

Illinois Postal News Leader



Nov/Dec 2022

United Postmasters and Managers of America ~ Illinois Chapter ~ est. November 1, 2016

Presenting the New UPMA National Board



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UPMA is not a union. It is a professional association.

It is an organization of people who hold proud titles. It does not discriminate by race, gender, or salary level. It is a vehicle, an avenue, a method and a tool that can and does help, assist, benefit, and encourage members to be better Postal Managers.



Earl Husbands ~ President

You Know What?

Greetings UPMA Family,

One of the problems I commonly hear from our members is that since the restructuring of the US Postal Service, many of us do not know whom to contact for assistance with various tasks and programs. One of the huge benefits of UPMA membership is our network. Through that network, I think I have a solution to the problem, and, I am looking for members who would like to be a part of the solution.

I would like to start a network of UPMA Subject Matter Experts (SMEs) in the state of Illinois that are willing to assist our members when they need some help. Whether it be in Function 4, City or Rural Delivery programs, Hiring, C360, Scanning, WebBATS, eTravel, CSV, TACS, POS, CPMS, DMS, eBUY, office transfers, reading Flash Reports, FAMS, or any other postal program or tool we use for work. I am sure there are members that would appreciate your assistance if you are well versed in any of the subject areas.

I plan on publishing a list on the Illinois website in alphabetical order by subject title, along with the SME names and contact information, with the best time to call them for assistance. So, if you have a subject or subjects in which you are proficient and willing to assist others, please let me know by emailing the information listed below to earlhusbands@gmail.com. In the subject of your email please write UPMA Subject Matter Experts. This will make it easier for me to find your email. The more SMEs we have willing to assist, the better off we will all be.

- NAME:
- SUBJECT(s):
- WORK EMAIL ADDRESS:
- WORK PHONE NUMBER:
- CELL PHONE NUMBER (OPTIONAL):
- BEST TIME TO CALL FOR ASSISTANCE:

I thank you all in advance for your assistance and remember TOGETHER WE CAN!



PMG Louis DeJoy takes time for photos with newly sworn in postmasters at the UPMA National Convention held in St. Louis, MO. **

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Meta Belford, Past President

Don't Pass Go

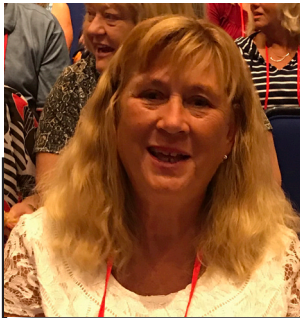
I wanted to go over an important issue which I see on a regular basis, giving out your logon ID and password. I have four words for you, "Do Not Do It!"

You might think it's no big deal to give your clerk your password so he or she can do a daily report to keep you off a list or enter your TACS, but is it worth your job? No! It's not worth your job. I can guarantee you'll be in trouble for giving out your password, but postal employees have never lost their jobs for not completing an Arrow Key audit by the deadline or not entering their TACS on time. I can tell you postmasters and supervisors have lost their jobs for giving out their password.

POOMs and district managers are cracking down on this issue

and it's hard to defend someone who willingly gave out their password and an email was sent under their Outlook account. I learned at national convention eight postmasters/supervisors in one state lost their jobs. Unemployed. No more retirement. I don't know about you but I've worked too hard to get where I am in my career to give my job away. Please don't jeopardize your career.

Request access for a trusted postmaster/supervisor or a neighboring postmaster or supervisor to programs for your office to assist your office personnel in your absence. It takes a minute to do the request in eAccess or Aris. Please don't give your job away by giving your password away.



Pam Bardell ~ Exec. V.P.

I was honored to attend the 6th National Convention in St. Louis, MO and would like to share my experience. I was very excited to hear Postmaster General (PMG) Louis DeJoy and

Deputy Postmaster General (DPMG) Doug Tulino. The PMG and DPMG listened to all our concerns, and I believe they were surprised to hear from our Chapter President we mean business. We are all frustrated and tired of working 60 plus hours a week, carrying mail, and only get paid 40 hours a week.

Our National President Edmund Carley is working tirelessly to help us get paid for the hours we work above our posted schedules. I want to thank Edmund and all the UPMA Board Members for all their hard work. Through their efforts we have a means to report the work we are performing above and beyond our managerial duties. Managers and Postmaster are dedicated and motivated to help the United States Postal Service thrive. Having performed managerial as well as craft duties for well over two years due to COVID, we have hit our limits. It is vitally important that any EAS that is carrying mail report the information in the survey. Headquarters personnel are interested in what is happening in the field. They have provided us a tool, with the cooperation of UPMA, to be able

to track the hours of craft work we are performing. Do yourself, and your co-workers, a favor: use the tool!

As you may or may not know, many managers and postmasters are retiring within the next year. That means a lot of new managers will be moving up the ladder. For those of us with a few years of experience, we need to help mentor and educate these new managers. I would like to ask each of you to help a new manager grow in their position. UPMA members are great at teaching, networking, and assisting people obtain what they need to perform their jobs. If you want to grow in your job, then UPMA is here for you.

We have a lot of new faces in the organization, yet there is always room for growth, and we all need to help grow this organization. At national convention we had 97 first time attendees (first-timers) from all over the nation. Yes, 97! That is awesome! The Illinois chapter had nine first-timers, and 50 Illinois members attended the convention. We are growing the organization. And new members are stepping up and getting involved. They are recognizing the benefits of being involved and enjoying themselves in the process.

I am motivated every time I go to a UPMA function. Sometimes I do not understand why we are doing something. What's the

purpose? When I attend UPMA functions, my questions are answered, and my concerns are addressed. We work for the United States Postal Service, and we must do what they say, but as a UPMA member, my voice is heard.

Attending UPMA functions also opens up doors of opportunity, and the sharing of knowledge via networking. I have several friends that live in different states, that share their expertise to help me run my office. I will not mention names, but I am so grateful for their expertise! Their assistance has helped me manage my office more efficiently, and effectively. Here is the best part...when I call them, they call me back!

We are getting stronger as an organization! Our voice is being

heard and acknowledged at various levels of the Postal Service. Your attitude and your effort are two things you are in total control of in your life. If you are motivated, your employees will follow! Take pride in what you do! You are a vital thread in the fabric of our society. I have said it before, and I will say it again: BE INVOLVED! Don't just complain, be part of a solution. UPMA offers great resources and opportunities at all levels!

Sign up for an event, and sign up a friend to join you. How do they join? Visit our website www.unitedpma.org. Click on "Join UPMA Today." Have the new member put your name as a referral. You may just receive a referral bonus!

Pam Bardell



Roger Roten, Retiree President

Good day everyone,

I hope post Peak finds you well. I would like to take this time to support Morrie Smith's article below. I encourage your support of the Illinois UPMA scholarship fund with a \$50 donation. Without your support the fund will cease, and children will only have the national scholarship in which to apply. Past recipients have been very deserving of their scholarship and have used the funds well. Please take a moment to support our own children, grandchildren, and great grandchildren.



"A PLEA FOR YOUR ASSISTANCE"...

This article is addressed to all Illinois UPMA members, not just the retirees. On behalf of the Illinois UPMA Scholarship fund, Chairperson Mary Yates and I are asking for your help. Over the years there have been many worthy recipients of scholarships, and

the committee has generously shared funds with eligible award-ees. However, during that same time donations to the fund have subsided, which jeopardizes the future of the program. Rarely are contributions sent in through the memorial fund, nor are any received directly. At the present time our account has a balance of about \$22,000, of which nearly \$16,000 is invested in a CD fund. That leaves us \$6000 to use in the next few years, until the CD matures. Typically we have awarded between \$2500-\$4000 per year to at least three students, and we hope to continue this trend.

Our request to you is for a \$50 direct donation to the fund. Our chapter has nearly 800 members, and if only one quarter of them donate, that would yield \$10,000. We want to continue the legacy of goodwill generated by the program, which has benefited many of your families in the past, and can continue to do so in the future. The donation can be made in honor of someone dear, or in memory of a loved one. Our goal is to continue providing scholarships to eligible members of the Illinois chapter of UPMA, so that funds can be utilized locally, and participants can apply both from the national scholarship

program, and from ours. Students have a better chance of receiving assistance through our process, since there is a smaller pool of applicants than at the national level.

The process is an easy one: Make a check out to "Illinois UPMA Scholarship Fund" and send it to John Sertich, who is the Secretary/Treasurer for the Illinois retirees. His address is POB 237, Belleville, IL 62222-0273. John will provide the names of all donors to Mary and I, and during next year's state convention we will pull a name out of a hat and award one of the donors with a \$100 prize. You will have the chance to double your money!

We are fortunate to already have one donor, Ellie Buening, who shared this message: "I have won the UPMA, and previously NAPUS, scholarships in the past. Being awarded the scholarships truly made a difference in the academic and financial areas in my life. Now that I have started my career as an occupational therapist, doing what I love and getting paid for it, I have enjoyed being able to give back to my community and others that have helped me along the way, like UPMA. I am happy to make a donation to the scholarship fund knowing that it will make a great impact on another student's life, as it did mine." Won't you please follow Ellie's example and contribute today? Our future leaders need your assistance!

Best Regards~
Morrie



Cindi Cotton ~ V.P. Education

How To KSA with Top Notch KSAs

Tips for Writing your KSAs:

The first step when applying for a promotion is to complete your KSAs. Your Knowledge, Skills, and Abilities are key to getting an interview. Here are some tips to help you become successful.

Make sure you address all Qualifications/Requirements. When reviewing applications, a review board rates each Qualification with a score. If you receive a zero on any qualification, you are considered not qualified and will be removed from contention. Also, don't confuse the Duties and Responsibilities with the Qualifications/Requirements. Duties and Responsibilities are what you will be doing day to day. They do not need to be addressed in your eCareer profile. I personally like to number my KSAs with the corresponding number from the posting. This ensures that the reviewer will not overlook an aspect of the example.

1. Use the STAR format. STAR stands for Situation/Task, Action, Result. While it is not required that you use the STAR format, it makes for much stronger KSAs. Consider these two examples for Qualification 9:
 1. I am a very calm person. I deescalate situations by remaining calm and not fueling the flames with unneeded stress. I always maintain a positive attitude.
 2. Two carriers got into a heated argument on the workroom floor. Before the situation got out of hand, I had them go to separate rooms. I spoke to each of them one on one and had them write a statement about what happened. After contacting Labor Relations, I placed the employees on Emergency Placement. This restored peace to the office and also let other employees know that they are in a safe place and that inappropriate behavior will not be tolerated. Which of these do you think is a stronger example of the qualification?
2. Always write in an active voice and take credit for your work. I reduced overtime rather than overtime was reduced. If you accomplished something as part of a team, you still did it. You don't have to give credit to others on your profile, this is your profile.
3. If possible, have more than one example for each Qualification. This will give a higher rating for each item. Your narrative can address more than one Qualification at a time. This is important because you have a limited number of characters in the program to address all KSAs. For example: "1, 2, 5, 7. A customer contacted the office via a C360 case. She was not receiving her electric bill. I communicated with the customer and the company and investigated using WebEES. It was discovered that the last 4 digits on her ZIP Code were still to her old residence and her bill was being delivered there. The address was corrected, and I spoke with the carrier about verifying DPS before delivery. The customer was satisfied, and I closed the C360 case on time." This example covers 1. Communication, 2. Knowledge of Delivery Operations, 5. Ability to Investigate, and 7. Skill using computers. For most situations, you can easily include a communication or safety aspect.
4. It's okay to use everyday examples. Your KSAs don't have to be extraordinary efforts. For the ability to read and interpret reports, you don't have to have an example where you cut workhours in half or discovered a major error, you just need to show that you have that skill. We were down 2 routes. Using the Workhour/Workload report I captured undertime and covered the routes using only 1 hour of overtime.
5. Data that can be backed up with numbers is stronger than just blanket statements. Increased AAU scanning scores is good; Increased AAU scanning scores by 3% is a better example.
6. Be honest. Everything you put in your profile can be checked. Make sure you only put in factual and truthful information. Never copy an example from another person's profile.
7. Every KSA does not have to be postal related. Although, postal examples are stronger, it may be hard to come up with examples if you are not already in an EAS position. It is fine to use examples from your home life, volunteer organizations, or previous employment. What parent of more than one child hasn't had to deescalate a contentious situation?
8. As you are applying for positions, your eCareer profile should grow with you. Even if you interview for a position, don't think you can just leave everything the same and keep applying for jobs. As your skills grow, so should your profile. Also, keep

in mind that every job has different qualifications. Make sure your profile addresses the qualifications of the job you are applying for. Type your original text in a document program. Most will count your characters for you. You can also use spell check. Then, cut and paste the text to your profile. You can have different documents for different positions. This prevents you from having to retype your qualifications every time you apply for a position. Simply cut and paste the ones you need. You can also use HERO and write STARS in your skills section as they occur. During your daily tasks when you think, this would be good on my next application, make a note then, as soon as you can, write it out while it is still fresh in your mind. This is much better than trying to rack your brain later to come up with an example for a specific qualification. Once you submit your application, any changes you make to your profile will not affect any positions you have already applied for. Once you receive the email

that your application is received you can only make changes by withdrawing and resubmitting your application. This must be done before the closing date/time. If you withdraw an application after it closes, you will not be able to reapply.

9. After you have finalized your profile in eCareer, ALWAYS, ALWAYS, ALWAYS, proofread the entire document in PDF form. If you are over in characters, those areas will be truncated, and some characters may not convert correctly. If possible, have someone else proofread it also. Don't wait until the last minute. Give them time to go over it and time for you to make corrections. Jobs post every Tuesday. Go into eCareer every Tuesday and look for jobs you are interested in. Mark them as a favorite and start right away on your profile. Always consider the suggestions of others. If they don't understand what you are saying, it is likely the review board won't either.



**PMG Louis DeJoy listens carefully as President Earl Husbands explains the dire situation in delivery units across the nation.



EARL HUSBANDS ~ PRESIDENT

SPECIAL SURVEY REQUEST



Greetings UPMA Family,

To say the Postal Service is going through some challenging times would be a huge understatement. EAS level management persons carrying mail would have been unheard of in the past, but today it is unfortunately happening way too often in many offices throughout the country due to staffing issues. This issue was brought to the attention of the USPS Headquarters Leadership Team at the 2022 UPMA National Convention in St. Louis, MO. When it was first brought up at their convention from the floor, the original thought from PMG DeJoy was that it was only happening in some small pockets of the country.

Following the UPMA National Convention, in response to the outcry from UPMA members, CRDO Dr. Joshua Colin and his team developed a national survey with the intent to capture data as to how many Exempt EAS personnel are carrying mail on a regular basis. This started on Thursday, October 13th, 2022.

Postmasters and Station Managers must record any mail that any EAS level person in their office delivers. Districts must treat this the same as any other reporting issue. UPMA Illinois members must report any instructions from anyone in the field that countermands this requirement immediately to me. Any time an EAS level person performs carrier work, casing, or carrying mail, they must record it in RADAR that same day! This is important because if you do not report it timely, you will not be able to report it at all. This is our opportunity to show the Headquarters Leadership Team this is not just happening in small pockets of the country. This data will be also used by UPMA National President Edmund Carley when discussing this problem and possible solutions with USPS Headquarters Leadership. If you have been experiencing this problem this is your chance to help us resolve this issue. Please make sure you are completing this survey if this applies to you. Remember, together we can!



David Clark ~ V.P. PAC

The First of Many Times to Come

Wow! What a great time it was at the 2022 UPMA National convention. It was a joy to see everyone there and meet some new people from other parts of the country. As a first timer, it was a spectacle to see and be a part of. The number of postmasters and managers and others that came to attend was astounding. It was inspiring to see that many of us come together and share thoughts and ideas from different areas. Illinois had a great turn out from the first timers, the veterans, and the retirees.

We had some great guests that came to speak as well. PMG Louis DeJoy, DPMG Doug Tulino and CRDO Joshua Colin all spoke, and engaged in an excellent Q and A session. I don't think they were prepared for what was coming. While I wasn't thrilled about the responses they were giving, I believe the point was driven home on what we need and how we feel. Way to go to President Earl Husband for dropping bomb questions that

required real and direct answers and for playing to the crowd. You had to be there to see it.

From the main conference room, you could go see all types of vendors from banking to health and jewelry to quilts. All types of amazing things. There were also many training classes you could attend depending on what you may want to learn. I attended the TSP training. I know where to move my money to now.

Each evening had a dance planned. Let me tell you, the retirees know how to party! I should have brought my "Grease" outfit for the sock hop. I had a great time! So great, that I registered for the 2023 convention in Denver while I was there. I hope to see all my newly acquired friends there, and meet some more new friends as well.

Roger Roten ~ V.P. PAC: Retired!

Good Day Everyone,

First, I would like to thank President Carley for appointing me to the Illinois UPMA board last year. Being on the board has been extremely rewarding. Second, I would like to congratulate Shelley Zellers on a successful career and outstanding work as treasurer for UPMA Illinois Chapter. She has been an exceptional example of what a board member should be. The UPMA Illinois chapter convention was a great success! So much information, so much knowledge shared, and so much fun! Illinois PAC had an excellent convention raising funds between the 50/50 drawing, "Heads or Tails," and direct donations. All of you raised over \$1300! This money will be used to support the people in congress that support us, to pass legislation favorable to the postal service, to UPMA, and for our members.

There were several questions about how to donate to UPMA PAC. Remember there are four different forms that can be used to make a contribution. For active UPMA members, there are currently three different ways to contribute to PAC. One way is

to go into postal ease and use the net to bank option. The next way is direct transfers. The third way is to donate using a credit card. Retirees can go into OPM and there are three easy ways for retirees to donate also.

A large concern in congress is the WEP/GPO bill which directly involves federal retired employees. We all have many reasons to give to UPMA PAC, especially me, now that I have retired and am no longer on the UPMA board. I have recently been promoted from Executive Vice- President of the Illinois Retiree Board to President. So, I will still be active in UPMA!

May God bless you and keep you safe.

Roger Roten
Former VP PAC
Exec VP Retired
Board

Hard at work raising funds! Go Jen! Go!





Jen Longo ~ V.P. Legislative

Introductions Please...

I am Jennifer Longo, Postmaster of Harvard IL and Vice President Legislative for the United Postmasters and Mangers of America, Illinois Chapter. I am a wife, mother of 3 wonderful boys, ex-roller derby blocker and current secretary of my motorcycle club of which my children are all supporters of as we spend our time together as a family enjoying.

My career in the post office began as an RCA in the summer of 2015. Always looking to better myself, I was looking for ways to convert faster, so I called local offices to check conversion rates. I discovered my best option was to become a PSE. After working as a PSE, in 2017 I converted to a career clerk. During this time, I was given the opportunity to be an on-the-job instructor for clerks and a clerk academy instructor where I enjoyed traveling to locations that needed facilitators. This opportunity gave me chances for networking. From winter of 2017 to spring of 2018, I was given the opportunity to be an acting supervisor (204B) in my home office. This is where I knew I wanted to keep advancing and being a part of management.

In November of 2019, I was given another opportunity to 204B in a different POOM group in a different state and by January 2020 I became a titled supervisor for the same office that I

was holding the 204B position. Spring of 2020 I was looking to relocate closer to home and relocated to the Loves Park IL facility under the Rockford family. I held this position until Summer of 2021 where I was asked to detail in a nearby office. During this detail, I was asked to continue my management climb and become an OIC of a level 18 office in January of 2021. I jumped at the opportunity. I was not done there, I wanted to challenge myself and continue to network.

I attended the UPMA chapter conference in Northbrook IL in May of 2022 where I met so many new members of management and became engaged in the views of the members and wanted to be part of the change. I was asked if I would be interested in accepting a nomination for Vice President Legislative for the board. Both humbled and scared I accepted in June 2022. This group helped me gain the confidence I needed to not be afraid of the road I was creating for myself. In July of 2022, I accepted a Postmaster position of Harvard IL.

I look forward to working with many new peers and learning from the members who helped pave the way for where I am today, and to mentor and assist future members of management with their climb.

Feeling the Love

The 6th Annual UPMA National Convention, held in St. Louis, MO was unique to me. I could not arrive at the start of the convention, so I did miss some key points such as PMG DeJoy, but what I took away from this convention is something as a first-time attendee I will never forget. It gives me hope for myself and other future members, unity among peers.

As a "First Timer" coming to a new city, a new state, and not knowing what to expect was a huge anxiety starter for me. That all soon changed when I walked in the door. I was met with members from not only my state, but other states that I never knew. Members who were excited to meet me and greeted me with open arms. This was a great relief! I was not asked why I was late or encountered any judgement. I was met only by helpful peers, that soon changed to friends by the end of the convention. They showed me where I needed to be and offered some suggestions for training based on what they had already attended.

I enjoyed the variety of training sessions to choose from. To be able to choose what topic I would like more education on, and attend those breakout sessions kept me more engaged,

rather than being in a room with hundreds of other people, listening to a topic in which I or others may not be interested. I personally chose metabolic wellness and the Office of the Inspector General (OIG) information sessions. Trainings such as metabolic wellness was a nice break from job specific training. It made me realize my health plays a direct role in my job performance. I cannot function well as a postmaster if my health is in jeopardy. I learned poor health affects my actions and decision-making processes.

What I gained from this convention is a new confidence, and a means to strengthen my network. As a new member of the chapter board, I plan take what I learned, and the love and guidance that was given to me and share it with new members and prospective members. I hope to show them they also can be confident in themselves, their jobs, and UPMA is the support and the voice to make a real difference.

Respectfully,
Jennifer Longo, VP Legislative

From: "Edmund A. Carley" <ecarley@unitedpma.org>
Date: 10/13/22 6:55 AM (GMT-06:00)
To: Information <information@unitedpma.org>
Subject: FW: EAS Carrying Mail Survey

Following the UPMA National Convention, CRDO Dr. Josh Colin, and his team, have developed the attached to track Exempt EAS carrying mail nationwide. Starting today, Thursday, October 13th, 2022, Postmasters and Station Managers must record any mail that any EAS delivers. UPMA members must report any instructions from anyone in the field that countermands this requirement immediately; more to follow.

This is another example of what UPMA can accomplish.

Together We Can

Edmund A Carley
National President
United Postmasters and Managers of America
8 Herbert Street
Alexandria, VA 22305
703-683-9027
217-899-9256 cell

Join Today



From: Nicholson, Bruce A - Washington, DC <bruce.nicholson@usps.gov>

Sent: Thursday, October 13, 2022 6:42 AM

To: Edmund A. Carley <ecarley@unitedpma.org>

Subject: EAS Carrying Mail Survey

Edmund,

I'm following our recent conversation concerning an issue that was posed to the CRDO at your national convention. The issue was concerning Exempt employees delivering mail and there is no tracking mechanism of these events.

I've also attached slides on a survey that was developed by CRDO to be used for facilities to report incidences of EAS delivering mail and reasons for that decision. The field is being briefed on this survey and it will be posted in RADAR this week.

Headquarters will be analyzing the survey responses and respond to the incidents and input measures to help prevent future occurrences.

As we discussed, survey responses will not trigger immediate corrective measures for every circumstance but will help us understand the issue and address it thoughtfully. Therefore, we ask for your patience with it.

Thank you.

Bruce A. Nicholson
Manager, LR Policy Administration
(202) 268-7773

Overview of EAS Carry Survey

- Designed to capture hours spent delivering mail by EAS employees
- Data will be used to provide key analytics/metrics that will enable leadership to be responsive and provide actionable engagement
- Survey is expected to be submitted by 10am the next day
- Key data points captured
 - Name of EAS carrying mail
 - Hours spent carrying mail
 - Route information included count, vacant, split
 - PTF/CCA/RCA staffing
 - Reason

RADAR Function 2 Function 3 Function 4 Other Reports Sunday Hub Training FY23 Peak Groups

EAS Carrying

Verify that you are responding for the correct office.
 Area: District: Office: Zipcode:
 Address: FDB ID: Finance:
[Return to Office Entry List](#)

FIRST CATEGORY

1	Pharon Hills	Name of EAS carrying route
2	09/09/2022	Date route carried
3	0430	Hours carrying route
4	25	City Routes in Unit
5	2	Number of Vacant City Routes (No Form 50 Carrier)
6	3	Number of Routes Split
7	3	Number of CCAs and PTFs in unit
8	2	Number of CCAs and PTFs working this day
9	4	Number of Rural Routes in Unit
10	0	Number of Vacant Rural Routes (No Form 50 Carrier)
11	2	Number of Rural Relief Carriers (RCAs, PTFs) in Unit
12	1	Number of Rural Relief Carriers (RCAs, PTFs) Working on This Day
13	Staffing - Excessive Call Ins	Reason EAS Delivered Route

Explanation for Other selection

0 of 1000 characters used

Fields highlighted are pre-populated with the option to update.

RADAR Function 2 Function 3 Function 4 Other Reports Sunday Hub Training FY23 Peak Groups

FDB ID: 1182222 Finance: 1182222
[Return to Office Entry List](#)

FIRST CATEGORY

1		Name of EAS carrying route
2	mm/dd/yyyy	Date route carried
3		Hours carrying route
4		City Routes in Unit
5		Number of Vacant City Routes (No Form 50 Carrier)
6		Number of Routes Split
7		Number of CCAs and PTFs in unit
8		Number of CCAs and PTFs working this day
9		Number of Rural Routes in Unit
10		Number of Vacant Rural Routes (No Form 50 Carrier)
11		Number of Rural Relief Carriers (RCAs, PTFs) in Unit
12		Number of Rural Relief Carriers (RCAs, PTFs) Working on This Day
13		Reason EAS Delivered Route

Explanation for Other selection

0 of 1000 characters used

Submit

For help with this application, open a ticket here
 2022 - Retail & Delivery Analytics & Insights - Ver. 1.0

Standardized Reason codes to be selected

Dropdown list of Reasons:

- Complement - Hiring Issues
- Staffing - Excessive Call Ins
- Heavy AL Leave Board
- Unscheduled Carrier - Emergency
- Lack of Planning & Scheduling
- Relief Carrier Retention
- Long Term OWC
- Employees with Restrictions - 840
- Reduce Delayed Mail
- Other



PERF

Support the Postal Employees' Relief Fund

In early December 2021, 11 tornadoes tore through Arkansas, part of one of the worst tornado outbreaks ever recorded in the U.S. Among those affected in Arkansas was a retired postmaster; following is her story:

On Dec. 10, 2021, our home, shop and most of our belongings were destroyed by an EF2 tornado. I felt helpless. With the help of friends and family, we immediately began the cleanup process. Just a few days later, I received a call from a fellow UPMA member who encouraged me to apply to the Postal Employee's Relief Fund.

I was hesitant, but was reminded that PERF is there for postal employees—active and retired. I always had contributed to the relief fund, but never expected to need it!

It could not have been any easier to apply. A postmaster friend went online and printed the application because I no longer had a computer! The application had step-by-step instructions on what information was needed and the time frame in which to submit the application.

I completed the form, sent all the required information and, within five weeks, received a \$2,000 check! That "relief" check was a blessing and made possible because of generous postal employees. Donating to PERF is easy and very much appreciated by postal employees who have suffered a loss.



For more information, go to
www.relief.com
202-408-1860
perf10268@aol.com

DONATIONS CAN BE MADE:

- Online at postalrelief.com
- By sending a check made payable to "Postal Employees' Relief Fund" to:
Postal Employees' Relief Fund
PO Box 41220
Fredericksburg, VA 22404-1220
- By contributing to PERF through the Combined Federal Campaign (CFC); designate #10268

All donations are tax-deductible.



In My Humble Opinion... Cheers to the Neigh Say-ers!

Have you ever heard the adage: You can lead a horse to water, but you can't make them drink.? Many times, that is how I feel about members of UPMA that do not engage with the organization. UPMA has a "trough" of learning opportunities, networking events, stress relieving activities, and a knowledge base beyond your expectations. Yet, they stand at the trough and just stare at the water. I'm no horse whisperer, but I am pretty sure the horse knows what water is, and how to drink it. So, I ask you, why doesn't it take advantage of the opportunity in front of it?



Illinois Chapter shows up at National Convention as the Coral Sea.





IL Chapter First Time attendees pose with President Earl Husbands.





Carol Sue Carnes, Signature FCU Secretary

WE RAISED OUR CERTIFICATE RATES, AGAIN!

Our Signature FCU has some great news to share with you at this time. We meet monthly and it seems the last couple of months it's all about our "Dividend Rates" increasing each time. At the present time we have a Premium 36-month CD, paying 4.50% APY with a balance of \$500. This is for "New" money only, you cannot transfer money from your savings or checking account. To take advantage of this limited time offer all you have to do to is send the credit union a check for \$500, or more, to invest in this Premium 36 Month CD.

If you have a High Yield Checking Account with us, you can earn up to 3.50% APY on balances up to \$20,000, with no minimum balance requirements or monthly account fee. To qualify you must have at least 15 debit card transactions post per month, have direct deposit totaling \$1,000 or more into your account per month and you must be enrolled in e-statements. Only one High-Yield Checking per account.

We also offer a 23-month CD at 4.00% APY with the ability to "bump it up" if the standard 24-month CD rate is higher than 4.00%. Along with other CD rates we have a 59-month CD at 3.50% APY with the ability to "bump it up" if the standard 60-month CD rate is higher than 3.50%. And last but not least,

one of my favorites is the EZ Save Certificate at 2.00% APY for one year. With this CD you have the ability to add to it as many times as you want throughout the one-year term. When it matures you can roll it over for another term or invest in another CD.

With the holidays near we even offer a "Low-Rate Holiday Loan". Rates from 6.50% to 9.25% APR, loan amounts up to \$50,000 and terms from 24-84 months. Just visit [SignatureFCU.org/Holiday Loan](http://SignatureFCU.org/HolidayLoan) or call our Member Services Department at 800-336-0284 ext 684.

Our Visa Signature Card earns 2% or 2 points for every \$1 spent on everything, everywhere. In addition, all of our reward Visa cards earn 6% or 6 points per \$1 spent on streaming services. As the year comes to an end, I want to wish you all a very Merry Christmas and a Happy and Healthy New Year.

Until next time,

Carol Sue Carnes, Secretary Signature FCU
Brussels, IL 62013
618-883-2333
email: carnes2@frontiernet.net

"We are happy to report Newsweek Magazine of December 5, 2022 featured the Signature Federal Credit Union as having the best 36 month CD rate @4.50% as being the best rate of all credit unions at this time."



Carol Sue's family joins her at the National Convention.**



Signature Federal Credit Union Board Members

Chapter Member Representatives

Should you find yourself in need of a representative, the members listed below have received training through UPMA Headquarters. The most important points to remember: 1. **NEVER** attend a meeting alone. 2. **ALWAYS** ask if the meeting is going to lead to discipline. 3. You are **ENTITLED** to representation. Please contact the chapter President to discuss the situation. He will determine the best person to assist you. Should you desire to become a representative, please contact the chapter President for further information regarding training.

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Content Editor 60601
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pamela.bardell1981@gmail.com

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Does ***Your*** Name Belong Here? Contact Earl Husbands to ask how you can help your fellow UPMA Members. Chapter Member Representative training will be available in 2023. Come join the team!

Chapter Member Representative (CMR) Trainees, Phoenix, AZ



We are always looking for more members to step up and step out!



National Adverse Action Chair, John Sertich, along with National VP and HQ Labor Relations Mgr., Jim Maher, present CMR training.



CMR training in Phoenix, AZ. Leadership provides role play of real scenarios to keep training relevant and “real” to the field.



SPOTLIGHT



UPMA Attorney Hartley D. Alley retires. Hartley David Alley’s college and law school education includes University of Colorado at Boulder, Class of 1971, B.S., Ed., University of Colorado at Boulder, B.S.M.E., 1981 University of Southern California, Tau Beta Pi, National Engineering Honor Society, University of Colorado, Certificate 1980, Journeyman Sheet Metal Worker, Denver AFL-JATC, Amer. Jurisprudence Award in Labor Law, University of South California, Class of 1983, Certificate.

Above: Hartley poses with his wife after she took him for a spin on the dance floor.

****CARES & CONCERNS****

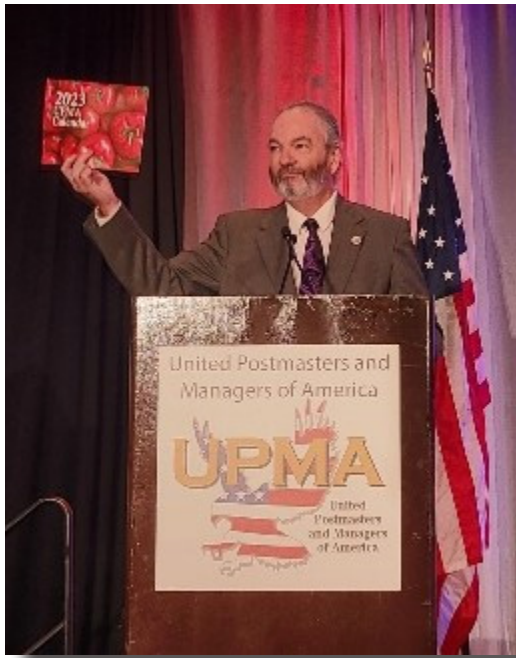
Our condolences to the families of :

Treva Beals retired Postmaster of Oblong IL 62449. Many of you knew Treva as she was a face that we saw at many NAPUS functions for many years. She was one that you could always count on being there. Her smile was infectious and you could not be in a bad mood around her.

She died October 30, 2022. Her visitation and celebration of life was Thursday, November 3, at the Pulliam Funeral Home, 302 E Main St. , Oblong, IL 62449.

Cards can be sent to the family in care of the Pulliam Funeral Home at the above address.

Our sympathy goes out to her family.



National UPMA Editor, Steve Kochersperger, unveils the FY2023 UPMA calendar. **



National President Edmund Carley and Deputy Postmaster General Doug Tulino share a hearty handshake and a 10 year vision for the the USPS. **

National Conference First Time Attendees - Where are *you*? **



President Earl Husbands proudly accepts the hard earned Star Chapter Award for the Illinois Chapter presented by National Exec. Director Dan Heins and National Sec/Treas. Susan Rice.**



Marianne Miller, IL Chapter Editor, gladly accepts four publication awards for the Illinois Postal News Leader (IPN).

**Photos provided by Lynn Wilson, National Photographer

DUE PROCESS IN THE POSTAL SERVICE

by Hartley Alley, Esq.

It is an honor and a privilege to serve as the attorney designated by the UPMA to defend its members when they are subjected to an adverse action. This article discusses the concept of “due process”. It is not a scholarly discourse. It is a common sense description of what due process is.

Due process comes from our U.S. Constitution. It is all about fairness to the accused, something we did not have under British law in the Colonies. The Fifth Amendment states in part, “No person shall be . . . deprived of life, liberty, or property, without due process of law . . .” The Fifth Amendment applies due process to the federal government. The Fourteenth Amendment applies it to the states. Your life, your liberty, or your property cannot be taken by the government without “due process of law”. What qualifies as due process and how much is required depends on what is being taken. If your life is being taken (the death penalty), you get maximum due process including the right to a jury trial, effective assistance of counsel paid for by the government if necessary, and appeal rights all the way up to the U.S. Supreme Court. If it is your liberty, you get much due process but maybe not as many appeal rights. If it is your real property, your house or land, that is being taken, for example to expand a highway or build a public facility, you get just compensation and due process in the form of a trial, if need be, to determine what the amount of that just compensation should be. But what, you say, does due process have to with my job at the Postal Service?

It is established law that you, as an employee of the government, have a property interest in your permanent federal position. By law, your position with the Postal Service cannot be taken from you by the government without due process. That is not the case for persons in private employment who as a rule can be fired for any reason that is not illegal or contrary to the terms of a written contract of employment. You have rights most private employees do not have. What does this all this mean if your boss wants to fire or demote you in the Postal Service?

If you are a permanent employee and management proposes to fire you (the word used is “remove”), or to reduce your grade or pay, that is called an “adverse action”. When an adverse action is proposed for you, the following due process rights are guaranteed to you by law:

- (1) To be notified of the charges and reasons upon which management bases its proposal to take the adverse action against you;
- (2) To be given a fair opportunity to see and study the evidence that management has to support the reasons for the proposed adverse action;
- (3) To be allowed a meaningful opportunity to respond to and refute the charges before a decision is made on the proposal, and to make your response to the person designated to make the

decision on whether to implement the adverse action proposed; and

- (4) To have an appropriate legal procedure by which you can appeal from a decision to implement an adverse action, which appeal requires management to prove the charges and the basis for the punishment imposed.

How the due process is provided depends on what type of position you hold. If a craft employee, your collective bargaining agreement provides a grievance process that includes due process. If you are a Postmaster, manager, or a supervisory employee in the Postal Service, or are a veteran, you have certain procedural and appeal rights at your disposal. What can you do to ensure you get all these rights to which you are entitled? You must act promptly and not delay at any stage of the process.

The first sign that you may be given an adverse action is your boss telling you to come in for an investigative interview and mentioning that you can bring your representative. Upon hearing that, you must immediately contact your UPMA representative. He or she will be able to determine if you are eligible as a member to obtain UPMA assistance in exercising those rights. You have the right to representation at all stages of the process, starting with that initial investigative or pre-disciplinary interview. Use that right like you own it - because you do. You also have the following rights at your disposal:

- (1) At the investigative or pre-disciplinary interview, you are not required to provide any written statement and are not required to review or sign the interviewer’s notes of your answers to questions. You are only required to attend the interview and answer the questions asked. Allow your representative to speak for you whenever possible and have your representative present for all meetings or phone calls about the matter. Avoid being questioned about it without your representative present. Do not agree to any lie detector tests as they are unreliable, and you are not required to submit to a lie detector test.
- (2) Once a proposal of adverse action is issued, you and your representative have the right to obtain copies of all documents and information upon which management bases the reasons for the charges in the proposal. Your representative should immediately submit a written request for copies of that documentation. You must have the documents and information before you respond to the charges.
- (3) You have the right to prepare a written response to the proposal and submit it to the manager designated in the proposal as the official who will decide whether to implement the proposed adverse action. That person is the so called “deciding official”. It is important that your representative contact the deciding official early on. That will avoid any perception by the deciding official that you do not intend to respond. It will also allow your representative to schedule the response to occur after you have time to receive and review the documents upon which the proposal is based.
- (4) You and your representative also have the right to meet

with the deciding official in person to present your position. In some cases, you may be informed of the right to mediation before meeting the deciding official. Use it and attend the mediation. If mediation is not offered or does not resolve the matter, you still have right to meet with and present a written response to the deciding official. Stay in touch with the deciding official and make sure that meeting gets scheduled. You and your representative should carefully consider what to say to the deciding official at the meeting, and also what to put in the written response.

(5) Once you receive the deciding official's written decision, immediately notify your UPMA representative. The written decision should inform you of what appeal rights you have if the decision is to take an adverse action. The appeal rights given may include an appeal to the U.S. Merit Systems Protection Board (the "MSPB"), an EEO complaint with the Postal Service, or an appeal under applicable sections of the Employee and Labor Relations Manual (the "ELM"). The ELM route is generally not favorable to the employee. Confer with your representative respecting what appeal path to follow and whether you are eligible for representation in the appeal process through UPMA. There are additional rights of appeal beyond the appeal to the MSPB or filing an EEO. They include seeking review by the MSPB Board in Washington, by the EEOC, or by filing an action at law in a federal court depending upon the particular issues raised. Consult with legal counsel before proceeding. Your position with the Postal Service is a valuable property asset. Defend and protect it! Your due process rights are your weapon. Use those rights!

***The preceding article was taken from the United Postmasters and Managers of America website: Adverse Action-Legal Defense.



What did the mailbox say to the letter carrier?
...Let 'er in! It's cold outside.



Above: Hartley Alley, Atty. addresses the UPMA members. Right: President Edmund Carley presents Hartley Alley, Atty. with the UPMA Golden Eagle Award "For Exemplary Work Defending UPMA Members and Working with the Adverse Action Legal Defense Plan. **



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/Rm)	City	State	ZIP+4
Personal E-mail Address			

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

Position	PC/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 22304-2800

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 on the regular dues the (UN-IP) 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 22304-2800.

I further understand that revocation forms Standard Form No. 1185, "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 22304-2800. 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

Section E

Check this box to signify you've read and understand 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



UPMA

United Postmasters and Managers of America

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:
-----------	-------

Revised 11-19

Photos courtesy of Lynn Wilson, JerryNassen, Marcia Shea and Marianne Miller

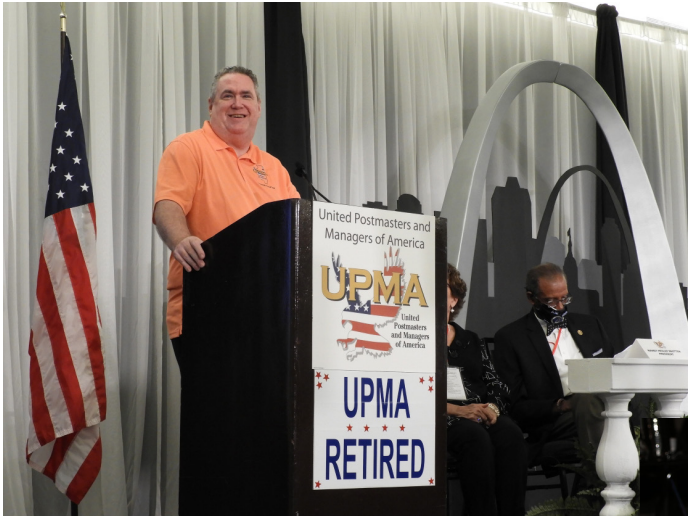
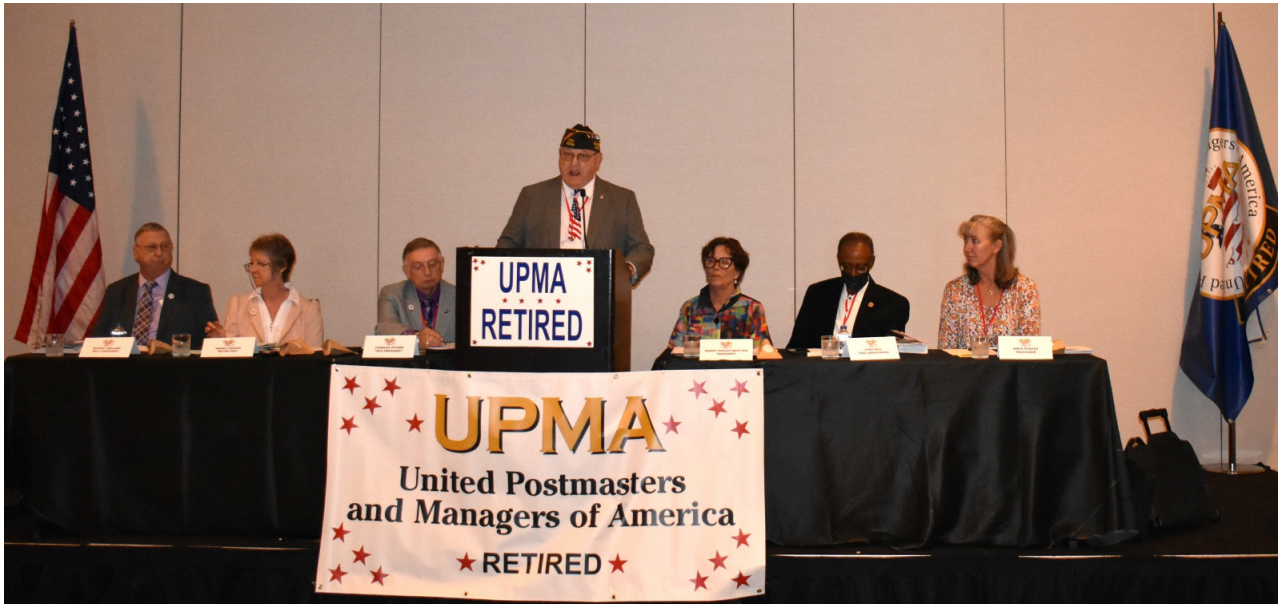






President Edmund has fun with the BRATS!





JOIN TODAY!
Fill Out
Form 1187
UnitedPMA.org

Free Membership Offer Ends
December 31, 2023

~~~

Know A Retiree?  
Pass Them Form 1187R  
To Join The Fun!



Please remember that **all members are welcome to submit articles and photos.** All content is subject to the approval of the Editor and Chapter President.  
Submit to:  
**IPN\_Editor@Yahoo.com**

## Upcoming Events

Membership Kickoff  
Denver, CO

January 13th - 15th, 2023

Legislative Summit  
Washington, DC

March 19 - 22, 2023

IL Chapter Convention  
Bloomington/Normal, IL  
April 14th - 16th, 2023

7th Annual UPMA National Convention  
Denver, CO

August 26th - 31st, 2023

Central Area Officers Symposium  
TBD  
TBD

Southern Area Officers Conference  
Myrtle Beach, SC  
October 5th - 8th, 2023