



# National Postal Mail Handlers Union

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March 25, 2022

To: Local Presidents  
Regional Directors/Representatives  
National Executive Board

From: Paul Hogrogian, National President *PVH*  
Michael Hora, National Secretary-Treasurer *MJH*  
Teresa Harmon, Manager, Contract Administration *TH*

Re: Memorandum of Understanding – Extension - COVID-19 Test Kit Fulfillment Pilot

As you know the USPS has contracted with the Biden administration to deliver 500 million COVID-19 Test Kits. To facilitate the federal government's efforts to deliver at-home COVID-19 test kits to American households, the Postal Service has established 43 fulfillment centers. As part of the contract, the 500 million Test Kits will be packed and labeled in those 43 facilities, which are identified as fulfillment centers.

The NPMHU and USPS negotiated a Memorandum of Understanding which established guidelines regarding the staffing of the fulfillment centers earlier this year. The parties previously agreed to extend the exception period for the hiring and continued employment of MHAs in excess of the 24.5% installation cap (up to the number listed in the agreement) in the identified installations. The MHAs, that were identified as being utilized for the pilot, were to be used solely for the purpose of performing the work of the pilot except for a three-week implementation period which began on January 1, 2022. The duration of the pilot was seventy-five days from January 12, 2022, which is March 27, 2022, unless extended by mutual agreement of the parties.

The parties have agreed to extend the COVID-19 Test Kit Fulfillment Pilot for an additional 60 days from March 28, 2022. In addition, the parties have agreed that the non-COVID related MHAs maintained above the cap in the locations identified on the attached list may also be used in other operations at the PSA, annex or host facility.

This pilot provides Mail Handlers with the opportunity to perform an essential Public Health Service to the American Public in our battle against the coronavirus pandemic. Mail Handlers are proud to be a part of these critical efforts.

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**Please find enclosed a copy of this MOU, which was signed today.**

**If you have any questions, please contact the National Contract Administrative Department.**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL POSTAL MAIL HANDLERS UNION,  
A DIVISION OF LIUNA, AFL-CIO**

**Re: Extension - COVID-19 Test Kit Fulfillment Pilot**

The parties agree to extend the COVID-19 Test Kit Fulfillment Pilot as follows:

1. The Postal Service will continue fulfillment centers in the facilities as identified on the attached table, to include workspace for kitting (i.e., packing) and labeling packages of at-home COVID-19 test kits. Mail Handler employees will support the fulfillment and processing of such test kit packages by loading and unloading containers, staging materials into appropriate lanes for label and kitting operations, dispatching mail from the label and kitting operation as needed, obtaining and moving equipment for use in the operation, replenishing kitting and labeling supplies as needed, and other additional duties as assigned. The National Postal Mail Handlers Union does not agree that the kitting (i.e. packing) and labeling functions are solely clerk craft operations and reserves the right to challenge the future assignment of any kitting or labeling work beyond this limited pilot.
2. For the duration of the pilot, the parties agree to extend the exception period for the hiring and continued employment of Mail Handler Assistants (MHAs) in excess of the 24.5 percent installation cap in the locations set forth in the attached table. The Postal Service will be permitted to retain or rehire by relative standing MHAs who were let go due to lack of work (i.e., MHAs hired for reasons unrelated to COVID-19) above the installation cap and/or hire additional MHAs up to the amount set forth in the table for each location for the duration of the pilot.
3. Non-COVID-related MHAs maintained above the caps in the locations on the attached table may be used in other operations at the PSA or Annex or the host facility if no work is available in the test location. If used for performing the work of the pilot (i.e., the processing and fulfillment of at-home COVID-19 test kits), a specific operation number will be designated for this pilot and all employees assigned to the pilot will utilize the operation number when performing this work.
4. The Postal Service will supply the Union at the installation level with a list of all MHAs designated for performing work in the COVID-19 Test Kit Fulfillment Pilot.
5. All non-COVID-related MHAs maintained above the installation caps in the locations on the attached table will not be scheduled to work after the conclusion of the pilot and will be separated no later than the first full pay period following the conclusion of the pilot unless retained in accordance with the National Agreement. All separations of MHAs in accordance with this MOU will be done pursuant to the National Agreement.
6. Full-time career Mail Handlers assigned or detailed to PSAs or Annexes designated as part of this pilot and who are on the Overtime Desired List will be afforded maximum overtime opportunities (up to 12 hours per day and seven days per week) for the duration of the pilot. If additional resources are needed, volunteers will be solicited from qualified and available Mail Handlers in the same installation and selected by seniority.
7. Career Mail Handlers assigned or detailed to a PSA or Annex designated as part of the pilot will be given preference for all Mail Handler higher level assignments on a senior qualified basis.

8. MHAs hired in excess of the 24.5 percent installation cap for COVID-related reasons are covered under a separate MOU.
9. The extension of the pilot will be 60 days from March 28, 2022 (May 27, 2022), unless extended by mutual agreement. The Postal Service reserves the right to terminate the pilot prior to the conclusion of the 60-day extension period.

The parties agree to further discussion on issues concerning this new work pilot as it evolves, including issues related to the distribution of overtime.



**Thomas J. Blum**  
Vice President, Labor Relations (A)  
United States Postal Service



**Paul V. Hogrogian**  
President  
National Postal Mail Handlers Union,  
A Division of LIUNA, AFL-CIO

**Date: March 24, 2022**

Region	Division	Parent Facility Name	Fulfillment Facility	MHAs
EASTERN	CHESAPEAKE	BALTIMORE MD P&DC	Baltimore MD PSA	24
EASTERN	CHESAPEAKE	HARRISBURG PA P&DC	Harrisburg PA PSA	25
EASTERN	GULF ATLANTIC	YBOR CITY FL P&DC	Ybor City FL PSA	17
EASTERN	GULF ATLANTIC	SEMINOLE FL P&DC	Seminole FL PSA	64
WESTERN	LAKESHORES	BIRMINGHAM AL P&DC	Birmingham AL PSA	0
WESTERN	LAKESHORES	CINCINNATI NDC	Cincinnati OH PSA	77
WESTERN	MIDWEST	GRAND RAPIDS MI P&DC	Grand Rapids MI PSA	11
WESTERN	MIDWEST	KCKS NDC	Kansas City MO PSA	24
WESTERN	MIDWEST	DES MOINES NDC	Des Moines IA PSA	19
EASTERN	NEW ENGLAND	SPRINGFIELD NDC	Springfield MA NDC PSA	29
WESTERN	PACIFIC NW	SACRAMENTO CA P&DC	Stockton CA EEPA	54
EASTERN	S ATLANTIC	GREENSBORO NDC	Greensboro NC PSA	9
EASTERN	S ATLANTIC	RALEIGH NC P&DC	Raleigh NC P&DC EPA	13
EASTERN	SOUTHEAST	MEMPHIS NDC	Memphis TN PSA	8
EASTERN	SOUTHEAST	GREENVILLE SC P&DC	Greenville SC P&DC EPA	35
WESTERN	SOUTHERN CAL	ML SELLERS CA P&DC	ML Sellers CA P&DC	15
EASTERN	SOUTHWEST	FT WORTH TX P&DC	Fort Worth TX P&DC PSA	30
EASTERN	NY METRO	NEW JERSEY NDC	New Jersey NJ PSA	37
EASTERN	SOUTHWEST	N HOUSTON TX P&DC	N. Houston TX PSA	40
WESTERN	WESTERN	LAS VEGAS NV P&DC	Las Vegas NV PSA	21
EASTERN	SOUTHWEST	DALLAS NDC	Dallas TX NDC PSA	28
WESTERN	SOUTHERN CAL	INDUSTRY CA P&DC	Industry CA P&DC PSA	27
EASTERN	SOUTHEAST	ATLANTA NDC	Atlanta GA NDC PSA	36
EASTERN	CHESAPEAKE	WASHINGTON NDC	Washington DC NDC PSA	30
EASTERN	CHESAPEAKE	PHILADELPHIA NDC	Philadelphia PA NDC PSA	21
WESTERN	SOUTHERN CAL	SAN BERNARDINO CA P&DC	San Bernardino CA P&DC EPA	30
WESTERN	MIDWEST	ST LOUIS NDC	St. Louis MO PSA	35
EASTERN	S ATLANTIC	RICHMOND VA P&DC	Richmond VA P&DC EPA	38
WESTERN	LAKESHORES	DETROIT NDC	Detroit MI PSA	31
EASTERN	NEW ENGLAND	BOSTON MA P&DC	Boston MA PSA	16
EASTERN	GULF ATLANTIC	ROYAL PALM FL P&DC	Royal Palm FL PSA	20
WESTERN	LAKESHORES	CLEVELAND OH P&DC	Cleveland OH PSA	29
EASTERN	GULF ATLANTIC	JACKSONVILLE NDC	Jacksonville FL PSA	42
EASTERN	S ATLANTIC	MID CAROLINA NC P&DC	Mid-Carolina NC PSA	14
WESTERN	WESTERN	WEST VALLEY AZ P&DC	West Valley AZ PSA	30
EASTERN	SOUTHWEST	SAN ANTONIO TX P&DC	San Antonio TX PSA	12
WESTERN	PACIFIC NW	SEATTLE NDC	Seattle WA PSA	11
WESTERN	MIDWEST	MINN-SAINT PAUL NDC	Minneapolis MN PSA	27
WESTERN	WESTSHORES	INDIANAPOLIS IN P&DC	Indianapolis IN PSA	31
WESTERN	WESTERN	DENVER NDC	Denver CO PSA	24
EASTERN	SOUTHEAST	NASHVILLE TN P&DC	Nashville TN PSA	4
WESTERN	WESTSHORES	BUSSE IL P&DC	Chicago IL PSA	81
EASTERN	CHESAPEAKE	PENNWOOD PLACE PA P&DC	Pittsburgh PA PSA	33