

**FEBRUARY**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					



# NAPFE Newsletter

**Vol. 8 – Issue 2****February 2016**

National Alliance of Postal and Federal Employees – 1640 11<sup>th</sup> St. NW – Washington, DC 20001-5008  
 Ph: 202-939-6325 – Fax: 202-939-6372 – Email: [headquarters@napfe.org](mailto:headquarters@napfe.org) – Web: [www.napfe.com](http://www.napfe.com)



Wilbur L. Duncan, National President

## NAPFE Salutes Black History Month

A few days ago, this office was contacted by a college student seeking information about the “Negro Motorist Green Book.” It was published from 1936 to 1964. It was a travel guide intended to aid African American motorists to find places to stay and eat while traveling during the Jim Crow era.

All during those years, African Americans usually stayed in private homes for meetings and conventions. The guide listed businesses such as hotels, service stations, beauty parlors, and taverns that accepted African-American business.

The guide was written by Victor Green and he collected a lot of his information from Railway Mail clerks. The student is wondering if there is anyone still around that could add to the information that is already available and maybe

agree to an interview. Victor Green was an African American US Postal employee in New York City. The first guide was mostly about New York City, but was expanded to all 48 states as the years went by. Even back then Mr. Green knew that his guide would not be necessary “when we as a race will have equal opportunities and privileges.” He was right of course. The passage of the Civil Rights Act of 1964 made Mr. Green’s “Green Book” and others like it unnecessary.

If any of you have information about Mr. Victor H. Green and the little “Green Book,” we would like to hear from you. Call the Secretary’s office or email us at (202) 939-6325, ext. 242/243 or [nvsmurra@napfe.com](mailto:nvsmurra@napfe.com).

## From the Desk of the National 1<sup>st</sup> Vice President

Helpful Information for Alliance Members  
from your National 1<sup>st</sup> Vice President  
Janice F. Robinson

The information provided is not National Alliance policy but EEOC statutory law. If agencies do not adhere to such, then they have violated your rights under the LAW and not the contract! All we ask if this has happened or is happening to you, please contact NAPFE immediately for guidance.

### EEOC Policy on Reasonable Accommodation

Executive Order 13164 requires all Federal Agencies to establish procedures on handling requests for reasonable accommodation. These Procedures replace those issued in February 2001.

EEOC's Procedures fully comply with the requirements of the Rehabilitation Act of 1973. Under the regulations, the agency must provide reasonable accommodation to qualified employees or applicants with disabilities, unless to do so would cause undue hardship. The following EEOC rules apply:

- when an employee with a disability needs an accommodation, he or she must have an equal opportunity to compete for the job;
- when an employee with a disability needs an accommodation to perform the essential functions of the job or to gain access to the workplace, the accommodation also must be met; and
- when an employee with a disability needs an accommodation to enjoy equal access to benefits and/or privileges of employment (e.g. details, trainings, office-sponsored events) a reasonable

accommodation to any change in the workplace or the way things are customarily done can be expected by the applicant or employee - that will provide an equal employment opportunity for that individual with the disability. While there are some things that are not considered reasonable accommodations (e.g., removal of an essential job function or personal use items such as a hearing aid that is needed on and off the job), reasonable accommodations can cover most things that enable an individual to apply for a job, perform a job, or have equal access to the workplace and employee benefits such as kitchens, parking lots, and office events.

Common types of accommodations include:

- modifying work schedules or supervisory methods
- granting breaks or providing leave
- altering how or when job duties are performed
- removing and/or substituting a marginal function
- moving to different office space
- providing telework beyond that provided by the collective bargaining agreement or the relevant MOU.
- making changes in workplace policies
- providing assistive technology, including information technology and communications equipment or specially designed furniture
- providing a reader or other staff assistant to enable employees to perform their job functions, where the accommodation cannot be provided by current staff.

## CALLING ALL FORMER ABC SCHOLARSHIP RECIPIENTS

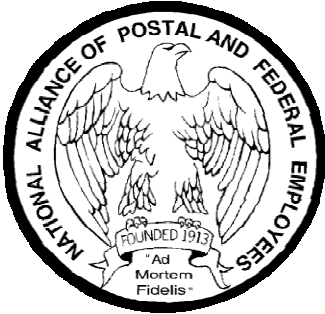
### “WHERE ARE THEY NOW?”



**We are often asked if we ever hear from our past scholarship winners. The National Alliance of Postal and Federal Employees would love to hear from previous Ashby B. Carter Scholarship recipients. We would be pleased if they were to send us a note telling us how they used their scholarship and what they are doing now.**

**It would be extremely interesting to see where their talents have taken them, and gratifying to learn how the NAPFE was able to contribute to their career development in a small way. We would like to hear from you so that we can highlight your achievements in our National Alliance Magazine, and to let others know how well you are doing out in the big wide world.**

**Please spread the word to anyone you know who was either a recipient, the sponsor of a recipient, or a relative of a recipient. Please send your information to the Attn: of Loretta Wallace, NAPFE Past Scholarships, 1640 11<sup>th</sup> St. NW. - Washington, DC 20001-5008. Or email Loretta Wallace @ [llwallace@napfe.org](mailto:llwallace@napfe.org) with information and pictures, or call (202) 939 - 6325, ext. 239.**



# National Alliance Paying \$100.00 for every NEW MEMBER Recruited!

Recruiter's Name Here

Recruiter's Name Here  
(Yellow Copy Only, Please)

NATIONAL ALLIANCE OF POSTAL AND FEDERAL EMPLOYEES  
1640 11<sup>th</sup> Street NW - Washington DC 20001-5008



APPLICATION FOR MEMBERSHIP

I herewith make application for membership in the National Alliance of Postal and Federal Employees.

Name \_\_\_\_\_ (Please Print)

Address \_\_\_\_\_ (Number & Street) \_\_\_\_\_ (City & State) \_\_\_\_\_ (Zip Code)

Telephone Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Social Security # \_\_\_\_\_ [ ] Federal Employee [ ] Postal Employee

Name of Gov't Agency/ Postal Installation \_\_\_\_\_

Address of Gov't Agency/ Postal Installation \_\_\_\_\_ (Number & Street) \_\_\_\_\_ (City, State & Zip Code)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature & Title of Union Official \_\_\_\_\_ Date \_\_\_\_\_

Local Name & Number \_\_\_\_\_ Date \_\_\_\_\_ Local Dues \_\_\_\_\_

Payment Options: [ ] Credit Card [ ] Check [ ] Cash

Credit Card Information: Type \_\_\_\_\_ Number \_\_\_\_\_ CVN \_\_\_\_\_ Exp. Date \_\_\_\_\_

Check Information: Bank Name: \_\_\_\_\_

Routing Number \_\_\_\_\_ Account Number \_\_\_\_\_

Requested Withdrawal Date \_\_\_\_\_ Month/Date \_\_\_\_\_

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery hereof to you, and I agree and direct that this assignment, authorization and direction shall be automatically renewed, and shall be irrevocable for successive periods of one (1) year, unless written notice is given by me to the Union not less than thirty (30) days.

NAP 10/2014



Authorization for Payroll Deduction of Dues (form 1187)

UNITED STATES POSTAL SERVICE  
AUTHORIZATION FOR DEDUCTION OF DUES

I hereby assign to the National Alliance of Postal and Federal Employees, from any salary or wages earned or to be earned by me as your employee (in my present or any future employment by you) such regular and periodic membership dues as the Union may certify as due and owing from me, as may be established from time to time by said Union. I authorize and direct you to deduct such amounts from my pay and to remit same to said Union in accordance with any procedures established for such purpose, by the U.S. Postal Service.

This assignment, authorization and direction shall be irrevocable for a period of one (1) year from the date of delivery hereof to you, and I agree and direct that this assignment, authorization and direction shall be automatically renewed, and shall be irrevocable for successive periods of one (1) year, unless written notice is given by me to you and the Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one year.

This assignment is freely made pursuant to the provisions of the Postal Reorganization Act is not contingent upon the existence of any agreement between you, my Union, or any other Union.

NAME OF EMPLOYEE (Print, Last Name, First, Middle)	SOCIAL SECURITY NUMBER
HOME ADDRESS (Street and Number) (City and State) (Zip Code)	
POSTAL INSTALLATION	INSTALLATION FINANCE NUMBER
E - NATIONAL ALLIANCE OF POSTAL AND FEDERAL EMPLOYEES	DATE
	POSITION
Union dues, contributions or gifts to the NAPFE are not tax deductible as charitable contributions. However, they may be tax deductible under other provisions of the Internal Revenue Code.	LOCAL NUMBER
I hereby certify that the regular dues of this Local Union for the above-named member are currently established at \$ _____ per calendar month.	
SIGNATURE OF EMPLOYEE	DATE
DATE OF DELIVERY TO EMPLOYER:	SIGNATURE AND TITLE OF UNION OFFICIAL





### Abandonment of Position

Abandonment of position occurs when an employee fails to report for duty or return from approved leave as scheduled and does not submit a resignation. In most agencies, an employee can be separated from federal service without an adverse action after the passage of a reasonable period of time and if the agency cannot determine whether the employee intends to continue his/her employment or return to duty. At the present time, this type of action should be a major concern for all postal employees who have been of **Limited Duty** for one year or more. The Postal Service considers a position abandoned after **365 days** regardless of the fact that this is due to medical reasons.

#### Basics

- Abandonment of position occurs if the employee stalks off the job, never to return. Because it is presumed voluntary, like a resignation.
- An agency is not to use a charge of abandonment of position to avoid procedural protections involved in adverse actions.
- An agency may separate an employee for the abandonment of his/her position without the protection of adverse action procedures.
- If an abandonment is involuntary, the action is tantamount to a constructive removal within the MSP's jurisdiction.
- The appellant bears the burden of establishing through preponderant evidence that his/her absence was involuntary and that his subsequent separation for abandonment of position is tantamount to a constructive removal.

#### Case examples

- Abandonment of a position does not occur when a supervisor tells an employee he is fired, the employee then leaves the job, and the agency subsequently formally removes him for conduct (AWOL) that occurred, at least in part, prior to the supervisor's statement.
- Once an agency becomes aware that an employee wants to return to work, it cannot separate the employee based on abandonment of position.

The "be aware" - the postal service is presently using this method to separate limited duty employees. Be aware. Any questions pertaining to this type of action, please contact me.

Gale R. Thames  
2<sup>nd</sup> Vice President, NAPFE  
[gthames@napfe.org](mailto:gthames@napfe.org)  
202-768-6826  
202-939-6381

"Let's Get It On"

Thursdays

6:00 PM EST

NAPFE Internet Radio show

On

[www.wclmradioonline.com](http://www.wclmradioonline.com)

## ANSWERS FROM TEDDY THE TAX MAN

Teddy Prioleau is a registered representative, Enrolled Agent and the founder of Hunt Valley Retirements, LLC. You can reach him at 410-931-2004 or send an email to [teddy@hvretirements.com](mailto:teddy@hvretirements.com). You can sign up for his monthly newsletter at [www.hvretirements.com](http://www.hvretirements.com).

**Q:** It's a long story, but I legitimately owe the IRS for 2013. I cannot afford to pay them. What should I do?

**A:** I don't know the stage in their collections process where you currently stand, but don't handle this yourself. Consider hiring an Enrolled Agent to handle the process. Ask the EA about getting you in a non-collectible status. If he/she is successful, the IRS may put you on its back burner, and not come after you for that balance. I think you'd like that!

**Q:** My wife is delinquent on student loans. We normally get refunds, but I know that this year's refund will get snatched. I already know about the injured spouse form. My question is, am I guaranteed that the injured spouse form will work?

**A:** For those who do not know, the injured spouse form is used when one of the spouses is delinquent on, for instance, student loans, child support or alimony, and the spouse who does not owe (the injured spouse) is in danger of not getting the refund because of the potential intercept. No, you are not guaranteed to get any of that refund even if you do use the injured spouse form. The IRS does the calculations based on withholdings, who's claiming the deductions, the dependents and who's claiming the credits. YES! You CAN count on them being fair when they do those calculations.

**Q:** I have had this question for a very long time. When I buy Girl Scout cookies, can I deduct it as

a charitable contribution?

**A:** No. Remember this: Generally, if you receive ANYTHING for what you contribute, it's probably NOT deductible. Whenever a non-profit intends for you to have a chance to deduct a portion of what you spend at its events, it will let you know the portion of your expense that they intend to be tax deductible.

## 1<sup>st</sup> Vice President (Continued from page 2)

- removing an architectural barrier, including reconfiguring work spaces
- providing accessible parking
- providing materials in alternative formats (e.g., Braille, large print)
- providing a reassignment to another job.

EEOC will process requests for reasonable accommodation and will provide reasonable accommodations where appropriate, in a prompt and efficient manner in accordance with the time frames set forth in these Procedures.

EEOC has designated a **Disability Program Manager (DPM)** to oversee the reasonable accommodation program agency-wide. All requests for reasonable accommodation will be handled by the DPM. If a request is given to a manager or supervisor rather than directly to the DPM, that individual should forward the request immediately and must do so within 2 business days. When an employee makes a request for reasonable accommodation that involves performance of the job, the DPM will work with the employee's supervisor to ensure that an appropriate accommodation is provided that meets the individual's disability-related needs and enables the individual to perform the essential functions

(Continued on page 8)



# 2016 Ashby B. Carter Memorial Scholarship Program



**Eligibility:**

ALL APPLICANTS MUST BE DEPENDENTS OF MEMBERS OF THE NATIONAL ALLIANCE OF POSTAL AND FEDERAL EMPLOYEES. SUCH SPONSORS MUST HAVE BEEN MEMBERS IN GOOD STANDING FOR AT LEAST THREE (3) YEARS PRIOR TO THE SUBMISSION OF APPLICATION FOR SCHOLARSHIP. ALL SCHOLARSHIP APPLICATIONS MUST BE CERTIFIED BY THE NATIONAL SECRETARY

FOUNDER'S AWARDS		
First Place	Second Place	Third Place
\$5,000.00	\$3,000.00	\$2,000.00

Student's Name _____	SSN _____
Address _____	City/State/Zip _____
Age _____ Grade _____	School Name _____
School Address _____	City/State/Zip _____
Sponsor's Name _____	SSN _____
Address _____	City/State/Zip _____
Telephone _____ Relationship _____	Local _____

All applicants for these awards **must take** the *Aptitude Test of the College Board Entrance Examination* on or before April 20<sup>th</sup> of the filing year. Applicants must be High School Seniors. Completed applications and all required materials **must** be returned to the Director on or before May 31, 2016.

**For further information, fill in Questionnaire and send to:**

Ms. Melissa Jeffries-Stewart, Director  
 Ashley B. Carter Memorial Scholarship Fund  
 1640 11<sup>th</sup> St. NW  
 Washington, DC 20001-5008



## 1<sup>st</sup> Vice President (Continued from page 6)

of the position.

As part of the reasonable accommodation interactive process, the DPM will obtain and evaluate documentation supporting an accommodation request (such as medical documentation demonstrating that the requestor is an individual with a disability), whenever the disability or need for accommodation is not obvious.

Sometimes EEOC may be able to address an employee's impairment-related needs outside the reasonable accommodation process. For example, EEOC has an ergonomic program available to all employees who may require special equipment to address or prevent various ailments. Under the ergonomic program, for instance, an employee with carpal tunnel syndrome may request a specialized chair or wrist pad. Requests under these procedures, as well as requests under the ergonomic program, should be directed to the DPM.

While the DPM will handle all requests for reasonable accommodations, supervisors, managers, and office directors often will need to be consulted about specific requests. Therefore, all management personnel must be familiar with these Procedures and the Commission's "Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act" (rev. Oct. 17, 2002), which contains significant information on the responsibilities of agency personnel involved in responding to a request for reasonable accommodation, as well as the rights and responsibilities of those requesting accommodation. (This document is available at <http://www.eeoc.gov/policy/docs/accommodation.html>, and on EEOC's intranet site, [http://insite.eeoc.gov/insite/Enforcement/Compliance\\_Manual\\_and\\_Enforcem/rabarnett\\_1.pdf](http://insite.eeoc.gov/insite/Enforcement/Compliance_Manual_and_Enforcem/rabarnett_1.pdf),

(EEOC employees). Applicants and employees may wish to consult this Guidance to better understand the reasonable accommodation process.

We as National Alliance representatives, ask that you never speak to an EEO counselor alone. The counselor will contact you and sometimes will try to advise you or persuade you to agree or settle on certain agreements. My advice to you as the complainant is to never speak to anyone without your NAPFE representative being present. Being present also mean, via telephone. Always remember, as an Alliance member, we the representatives have your best interest in mind and not the agency. Also remember, we work right in the workplace with you. NAPFE STRONG!

### A REMINDER

**To all Local and Districts**

**Your LM and Audit Reports  
Must be filed not later than **March 31, 2016**.  
Should you need assistance, you must send all  
appropriate paperwork to the Office of the  
President not later than **February 29, 2016** to  
avoid penalties.**

### National Postal Museum

**The National Postal Museum has released a very appropriate in-depth history for Black History Month entitled:**

**"The History and Experience of African Americans in America's Postal Service"**

**Written by Deanna Boyd and Kendra Chen**

**The history can be found at the following link.**

**<http://postalmuseum.si.edu/AfricanAmericanHistory/index.html>**

**Please read.**