approving an employee's request to domicile in a Logistics and Processing facility, the position's manager or selecting official must obtain approval from the Vice President, Regional Processing Operations or facility manager (if approval is delegated). This approval must be obtained prior to the selection or job offer.

3. EAS/Pay Band Employees to be domiciled in Retail and Delivery Facilities:

Before approving an employee's request to domicile in a Retail and Delivery facility, the position's manager or selecting official must obtain approval from the Vice President, Area Retail and Delivery Operations. The Vice President, Area Retail and Delivery may delegate this authority to the District Manager. This approval must be obtained prior to the selection or job offer.

4. EAS/Pay Band Employees requesting a change in domicile from current established domicile or domicile set forth in job posting when selected:

- An employee who wishes to change their established duty station must have advance approval from their responsible Vice President and PCES manager.
- An employee must have been in their current position for at least two years prior to the request to change duty stations.
- All approvals for duty station changes described above must be obtained prior to finalization and relocation.
- No relocation expenses are authorized.

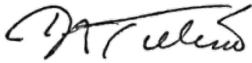
5. EAS/Pay Band Employees assigned to HQ Field Units (formerly Area or District):

- EAS/Payband employees already with an approved domicile shall remain domiciled within the geographic boundaries in which they support.
- Placement of new employee domicile will require approval from the responsible vice president or designee. HQ field unit employees supporting the local geographic district or area shall receive preference over HQ employees not providing local support.

6. Changes in Domiciles/Duty Stations for Officers and PCES Executives:

- Any change in duty station for an Officer is subject to the approval of the Postmaster General.
- Any change in duty station for PCES Executives is subject to the approval of the Chief Human Resources Officer.

Questions related to this process, should be sent to Joseph Bruce, Senior Director, National Human Resources, at [joseph.r.bruce@usps.gov](mailto:joseph.r.bruce@usps.gov).



Doug A. Tulino



May 12, 2021

OFFICERS

SUBJECT: Officer Announcement—Deputy Postmaster General

It gives me great pleasure to announce that the Governors and I have appointed Douglas A. Tulino to serve as the Deputy Postmaster General of the United States. He will continue to serve as Chief Human Resources Officer, emphasizing the Board's commitment to our workforce and to the initiatives in the *Delivering for America* plan that are designed to make the Postal Service a great place to work for all of our employees.

As you know, Doug has had a distinguished 41-year career with the Postal Service. Doug joined the Postal Service as a management associate in 1980 in Chicago and progressively rose through the ranks in labor relations. In 1999, he was appointed to the Postal Career Executive Service as manager, labor relations policies and programs. In that position, he was responsible for developing and managing all national level labor management policies and programs, contract administration and national negotiations.

In 2005, he began more than fifteen years of service as Vice President, Labor Relations. In that role, he was responsible for overseeing contract negotiation, collective bargaining, grievance and arbitration administration and consultation with management associations, compensation, and benefits for EAS employees, and maintaining organizational compliance with employment-related statutory and regulatory mandates. Over that time, he earned the trust and respect of the leadership of our unions and management associations as they worked together during difficult times to achieve positive solutions and mutual successes.

Since November 2020, Doug has served as Chief Human Resources Officer (CHRO) and Executive Vice President. As CHRO, he has overseen, and will continue to oversee, all aspects of Human Resources for the Postal Service's 644,000-member workforce.

Doug holds a bachelor's degree in business administration and industrial relations from Kent State University in Ohio. Over the course of his career, he has received numerous awards and accolades, including vice president awards in 2001, 2002, 2003 and 2004, the Board of Governors award in 2007, and Postmaster General awards in 2014 and 2016.

Please join me in congratulating Doug on his appointment as Deputy Postmaster General.

A large, stylized handwritten signature in black ink, appearing to read "Louis DeJoy".

Louis DeJoy