



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.

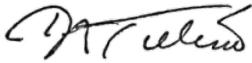
5. EAS/Pay Band Employees assigned to HQ Field Units (formerly Area or District):

- 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.



Doug A. Tulino