



The BayStater

OCT/NOV 2019



Dave Branga State President



Lead, Follow or GET OUT OF THE WAY!

And that's just what Massachusetts did at the UPMA National Convention at Mohegan

Sun in CT. For the third straight year, Massachusetts received a Star Chapter Award. To qualify for UPMA STAR CHAPTER AWARD, your chapter must document activities in the following areas: Recognition, Membership, Communication/Training, Legislative/PAC and Chapter Administration. The five areas make up the five points of a star and are characteristics that all successful chapters have in common. While it is an honor for the chapter to win the award, the real winners are actually you, the members. Because we strive to be the best of the best, we are continually recognizing our members, conducting training at the state convention and basically making this chapter something you want to be a part of. So I want to say thank you to all the members whose hard work contributed to our success!

I am quickly finding out how much work goes into being President. I am already receiving issues from members about harassment, lousy treatment by their bosses and generally poor work environments. The one thing they all seemed to have in common was poor communications. While I listened to a recent member explain what their manager wanted them to do, I found myself agreeing with the manager. However, the way it was being presented to the member was as if they were a misbehaving child. So much of the problem could have been prevented by the way the manager interacted with the member. This isn't the post office of the old days. Gone (hopefully) is the way of managing by fear and intimidation. It has never been an effective way to manage employees if you want something from them.

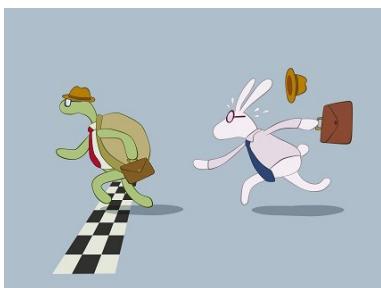
This is advice I received long before I was in the post office. It applies whether you are a direct supervisor to your reports, or a manager to your staff. It starts with you. Greet your employees when you come in to work. One by one. Go to their case or work location. Treat your employees like you would like to be treated. Talk to them. Know them. We should all know at least one thing about each employee that doesn't relate to work. Build those professional relationships with your employees and you will see better performance, reduced sick leave and more discretionary effort. I've tried to do that my entire career without even knowing it. As I grew as a supervisor and manager, I learned that building relationships with my employees helped when things went sideways. Long before "Engagement" was a buzzword, I found that if you treat your employees right, they come to

work when they aren't feeling their best; they will call to tell you they will be late, instead of banging out on you; they will give you a little more effort because they know you care about them. So if you have a manager that isn't treating you right, it's time to manage your manager. Start having conversations with them about your career. Ask how they see your performance and be open to criticism. If they aren't mature enough to do it on their own, you take control. Get the ball rolling to improve the relationship. You may not always succeed, but when you do, the change will be significant. And take what you learn and apply it to being a better employee. Life gets easier when you get along with your boss. We all have a job to do in the post office. It shouldn't require us to put on a helmet and flak jacket every day.

If you missed it, there was a lot of excitement at the national convention. Northeast Area VP Eric Chavez, COO/ Executive VP Dave Williams and Postmaster General Megan Brennan all were present and spoke. Each took questions from the audience as well. I am sure many others will have written about the convention in this issue so I won't go into too much detail but there was an issue with the bylaws. As you remember, we voted yea or nay at our state convention for new bylaw changes. At the national convention, it was revealed that the National Executive Board didn't follow the process properly regarding bylaw changes. Needless to say, many members were not happy about this and tried to repeal the whole bylaw process. The Executive Board wanted to proceed with the process even though errors were made. After much back and forth, some of it heated, a savvy member made a motion to adjourn the convention. It was approved by a majority of members in the room at convention and we adjourned, not taking action on the changes. This was a backdoor way to prevent the bylaw change process from continuing. Personally, I feel that while this was a sneaky and ingenious way to address the issue, it did what should have been done all along. Once the National Executive Committee realized they made errors in the process, they should have stopped the process altogether and notified the state chapters. It would have meant starting from scratch for everyone but it would have kept their integrity intact.

After all, if you don't have your integrity, what do you have?

Deanna White Executive VP



Membership Matters

2020 National Membership Contest The Race Is On!

The UPMA Chapters have been randomly placed into one of the six teams. The contest runs from July 2, 2019 thru June 30, 2020.

A few highlights:

- Chapters have been randomly divided into six teams.
- Massachusetts is on the Twice as Nice Team.
- The contest runs thru June 30, 2020.
- Final standings in the contest will count towards the National Star Chapter Award.

The MA Executive Board voted to extend the cash incentive to members for signing new members through June 30, 2020. At the end of the last membership drive several sponsoring members received checks ranging from \$20 - \$250! Each time you sign a new member and are listed as the Sponsor/Person who influenced decision to join UPMA on the 1187 you will receive a cash award as follows: \$10.00 for each new active MA EAS member, \$ 5.00 for each new MA Associate member, \$ 5.00 for each new MA Retired member.

Be sure to let potential new members know that UPMA is offering six months free membership to EAS employees. Signing someone up is easy peasy. Simply go online to www.UnitedPMA.org, click membership, and then click join online now. Even easier is call me and I'll take care of it for you.

If you have questions concerning new membership recruiting or the promotional free membership eligibility please don't hesitate to give me a call.

As always, stay active, stay positive and attend your area regional meetings!

Happy recruiting,
Deanna

Chapter Membership Chair
Cell: (617) 224-2053
Email: deadea01@icloud.com

Deanna with NEAVP Eric Chavez
at 2019 UPMA National Convention





**MASSACHUSETTS CHAPTER OF THE
UNITED POSTMASTERS AND MANAGERS OF AMERICA**

\$ Membership Initiative \$

Date: _____

Mail or email voucher to Deanna White:
38 Whipple Rd, Tewksbury MA 01876
DEADEA01@ICLOUD.COM

\$10.00 for each new active MA EAS member
\$ 5.00 for each new MA Associate member
\$ 5.00 for each new MA Retired member

NEW MEMBER NAME	OFFICE

TOTAL: \$ _____

Print Name _____

Signature _____

Title _____

Mailing Address _____

Approved by: _____

Sec/Treasurer MA Chapter UPMA

Check #: _____



Form 1187

Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues

Fill Out Form On-line, Print it out, and Return to UPMA National Office at the Address Below for Processing

Section A: All New Members Complete

USPS Employee Identification Number (EIN)	Social Security Number	Date of Birth	Gender Male <input type="checkbox"/> Female <input type="checkbox"/>
Name (PRINT Last Name, First, MI)		Contact Telephone	
Home Address (Street and Number/Box)	City	State	ZIP+4
Personal E-mail Address			

Section B (Check One): Postmaster Manager/Supervisor Associate PMR

Position	PO/City/State/ZIP
Post Office/Work Telephone Number	Pay Schedule Level
Post Office/Home Payroll Office Finance Number	Designation Code

Section C: For Use by the Employee Organization

P

Mail completed form to: **United Postmasters and Managers of America (UPMA)**
8 Herbert Street
Alexandria, Virginia 22305-2600

Visit the UPMA website unitedpma.org for membership benefit information.

Section D: Authorization by Employee

I hereby authorize the above-named agency to deduct from my pay each pay period the amount certified above as the regular dues the (UN-P) United Postmasters and Managers of America (UPMA) and to remit such amounts to that employee organization in accordance with its arrangements with my employing agency. I further authorize any change in the amount to be deducted that is certified by the above-named employee organization as a uniform change in its dues structure.

I understand that this authorization is a pay periods deduction. It will become effective the first pay period, following its receipt in the employee organization's headquarters office: UPMA, 8 Herbert Street, Alexandria, VA 22305-2600.

I further understand that revocation forms Standard Form No. 1188, "Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Employee Organization Dues" are available from my employing agency and that I may revoke this authorization at any time by filing such a revocation form or other written revocation request by "Certified Mail" directly to the employee organization's headquarters office: UPMA, 8 Herbert Street, Alexandria, VA 22305-2600. Such revocation will not be effective, however, until the first full pay period following March 1 or Sept. 1 of any calendar year, whichever date first occurs after the revocation is received in the employee organization's headquarters office.

Signature of Employee	Date
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Section E

Check this box to signify you've read and understood the terms in Section D of this form.

Who/what most influenced your decision to join UPMA?

Person's Name _____

Career Awareness Conference USPS Provided Training Other _____

UPMA NATIONAL OFFICE FOR PROCESSING



Joshua Richard Secretary/Treasurer

UPMA UPCOMING EVENTS

By Joshua Richard

LEGISLATIVE SUMMIT: The national office of UPMA is sponsoring the Legislative Summit February 23-26th in Washington DC. Members of MA UPMA will fly into Washington DC on Sunday, February 23rd. There will be a New England Council Meeting and a dinner at a local restaurant hosted by the MA E-Board for all MA members. There will be legislative training on Monday, February 24 at the hotel and at Capitol Hill. Monday night will be free. On Tuesday, Feb 25th, MA members will visit their members of Congress and the Senate to discuss pertinent issues. This year there will be a reception Tuesday night that we will be inviting members of Congress and Senate to.

The registration form is available in this issue of The Baystater, on the national website at www.unitedpma.org, and on the state website at www.maunitedpma.org. Early registration is \$30 until January 15th, 2020.

The hotel is the Renaissance Arlington Capital View Hotel in Arlington VA. The room rate of \$169 plus taxes will be honored until January 15th, 2020.

Direct hotel information is:
Renaissance Arlington Capital View Hotel
2800 South Potomac Avenue
Arlington VA 22202
(703) 413-1300
<http://www.marriott.com/hotels/travel/waspy-renaissance-arlington-capital-view-hotel/>

The MA Chapter of UPMA has a legislative fund to be used solely to help offset, if not completely cover, eligible expenses for members to attend and fully participate in the training and the visits to Capitol Hill. The payouts are determined by how many members attend the event, the cost of eligible expenses, and the state's fiscal policy. Last year all attendees received 100% reimbursement up to eligible expenses for registration, transportation and shared hotel rooms. The 2020 fiscal policy will be completed and posted on the website by the end of the year.

The hotel is located about a ½ mile from Reagan National Airport in Crystal City and the Metro is about 6 blocks from the front door of the hotel. Complimentary shuttle is provided to and from the airport and to and from the Metro. Many restaurants and retail shops are within easy walking distance of the hotel. Guests can provide Marriott Rewards number at check in for reward points and complimentary internet. If you are not a Marriott Rewards member, you can sign up at the front desk and receive complimentary internet in your guest room.

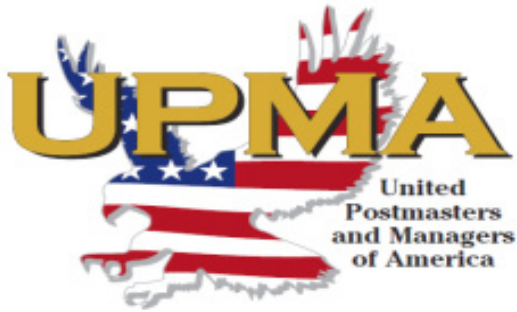


PMG Megan Brennan with Josh at Legislative Summit
2019

If you have never attended a legislative event, this is your chance to make a difference. Recent and ongoing activities of Washington could have profound and long lasting effects on the Postal Service, the employees and the retirees. Only 3 days of annual leave are needed to attend this worthwhile event. Washington DC is an exciting place. Don't miss this opportunity to meet with our congressional and senate representatives from Massachusetts to discuss postal issues that are important to all UPMA members.

If you want more information regarding this event and the accommodations, please contact Joshua Richard at 978-360-3721 or via email at joshuarichard@yahoo.com or Robin Driscoll, Postmaster of Deerfield MA and the MA Legislative Chair.

The 4th ANNUAL MA STATE CONVENTION will be held at the John Carver Inn in Plymouth with registration beginning at 8 AM on Wednesday, May 20nd, 2020 and ending late morning on Friday May 22th, 2020. The Executive Board decided to have the convention in Plymouth this year because of the 400th anniversary celebration of Plymouth. Important details will be in the next issue of The Baystater and on the website www.maunitedpma.org.



The 4th NATIONAL CONVENTION OF UPMA will be held in St. Louis on August 1-7, 2020. Like last year, the convention schedule includes a completely free day for members and their families to enjoy some time together. There will be tours and sightseeing trips set up that members can preregister for. The registration form and hotel information is available in this issue of The Baystater and on the national and state websites at www.unitedpma.org and www.maunitedpma.org. The earlier you register the more money you save as registration fees increase on January 1, 2020, March 1, 2020 and again on June 15, 2020. Room rates are \$119 per night, just be sure to request UPMA group rate. The phone number to the St. Louis Marriott is 1-877-303-0104.

For more information regarding any of these events, please contact me at joshuarichard45@yahoo.com or 978-360-3721 or any member of your Executive Board.



Registration Form

UPMA 2020 Legislative Summit

Feb. 23-26

Renaissance Arlington Capital View Hotel

You also may register online at www.unitedpma.org



Please note: one attendee per registration form.

Name (as it should appear on your badge): _____

First Name _____ Last Name _____

Title (please check one that applies): Postmaster UPMA Retired Associate Member Guest
 Supervisor Manager EAS Professional PMR

Post Office You Represent: City _____ State _____

Name of your congressman or congresswoman (not senator): _____

Your Mailing Address: _____

City _____ State _____ ZIP _____

Daytime phone: _____

Email: _____

Registration Fee:	(please circle fee that applies)	Registration
	On or before Jan. 15, 2020	\$30
	After Jan. 15, 2020	\$50

Hotel Information

The UPMA National Office will reserve three rooms per UPMA chapter for the Legislative Summit at the Renaissance Arlington Capital View Hotel, 2800 South Potomac Ave., Arlington, VA 22202; 703-413-1300. The room rate of \$169 will be honored until Jan. 15, 2020, or until the room block is sold out, whichever comes first.

All reservations must be accompanied by the first night's room deposit. After Jan. 15, all first-night room deposits will be non-refundable. You may hold all three rooms in one name or individually.

Call Gerri Swarm, 703-683-9027, by Dec. 1 with the name(s) and credit card information to hold the rooms. After Dec. 1, all remaining rooms will be available to any UPMA member who would like to attend.

Payment (Payment in full, using one of the following payment options, must accompany this form; payment is non-refundable):

- Check payable to UPMA
 Visa/MasterCard *only*

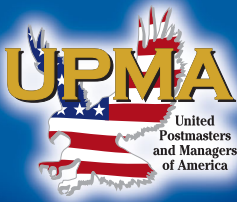
Card Number _____

Expiration Date ____/____ Card Security Code _____

Signature _____

Please mail completed forms, with payment in full, to:

**UPMA Legislative Summit Registration
8 Herbert St.
Alexandria, VA 22305-2600**



Missouri

St. Louis



4th UPMA National Convention

Aug. 1-7, 2020

Official Registration Form

Registration also available at www.unitedpma.org

Please complete one form per registrant. Photocopy the form for additional registrations.

First Name: _____ Last Name: _____

Title:

- Postmaster/OIC
- Supervisor
- Manager
- EAS Professional
- Associate
- UPMA Retired
- Spouse
- Guest

First Name (for your badge): _____

Post Office You Represent City: _____ State: _____

Your Mailing Address: _____

City: _____ State: _____ ZIP+4 _____

Cell Phone: _____

E-mail: _____

Active First-Timer?

Yes No

UPMA Retired First-Timer?

Yes No

Convention Registration (only one person per form):

Please circle the appropriate fee:

	8/2/19- 12/31/19	1/1/20- 2/28/20	3/1/20- 6/15/20	After 6/15/20
Postmaster/Manager/Supervisor/ Associate/OIC/EAS Professional	\$195	\$220	\$245	\$270
Daily registration is available at \$65/day until June 15; \$75/day after that date. Check all that apply:				
	<input type="checkbox"/> Sat	<input type="checkbox"/> Sun	<input type="checkbox"/> Mon	<input type="checkbox"/> Wed <input type="checkbox"/> Thurs
First-Timer*—Active and Retired	\$95	\$95	\$95	\$95
UPMA Retired or Guest [†] (UPMA Retired Luncheon included)	\$171.25	\$190	\$208.75	\$227.50
Auxiliary/Spouse/ Postmaster Guest (Does NOT include UPMA Retired Luncheon)	\$142.50	\$161.25	\$180	198.75

Children (17 and under) \$80; includes child's meal at the Grand Banquet.

*First-timers must pay their registration fee in advance. After attending the convention, they must submit a form to the National Office to be reimbursed.

[†]UPMA Retired member may have one guest (not an active member) register for the same price.

Grand Banquet: Aug. 6, 2020

Payment Information

Convention Fee: \$ _____

_____ Additional tickets for UPMA

Retired Luncheon @ \$25 each \$ _____

Total Payment: \$ _____

Check payable to UPMA

Visa/MasterCard

Card number _____

Card security code: _____ Expiration date: _____
(3- or 4-digit code imprinted on card)

Signature: _____

**Mail with full payment to UPMA National Convention
Registration, 8 Herbert St., Alexandria, VA 22305-2600.**

Hotel Reservation

UPMA has a special rate at the convention hotel beginning Aug. 1, 2019. You must call the hotel directly to make a reservation. The National Office will not handle room reservations. **To make a reservation, you must make a deposit to the hotel in the amount of your first night's lodging; this deposit is non-refundable after July 8, 2020.** All room cancellations must be made directly with the hotel. To secure the special UPMA rate, you must identify yourself as part of the UPMA convention. The rate is available only until July 8, 2020, or all rooms in the block are sold, whichever comes first. The group rate is available five days pre- and post convention based on availability.

Marriott St. Louis Grand

1-877-303-0104

\$119—single/double/triple/quad

Be sure to request the UPMA group rate.

Registration Cancellation Refund Policy

Requests for cancellation refunds must be made in writing to the UPMA National Office. Requests must be postmarked by June 1, 2020; no refunds after that date. All refunds are subject to a \$30 handling fee.

Registrations are non-transferable.

**Questions?
Call 703-683-9027**

Robe Leary MA Chapter Member Rep

Presenting Rob Leary Representing you!



Greetings Fellow Postmasters & Managers! As I begin my term as our new Chapter Member Rep. I want to thank our new President, David Branga, and our state E-Board for the appointment to this new position. I look forward to serving the members of the MA Chapter for the foreseeable future.

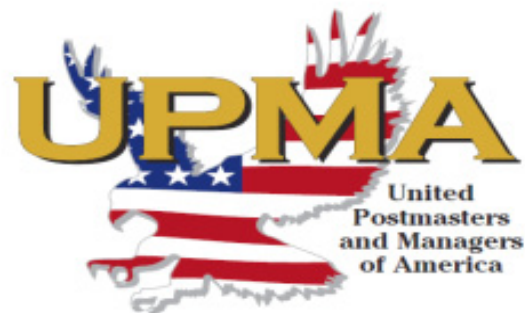
In my short time in this position, I have already seen some issues cropping up in the field that we need to be mindful of. A very hot topic right now is a perceived hostile work environment. You can be sure that POOM's, Area Managers, and upper management will take these situations very seriously when they come across their desks. Remember to remain professional and in control of your emotions at all times. If you are faced with a situation that upsets you to the point of saying or doing something unprofessional, take a minute to get away and compose yourself. Take some time to call a fellow manager you trust and vent. Above all, don't give in to a bad situation and make it worse for yourself. We are the leaders of our offices and must set the example.

Another hot issue is compliance. We hear this word more times a day than we would all like, but in its simplest form, compliance is merely the basis of our jobs. As managers, it is our job to ensure we are in compliance with the tasks we have been given. As difficult as this can be on any given day, repeated examples of non-compliance will most likely be addressed by the POOM or next level manager. Do your best to stay on top of things, but if you do find yourself struggling to complete a task on time, make sure your manager is informed as to what your obstacles are and when you expect to complete your task. This communication is important to help your manager understand that you will complete the task, and are not ignoring it. It also offers your next level manager an opportunity to assist you with the obstacles you are faced with. Also, as always, if you need some guidance, reach out to an experienced manager who might be able to help you.

I recently attended an interview of a Postmaster that included the Postal Inspection Service, OIG, and local Police. This is an experience we all hope to never have, but if you should encounter this, make sure to ask the question "Am I the subject of an investigation?" If the answer is yes, your next move should be to call UPMA for representation. The meeting should be paused to allow time for representation to arrive. Contact info for myself as well as the rest of the E-Board is on the back page of this publication. Thankfully, this situation did not result in the Postmaster becoming the subject of the investigation, but it can be a very stressful situation we would all like to avoid.

In closing, I am extremely excited to be the Massachusetts Chapter's new Chapter Member Representative. I look forward to serving our members and helping in any way I can. Please feel free to reach out if I can be of assistance. Always remember if you are brought in for an investigative interview/PDI, you are entitled to representation and that once you request it, the meeting should stop until we arrive. I will be putting together a small team as well that can assist around the state, as I know there will be times when I can't be in two places at once. I hope the need for representation is something none of us ever need, but we are here for you if you find yourself in need.

Regards,
Rob Leary



Suggested for EAS or PCES employees, If requested, directed, or approached for an interview, the following should be your initial statement:

If this interview is part of an investigation of a criminal matter I request to be represented by an attorney prior to any interview. Until I have my attorney present, I do not agree to sign any document, and will not answer any questions. I also will not make any written or oral statement. I do not consent to any search without a warrant. If you provide me with a search warrant I will not resist the search while reserving legal objections to it.

If this interview is not part of any criminal investigation, I request to contact my UPMA representative for advice and to be present with me for the interview. I will appear with my UPMA representative and orally answer questions. I decline to provide any written statement, and reserve my legal right to refuse to answer any questions that may intend to incriminate me.



Dan Heins with Robin and Tom at State Convention 2019

Greetings 020-024 PM's and Managers.

I hope this note finds you in good spirits with decent staffing, a budget that supports your operation, and hopefully a positive NPA score wrapping up FY19.

FY20 should be quite challenging for all Managers and PM's which will need us to work together helping us through these myriad of upcoming obstacles. Please get involved and join us at one of our quarterly meetings your MA state chapter, and considering coming to the upcoming Legislative Summit down in Washington DC next February. It's a very rewarding and important session to attend. Plans are underway to have next year's MA state Convention in Plymouth MA.

The National Convention was in held in July in CT and it was really good to see PM's, Managers, and Retirees from across the country in our back yard. Please reach out to me if I can be of any assistance with anything. Watch out with TACS, stay on guard, and watch your back. Continue to do your jobs well and with the upmost integrity and thank you for all the support.

Respectfully submitted.

Tom Driscoll RVP 020-023
PM Randolph MA 02368



Robin Driscoll Legislative/PAC Chair

What is PAC anyway?

I am excited to be back in the Legislative Chair for Massachusetts UPMA. I will be sending out news from Washington that pertains to Postmasters, the Postal Service, and your retirement benefits. I will be making the appointments with our Senators and Representatives for the Legislative Summit in February.

I am also the PAC Chair for Massachusetts. Do you know what our PAC does, and why I will be asking you to contribute?

UPMA PAC helps elect members of Congress who will support legislation that will benefit active and retired Postmasters and Postal Managers. UPMA is legally permitted to communicate with members of Congress, postal regulators and employees of the Executive Branch, and to provide political education to UPMA members.

However, federal law prohibits UPMA from making campaign contributions to candidates for federal offices. Membership dues are not permitted for such use. Consequently, UPMA offers its members a means by which they may provide financial support to candidates for federal office. This is achieved through a “separate, segregated fund” known as a political action committee (PAC). A solicitation from PAC discloses to its contributors a clear explanation that the funds will be used for political campaign contributions.

Although UPMA PAC was created in November 2016, the two PACs from which it emerged were recognized within the political community as stable performers with an outstanding success record. Our PAC is far more effective than Postmasters and Postal Managers making individual contributions to particular candidates. Postmasters, Postal Managers, Retirees and their families are encouraged to participate in the political process through the strength of their pooled contributions. The results have a greater

impact than small, scattered efforts UPMA PAC allows employed and retired Postmasters and Postal Managers to make one, coordinated effort to support their allies in Congress and to candidates we believe will be agreeable to legislative issues. The fact that the contributions are made to candidates in the name of UPMA PAC nurtures positive identification between the candidates and UPMA.

Also, UPMA PAC complements our lobbying efforts, providing an additional avenue of access to members of Congress. UPMA officers, UPMA members or staff may attend fund-raising events where our PAC has made contributions on behalf of the incumbent or candidate.

There are many ways to contribute. You can contribute through Postal Ease, credit card, and through the Signature FCU. All of the forms are at:

<https://www.unitedpma.org/news/upma-pac-forms-and-documents>

Or you can contact me, or your RVP. We also have envelopes available for cash contributions, of course.

If you know of a fundraising event for your member of Congress, please let me know and I will contact the National Office to see if they would like to purchase tickets.

In the next issue, I will describe the factors in determining if a candidate for federal office will receive financial support, and how much.

Robin Driscoll, Legislative/PAC Chair

Rep Gerry Connelly with Robin
at Legislative Summit 2018



Jerry Robertson, President Retirees

“I’m back in Suffragette City...”



Summer’s over and it’s time to get back to concentrating on work. Unless you’re retired, of course! If you are still active, that’s maybe how you think of retirees. The reality is most retirees go on to pursue other avenues, hopefully less stressful, and remain active in their communities, their families, and their lives in general. When you’ve had a career as a Manager or Postmaster, you don’t just walk away from the job and shut down. As you are aware, many retirees are still active participants in UPMA on a Chapter, State, and even a National Level.

The national level of UPMA made bylaw changes that have severely restricted retirees’ ability to be contributing partners to the organization. Without getting into the minutiae of the bylaws, they have taken away rights that, in my opinion, were basic rights we deserve to have, and they mostly deal with our right to vote, especially in the state chapters. In doing so, we’ve come to feel like we’ve been put out to pasture by the Association. Their position is that active Postmasters and Managers have the right to certain positions before retirees. They have also taken away our right to vote on bylaw changes that could have consequences for retirees. Many retirees I’ve spoken to feel they’re being told, “Thanks for being a member, but your services are not required anymore. Our years of service are the reason we should have the right to these privileges. We collectively share a vast amount of knowledge and have historically imparted that knowledge to new and seasoned Postmasters and Managers.

Before UPMA, in the NAPUS and League organizations, no such bylaws existed. These bylaws were not to carry over from the previous Associations, but a new way to diminish our importance. I can offer no better visual of this than when we were all ushered out of the last days’ meeting at the National Convention in Connecticut.

My understanding was that these bylaws were put in place to ensure that active Postmasters and Managers held National positions, and active employees of the USPS who are members of UPMA are more critical to many bylaw proposals. But then they pushed the bylaws down to the chapter level and the chapters had no voice on this.

This has had an impact on most state chapters, especially when filling E-Board positions. In Massachusetts, for example every E-Board position is an elected position. If an

active member runs for any of these positions, a retiree cannot, even if they currently hold said position.

Experience in the position is out the window, along with that persons’ knowledge and willingness to serve. They can’t compete for the position. Every retiree I’ve spoken with has agreed that the President and Vice President seats need to be filled by actively employed members, but positions such as Secretary/Treasurer, Editor, Sergeant-At-Arms, etc. should rightfully be open to all members, including retirees. In some states, some of these positions are appointed, not elected. They have the freedom to appoint a retiree who they feel will best do the job.

Chapter Bylaws that affect the chapters should also be voted on by the entire body, except for a bylaw that would affect only those actively employed.

Before I launch an effort to change what I feel are injustices, I would really like to hear from any members of the MA UPMA. If I’m way off base here, I’ll back off. If you agree with my opinions in part or in whole, I’d like your feedback and pursue this throughout all the Chapters. To change these bylaws will require a 2/3 vote at the National UPMA Convention.

I was remiss in last month’s newsletter to not congratulate John Coons, Postmaster of Northborough on receiving the auctioneer “gavel,” signaling a new era in MA UPMA auctions. I have every confidence he’ll do a great job for us. Or else!

I am reactivating my old email address for UPMA correspondence. I used it when I was the Editor for the Baystater. Rather than add a new one I’m going back to Masspostmasters@gmail.com. I’m not slighting managers, the email is just old (like some of my colleagues!). To contact me regarding other matters like music, pub crawls, or get togethers you can reach me at postmangerry@gmail.com.

Don’t forget the annual retirees’ luncheon at The Chocksett Inn, Sterling MA on Wednesday, November 6 at 11:30 AM. See you all there!

Sincerely, Jerry



FORM 1187-R

Request and Authorization for Voluntary Allotment of Compensation for Payment of Employee Organization Dues

Please complete and mail to:

UPMA National Office
8 Herbert St.
Alexandria, VA 22305-2600
(703) 683-9027

**OPM assigns the CSA number to all Civil Service and FERS annuitants and/or surviving spouse*

Social Security Number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

My Annuity Number is:

CSA

		-								-	
--	--	---	--	--	--	--	--	--	--	---	--

Name of Retired Employee (PRINT Last Name, First, Middle)				Date of Birth			
Street and Number/PO Box			City		State		ZIP+4
Month/Year Retired	Home or Cell Number ()		Gender Male _____ Female _____		Chapter		
Email Address				Sponsored by:			

Note: If not receiving an annuity contact National Office for information on membership.

SECTION A – Authorization

The United States Office of Personnel Management is authorized to make an appropriate deduction from my annuity payments, not to exceed the amount certified by the **United Postmasters and Managers of America (UPMA)** as the amount of dues for which I am obligated, and to pay the deducted sum to **UPMA**. This authorization shall apply to any and all dues changes certified by **UPMA**. This authorization shall be valid until **UPMA** receives and processes my written notice of cancellation in accordance with its agreement with the United States Office of Personnel Management. Any disputes regarding this allotment authorization shall be a matter between **UPMA** and me; I hold the United States Office of Personnel Management harmless for any erroneous deductions made pursuant to this authorization.

I also request the United States Office of Personnel Management to disclose any information necessary to execute this request.

Signature	Date:
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Postmasters Retired monthly dues withholding is currently \$5.00.

How To Reduce, Prevent and Cope with Stress

TOP 3 CAUSES OF STRESS



Job Pressure



Money Worries



Health Concerns

HOW TO FIGURE OUT IF AN EMPLOYEE IS STRESSED



Anger and Irritability

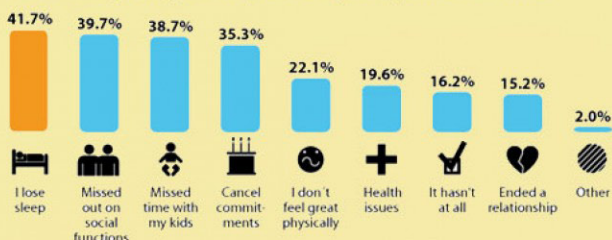


Poor Memory



Lower Quality of Work

How has your job impacted your personal life?



Change in Working Hours



Fatigue



Bad Time Management

HEALTHIER WAYS TO MANAGE STRESS

AVOID UNNECESSARY STRESS



Learn how to say "no" – Know your limits and stick to them.
Take control of your environment – If the evening news makes you anxious, turn the TV off.
Avoid hot-button topics – If you get upset over religion or politics, cross them off your conversation list.
Pare down your to-do list – Analyze your schedule, responsibilities, and daily tasks.

ACCEPT THE THINGS YOU CAN'T CHANGE



Don't try to control the uncontrollable. Many things in life are beyond our control— particularly the behavior of other people.
Look for the upside. As the saying goes, "What doesn't kill us makes us stronger."
Share your feelings. Talk to a trusted friend or make an appointment with a therapist.
Learn to forgive. Accept the fact that we live in an imperfect world and that people make mistakes.

ALTER THE SITUATION



Express your feelings instead of bottling them up. If something or someone is bothering you, communicate your concerns in an open and respectful way.
Be willing to compromise. When you ask someone to change their behavior, be willing to do the same.
Be more assertive. Don't take a backseat in your own life.
Manage your time better. Poor time management can cause a lot of stress.

MAKE TIME FOR FUN AND RELAXATION



Set aside relaxation time. Include rest and relaxation in your daily schedule.
Connect with others. Spend time with positive people who enhance your life.
Do something you enjoy every day. Make time for leisure activities that bring you joy, whether it be stargazing, playing the piano, or working on your bike.
Keep your sense of humor. This includes the ability to laugh at yourself.

ADAPT TO THE STRESSOR



Reframe problems. Try to view stressful situations from a more positive perspective.
Look at the big picture. Take perspective of the stressful situation.
Adjust your standards. Perfectionism is a major source of avoidable stress.
Focus on the positive. When stress is getting you down, take a moment to reflect on all the things you appreciate in your life, including your own positive qualities and gifts.

ADOPT A HEALTHY LIFESTYLE



Exercise regularly. Physical activity plays a key role in reducing and preventing the effects of stress.
Eat a healthy diet. Well-nourished bodies are better prepared to cope with stress, so be mindful of what you eat.
Reduce caffeine and sugar. The temporary "highs" caffeine and sugar provide often end in with a crash in mood and energy.
Avoid alcohol, cigarettes, and drugs. Self-medicating with alcohol or drugs may provide an easy escape from stress, but the relief is only temporary.



Creating a Positive Work Environment

I have to admit, I'm not very good with change or new ideas. It takes me awhile to ease into them. When the Employee Engagement program came out, I kind of rolled my eyes and thought, although the program is a great idea, it will never work unless the atmosphere of micromanaging and endless mandates changes. However, I was looking at it from a top down approach only, but then a realization came to me. I can't change the culture of the Postal Service, but I can try to create the best workplace environment possible in my own office. If I can do that, then my own employees will be engaged. Engaged and happy employees are more innovative and dedicated than disengaged and unhappy counterparts. The more engaged my employees are, the more successful my office is. It's a fairly simple idea, but what is the formula to create an engaged office? I've compiled a list of ideas that are most meaningful to me.

1. Greet Your Team

Walk around the office periodically and see how everyone is doing. Say good morning and ask your employees how their weekend was. A little hello goes a long way. Creating a positive workplace atmosphere is crucial in terms of both workplace happiness and your team members' productivity and energy levels, and that all starts with you setting a cheerful tone. As you make it a routine to be upbeat, you will find that it has a snowball effect on your employees increasing their energy levels and productivity.

2. Promote a Positive Work Environment

Sometimes we are so focused on making sure everything is done correctly that we fail to acknowledge a job well done. Giving positive feedback lets our employees know that we do notice and appreciate their hard work. You can do little things like provide donuts for passing a mystery shop or reaching a scanning goal. How about creating a reserved parking place for a pay period as an incentive for perfect attendance or submitting a lead that generates revenue? A simple thank you goes a long way.

3. Use Feedback as a Mentoring Tool

Effective leaders understand the power of feedback. Use it to offer constructive criticism and positive recognition.

Senior Partner at Partners in Leadership, Brad Starr states, when offering feedback from a place of respect, a leader can "move an employee away from undesirable behavior and cement the thinking and behavior that lead to personal and professional excellence."

Treat your feedback sessions as two-way conversations, and invite employees to ask questions. If they feel afraid to ask a question, that is a big problem. Make sure you are transparent and open in your approach and communicate regularly rather than all at once.

4. Hire Happy Personalities

It's not always possible to hire the person that we want if they are at the bottom of the hiring register, however, a happy work environment attracts good people and in turn, promotes a culture of productivity and accountability – a stressful environment will most definitely destroy your office morale. When interviewing, take the time to study facial expressions, responses and genuineness. These are the people who will make your workplace happier.

5. Get to Know Your Employees

Getting to know your employees is one of the best things you can do to create a happy culture and workplace. Make a point to learn something new about your team every week. You don't have to engage them for hours, but have meaningful conversations with them. Ask about their children, pets or hobbies. This shows you care about them and don't consider them as just a number.

6. Detect the Most Positive Capabilities in People

Stop spending time being overly critical of what your employees are not doing right and identify what they ARE doing right. Of course we have to correct employees when they make mistakes, but we should let them know when they do a great job as well. We will always manage challenging employees, but I have found that every employee has their good qualities along with the not so good. Let your employees know what they are doing well and it will soften the blow when you have to correct them on something they are not doing so well.

7. Share Your Success to Build Their Momentum

Rather than enjoy your leadership success alone, share it with your employees and allow them to experience it with you. Sharing your success with your employees and making them feel an important part of your accomplishments is a sign of trust that organically creates engagement. Genuine collaboration drives engagement and creates an environment of significance for everyone. (*Glenn Llopis contributor to Forbes*)

Freelance writer Ashley Alt explains that:

Research shows disengaged workers had:

- 37% higher absenteeism
- 49% more accidents
- 60% more errors and defects

Writer Marci Martin explains, retaining employees does not always come down to paying them more than anyone else. Studies have shown that employees with high job satisfaction are generally more productive, engaged and loyal to their companies.

There are a lot of factors that we don't have control over, but there are many things we do that are outside of our restrictions that can make for a happier work environment which will build happier, engaged and more productive employees.

Wendy Spears

Postmaster Ashburn, GA



Write It Down

As your newly elected Northeast Area Coordinator, I would like to thank you for allowing me to serve you. In the upcoming year, I would like to share information through your newsletter. If there are specific interests or topics you would like to see, feel free to contact me.

For this first article, I'd like to share with you the importance of the "Write It Down" business tip. Our memories can only hold so much, so when you write it down and reference it later your memory will do the rest. Keeping your eCareer up to date is a prime example of the need to write down your accomplishments. Facing the Situation, Task, Action, Result (STAR) format and trying to identify the Knowledge, Skills and Abilities (KSA's) that you demonstrated can be a challenging task. The reality is that almost every day in our work lives, we make decisions that fit perfectly into the KSA criteria. We just forget to write them down! The next time you make a difficult decision to cover routes; address a safety issue or solve a customer problem – write it down to use as a reference later. You might be surprised how resourceful it is to have notes about anomalies for NPA mitigating factors at the end of the year, write them down.

The idea of writing it down applies to much more than your eCareer. Important thoughts or ideas; goals and future plans; even analyzing the points in a mistake is a learning experience. I think they call it cathartic! We have a current USPS term called "take aways" basically referring to what did you get out of the presentation. I hope from this article the takeaway is, "Write it Down". In today's world of technology, there are numerous ways to capture thoughts; audio reminders like Alexa, cell phone apps, Dragons, etc. There are also still planners, diaries, journals and a plain old notebook. I'm going to follow my own advice, so when you send me ideas, concerns, interest or topics – I'm going to write it down!

Frank Kouba
Northeast Area Coordinator
1-631-806-6766



WRITE
IT DOWN
BEFORE
YOU
FORGET

Block Voting - Growing Pains or Death Knoll

Will block voting be a growing pain that UPMA resolves or will it be the beginning of the end?

So what is block voting? Block voting is taking the majority vote and casting all the earned electoral votes for that state toward the majority winning candidate. While this may seem a simple majority rules democratic tradition, I believe I will show that this is far from the truth and is a method being used to corrupt our voting rights and disenfranchise the minority opinion and will most likely lead to less participation at meetings engendering less membership i.e. death knoll of UPMA. For without membership and the participation of the membership this organization will cease to exist.

First the rules: Robert's Rules of Order Article VIII Voting has no reference to block voting. UPMA National Election Policy has no reference to block voting. In fact none of the posted UPMA National Policies and Procedures at UnitedPMA.org even has the word "block" in it. Some states Bylaws specifically allow block voting. Some states have voted in session to allow block voting for a particular election even though their Bylaws state they must vote by percentage. This has been allowed and certified legitimate by the National Board representative at the State Convention.

Block voting has been used to sway the total electoral vote in larger states all to one candidate. Thus, in the national election totals, even though the winning candidate may not have the representative vote to win, they had the electoral count to win. While this may be exactly what someone wants or may be what a state wants to have more than their fair share of voice in deciding an election or a constitutional issue, by corrupting the process it can have dire effects. Without elimination of block voting, eventually all states will have to block vote just so their winning candidate has any chance at being elected. This eliminates all minority votes from the national electoral totals.

How does this work? Take a fictional state with 38 electoral votes (based on total membership). In the election at the state convention, 47 percent cast their vote for candidate A and 53 percent cast their vote for candidate B. In a block voting system, because

Candidate B won the raw vote, he receives all 37 electoral votes for that state, while Candidate A receives 0. In a percentage vote, Candidate B gets 20.14 votes and Candidate A receives 17.86. Every vote that was cast actually gets counted in the state

electoral total and in turn gets counted in the national electoral total.

Expand block voting across 3 large electoral count states all with a majority for one candidate and the marginally winning candidate now has 100 or more votes while the slightly losing candidate has 0 (zero). When elections are only 25 states or so, overcoming a 100 vote head start with non-block voting states is almost impossible as the difference is generally a close vote as it was in the 3 block voting states. If the average spread is just 3 votes as in the above example, it would take 34 states all voting the same way to overcome the 100 vote head start. There are no longer 34 states voting in East or West elections.

When the minority voice is not counted and in fact their earned electoral votes (by their membership in UPMA) are actually cast diametrically opposed to how they voted, their motivation to continue to participate and maintain membership will be reduced. Over time this will mean fewer attendees, less diversity and fewer members as minority opinion member's voice is not counted. With another management organization suing in federal court for the right to represent Postmasters and Manager members of that organization that they currently cannot do, UPMA may no longer be the only representative Association in town.

UPMA is better served in the long run to embrace diversity, to make every vote count, to hear every member's voice and to demonstrate integrity in the decentralized voting process at state level. Integrity requires the best of all us every day, including our elected officials. Lust for power over elections will lead to rampant block voting across most states just to be heard as much as possible. This will lead to a homogeneous organization bereft of diversity and new ideas, with declining participation and membership.

I am therefore going to pursue a National Bylaw prohibiting block voting in any state.

When it is your turn to vote, make sure your vote will always count.

Karl Buss

UPMA Executive Vice President Kentucky

PO Box 702

West Paducah KY 42086

**EAS PAY PACKAGE DECISION
THROUGH FISCAL YEAR 2019
POSTMASTERS**

1. PAY-FOR-PERFORMANCE

The EAS Pay-For-Performance (PFP) Program and Matrix established by the Fiscal Year (FY) 2011-2015 pay decision will continue for FY2018. Employee performance will be measured under a 15-point rating system with different pay increases established at each of the 15-point ratings.

This application will be based on the matrix immediately below:

PFP MATRIX FY2018

(3) 0.0%	(6) 3.0%	(9) 5.0%	(12) 7.0%	(15) 9.0%
(2) 0.0%	(5) 2.5%	(8) 4.5%	(11) 6.5%	(14) 8.5%
(1) 0.0%	(4) 2.0%	(7) 4.0%	(10) 6.0%	(13) 8.0%

Note: All percentages are paid as salary increases if room within the salary range. If amount limited by the salary range, balance of amount will be converted to a lump sum payment.

Under the EAS Pay-For-Performance (PFP) Program and Matrix for FY2019, employee performance will be measured under a 15-point rating system. Cell three (3) of the Matrix will compensate employees with a 1% lump sum payment.

This application will be based on the matrix immediately below.

PFP MATRIX, STARTING FY2019

(3) 1.0% Lump Sum	(6) 2.5%	(9) 4.5%	(12) 5.25%	(15) 6.0%
(2) 0.0%	(5) 2.25%	(8) 4.0%	(11) 5.0%	(14) 5.75%
(1) 0.0%	(4) 1.75%	(7) 3.5%	(10) 4.75%	(13) 5.5%

Executive Administrative Schedule (EAS)		
Annual Salary		
Effective January 05, 2019 (Day 1, Week 1, PP 02-2019)		
Grade	Minimum	Maximum
15	\$47,422	\$70,664
16	\$49,605	\$79,030
17	\$52,800	\$82,534
18	\$54,081	\$86,159
18B	\$59,300	\$87,681
19	\$60,000	\$90,242
20	\$65,300	\$95,137
21	\$71,000	\$99,759
22	\$73,300	\$108,118
23	\$77,300	\$114,008
24	\$82,000	\$119,651
25	\$93,000	\$125,605
26	\$99,900	\$131,869

PM - Grade	Occ - Code	Minimum		Maximum	
		Hourly	Annual Equivalent	Hourly	Annual Equivalent
PTPO-56	2301-0056				
RMPO-56	2301-0057	\$16.30	\$33,898	\$28.89	\$60,091

Part-Time Postmasters assigned to Part-Time Post Offices (PTPOs) with a career appointment date prior to January 1, 2013 will receive up to a 5% salary increase and result in a minimum base pay of \$22.43/hour and no more than the maximum of \$28.89/hour.

4. HEALTH BENEFITS CONTRIBUTION

The employer's contribution towards the Federal Employee Health Benefit (FEHB) plan will be 72% of the weighted average as determined by the Office of Personnel Management (OPM) and will not exceed 75% for any individual plan.

5. PROMOTIONAL PAY INCREASE

Nonbargaining unit employees may receive promotion increases based on the distance from the maximum of the new grade as follows:

Factor #1

Award this percentage...	If the employee's current salary is...
5 to 10	Greater than 20 percent from the maximum of the new grade.
4 to 8	10 to 20 percent from the maximum of the new grade.
3 to 5	Less than 10 percent from the maximum of the new grade.

Factor #2

In addition to the eligible promotion increases described in Factor #1, nonbargaining unit employees will automatically receive a percent increase for promotions that are 3 or more grades.

Award this percentage...	If the employee's promotion equals...
3	3 grades
5	4 or 5 grades
8	6 or more grades

**There is no change to factor #2*

6. PROMOTIONAL PAY INCREASE

A nonbargaining employee who voluntarily changes to a lower grade position and is promoted to another position up to the previous grade within one year will not receive promotion pay. If within the one-year period, employee is subsequently promoted to a higher level position, promotion pay increase eligibility will be determined based on highest level position permanently held within the prior 12 month period.

7. LEVEL-18 POST OFFICE WORKLOAD SERVICE CREDITS (WSC)

The current WSC for Level-18 offices will be split into two levels, EAS-18 and EAS-18B, to reflect a consistent level of responsibility and relative complexity of the EAS-18 Postmaster position across the full range of these offices.

EAS-18 Post Offices

- Offices currently earning less than 2,076 WSC

EAS-18B Post Offices

- Offices currently earning 2,076 – 5,500 WSC

Level	WSC Range
EAS-18	0 - 2075
EAS-18B	2076 - 5500

Incumbents in offices reclassified as EAS-18B will receive a 2 percent basic salary increase. The increase is adjusted higher if necessary to bring the salary to the minimum of the new grade. The increase is adjusted lower if necessary, to keep the salary from exceeding the maximum of the higher grade.

8. USPS/UPMA WORK GROUPS

- A. The Postal Service and the United Postmasters and Managers of America have agreed to create a joint work team for the purpose of exploring and resolving issues regarding Postmasters' salaries and grades, to include modifications to the PS Form 150. The intent is to complete work on this so that any changes will be implemented in FY2019. In the event the work team is unable to conclude their work on the pay issues in question prior to September 4, 2018, the parties will reconvene to determine increases to the salary ranges for FY2019
- B. The Postal Service and the United Postmasters and Managers of America have agreed to establish a joint work team to identify the issues associated with work hours of EAS-20 Postmasters in delivery offices with no authorized Supervisor. The work group will analyze reasons for Postmasters being required to work on a sixth day and determine a permanent solution by January 18, 2019. In the interim, EAS-20 Postmasters in delivery offices identified as not having an authorized Supervisor will receive Special Exempt status and are eligible for EAS Additional Pay beginning on September 1, 2018 and until a permanent solution is implemented.

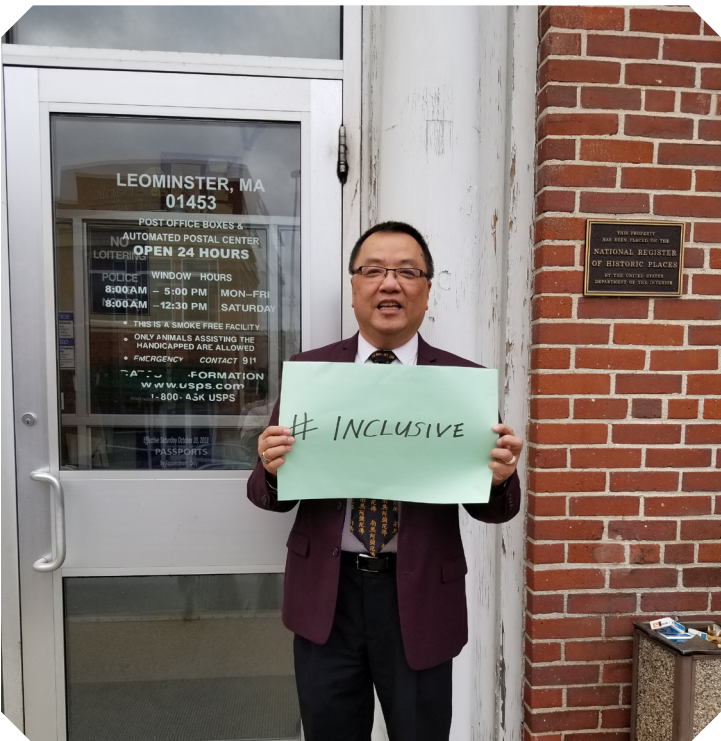
My Town



PM Glenn Cook



PM JeanMarie McClellan



PM Rich Hui



PM Jeremy Plione



2019 UPMA National Convention







2nd
Annual
New
England
Council



Fall
Conference

Freeport
ME



TASKS CHECKLIST FOR POSTMASTERS

DAILY

- Flag
- Acknowledge MYPO by District deadline a.m. and p.m.
- CSDRS entry
- Zero balance scales and log daily
- Run MHTS report and locate mail pieces
- Pull EOR report and determine DPS percent
- CSAW entry
- MHTS and EOR and CSAW SOX Certification
- Daily SOX certification of Postal One
- Employee ID Badge check
- Record hours on time cards and 4240, input into RWHHT program
- MDCD scanner downloaded
- Review SPMS report
- Alarm Log - test checkpoints and log every alarm - RSS Retail Stores
- Express Mail finance or mailing label receipts to data input clerk or file
- Clear carrier postage due and accountables
- Record DUVRS measurements per Management Instructions PO 610-87-1 and PO 610-2008-2
- File Registry records daily
- Review carriers UEBM
- Rectify eUARS as necessary
- SSA Revenue goals
- Print 3982 labels from COARS
- Vehicles secure
- Check rural and city cases for "sleepers" AM/PM - Am Verification
- Close Out: Each SSA must insure all customs forms have been entered into RSS before beginning their individual 1412
 - Complete Individual 1412 and verify (F-533,229 and 533,1)
 - Complete Unit 1412 and verify
 - Opening AIC 840 matches Closing AIC 853 yesterday
 - Document and verify RSS voided transactions
 - Money order tapes with serial numbers signed and dated (F-1 682,21a, c, d)
 - Track, monitor, clear local suspense and expense items
 - PS 3083 Trust Accounts complete and balance daily
 - Print webdocs activity report
- Contract Station-document and verify deposit and 1412 daily, enter 1412 into e1412, upload 1412, print 1412
- AM and PM PM Verification
- Compare Web BATS reports to RSS reports
- Complete 4000 A & B observations as necessary
- Check accountable and confirmation services mail for 2nd notices/returns
- Certify end of day report in Postal One and BRM end of day report
- Monitor F4 and F2 to workload
- File missent mail report, notify offices if you have committed mail for them
- Enter all customs forms in the CBPMAN site (Customs and Border Patrol) Manual Offices
- Check Product Visibility Site <http://pvl> for end of day parcels at risk potential scanning failures
- Verify CPMS data

QUARTERLY

- Submit Edit books and 4003 to AMS
- Outstanding salary and travel advances collected
- OMAS BRM activity on PS 3630G and 3633G
- Check Unit Reserve verification
- SSS Stamp Ordering online
- Review Absence Analysis PS 3972
- POW/MIA Flag (dates noted on calendar)
- Prepare 3997, 3921 and 3930 for next month
- Vending deposit monthly, if applicable
- Stamp requisition to Stamp Distribution Office (observe schedule)
- Carrier drive-out agreements to PSDS 1839
- 4240 rural trip report - maintain in office - record hours worked YTD
- Inventory record - PS Form 2960 (F-1 557.21 and 557.22)
- Check LLY fluids
- Office with postal vehicles report repair and service to VMF
- Check acceptance policies and bad check list for window
- APC counts, key accountability log, AMS monthly updates, folder for refunds/exchange
- Count clerks cash retained, PS 3294-C, PS 3368-P, PS 3369-P, all signed
- APC credit exams folder, PS 3369P, 3294, 571, 3368P
- Delivery selection check / delivery and return receipts - PS 3871 - maintain in office
- ODIS / RPW Frame updates to Data Collection
- Lobby condition checklist
- Test facility alarm and log
- Count manual Reserve and Individual stamp credits of EAS, PS 3294P and 3368P
- EEO talk
- Count Retail floor Stock
- PS 1783 On the Job Safety Review (EL-801 332)
- Misdelivery mail check
- Metered mail and PS 3616
- Registered mail self audit
- Rural Carrier vehicle check - must be documented - file in office
- Drivers License check
- OMAS report - PS 3610 to SIC
- Mail Collection test PS 3702
- Count fixed credits at least once every 4 mos - RSS
- ReadyPost inventory
- Arrow Key Verification log
- Update staff emergency contact information
- FDB verified online
- CMS Inventory validation
- Rollaway/Runaway talks
- Housekeeping inspections, PS4851
- CPMS Quarterly Verification

WEEKLY

- FLASH Entry
- Safety talks
- Review carrier performance (street supervision)
- Check EDW for 247/647 entries and correct
- EDW Narrowcaster to balance Master Trusi, Shortages and Overrides, FPR
- Total and submit clerk timecards (daily if EBR unit)
- Prepare employee work schedule (Post on Wednesday for following week)
- Post Holiday week schedule by Tuesday for the following week
- Stamp order online when scheduled
- Fill employees stamp order (F-1 532.612)
- Send dead letters to Mail Recovery Center / daily, if required
- Transfer loaned and training hours via time cards or TACS
- Verify Loan/Transfer/Training Report
- Run 10% Non-Subscriber and Advertising Report in PostalOne
- Check COD book and verify that money order was sent (DMM 145)
- Review PostalOne! Overrides, reversals and negative balance reports
- eUARS

BI-WEEKLY

- RR time cards / Enter in TACS
- Examine COD PS 3867 and determine status of packages
- Conduct Rural Reach/Customer Connect talks and certify in Business Connect website

MONTHLY

- FPR - Financial Performance Report - review for accuracy
- Count Cash Reserve, PS 3294-C and PS 3388-P
- Notice 32B, Box Rent notices (1st business day of each month) (DMM 951)
- Box Rent 2nd notice given on the 20th of the month
- Close out boxes (11th of each month)
- Plug P.O. boxes (1st of each month) - Return mail on the 10th.
- Permit Fees paid — Permit Imprint, Business Reply, Account Fee
- Close inactive permits
- Business Connect entries (2 per month)
- Print/reconcile Voyager invoice
- Reconcile SmartPay statement of account (bank statement) and payment record
 - Cardholder task
- Review SmartPay (bank statement) verify Ebuy approval(s); other supporting documents by the 18th of the month - Approver responsibility
- Inspect fire extinguishers on Form PS 4705 (MS 56-2-403)
- Check carrier forwarding cards 3982 for names lined out after six months
- Spot check amount of cash retained by clerks overnight (F-1 532.51a and d)
- Perform monthly verification and validation of carrier postage due log
 - independent count of randomly selected BRM and Postage Due returns
- Audit copy machine card (end of month) / submit funds as required
- Clean inspector gallery (last Monday of every month)
- Defrag and back up computer
- Reconcile trust funds
- SOX Review
- eBuy2 Monthly Reconciliation Report

SEMI-ANNUAL

- Check semi-annual P.O. Box overflow - PS 1532
- LLV maintenance
- Check parcel post accepted by clerks (POM 424.24)
- Check parcels rated by customers (POM 424.23)
- Verify rented and closed boxes in WEBBATS
- Security check list
- Verification of Facility Key log
- Check inventory of PS 3977 verifying date received, source, and location
- Stations/Branches — PS 3998 for City Delivery Offices United summary-City
- Delivery routes
- Driving observation (PS 4584)
- Count CPU (Contract Postal Unit) semi-annually, PS 3294
- Review Capital Records (HBK AS/701 Sect. 541.28)

ANNUAL

- Fire Drill
- Post/Remove OSHA 300 log
- Scales calibrated by independent source
- Annual Periodicals Eligibility and Postage Payment Reviews
- Periodicals Statement of Ownership (due by October 1)
- Update Nonprofit and Periodicals from RCSC Master Lists
- Physically examine and verify locks and keys for clerks' drawers (F-1 377.6)
- Verify and inventory keys listed on PS 1628 and 1629 (POM 273.561)
- Annual P.O. Box Verification (by July 1)
- Test keys for collection boxes
- Unit route review on all delivery routes
- Rural Route Inspection
- Rural Route Mail Count, if required
- Current log of bait money orders
- VRAT - Vulnerability and Risk Assessment Tool
- Review Cleaning Contract requirements, PS 7355 Cleaning Agreement
- Review eTravel, Web alias and Visa government credit card requirements
- Review Carrier Drive-Out Agreements
- Update BMAU and Detached Mail Unit Operating Profiles and send to BME
- Update Plantload, OP, AMS, MMS, PVDs, Expedited Plantload Agreements and SOPs

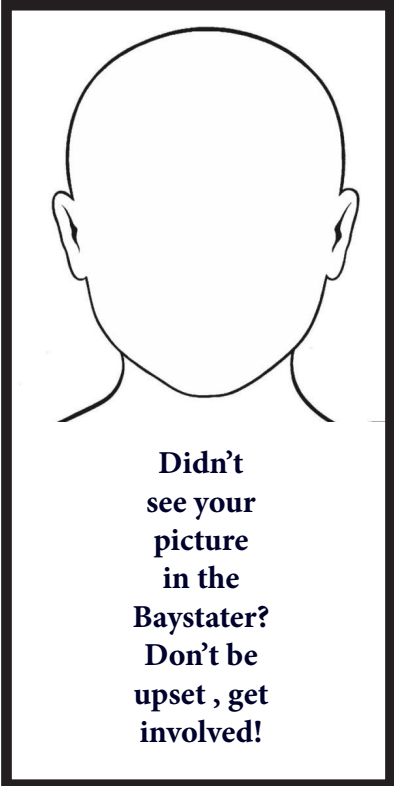
ON AN AS-NEEDED BASIS

- Selective Service supplies (POM 172)
- Change in amount of stamp credit level, new PS 3369
- Test security alarm
- Verify stamp stock records — PS 3295 to 3958 (F-1 534.15)
- PS 1621 or as change occurs on carrier route—send to AMS/Input to WEBEES
- Order Bird Stamps
- Form 4027 for extensions, hardships, etc., with Form 4003
- Ready Post audits as required through My Post Office
- PS 1723 Higher Level forms updated as needed

Kitchen Sink Page

Recent Promotions

Jeremy Pilone selected as the Postmaster of South Wellfleet 02663
Candy Rudi selected as the Postmaster of Sagamore Beach 02562
Regan Clark selected as the Postmaster of Nantucket 02554
James Kearns selected as the Postmaster of Webster 01570
Frank Hawkes selected as the Postmaster of Merrimac 01860
Julie Dubuque selected as the Postmaster of North Oxford 01537
Timothy Lacroix selected as the Postmaster of Littleton 01460
Mona Smead selected as the Postmaster of Pocasset 02559
Stan Moore selected as the Postmaster of Brewster 02631
Take a minute to reach out and congratulate our fellow EAS

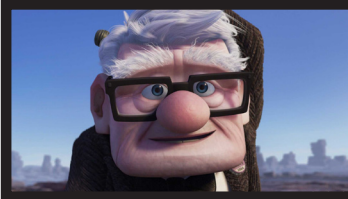


Retirees

Where are you now? We want to know .
Please send a recent picture and a little blurb about what you have been up to so I can put it in your Baystater.

Members

We want to see you! Send your pictures in so they can be used in The Baystater or on the facebook or web page. Send pictures of you in front of your post office for the MY TOWN page.



Celebrity look alike.
Can you guess who it is?

**Deadline for articles for the next Baystater
December 6, 2019**



Ken Fleming gets his 40 year pin from POOM
John Fitzpatrick

Damon Nix Chapter Editor

Where did the year go?

Greetings UPMA Members,



I can't believe we are almost at the end of another year. What a busy year it's been, good thing we have each other to rely on. I'm truly happy for all my UMPA brothers and sisters. We can work together, play together, and cry together if need be. Thank you for all of you who have helped me over this last year. This job would be much more difficult if I didn't have you. This leads me to a next big thank you, to Lorna Edie. Since the day I joined what was then NAPUS and now UPMA, Lorna has always been there to welcome me. Lorna has held almost every position in Massachusetts NAPUS/UPMA. This year she has stepped down from her position as the Chapter Member Rep and most recently Mass Retiree President. Thank you for always having my back and great advice as the CMR, Thank you for showing how much fun being a retiree can be. Thank you for all the kind words and fun times I look forward to many more.

Next year is just around the corner, there are plenty of ways to be involved. Local meetings, come share your opinion or take away from others what they have learned. Legislative Summit, come let your voice be heard in Washington and hear from the PMG what the plans are as an organization. State Convention, come share in the fun that we have. Get to meet fellow members from all over the state. National Convention, if you have not been to one please put this on your bucket list. I have made friends from all over the country. New England Council Fall Conference, JeanMarie McClellan begins her term as President this year. We can support her and meet our New England UPMA brothers and sisters.

WEBSITE- maunitedpma.org

FACEBOOK- MA Chapter UPMA

Look forward til next we meet!

Damon Nix

Chapter Editor

MARK YOUR CALENDAR

UPMA 2020 Legislative Summit

Arlington, Virginia
February 23 - 26, 2020

Renaissance Arlington
Capital View Hotel

4th UPMA State Convention

Plymouth, MA
May 20-22, 2020

John Carver Inn
Plymouth MA

4th UPMA National Convention

St. Louis Missouri
August 1 - 7, 2020

Marriott St. Louis Grand
800 Washington Avenue
St. Louis MO 63101

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