



NAPS Branch 61 NEWS



Volume 8 Issue 8

“You do not lead by hitting people over the head - that's assault, not leadership.”
Dwight D. Eisenhower (1890 - 1969)

October 2008

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President's Corner



I want to thank all of those who came to our last meeting at Azteca in Bellevue. We had a great turnout and a lot of information was passed. National Performance Assessment (NPA) is here. I want to make sure everyone makes sure to complete their narratives. Ensure that you give sufficient information on all of your accomplishments so your evaluator can make an informed decision. This year you must score at least a 4 in order to receive a raise. It is going to be tough and next year will be tougher. I hope more of you will become involved in our monthly meetings, and the other various trainings and meetings available to NAPS members. At our October meeting we will be soliciting nominations for our branch officers. Every position is open. If you want to nominate someone make sure you are at our meeting and you have permission for the person you are nominating. Voting will be conducted by mail in November and our new officers will assume their positions immediately after the election results are announced at the November meeting.

With all of the changes going on within the Postal Service, I feel compelled to once again talk to you about the improper use of postal computers. I understand we spend more time at work than we do at home. This does not give us any right to misuse our computers. I know we think, what's the big deal with checking our personal email, while you're at lunch. I have to tell you it is wrong! Every time you log on to a postal computer, you are agreeing all of your communications are work related. At any time your computer can be checked to see what you are looking at. You won't even know it's happening until the USPS OIG comes to interview you. By then it is way too late. If you are using your computer for other than work-related materials you may find yourself in trouble. Craig's List, Hotmail, Comcast, Nordstrom are not appropriate use of your postal computer. There recently have been several cases within the Seattle District of improper use of postal computers. Let me tell you we as NAPS have a tough time representing those who abuse their postal computer. Do the right thing--- use your computer for postal related business only.

We have trying times ahead of us. It is getting harder and harder going into a meeting with one of our members when they have abused their authority as a postal supervisor. We must do what is right! We are all going to have to make sure we follow through with all of our daily duties. Perhaps you should develop a check-list of those duties to ensure they are completed daily. We will have to document more than ever, CYA.

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Don't Short-Change Recognition- by Sylvester Black, VP, Western Area Operations

Our current fiscal condition means that we are squeezing every discretionary dollar spent so we can adequately cover our salaries and benefits, fuel and expenses. This is not something the Postal Service is facing alone – almost every other transportation and delivery company is facing the same challenges. American homes are similarly challenged.

But just because we are in the middle of tough times doesn't mean we have to short-change simple recognition of our employees. Financial incentives and other monetary methods may not be as available in the past, but that doesn't mean you shouldn't still take the time to say, "Thank you."

If it is honest, this kind of recognition is the best. And the real motivator is sincerity. When you look one of your employees square in the eye and give specific praise for a job well done, that pays dividends for today and in the future.

President's Corner - continued

If you have mail that comes to your office that belongs to another office, keep the tags. You'll never know when you thought you were doing the right thing, and you're called in for an *Investigative Interview* because nobody bothers to ask you what happened. It's accusations first then we get the, "Oh" maybe there was a misunderstanding.

I don't mean to sound all about doom and gloom as most of us do the right thing. We must be more attentive and help our other members who don't understand what needs to be done. Just because we are Supervisors, Managers, and Postmasters, doesn't mean we are better than anyone else. We are held to a higher standard, we must keep our integrity, and do the right thing.

Lastly, I'd like to mention how important it is to properly handle political campaign mail. Be sure the proper logs are maintained. These logs are your only defense should a question arise about a particular mailing.

The branch is currently looking for a meeting place. If you know of an available room, we would appreciate you sending us an email to branch61@comcast.net.

Do not park in the Rite Aid parking lot at Tuesday's meeting. You may be ticketed and towed. Parking is available behind the Mercer Is. Fire House.

The Next Branch Meeting

**will be held on Tuesday,
October 28, 2008,**

**at the Mercer Island
Fire Department
3030 78th Ave SE
Mercer Island WA 7:00 p.m.**

***** ***Open Season Dates*** *****

Flexible Spending Accounts

11/8/08 to 12/28/08 - 5:00 p.m. *Central*

Annual Leave Exchange

11/15/08 to 12/15/08 - 11:59 p.m. *Central*

Federal Employee Health Benefits

11/10/08 to 12/9/08 - 5:00 p.m. *Central*

Federal Employee Dental and Vision Ins.

11/10/08 to 12/8/08 - 11:59 p.m. *Eastern*

Workplace Improvement In Focus - by David C. Picard, PhD, Workplace Improvement Analyst**TRUST: WHO NEEDS IT? (Part 4)**

In this series on "trust" and its impact on each of us as individuals, and together, as a business we last covered the personal behaviors that each of us can exhibit that demonstrates that we have personal integrity, believability and lead to trustworthiness. A part of trust, however, actually involves a person's competency. We don't trust someone, regardless of their personal integrity, if they are not able to show that they are competent in the area in which we rely on them. I wouldn't get in a plane with a pilot who was a great automobile driver but had only been flying for a few months...no matter what he/she said. Trust at work also involves competency. For example, you might have a supervisor who is a decent person; but, when it comes to getting a job accomplished, if the supervisor doesn't know clearly how everything works together, what to watch for, and how to best utilize their resources, you may not be likely to trust the person to make it happen (at least not without some help). The same is true from the supervisor to the employee. Let's take a look at what is involved in competency.

COMPETENCY BEHAVIORS**Deliver Results**

Establish a track record of results. Get the right things done. Make things happen. Accomplish what you're hired to do. Be on time and within budget. Don't over promise and under deliver. Don't make excuses for not delivering.

"There's only one way to succeed in anything, and that is to give it everything. I do, and I demand that my players do."

-- Vince Lombardi

Get Better

Continuously improve. Increase your capabilities. Be a constant learner. Develop feedback systems—both formal and informal. Act upon the feedback that you receive. Thank people for feedback. Don't consider yourself above feedback. Don't assume your knowledge and skills will be sufficient for tomorrow's challenges.

"The illiterate of the 21st century will not be those who cannot read and write but those who cannot learn, unlearn, and relearn." -- Albert Toffler

Confront Reality

Take issues head on, even the "undiscussables." Address the tough stuff directly. Acknowledge the unsaid. Lead out courageously in conversation. Remove the "sword from their hands." Don't skirt the real issues. Don't bury your head in the sand.

"We strive to tell everyone everything we can. We want a culture with open dialogue and straight answers. In terms of our work with employees, we have been direct with them even when they don't like the answer. Our goal is not to please everyone but instead for them to trust that what we tell them is the truth. You can't work the tough issues we face unless everyone, starting with the senior team,

June General Meeting Minutes

- by Tena Ivory, Recording Secretary

- 7:20 p.m. - The meeting was called to order by President Cindy McCracken.
- Zack Jennings motioned and Janet Doyle seconded to waive the Pledge of Allegiance. All in favor.
- Art Williams moved and Nick Chicka seconded to waive reading of the minutes. All were in favor.
- Nick Chicka motioned and Tena Ivory seconded to waive reading the Treasurer report. All were favor.
- Cindy McCracken asked for comments from the members that attended the NAPS Centennial National Convention in Louisville, Kentucky. Bjoern Gruetzmacher commented this was his second time at a National Convention, on his first time he was so busy helping in Branch 61's bid for the 2010 Convention in Seattle. He was just in awe of the whole Convention. This time he was more comfortable. He says everyone knows the financial situation the Postal Service is in and realizes there must be cutbacks such as five day delivery. It was good to interact with other people who have chosen to be Postal Supervisors and the positive feelings everyone has that really want good things for the Postal Service. Nick Chicka says it was fascinating to see politics at work. The 1,395 delegates had to vote on 17 Constitution and By-Law proposals and 99 resolutions. First-Timer Yolanda Grayson says it was an adventure, very political, and informative. She suggested a little more communication within our branch about the Convention would help first-time attendees. Tena Ivory says that it is amazing to hear Postal Supervisors all across the country have the exact same issues and problems in the workplace. It's great to be able to meet our National Officers. Anne Kush encouraged everyone to read the Postal Supervisor magazine for all of the meeting notes at the Convention. It was encouraging to see and hear Postmaster General Jack Potter and Chief Operating Officer Patrick Donahoe being honest about the trouble the Postal Service is in. Delegates voted on National Officers and the 2012 National Convention will be in Reno, NV. Nine members from Branch 61 donated \$215.00 to Supervisor Political Action Committee (SPAC). The Northwest Area Convention will be in Bend, Oregon May 15 & 16, 2009. Ben Clapp is asking for volunteers for Advocate Training from all five states. Brenda Chambliss, Bjoern Gruetzmacher, Ron Hanson, Janet Doyle, Alisa Masunaga, Yolanda Grayson and Zack Jennings volunteered.
- Call Cindy McCracken if any EAS employees have to move more than fifty miles to a new work location. We need articles for the newsletter. They don't have to be about work. An article on your area of expertise or department would be appreciated.
- You have to score a 4 to get a 2% increase. Be more articulate if you cannot make the goal and write why you're not able to make it. If you want a copy of Summary of Changes for 2008, email Cindy or James Poole. For reconsideration of PFP, document who you sent it to and make a copy for yourself. This is for the current year only.
- Nominations for new officers will be at the next meeting. We're looking for a new location for our meetings, email any suggestions to Cindy McCracken. Check the newsletter for location and time. Anne Kush requested members to turn in any or all travel vouchers. Gene Williams and James Poole will have our branch pins. All members present at the meeting introduced themselves.
- We will start sending cards and condolences to members.
- James Poole won the \$25.00 door prize.

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trusts one another.”

-- Greg Brenneman, former CEO, Continental Airlines

“Leaders need to be more candid with those they purport to lead. Sharing good news is easy. When it comes to the more troubling negative news, be candid and take responsibility. Don't Withhold unpleasant possibilities and don't pass off bad news to subordinates to deliver. Level with employees about problems in a timely fashion.”

-- Jon Huntsman, Chairman, Huntsman Corp.

Clarify Expectations

Disclose and reveal expectations. Discuss them. Validate them. Renegotiate them if needed and possible. Don't violate expectations. Don't assume that expectations are clear or shared.

“Almost all conflict is a result of violated expectations.”

-- Blaine Lee, PhD., Founding vice-president of Covey Leadership Center

“An individual without information cannot take responsibility. An individual who is given information cannot help but take responsibility.”

-- Jan Carlzon, former CEO, Scandinavian Airlines

Practice Accountability

Hold yourself accountable. Hold others accountable. Take responsibility for results. Be clear on how you'll communicate how you're doing—and how others are doing. Don't avoid or shirk responsibility. Don't blame others or point fingers when things go wrong. Fix it.

“Few things can help an individual more than to place responsibility on him and to let him know that you trust him.”

-- Booker T. Washington

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Return Service Requested

FIRST-CLASS MAIL

<p>NAPS Seattle Branch 61 Financial Statement September 2008</p>	<p>Trust Who Needs It? - (continued from Page 3)</p>
<p>Opening Balance \$ 32,834.83</p> <p style="text-align: center;"><u>Income</u></p> <p>Member Dues \$ 3,649.50</p> <p>Interest 5.73</p> <p>Total Income \$ 3,655.23</p> <p style="text-align: center;"><u>Expenses</u></p> <p>Legal Retainer \$ 956.00</p> <p>National Convention 9,525.60</p> <p>NW Area Website 15.58</p> <p>Total Expenses \$ 10,496.18</p> <p>Income over (Expenses) (6,840.95)</p> <p>Ending Balance \$ 15,993.88</p>	<p>“Remember, when you were made a leader, you weren’t given a crown, you were given a responsibility to bring out the best in others. For that, your people need to trust you.”</p> <p style="text-align: right;">-- Jack Welch, former CEO, General Electric</p> <p>Some challenging ideas here...especially in our organization where we have far too often: Not spoken directly and honestly to each other; have not held ourselves accountable but have been quick to point fingers at others; and have been complacent in “just doing a job”. In the last 11 years, I’ve met a multitude of craft employees, supervisors and managers in the USPS and the Seattle District. By far, the vast majority have impressed me as hard-workers, dedicated to their public service and possessing the intent of doing a <u>great</u> job. What we have to work on is deliberately demonstrating trusting each other and showing that we are trustworthy. It is doable; but each of us has to have the courage to do our full part.</p> <p>“Nothing beats two-way communication for fostering cooperation and teamwork and for building an attitude of trust and understanding among employees.”</p> <p style="text-align: right;">-- Bill Packard, Co-Founder, Hewlett-Packard</p> <p>“We’ve all heard the criticism, ‘He talks too much.’ When was the last time you heard someone criticized for listening too much?”</p> <p style="text-align: right;">-- Norm Augustine, Former CEO, Lockheed Martin</p> <p>In the final issue in this series, we’ll talk about those behaviors that involve both, character and competence. Good health to each of you and your family members.</p>
<p>Respectfully submitted by: Anne Kush Branch 61 Treasurer</p>	