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VICE PRESIDENT
DELIVERY AND POST OFFICE OPERATIONS

UNITED STATES POSTAL SERVICE

April 6, 2012

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Redundant Reports/Logs

As you know, the Postal Service and our management associations, the National Association of Postal Supervisors, the National Association of Postmasters of the United States, and the National League of Postmasters of the United States, have been in discussion over the last few years regarding the associations' concerns that field management, at times, requires time-consuming and unnecessary reports and logs. The associations note that this happens even when necessary information is already available, or when the additional reports do not contribute toward improving operations, service, or efficiency.

We have been addressing concerns about such reports/logs by receiving inquiries at headquarters and contacting area and district level management to evaluate the reasons and possible needs for these tools. While we have had success in reducing redundant and unnecessary reports, this is not the most efficient or effective way to address this concern.

Leaders at the area and district levels and lead field representatives of our management associations are best situated to discuss and determine whether a report or log used locally contributes toward performance improvement and increased efficiency.

To that end, district level management should meet with lead local representatives of our management associations when there are concerns about whether any local reporting, logging, or tracking tool contributes meaningfully toward our performance and efficiency goals, or is redundant and unnecessary. We should anticipate that most, if not all related concerns will be worked out locally or if necessary, at the area level.

Please take steps to implement this approach in your respective areas.

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