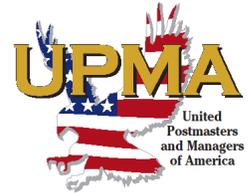


February 2023
VOLUME 1 * ISSUE 14



Colorado UPMA

Better Together Forever

YOU INVITED TO THE
2023 UPMA CO/WY Joint
Chapter State Convention
MAY 5th to 6th, 2023
Sheraton Denver
Downtown Hotel
Denver Colorado

PLEASE VISIT THE COLORADO UPMA FACEBOOK PAGE



2023 UPMA CO/WY Joint Chapter State Conventions
Sheraton Denver Downtown Hotel
Denver, Colorado May 5 – 6, 2023

WHO: All Colorado/Wyoming EAS (members and non-members) are invited to attend District-sponsored training sessions on **Friday, May 5, 2023** (\$25 fee covers Breakfast, Lunch and Training Materials)

May 6, 2023 will be reserved for Members/Business Meetings (\$35 fee covers Breakfast, Lunch and Training Materials for both days). **For non-members, ask us how you can attend both days!**

WHAT: Tentative training topics/speaking presentations for Friday, May 5, 2023 to include:

- District Manager, Jason McMahill
- Denver Postmaster, Trent McNeal
- CO/WY Labor Department
- AMS
- Operations
- RRECs

WHEN: Friday, May 5 & Saturday, May 6, 2023

WHERE: Sheraton Denver Downtown Hotel: 1550 Court Place, Denver, CO 80202
Room rates are \$164/night; reserve by April 7, 2023 to get the special rate using Group Name UPMA (United Postmasters & Managers of America) or by using this link: <https://book.passkey.com/e/50497041> or use this QR code:



WHY: We invite you to join us not only for the training and networking opportunities but also to learn what UPMA can do for you and your career as an EAS employee (Associate Member for Craft employees)!

Please complete and mail the bottom portion of this form along with your registration fee to:
UPMA Colorado Chapter Secretary/Treasurer Caryn Korthuis, PO Box 178, Shawnee, CO 80475
Or – Call Caryn to Venmo your registration fee – 303/929-2225
\$25 Non-Member Registration for May 5 Only; \$35 Member Registration for May 5 & May 6

Name:
Title/Office:
Home Mailing Address:
Personal Email Address:

YOUR COLORADO UPMA OFFICERS

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Postmaster Morrison
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smanfield16@gmail.com

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(legislative)
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Nancy Trautman
President for Colorado UPMA
Retirees
(719) 252-0654
Nany_g_trautman@yahoo.com

Greetings UPMA members, I hope 2023 is turning into a great year for all of you. We started off the year with a UPMA kickoff meeting and membership academy in Denver hosted by National. I really enjoyed seeing everyone that was able to attend this event. I also spent two days on the road with Tony Leonardi, State President of Florida, recruiting new members and spreading the work of what UPMA has to offer. It was very nice to be out visiting with members, I hope to do that again.

I want to remind all of you the importance of filling out the EAS carry survey located in RADAR. This is how HQ is tracking the time spent casing and delivering mail by EAS. It we want to continue to get paid for this extra time and work after April 7th it is imperative that the survey is completed. I have not heard of any of our SOM's pushing back on this so if you do have an issue please reach out.

Everyone should have received an email or two about our state convention in Denver on May 5th & 6th. Please fill out your registration form early and get it sent to Caryn. There are a limited number of hotel rooms so book yours now before they are gone. We are hoping for a big turnout this year, please spread the work and help us get folks registered. We will have a great time of networking, training and shenanigans! We will be raising money for our Scholarship fund Friday night with car races and an auction. We are still looking for some volunteers to assist us at the state convention, so please reach out if you can help.

UPMA National Convention is coming to Denver, August 26th – Sept 1st,, 2023. This is a big undertaking and we are still looking for some volunteers to help us out that week. We are busy in the midst of planning the event and will have details for you all in May. I am very excited that our State was selected to host this event and we need all hands on deck to make it a huge success.

Thank you for all you do each and every day! Together we are stronger! See you in May!

Shana Mansfield
President

Auction and Door Prizes

For the state convention remember to bring door prizes, and auction items. Please bring new items for door prizes and auction items. Remember the auction money goes to the Don Gorden UPMA Memorial Scholarship fund.

Gift cards are great items for both the door prizes and auction. We hope to see everybody at the Colorado UPMA State convention May 5-6, 2023. Make sure you sign up for the UPMA National convention this August 2023. Registration form is on page 14 in the Newsletter.

Retirees get ready to attend. It's that time again. It's time to send in registration and make plans to attend 2023 Colorado UPMA Chapter convention. It is actually Colorado/Wyoming Chapters coming together for convention. It will be held in Denver Downtown Sheraton on May 5 and 6. This year the active EAS will have training on Friday. Retirees will have a business meeting at 2 pm. We will then join with others for fun and games on Friday evening. Saturday will be UPMA business meeting.

Retirees can be of assistance in many ways. We can help with registration, selling 50/50 tickets and raising money for the scholarship. Please let me know that you will be there. I can always find you a job!

During the UPMA Retired meeting, Colorado will be electing a President and a Secretary. We will also be discussing how we can help at 2023 National convention. National convention is being held right here in Denver, Colorado at the Downtown Denver Sheraton in August. If you haven't attended a National in a while or ever, this is your opportunity. It can be lots of fun meeting with other Retired members. It can be a learning experience. Let's make this one of the best National conventions ever! I need your help and participation!!

Nancy Trautman
President for Colorado UPMA Retirees

STATE CONVENTION IS COMING UP FAST

Plan on coming to the Sheraton Denver Downtown on May 5th for a training day...ON THE CLOCK! Yes, we get a training day at our state convention again this year. It's sponsored by the District and for a \$25 fee you get breakfast, lunch and training materials. Bring a neighboring postmaster, supervisor or manager (even if they aren't a member yet) and if you get them to sign up, you'll get \$50! The Member/Business Meeting is the next day (Saturday May 6th) and if you register for both its only \$35 for breakfast, lunch and training materials for BOTH days!

If you have been reading my articles in the national magazine, then you have information on all things Denver. If you are like me, you don't spend much time there unless it's for business but there are many interesting sights to see and activities to pursue, so come to the state convention to have some fun in our state capitol. It's a preview of national.

I bet you know what I'm going to say next...WE NEED YOU TO COME! WE NEED YOU TO PARTICIPATE! This is our time to shine and show the rest of the organization what kind of managers, organizers and professionals we are individually, and as a group! You have talents to share, and we really, really need you to bring your best ideas and energy.

This organization is here to protect you, but it is also a place to learn and grow as leaders. This is your chance to check out our state and national convention in your own backyard and see what your dues are paying for!

Networking is never wasted! We all have situations that require help from somebody who has been there before us.

Judy Distel

Whew! We got through another successful peak season being short staffed and some of us if not all of us carrying mail. Remember if you are carrying mail on any day you need to go and report it in the survey so that they know what work EAS are doing on a daily basis along with our other duties. Thank you for helping your fellow Postmasters and offices during peak when we were all short staffed. Like I have always said UPMA is like a 2nd family and we are here for you to help whenever we can. The purpose of UPMA is to assist, mentor, and guide all Postmasters, Managers, Supervisors, and all other EAS professionals.

UPMA truly cares and always looks out for its members. UPMA went to bat with Headquarters to get us the 3 percent increase. UPMA gives you the knowledge and tools to succeed and grow both personally and professionally. UPMA members are just an email, text, or phone call away to help.

Now more than ever is when we need all Colorado members to come together to our State Convention in May and to also help us when we will be hosting the National Convention here in Denver August 26th thru September 1 at the Sheraton Denver Downtown Hotel. We need to show the other states how great and beautiful Colorado is and what we have to offer. You are really missing out if you have never attended a National Convention to meet and network with others across the country.

Please if you have any ideas get ahold of a member from the board to discuss. We are always open to new ideas and members to get involved. This not my organization but our organization.

On the Legislative front Postal Reform was passed and now it is time to go to Washington again to address new issues. This year's UPMA Legislative Summit is March 19 thru March 22. If you are ever interested in attending please reach out and we will get you on board. Restrictions. If you have never been to a Legislative Summit, please think hard about going to the hill to meet elected Senators and Congress members of Colorado to let them know who you are because they like to put a name to a face. You can also help us let them know of the issues the Postal Service and UPMA are facing to make changes in legislation.

We are also hoping for Legislation Social Security Fairness to pass to address and correct Government Pension Offset/Windfall Elimination Provision.

The 2023 Legislative Summit is scheduled from March 19 to 22. If you are interested in attending please let us know and you will also need to register online at www.unitedpma.org. Reserve rooms at the Hyatt Regency Crystal City at 1-800-233-1234. Use group code PSTI when making the reservation to get the rate of \$209.00 if reserved before March 1 ,2023 or until the room bock is sold out.

As always, we are here for you if you need us. Please help the new EAS and Postmasters who might need any guidance to stay out of trouble and do the right thing.

Michael Lucero
Vice President/Legislative

Colorado UPMA, I'm BACK!!

Actually I am finishing the term that Tiffany Johns is unable to finish so I will be Vice President for one year.

Colorado State Convention is going to be at the Denver Downtown Sheraton Hotel on May 5 & 6. Friday is a on the clock training day and Saturday is the business day. Please sign up to come for both days. UPMA is here for you to help you learn and to build a network of Postmasters/Managers/Supervisors/ to all help each other. The best thing I have ever learned is the need for a network of people to help each other when they have questions or issues or just need someone to talk to. Come and build your network.

UPMA National Convention will be at the same hotel August 27-September 1. If you have never been to a National Convention this would be a great 1st time to attend. Once you attend one you will realize what you have been missing. Meeting Postmasters/Managers/Supervisors from all over the country and you build a bigger network of people. You will also see the Postmaster General in person and listen to him speak of his plans for the future of the Postal Service.

Please join us for both conventions if at all possible. Also remember I am always here to answer any questions you have that I can and if I don't know the answer, I will try to get you the answer.

Joan Mallon
Vice President Training

Did you know that the Colorado chapter is offering you \$50, if you sign up a new member. YES, you read that right. We will give you a cool \$50, just to sign someone up to be a part of our great organization. The best part is that a new member doesn't have to pay any dues for first year, that's right free dues for the first year of the membership.

There are many benefits to being a member. UPMA has many good trainings on the website that pertain to working for the postal service. We will represent you if you are having an issue, being written up or worse. If you have been a member for over a year, UPMA will spend up to \$300,000 on your legal defense if you need it. All it will cost you is the first \$3000, but that's only if you get into big trouble.

One of the best benefits that I personally really like is the networking you can do with other Postmasters, Supervisors, and Managers from all over the Nation. Last year I went to my first National convention. It was a lot of fun, met many great people. Got to listen to Postmaster General Dejoy speak. Many people asked him questions, real postal questions, issues with hiring, pay raises, being forced to deliver mail, and much, much more.

This year we have the State and National convention in Denver at the Sheraton Hotel Downtown, you can literally walk right on to the 16th street mall. I am truly looking forward to both conventions. They should be a blast. If you come to the National convention, you could meet Edmond Carly, he's our UPMA president.

By the way did I mention that you could get Paid \$50 for signing up a new member? Yes \$50 for signing up a new member.

Signing up is as easy as going to the UnitedPMA.org website and it's right on the opening page, just click on the signup new member tab. Make sure they give your name as their "referred by", so you get the \$50!

John Distel

Vice President Membership

HIRING TIPS

My name is Caryn Korthuis. I am the new Secretary/Treasurer of UPMA Colorado Chapter. Some of you may know me as a Workforce Planning Specialist in CO/WY District.

Staffing is an important aspect of our day-to-day operations. I would like to share some tips on hiring.

Our hiring program works best with Microsoft products (Edge, Internet Explorer). It does not work on cell phones or tablets. Applicants should use desktop or laptop computers. They should turn off pop-up blockers and allow cookies.

Most positions are Fast Tracked, but some still require interviews and selections in eCareer. Some of those that require interviews: Postmaster Relief; Laborer Custodian; Tractor Trailer Operator; and Automotive Technician. These requisitions will be stalled until Interview Results have been submitted in eCareer. After results are submitted, offers and links to the SF85 (background screening) are sent.

Positions that are Fast Tracked will have offers sent out after applicants have tested and veteran preference has been adjudicated. Offers are sent in test score order.

The SF85 is sent at the same time job offer is sent. The applicant has three days to respond to each. They are sent reminder emails each day that they have not responded. The links are attached only to the first email. The reminder emails do not contain the links. At the end of the third day the links expire. If the applicant has accepted the offer and not responded to the SF85, they receive a "No Grade" and the application process is stalled. The Service Center will not send another link to answer the SF85 for 30 days.

The first three days after the job offer is sent is CRUCIAL. Note: The day the link is sent is counted as Day One. Example: Offer sent on Monday (doesn't matter what time); day two is Tuesday; day three is Wednesday. At midnight on Wednesday, the applicant will be rejected or receive a No Grade for Failure to Respond.

This is why you should open the Pending Fingerprint Report (Fast Track) email every day. Drill down to your office to see new job offers. Contact information for your applicants is included. Reach out to your applicants. Ask them if they have accepted the offer and completed the SF85. If the report shows that no SF85 has been sent, check to see if the applicant is a "Current" or "Prior" USPS employee. If not, contact your Workforce Planning Specialist to request an SF85 link be sent.

The background screening does not begin until the SF85 can be matched to fingerprints. This is why it is imperative that the applicant have their Live Scan fingerprints captured within five days of accepting the offer. If the gap between the SF85 answer and the Live Scan fingerprinting is more than a week, your Workforce Planning Specialist will need to contact NACI to let them know to initiate the process. If that notification doesn't happen, the background screening is stalled.

(CONT) Hiring

When GIS has completed the background screening, the results are then sent to USPIS for the NACI decision. This is where we receive many complaints about the process taking too long. The applicant has been notified from GIS that their background screening is complete. They think they have passed. They have not.

If GIS finds anything in their background (i.e., DUI, Criminal Mischief, Identity Theft, etc.), those results are then sent to USPIS for their NACI decision. This is the part of the process that takes longer.

We have had Interim NACI results returned two days after the applicant completed their SF85. We have had the results take two months. The results depend on the applicant. How long have they lived at their current address? In how many states or counties have they lived? How many names have they used (i.e., Mary Smith, Mary Elizabeth Smith, Mary Liz Smith, Mary Elizabeth Johnson (married name); Mary Liz Johnson, Mary Johnson) and at how many addresses. Every name is checked at every address, every county, and every state level.

If the NACI results for your applicant are taking too long, Workforce Planning can escalate with USPIS 30 business days (six weeks) after the GIS background screening was complete.

Reach out to your Workforce Planning Specialist with your hiring needs. They are there to help.

COLORADO UPMA LEADER AWARD

I WOULD LIKE TO NOMINATE _____ for
COLORADO LEADER OF THE YEAR. This person deserves to
be recognized because _____.

SUBMIT nomination sheet by
APRIL 15, 2023
TO: Nancy Trautman
887 S Indian Bend Drive
Pueblo West, CO 81007

COLORADO CHAPTER UPMA

Don Gorden UPMA Memorial Scholarship

In honor of Don Gorden for his selfless service to our organization and Judy Gorden who carried on his legacy of commitment and generosity.

7996 S Kittredge St
Englewood, CO 80112



Dear Scholarship Applicant,

Enclosed is the application you requested for the UPMA Scholarship, administered by the Colorado Chapter of the United Postmasters and Managers of America. These scholarships are funded by donations of the member Postmasters and Managers as an incentive for graduating high school seniors and current college enrollees to continue their education while acknowledging the academic achievement, citizenship, extracurricular activities, community service, and work experience of each applicant.

Scholarship applications must have a parent, grandparent or legal guardian who is a UPMA member. Applicants must be graduating high school seniors, or currently enrolled in postsecondary school.

Scholarship application packets must contain the following:

1. Completed application form, including personal statement (essay).
2. One letter of recommendation, preferably from a teacher, counselor, administrator, youth leader, or supervisor.
a copy of a current official high school or college transcript indicating GPA
3. All materials must be mailed in one packet to the Scholarship Committee, at the above address.

Applications will not be considered unless all eligibility requirements are met.

Late, incomplete applications, or faxed applications will not be accepted for consideration.

Applications deadline: Postmarked April 1st, 2023.

Three UPMA scholarships will be awarded. Recipients will be notified by May 1st.

Scholarships will be awarded upon verifications of student enrollment in an accredited college, university, or trade/vocational school, not just admitted. Verification of enrollment instructions will be included in the award letter.

COLORADO CHAPTER UPMA



Scholarship Committee
7996 S Kittredge St
Englewood, CO 80112

SCHOLARSHIP APPLICATION FORM - PART I

Applicant Name _____ Social Security # _____

Address _____ Phone # _____

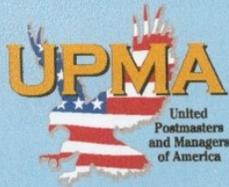
UPMA Member _____ Relationship _____

College you will be attending _____

Address _____

List your activities and accomplishments including offices held, awards received, community service and work experience.

You may use a 2nd sheet if necessary, do not attach resumes.



DENVER COLORADO

7th UPMA National Convention

Aug. 26-Sept. 1, 2023

Official Registration Form

Registration also available at www.unitedpma.org

Register on-site in St. Louis and save!

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

First Name: _____ Last Name: _____

Title:

- Postmaster/OIC
- Supervisor
- Manager
- EAS Professional
- Associate
- UPMA Retired
- Spouse
- Guest

First Name (for your badge): _____

Post Office You Represent City: _____ State: _____

Your Mailing Address: _____

City: _____ State: _____ ZIP+4 _____

Cell Phone: _____

E-mail: _____

Active First-Timer?

Yes No

UPMA Retired First-Timer?

Yes No

Convention Registration (only one person per form):

Please circle the appropriate fee:

	8/23/22-8/25/22	8/26/22-3/31/23	4/1/23-6/30/23	After 6/30/23
Postmaster/Manager/Supervisor/Associate/OIC/EAS Professional	\$ 50	\$165	\$200	\$250
Daily registration is available at \$75/day.				
First-Timer*—Active	\$35	\$95	\$95	\$95
UPMA Retired or Guest* (UPMA Retired Luncheon included)	\$122.50	\$133.75	\$160	\$197.50
Auxiliary/Spouse/Postmaster Guest (Does NOT include UPMA Retired Luncheon)	\$140	\$155	\$190	\$245

Children (17 and under) \$80; includes child's meal at the Grand Banquet.

*First-timers must pay their registration fee in advance using this form; online registration not available. After attending the convention, they must submit a form to the National Office to be reimbursed.

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

Grand Banquet: Aug. 31, 2023

Children (17 and under) \$80; includes child's meal at the Grand Banquet.

*First-timers must pay their registration fee in advance using this form; online registration not available. After attending the convention, they must submit a form to the National Office to be reimbursed.

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

Grand Banquet: Aug. 31, 2023

Payment Information

Convention Fee: \$ _____

_____ Additional tickets for UPMA Retired Luncheon @ \$35 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. 3, 2022. 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 July 24, 2023.** 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 24, 2023, or all rooms in the block are sold, whichever comes first. The group rate is available five days pre- and post convention based on availability.

Sheraton Denver Downtown Hotel
1-888-627-8405

\$159—single/double/triple/quad

Be sure to request the UPMA group code: UPMA 2023

Registration Cancellation Refund Policy

Requests for cancellation refunds must be made in writing to the UPMA National Office. Requests must be postmarked by June 1, 2023; no refunds after that date. All refunds are subject to a \$40 handling fee.

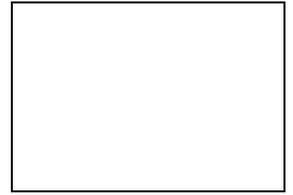
Registrations are non-transferable.

**Questions?
Call 703-683-9027**



I would like to say goodbye to a great guy Steven Steinbaum he passed this month. He was a retired Postmaster from the NY UPMA Chapter. I roomed with Steve at some of our UPMA National Conventions.

UPMA
Colorado Chapter
P O Box 178
Shawnee, CO 80475-0178
Address Service Requested



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Some more pictures from State and National Convention

