

## 680 Participation in Supervisory and Managerial Organizations

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### 681 Participation Rights

#### 681.1 To Membership

- 681.11 Postal personnel have the right, freely and without fear of penalty or reprisal, to form, join, or assist a supervisory or managerial organization or to refrain from any such activity. Such personnel are protected in the exercise of such rights.
- 681.12 No interference, restraint, coercion, or discrimination to encourage or discourage membership in such an organization will be effected in the Postal Service.

#### 681.2 To Represent Organization

- 681.21 The right to membership extends to participation in the management of the organization, including service as organization representative and presentation of the organization's views to USPS officials and to officials of the Executive Branch, the Congress, or other appropriate authority.
- 681.22 See subchapter 510 for the policies regarding granting leave for officers and members of employee organizations to participate in organization business and to attend organization conventions.

### 682 USPS Representation at Organization Gatherings

#### 682.1 Explanation

- 682.11 The USPS recognizes the need for effective rapport with the postmasters' and supervisors' associations. This part establishes policies and procedures for official USPS representation at meetings and conventions of the postmasters' and supervisors' associations.
- 682.12 The policies stated here have been coordinated with the management associations. Any requested exceptions to these policies and procedures must be submitted in advance to the Senior Assistant Postmaster General (SAPMG), Human Resources Group.

#### 682.2 National Conventions

##### 682.21 General Policies

When USPS representation is requested by a national postal management association president at a national postal management association convention, the principal spokesperson will be a senior official. When the association requests coverage of a specific subject, the USPS officer who is most familiar with the subject also may be designated to address the convention. USPS managers who are assigned to address national conventions may participate in the convention's workshops, seminars, or

other sessions where the subject matter is USPS policies, procedures, or operations.

682.22 **Request Channels**

National postal management association requests for Headquarters or Inspection Service representation at national conventions are coordinated through the SAPMG/HRG.

682.3 **State Conventions**

682.31 **General Policies**

For a state postal management association convention, USPS Headquarters may designate an officer from Headquarters, a Regional Postmaster General (RPMG), or a Regional Director to deliver remarks on behalf of the Postmaster General. In addition, the appropriate RPMG has discretionary authority and is encouraged to designate one or more representatives from within the region and to determine the extent of their participation in the state convention. Regional Chief Inspectors will designate Inspection Service representatives.

682.32 **Request Channels**

State postal management association requests for regional, regional Inspection Service, and field management representation at state conventions are coordinated through the RPMG, who makes the final determination. The SAPMG, Human Resources Group, makes the final determination on officials to represent the Postmaster General.

682.4 **Meetings**

When USPS representation is requested at a postal management association meeting other than a convention, the RPMG has discretionary authority to designate one or more representatives from within the region and to determine the extent of their participation in the meeting. Regional Chief Inspectors will designate Inspection Service representatives. Requests for USPS Headquarters representation at such meetings are to be directed to the SAPMG/HRG for determination.

683 **MSC Meetings for Postmasters**

683.1 **Explanation**

683.11 This section establishes policies and procedures for a program of operating/training meetings for postmasters within each management sectional center (MSC) and host division.

683.12 Each MSC manager has periodic group meetings with postmasters to discuss and coordinate operational matters and/or provide training on subjects not covered in standard training courses. The primary focus of these meetings is to discuss policy changes and to resolve current operating problems.

683.2 **Responsibilities**

683.21 **Regional Headquarters**

Each regional headquarters is responsible for:

- a. Assuring that these instructions are implemented and that the meetings are scheduled and conducted according to these guidelines.
- b. Coordinating nationwide and regionwide operating/training requirements with the Field Division General Managers/Postmasters.

683.22 **Division**

Each Field Division General Manager/Postmaster is responsible for:

- a. Coordinating national, regional, and divisional operating/training requirements with the MSC manager/postmaster and host Division Directors, Field Operations.
- b. Providing assistance in planning and preparing for these postmaster meetings.
- c. Insuring that meetings are well planned, productive work sessions.

683.23 **Management Sectional Center**

The MSC manager/postmaster, MSC directors, and host Division Directors/Field Operations are responsible for:

- a. Planning and conducting postmaster operating/training meetings in accordance with these instructions. (MSC personnel, such as functional specialists including PEDC managers, provide support as required.)
- b. Conducting a review immediately following each postmasters' meeting to:
  - (1) Follow up and resolve operating problems identified during the meeting.
  - (2) Assure that any postmasters who are absent for good cause are advised of information covered at the meeting.
  - (3) Make preliminary plans for improving the quality of the next meeting.

683.3 **Schedule**

683.31 Recommended scheduling for these meetings is as follows:

- a. Annually for EAS A through EAS 11 postmasters from offices without delivery service, either rural delivery or star route box delivery and collection service.
- b. Semiannually for EAS 13 and EAS 15 postmasters from offices with rural delivery and/or star route box delivery and collection service. One of these two meetings may include the annual meeting for EAS A through EAS 11 postmasters from offices that do not have delivery service.

- c. Quarterly for postmasters in grades EAS 18 and above; this may include the annual and/or semiannual meeting for EAS A through EAS 15 postmasters.

683.32 Meetings may be combined or postponed temporarily when in the best interest of the Postal Service. Additional meetings are held as needed with postmasters of affected offices when major changes in operations or programs are being implemented.

#### 683.4 **Location and Expenses**

##### 683.41 **Facilities**

Postal facilities are used for the meetings, where possible. In selecting the location, travel costs and adequacy of the facility are to be considered. If lodging is required, group arrangements are made in advance consistent with the Postal Service's financial situation.

##### 683.42 **Travel**

Participants at these meetings are placed on official duty status. Transportation expenses and per diem are reimbursed in accordance with Handbook F-10, *Travel*.

##### 683.43 **Expenses**

All operating/training meeting expenses are charged to Account Number 56605.