



MP ML MONTANA POSTAL LEADER

United Postmasters and Managers of America

United Postmasters and Managers Lead Montana
Co- Presidents Lead UPMA

Our Jobs As Postmasters Today

Ranko Busskohl
Montana UPMA Co-President

The Postal Service is constantly changing. Our jobs as Postmasters are constantly changing as well. We have lost a lot of Postmaster positions that are now clerk jobs in the 2, 4 and 6 hour offices. Clerks are performing the daily work, and the administrative duties have been given to another Postmaster to oversee. The Postmaster has to travel to these small offices to perform the work that was once done by an on-site Postmaster. Some of the level 18 Postmasters that are overseeing these offices are also required to put in 15 hours a week in the clerk craft and record them. That's a lot of extra hours of work that aren't counted as workhours for these offices.

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We Are In Your Corner

Iris Kill Eagle
Montana UPMA Co-President

I am strongly encouraging all Postmasters that can to make it to our first State UMPA Convention being held in Billings May 4-6 at the Big Horn Resort. Make it a nice family getaway as the resort offers some fun water slides. You will find that there is a lot of networking that happens during our conventions and important information gained not only from fellow Postmasters but from the training provided.

Did you know that as a Postmaster you have people in your corner if you run across some problems? We are people who serve as Postmaster advocates and take our roles seriously. We are

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Delivery service offices with carriers now have computer programs to monitor, track and evaluate the carriers' performance. The district has requirements that we are to schedule our workload to have all carriers back by 5:00 P.M. If carriers are out past 5:00 we are to give regular updates to our MPOO about when we expect them all to be back. We are to check the End Of Day report to see what scans have been missed, and to catch each carrier as they come in to check the scanner for parcel deliveries. The A3 to analyze the problem as to why the parcels didn't get the appropriate scan. Again more hours that are given to Postmasters in their daily duties and not accounted for in hour office workload evaluations.

Add to all this window operations; we are to be lobby assistants keeping the wait time in line to three minutes and also answer the constantly ringing phone. Our customers are calling to find tracking information, passport hours, or problems with their delivery of mail and parcels. Then we have to take the time to go out and find that missing parcel. In offices where there is population growth we have to communicate with the developers and get the proper delivery systems set up. The 30 year old LLV's are in constant need of repair and it takes time to do the paperwork involved with those repairs.

There are different circumstances for each office. Each of us has different requirements to perform on a daily basis. Do we have the adequate time in an eight hour day to get all the work done we are required to do? Often the actual workload is heavier than it appears on paper, because all these tasks take time, and sometimes conflict with each other. Are you getting the help you need to make sure your office's reported workload and the actual workload match?

UPMA is an organization for both Postmasters and managers weather they are station managers, supervisors or OIC's. Come to the State Convention on May fourth through the sixth. Let the board know what you are dealing with in your own offices. We as an organization need to work together to make our jobs more fair and equitable for the work we are putting in.

Convention time also provides opportunities to build ties and friendship with other managers, and resources to help you with your job and career.



Kill Eagle, continued from Page 1

here to help you with situations in which you don't understand all the confusing new programs or maybe to offer help with a clerk who feels they have been mistreated.

We still have some valuable Postmasters with a lot of knowledge, and they are more than willing to share with us. Please do not hesitate to reach out and ask for help or advice. We are one large family and I would like to think that we all look out for each other and find ways to help one another. We need to reach out to fellow Postmasters when we see that they may be struggling. By coming to the convention you might find yourself connecting with someone that you can contact on a regular basis to bounce things off each other or maybe just to vent. Just one example I will mention is that as I go to other offices for different details I have found a few offices who still scan their packages delivered before it goes out on the route. This is such a big no no! You have to remember our scanners have GPS devices now and if there is a problem with a package not making it to its destination and you have

scanned it at the office: that will show up. You will be asked why it was scanned in your building instead of out on the route. This can be a huge problem and could be cause for dismissal and I would hate to see that happen to anyone just because they think their office is too small for anyone to care where the package was scanned.

Please make coming to UPMA Convention a priority. You can gain valuable insight into what is available to you for resources and learn things that you weren't aware of. Hope to see you there! As always; if you have any questions or concerns please do not hesitate to reach out. I am available most anytime by phone and my number is listed here in the publication. See you at Convention!!



Call for Candidates!

Would you like to serve your fellow Postal Leaders as an officer of UPMA? How about as Adverse Action Representative Trainee? As an officer you have opportunities to learn more about what shapes postal decisions, how to manage your offices better, networking with other leaders, and the inside scoop on so many things! Involvement in UPMA is a career-building bonanza! Contact co-Presidents Iris Kill Eagle or Ranko Busskohl to find out how.



Coop Cooperation

By Jasmine Krotkov

Postmaster Retired, Neihart, MT, UPMA Chapter Editor

The postal pecking order is pretty clear. Decisions come from the top, regardless of what the Lean Sigma Six team thinks, or any lip service given to teamwork and diversity. The trick to getting to the top of the pecking order varies depending on who you ask, but it's always a safe bet to “make the numbers”, make your boss look good, and never step forward with any bright new ideas, because when you're ahead of the flock, you're a clearer target. And, of course, when you're ahead of the flock, you're making all the other birds look bad.

In postal-land, “making the numbers” is a zero-sum game: your numbers only stand out in relation to other managers' numbers. The corporate structure of the postal service relies on competition between managers in order to motivate and spur innovation. There's a lot to be said for this time-honored tradition, especially amongst MBAs. Competition is what drives evolution, the invisible hand of markets, and production efficiencies in factories. There is new evidence, however, that it only works in small doses. Competition needs to be balanced with cooperation.

A professor of Animal Sciences at Purdue University named William Muir studied productivity and competition in chickens. He wanted to know how to get a Super Chicken, which could produce lots of eggs, so he took a productive flock or regular chickens, and just let them breed and produce more chickens for six generations. He also created a flock of chickens comprised of the individually most productive chickens, culling out the least productive of them each generation for six generations. Most of us, knowing what we know about breeding farm animals, and what we think we know about “survival of the fittest” would predict that the Super Chicken flock, after six generations, would out-compete the flock of regular chickens.

What Dr. Muir found, however, is that after six generations, the regular chickens were plump, fully feathered, productive, healthy chickens. The Super Chicken flock didn't fare as well. All but three were dead. The others had pecked each other to death. The individually productive chickens had only achieved their success by suppressing the productivity of the rest.

That super flock; that's what the postal environment can feel like. The model of giving all the resources and power to the shiniest people in



the room leads to aggression, dysfunction and waste. The reward of money might make us work harder, but it doesn't make us work better, and it doesn't make for a robust work environment in which people can develop bonds of loyalty and trust between each other so that they can ask for and offer help when needed.

What does this mean for you, Dear Reader? You can't change the postal corporate environment on your own, but you can pay attention to the ways in which you foster cooperation rather than competition in your workplace. Have you helped someone when you didn't have to today?

If you want to learn more about how Super Chickens can inform our work environment, check out Margaret Heffernan's Ted Talk at ted.com.



Stagecoach Mary

True Montana Pioneer and First Black Woman to Carry US Mail

By Sue Hanson

Postmaster Retired, UPMA Montana Chapter Retirees Co-President

I ran across the following poem about Mary Fields from Cascade Montana who in 1895 became the first black woman and second woman to carry US Mail. Charles Russell even penned a drawing of her. She was born in 1895 in Tennessee as a slave. Orphaned as a teenager, she had learned to

read and write. She also learned gardening and herbal healing while tending to the plantation household. Her former owner's daughter and best friend had left to become a nun: "Sister Amadeus". So after emancipation, when Sister became ill at St Peter's frontier mission in Cascade MT, Mary went west to help care for her. The mission responded by hiring Mary to do their heavy work and protect them.



Fields was a black gun-totin' female in the American Wild West, two-fisted and hard drinking. Woe to anyone who tried to trample on her rights and hard won privileges. The Great Falls Examiner wrote: "She broke more noses than anyone else in central Montana." Mary was the only woman the

local mayor permitted by proclamation to drink in

the saloons. Cascade even celebrated her birthday each year.

At 62, she was hired to carry US Mail by stagecoach and mule to outlying homesteads near Cascade and between Post Offices. She was awarded the contract for being the fastest at harnessing a team of horses. Mary quickly developed a reputation for reliability because she delivered letters and parcels no matter the weather, rugged terrain or wild animals. She and her mule, Moses, plunged through anything to reach outposts. When the snow was too deep for Moses, Mary took off on snowshoes. These efforts helped greatly to advance the development of central Montana in the early years.

Later in life, she probably babysat all the kids in Cascade and never missed a baseball game. Mary adopted the Cascade local team and was their number one fan. Wins and home runs were presented with her flower bouquets and corsages. She died at 82 and was buried at Cascade under a simple wooden cross. Mary Fields was a true pioneer and inspiration to all.

*ODE TO MARY**People call me "Black Mary."**People call me "Stagecoach Mary."**I live in Cascade Montana.**I am six feet tall and two hundred pounds.**A woman of the 19th Century, I do bold and exciting things.**I wear pants. I smoke a big black cigar. I drink whiskey.**I carry a pistol. I love adventure.**I travel the country driving a stagecoach delivering mail to distant towns.**Strong, I fight through rainstorms.**Tough, I fight through snowstorms.**I risk blizzards, cold, heat and wild animals. I am independent.**No body tells me what to do.**No body tells me where to go.**When I'm not delivering mail, I like to build buildings.**i like to smoke and drink in bars with the men.**I like to be rough. I like to be rowdy.**I also like to be loving. I like to be caring. I like to babysit.**I like to plant flowers and tend my garden.**I like to give away corsages and bouquets.**I like my Cascade baseball team.**I like being Mary Fields.**Author Unknown*

We are continuing the tradition of awarding scholarships to deserving children/grandchildren of active or retired UMPA members. Thursday night at convention the retirees are hosting an auction with proceeds going toward scholarships. There will be both a silent auction of unwrapped items and a bidding auction of wrapped items. We ask that each attendee bring either something unwrapped for the silent auction or a wrapped item that is either a foot in length or width or weighs a pound for the bidding auction.

Who Ya Gonna Call?

Kris Hill

Postmaster, Stanford, UPMA Co-Vice President

People don't read their email. There's something about email that makes people think that it can't be that important, no matter how many exclamation points are included in it. I get calls every single day, asking for help. The information they need may have already been given to them in an



email from someone in the District, but for some reason, they didn't "get" it. If you can't understand what an email means, don't be afraid to ask. You can call me, another transfer specialist, a trainer, a veteran Postmaster, or even the person who sent the email! Just don't ignore it.

You may have never heard of the form or application that the email is about, and the email might not even pertain to you in your level of office, and if you aren't sure, find out. Reply to the sender, saying: "I'm sorry, but I'm new to this/this is something I've never done before, so could you explain to me what I should do? I'm in a level X office..." When I do this, rarely do I find a situation in which a person isn't willing to take a few minutes and get back to me. It always helps to be courteous and professional in the way you ask for help. Saying "Any help will be much appreciated..." instead of "how could I be expected to know?..." will certainly make the hearer more inclined to help. If they don't have the courtesy to reply and help you be successful, then it must not be that important. Your request for help is saved in your sent box. Also you can cc your MPOO.

Another place to get help is through the "tool kits" often found with various applications that we have to use. The information in the e1412 ToolKit, for example, is really handy. On the Accounting Services Webpage, there are seven toolkits for all the alphabet soup of programs. Use them! Asking for help from a human is always a good idea, and the toolkits are there to confirm what you hear, and give you the absolute latest policies and procedures.

The trick to staying on top of the constantly changing policies and procedures is to stay organized. Open every one of your emails. Scan it to figure out how urgent it is, and then have a system in place for following up on the task at the right time. People are all wired differently. An organizational system that works for me may not work for you. Whatever you choose, put it into play so that you're successful. Some people print their emails, and put them in order: credit card machine inspections next week, FDB updates the week after that, giving your employees the recognition they deserve, yesterday. Other people save things in order on their computer desktop, or inside the Outlook email program. Whatever works for you: do it.

I wish that we had better training and mentoring. They are making strides in this department. I can see that they're trying to make training better. Whatever program "they" come up with, however, will be in the future, and it will never take the place of us helping each other out, and taking our duties seriously, especially when we don't understand what is being asked of us!

SPLY Goes Splat!

By Gary Tenda

Postmaster, Dillon, UPMA co Vice President

The first time I heard the word "sply" I thought it was "supply". My mind reeled trying to make sense of this weird postal conversation that I as a new manager was supposed to know all about. It took me a while, but I finally saw the acronym SPLY in context, and realized it means Same Period Last Year. Now I see that it is the measurement by which I can understand how my office is doing overall in many areas. This year a bunch of offices in Montana are showing that their parcel performance SPLY is way off, and it isn't because we've all of a sudden become terrible at delivering parcels, but because in June Amazon drop-off sites became active. Last year my office had about 380 parcels a day, and now we have 560, with no new staff or hours allowed to sort and deliver them. On a Monday, I have to bring in four carriers to deliver three routes.

Productivity numbers that are based on SPLY look terrible, but those not based on SPLY look fine. Our District hasn't yet found a way to offset this discrepancy, which can affect our NPAs and raises. Do you know what your productivity numbers are? If you don't, ask a veteran Postmaster or your MPOO to show you how to look them up. Even small offices can be affected, since so many rural people order online, and because of the geography of distribution of Amazon offices. Its up to you to be proactive, and manage your office effectively.

Amazon offices should speak up; mention it to your MPOOs directly so that they have time to push the issue up the management chain. At your April midyear review you will have the opportunity to show your boss how SPLY numbers are affecting your office, and to make a suggestion about what a variance should look like for Amazon offices. We have the data to base our productivity numbers on volume, or deliveries per hour or some other basis than SPLY, since last year we weren't facing the same volumes.

While Monday volumes and Amazon drop offs might cause problems for us, they are great problems to have! We deliver.



Don't Give Them a Reason

By Dwayne Tedrick

Postmaster, St. Ignatius, UPMA co-Vice President

In my short time with the Postal Service I have seen and heard of Postmasters getting in trouble. As Managers we have a lot of deadlines, things to do, and people to manage. Deadlines and projects that we are assigned are fairly harmless items for us to take care of on a day to day basis, so why do some of us work so hard to avoid their work?



The people we manage need to be treated with care. They make our jobs a challenging at times and they make our jobs easier at times. We rely on team members to help us out, so we need to support them. We need to make sure that we don't give them too many of our duties -after all it's our job and our responsibility to make sure the projects get done. When we start giving them duties we should make sure they have the tools to do the job. What happens when they don't have the tools, or we give them the tools improperly? We don't provide our customers the service they deserve. We shouldn't be giving any employees our passwords. We should instead get them proper access to the websites with the tools they

need to get the job done, and to keep everything clean and simple.

Oh the dreaded 1260! Filling this out is a matter of honesty and integrity. Sure RSS keeps track of the time spent at the window, however the time we spend doing clerk work has to also be tracked by us, and what we report can be seen by many people. It's just as easy to be honest as it is to be dishonest. Personally, it's not worth my career to be dishonest. Yes it stinks to have to pay out a grievance and you might get in a little trouble (that you created), but you still have a job to go to tomorrow. So honesty is the best policy.

My last and final point would be coming to work. Some of us don't get printed time card for one reason or another, or we don't have a badge to swipe through a time clock. This is another place where we should be being honest. I know a lot of Postmasters who spend way more than 40 hours in their offices and have heard rumors of some that don't spend 40 hours in their offices (FYI those Postmasters are not getting a good retirement....). I encourage all of us to fill the proper paperwork: if you are or are not coming to work, report it honestly. If you don't you're just giving them a reason to not come to work at all.

In short I do care about my job and my fellow Postmasters. Together we can figure out anything and overcome any obstacle. Don't give them a reason to visit your office for an unpleasant conversation. Just be honest from the beginning, and do your job right!

Registration Montana UPMA Convention 2017

May 4-6 2017

Name _____

Address _____

Title _____ Office _____

Daytime Phone _____ Home Phone _____ Mobile Phone _____

Fees - Indicate all that apply:

Montana UPMA Member _____ (\$25) Guest _____ (\$25) Guest's Name _____

UPMA Non-Member _____ (\$30) Save \$5 and include a form 1187 with registration!

Montana UPMA Retiree/PMR/OIC/Associate Member _____ (\$25)

Guest _____ (\$25) Guest's Name _____

TOTAL REGISTRATION FEES ENCLOSED: _____

All registrations cost \$25 and entitle you to two lunches and refreshments.

Please bring a wrapped door prize, and/or a wrapped gift that is about a foot in size or a pound in weight to be auctioned in support of Scholarships. Thank you!



Anyone who register before April 4 will be eligible to win a gift card.

MAIL REGISTRATION TO:

Don Knight
3840 Blackhawk Dr
Helena MT 59602-0549

Big Horn Resort, Billings, MT

406-839-9300

Room Rate \$99 + tax Includes full breakfast buffet. Ask for the room block "Postal" Rates good until April 4.

Hotel shuttle available for free pick up and drop off at the Billings Logan International Airport. BHR is located 20 minutes from airport.

Help For Retirees

by Janice Erfle, UPMA Retirees Co-President, UPMA Legislative Chair



In my role as an AARP-Tax-Aide, I was doing a return for a newly retired Postal employee. I found out that she was clueless about what she has run into as a Retiree. Thinking about this, I ran into the most helpful information a retiree needs. **How to contact Office of Personnel Management(OPM).** The Retirement Information Center puts out information periodically.

Here are some gems:

There is no need to call Retirement Services during business hours, as SOL is available 24-7 during tax season and year-round! We remain available to assist you via the call center's toll free number,

888-767-6738.

Continued receipt of the **annuity supplement** is subject to an earnings test every year and can be affected by wages earned by the annuitant after retirement. Retirement Services surveys these annuitants every year while they are in receipt of the **annuity supplement** to ask for reported earnings. The annuitant must complete the form; sign, date and include a daytime telephone number. If you are a FERS annuitant and receive one of these surveys, please complete it and return it to Retirement Services as soon as possible.

Any questions should be directed to **Retirement Benefits Branch at 202-606-0249**. Remember, the Retirement Services Online is available 24 hours a day enabling you to take charge of your account without a busy signal or long wait times. If you need to contact us for any of the following, please go to <https://www.servicesonline.opm.gov/>

- View/Print 1099-R Tax Forms
- Change Federal and State Income Tax Withholding
- View/Print Annuity Statement/Verification of Income
- View/Print a Year-to-Date Summary Of Payments
- View/Print Verification of Life Insurance (FEGLI)
- Report a Missing Annuity Payment
- Report an Annuitant's Death
- Change Mailing Address
- Change SOL Password
- View the Status of Case while in Interim Pay
- Establish an Allotment to an Organization
- Request Duplicate Annuity Booklet
- Set up a Checking or Savings Allotment
- Sign up for Direct Deposit of Annuity Payment
- Update Email Address/Opt-in to Receive Information Electronically

- View/Print Retirement Services Reference Card (ID Card)

If you have a question, please send it to benefits@opm.gov. There is a way to access your 1099R today. Simply go to www.servicesonline.opm.gov (SOL). If you do not remember your password for SOL, instructions are provided on how to get a new one. While in SOL, make sure we have your correct mailing address and email address to ensure you receive future correspondence from us. If you enjoy getting your 1099R quickly and easily online, elect to “opt in” to go green and skip the “hard copy” entirely next year! You can return to SOL if you need to **tweak your tax withholding for FY 2017...**or if you need another copy of your 1099R later.

Benefits of joining UPMA as a Postmaster, Manager or Supervisor

- UPMA is the only management organization that can represent you at Postal Headquarters on specific Postmaster issues, including the planning and development of pay policies and schedules and fringe benefit programs.
 - All national UPMA leaders and state presidents are current USPS employees.
 - National officers serve one term only in their current positions.
 - As an active member, you have the privilege to vote and hold leadership positions at all levels of the organization.
 - A national website—unitedpma.org—that offers the latest information regarding the organization, legislative issues, interactive training and videos and Postal Service information that affects your career.
 - A national magazine and state publications that contain information important to you in your current position and will help you in your future endeavors.
 - Annual national and chapter conventions that offer training to help you be successful.
 - After you have been a dues-paying member for six months, you have the benefit of our Legal Defense Plan and network of Adverse Action Member reps, should the need arise.
 - You gain a network of Postmasters and Managers who can assist you in your day-to-day duties and mentor you for future opportunities.

CONSULTATIVE ISSUE LOG

It's Simple!!

This is a nationally recognized process between the Postal Service and UPMA. If you (the Manager) have an issue in your Post Office that is not being resolved, the issue may be submitted to the chapter president to determine whether a Consultative Issue Log is necessary. If the matter is the subject of an appeal in a forum such as MSPB, EEO, or other process, the Postal Service will not consider a Consultative Issue Log.

Step 1 If the chapter president determines that a consultative issue log is necessary, he/she will start a Consultative Issue Log form. The chapter president will contact the District Manager or their designee to try to resolve the issue. If the issue cannot be resolved at the District level, the chapter president should document the District response (Who you met with, what they said, and date of meeting.) The chapter president should then send the form and documentation to the UPMA National Vice President who will take the issue to the Area office

Step 2 The UPMA National Vice President will contact the USPS Area Vice President or their designee and present the issue. If the issue cannot be resolved at the Area level, the UPMA National Vice President should document the AVP or designee's response (Who you met with, what they said, and date of the meeting.) The UPMA National VP should then send the completed form and documentation to the UPMA National Office, attn. Executive Director.

The UPMA National President or Executive Director will write a cover letter summarizing all of the relevant facts concerning the issue and submit the letter along with the necessary documentation to the Labor Relations office at USPS Headquarters. The Executive Director will work with the Postal Service on the issue with the results relayed to all parties when completed.

Some important things to remember

- The meetings with the District Manager/AVP, should not be seen as confrontational or personal, but should be viewed as constructive and trying to resolve the issue at hand.
- Stay focused on the issue that's being presented and not be sidetracked by unrelated matters.
- Depending on the severity of the problem being presented, it is reasonable to expect a response from the District Manager/designee or AVP/designee within 30 days. It is important that the chapter president/UPMA VP be persistent in requesting a response, by contacting the appropriate USPS official by email and/or telephone. A response is needed at each level.

Legislative Update

by Jasmine Krotkov

It sure is nice and quiet here in Montana. I just love waking up to the gentle deep silence of a new snowfall morning. A muffled thwump of snow falling to the ground is but serene punctuation in the narrative of nature. That was something I yearned for in Washington DC on the night of President Trump's address to Congress. I was staying a few blocks from the Capitol, and I could hear the constant rumble of helicopters beating surveillance through the air, sirens chattering on and on, and the crackle of walkie talkies: a cacophony trailing in a turbulent wake behind the omnipresent Capitol Police. This night they were armed with automatic weapons, patrolling past the busses lined up along Capitol Ave, in readiness to spirit Members of Congress away in the event of an "incident".



Quite a contrast to the backwoods we are used to, and a reminder of how important it is that we make the effort to step into the realm of decision makers in Washington - both postal and legislative - and advocate for ourselves. They don't know what we need from them, though their jobs are to serve. Montana's Congressional Delegation is well aware of the contrasts between the priorities and concerns of rural and urban America, but they have to hear our perspective and expertise on matters postal.

What Janice and I learned on our recent legislative trip to DC is that House Bill 756 has bipartisan support and addresses postal reform issues which have been holding us back, like the retiree healthcare pre-funding requirement. This bill, unlike the previous years' bills, has the support of a broad spectrum of stakeholders, from management associations, to headquarters, to the unions and even the mailing industry. Each one of these groups has had to make concessions to get to this point, and are now committed to ushering the bill through quickly. It isn't a perfect bill, but after eight years of false starts, and an upcoming session which promises to be full of competing interests, there is an encouraging sense of solidarity and urgency to it. Janice and I brought that message to our Senators, and to the interim staff in our Representative's office. Each time we were greeted warmly and listened to attentively.

You can read more about HB 756 at the UPMA website: unitedpma.org, under the heading of Legislative News. Even if you don't have time to read all the details, it is still a good idea to call Senator Daines and Senator Tester and let them know that you want them to pass this bill and get postal reform behind us so that we can focus on our future.

PROPOSED BYLAWS

THE MONTANA CHAPTER of the UNITED POSTMASTERS and MANAGERS of AMERICA

Preamble

The purposes for which this Chapter is organized as a part of national organization, United Postmasters and Managers of America (UPMA), shall be to provide a vehicle through which members may assist one another in matters connected with their employment in the United States Postal Service; to foster a favorable image of public service; to assure the users of the mails the best service possible improve the conditions under which individuals work, having concerns for salaries, hours of employment, working environment, related issues; to cooperate with other groups and levels of postal management in achievement of common goals.

Article I – Name

This organization shall be known as the Montana Chapter of the United Postmasters and Managers of America (UPMA).

Article II – Purpose

The purpose of this organization shall be to affiliate with and become a part of the national UPMA organization.

Article III – Membership

Any person as designated by the UPMA Governing Documents to be a member of the national organization shall be considered a member in this Chapter but no member in arrears for dues shall be recognized or permitted any of the privileges at its conventions.

Article IV – Meetings

The annual convention of the organization shall be held at the time and city as set by the “annual convention one year or more prior to that convention,” provided however, that the president may, with the approval of the majority of the executive board, and for good and sufficient reason change the time and or place previously fixed. **All chapter conventions must be completed prior to the start of the National Convention.** Special meetings may be called by the president, and shall be called on the request in writing by a majority of the executive committee on or demand in writing of ten (10) percent of the paid-up membership of this chapter. The chapter secretary/treasurer shall mail notice of meetings to members of the executive committee at least ten (10) days prior to the date specified for such meetings. In any convention of this chapter, all members who are present and registered for the convention shall constitute a quorum. Roberts Rules of Order shall govern the deliberations of this chapter.

Article V – Election of Officers

The officers of this chapter shall be a president, executive vice-president, a secretary/treasurer, the immediate past-president who shall serve for a term of one year beginning on November 1 of the year of a newly elected president shall assume office, the president of the postmasters retired, editor, who together with the two vice-presidents, shall constitute the executive committee, and the governing body of the chapter.

The president, executive vice-president, and two vice-president(s) shall be elected at the annual convention to serve a term of one year. The term of office shall commence on November 1st and will end on October 31st. The officers shall not be limited to terms of office. The secretary/treasurer, and the other vice-presidents

shall be elected at the annual convention in a subsequent year and shall not be limited to terms in office. The term of office shall commence on November 1st and end on October 31st. The secretary/treasurer shall not be limited to terms of office.

The new executive committee shall hold an organizational meeting within 60 days of November 1st each year. Additional or other nominations may be made from the floor, if seconded and approved, and shall be included with the list of recommendations made by the nominating committee for determining by ballot of those present and qualified to vote in said election. If there shall be more than two nominations for any office, balloting shall continue until one candidate receives the most votes cast. Except for the positions of President and Executive Vice-President, which shall be limited to active EAS members who are members in good standing of the organization, retired postmasters, retired EAS employees and Postmaster Reliefs shall be permitted to hold office in this chapter provided they are present at the meeting where the vote will be taken and that no other active EAS member seeks the office. Any active member who is an officer of this chapter, who during their term shall resign or be removed for any cause whatsoever, from the position that qualified them for active membership, shall immediately become ineligible to hold office and their office shall be declared vacant.

Article VI – President

The president shall preside at all meetings of the chapter, shall call special meetings when requested to do so as provided in Article IV. They shall also preside at the meetings of the executive committee for proper handling of the business of this chapter and in general perform such duties as may pertain to the office. The president will be the second signature required on all checks and payments made the secretary/treasurer on all financial accounts. The president shall receive such compensation for their services for their services as the executive committee may provide.

Article VII – Executive Vice-President

The executive vice-president shall serve in the absence of the president and work with the president as needed. This position will be a separately elected position and must be an active member. Should the office of the president be vacated, the executive vice-president will serve the remaining term. The remaining term of the vacant position of the executive vice-president will be filled by the executive committee.

In addition, the executive vice-president will serve as the Membership Chair for the chapter. It shall be their duty to promote membership for the organization, and insure that the chapter always has a strong membership. The executive vice-president shall receive such compensation for their services as the executive committee may provide.

Article VIII – At Large Vice-Presidents

The at large vice-presidents will be responsible for the following duties:
One Vice-President will serve as Education Chair. It will be their duty to work with the President in aligning training that is deemed necessary and appropriate for the membership.
One Vice-President will serve as Political Action Committee (PAC) Chair. It will be their duty to handle and PAC activities within the chapter. The above Vice-Presidents will have their duties assigned by the executive committee at the Executive Board organizational meeting. In the event of a vacancy in the vice-president positions, the vacancy shall be filled by the executive committee.

Article IX – Secretary/Treasurer

The secretary/treasurer shall combine the office of secretary and treasurer, and shall perform all duties commonly incident to both offices. The secretary/treasurer shall be bonded as provided in Article XV hereof and shall receive compensation for their services as the executive committee may provide. The secretary/treasurer shall keep all records, record the proceedings of all conventions and meetings of the executive committee, deposit, withdraw and maintain custody of the funds of the chapter and

shall be responsible to keep an accurate and complete account of the receipts, vouchers, and membership. In the event of a vacancy in the position of the secretary/treasurer, the vacancy shall be filled by the executive committee.

Article X - Editor

An editor may be appointed by the executive committee. At which time the editor becomes a voting member of the executive committee. It shall be the editor's duty to publish the official newsletter of the Montana Chapter of UPMA. The editor shall receive compensation for their services as the executive committee may provide.

Article XI – Executive Committee

The officers of this chapter shall be a president, executive vice-president, two at large vice-presidents, secretary/treasurer, immediate past president who shall serve a term of one year beginning on November 1st of the year a newly elected president assumes office, the president of the Postmasters Retired and editor, shall constitute the executive committee and governing body of the chapter. It shall be the duty of the executive committee to carry out the orders of the chapter as expressed in the convention, it shall have direct control of all business of the chapter and its affairs, it shall be the power of the executive committee to authorize necessary expenditures; to audit all accounts; approve the expenses of the executive officers and in general perform all the functions ordinarily attached to such committee. The executive committee shall have the power to remove any of its members for good and sufficient reason by two-thirds vote of the committee when in session.

Article XII – Sergeant-At-Arms

At the opening of each convention the president shall appoint a master sergeant-at-arms and the necessary assistant sergeant-at-arms, and it shall be their duty to maintain order and perform such other duties as designated by the president.

Article XIII – National Convention Roll Call Voting Procedure

When preparing for roll call votes to be cast on elections, amendments, etc., at the National Convention the vote shall be taken by paper ballot at the annual Chapter Convention. The results of that paper ballot shall govern the procedure, by percentage, for how the Chapter's votes will be cast at the National Convention by the Chapter President. The results of the votes shall be recorded by the National Officer present at the convention, as well as in the office minutes of the Chapter convention. The National Officer and the Chapter President must send the results to the National Office within ten (10) days of the conclusion of the Chapter convention. On the issue of elections, the Chapter's official vote must be taken at the Chapter convention in the year that the election will take place at the National Convention. **This procedure cannot be changed prior to October 31, 2018, in accordance with the National Bylaws Article XI, Section 1, paragraph 14.**

Article XIV – Bonds

The secretary/treasurer shall be required to be bonded in the amount deemed sufficient by the executive committee, said bond to be executed by a surety company approved by the executive committee and the premium on such bond shall be paid by the chapter.

Article XV – Dues

The annual dues of the members of this Chapter shall be the same as provided in the governing documents of the national organization.

Article XVI – Official Publication

There may be established an official publication of the Chapter, to be published four times per year. The publication will be distributed to the membership and others. The official publication will be named Montana Postal Leader. In addition, the Chapter may maintain a website for the dissemination of information. The executive committee, as the governing body of the Chapter, shall have editorial control over the official publication(s).



Article XVII – Amendments

All proposed amendment(s) must be submitted in writing to the Chapter President at least thirty (30) days prior to the opening of the annual Chapter convention. The proposed amendment(s) shall be published prior to the convention. These bylaws may be amended at any convention of the chapter by a two-thirds vote of the members in good standing. Any proposed amendment(s) shall be read at one session of the convention and voted on at a subsequent session. The amendment(s) shall become effective immediately upon the adjournment of the convention unless otherwise specified in the amendment.

These are the Proposed Bylaws, which must be published at least 30 days before adopting, and which the Chapter will need to adopt at our State Convention in May. Any tweaking will come in the next year.

Montana Chapter of the United Postmasters and Managers of America *Board of Directors*

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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

Your title determines whether you also complete Section B or C

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

Section B: To Be Completed by Postmaster

Post Office	City/State	ZIP code	Post Office Finance Number
Post Office Level	Postmaster's Direct Post Office Telephone ()		

Section C (Check One): Manager/Supervisor Associate PMR-Only Complete

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

Section D: 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

Section E: 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 "Certified Mail" directly to the employee organization's headquarters office: UPMA, 8 Herbert Street, Alexandria, VA 22350-2600. 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
-----------------------	------

Section F

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

Who/what most influenced your decision to join UPMA?

UPMA NATIONAL OFFICE FOR PROCESSING



1st UPMA National Convention

Aug. 5-10, 2017

Official Registration Form

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

First Name: _____ Last Name: _____

Title: First Name (for your badge): _____

Postmaster

Supervisor Post Office You Represent City: _____ State: _____

Manager Your Mailing Address: _____

OIC

Associate City: _____ State: _____ ZIP+4 _____

PM Retired

Spouse Cell Phone: _____

Guest E-mail: _____

**First-Timer/
PM Retired
First-Timer?**
 Yes No

Convention Registration *(only one person per form):*

Please circle the appropriate fee:

	1/1/17- 3/31/17	4/1/17- 7/15/17	After 7/16/17
Postmaster/Manager/Supervisor/ OIC/Associate	\$215	\$240	\$265
Postmasters Retired or Guest*	\$186.25	\$205	\$223.75
<i>(PM Retired Luncheon included)</i>			
Auxiliary/Spouse/ Postmaster Guest	\$161.25	\$180	198.75
<i>(Does NOT include PM Retired Luncheon)</i>			

Children (17 and under) \$75; includes child's meal at the Grand Banquet.

*PM Retired member may have one guest (not an active PM) register for the same price.

Grand Banquet: Aug. 9, 2017

Payment Information

Convention Fee: \$ _____

_____ Additional tickets for Postmasters

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 Sept. 1, 2016. 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 May 1, 2017.** 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 1, 2017, or all rooms in the block are sold, whichever comes first.

Galt House Louisville

1-800-THE-GALT
(1-800-843-4258)

\$119—single/double/triple/quad

**Be sure to request the
Postmaster convention rate.**

Registration Cancellation Refund Policy

Requests for cancellation refunds must be made in writing to the UPMA National Office. Requests must be postmarked by April 1, 2017, for 75 percent refund; and by July 1, 2017, for 50 percent refund. No refunds after July 1, 2017. These dates will be strictly adhered to; exemptions may be made with approval of the UPMA co-presidents.

Questions? Call 703-683-9027

Louisville, KY



Scholarship Application

Applicant must be the child or grandchild of a Montana Postmaster, PMR, Manager or Retired member in good standing of the Montana Chapter UPMA

1. Applicant must be a high school graduate, planning to attend an accredited college or academic institution. Applicant may already be attending college.
2. Scholarships will be based on high school or college and outside activities, the applicants personal statement and financial need.
3. The winner(s) will be selected at the Montana UPMA convention in May 2017.
4. If you wish confirmation of receipt of your application, please mail it certified, return receipt.
5. Attach a copy of your high school transcript and SAT or ACT scores or college transcripts.
6. The 2017 Montana UPMA scholarship will be awarded to the selected candidate(s) upon completion of their first quarter or semester of the 2017/2018 term. At that time, recipient must send proof of attendance to the UPMA Secretary/Treasurer.
7. Submit Application and personal statement to:
8. Applications must be postmarked no later than April 4, 2017. Incomplete applications will be rejected.

**Janice Erfle
12 Willow Bend Dr
Billings MT 59102-7319**

Personal Statement:

In a narrative, please tell us about you, i.e.: your goals, what you've achieved, what your values are, what your role in your family is, what role you have played in your community, and anything more you want us to know about you.

(Please type or print only)

Name _____

Mailing address _____

City _____ State _____ Zip _____ Phone _____

Date of Birth _____ Gender _____

Social Security # _____ - _____ - _____

Name and address of High School you graduated from: _____

Name of Principal or Superintendent:

College you expect to enter:

Planned course of study:

Have you applied for financial aid?_____ Been approved?_____ For how much?

Scholarships you will receive?*

Employment (include time frame)*

Parent(s) name(s): _____

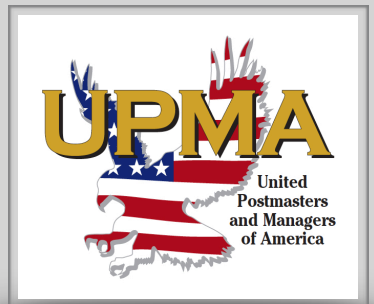
Number of siblings_____ At Home_____ In college_____

Name of Montana UPMA member in good standing & your relationship to him/ her:

Applicant's Signature _____

Date _____

*Attachments allowed if additional space is required



Montana Chapter of
the UPMA



PO Box 1
Neihart MT 59465

