

**Memorandum of Understanding for Detail between the
General Services Administration and the United States
Postal Service**

**Non-Reimbursable Detail
Base Agreement**

The General Services Administration (GSA) and the United States Postal Service (USPS) hereby enter into an agreement for the temporary detail of **Ethan Shaotran** from the Office of the Administrator at the GSA to the Office of the Postmaster General at the USPS. This detail shall be made in accordance with the provisions set forth herein.

1. PURPOSE

This Memorandum of Understanding (MOU) outlines the agreement for Ethan Shaotran to participate in a detail to USPS for the purpose of assisting USPS in increasing operational efficiency and reducing cost of performance, consistent with the Postal Service's obligations under title 39, United States Code, to provide prompt, reliable, and efficient universal postal services to the American people in a financially sustainable manner. Achieving these goals is consistent with Administration policy, including as set forth in the President's Executive Order, "Establishing and Implementing the President's Department of Government Efficiency," dated January 20, 2025.

2. SCOPE OF WORK/ASSIGNMENT

Ethan Shaotran is a Special Government Employee and will be detailed from his present position as an Advisor with the Office of the Administrator at the GSA to an Advisor with the Office of the Postmaster General at USPS.

A. Duties and Responsibilities of the Detailee

The Detailee's duties and responsibilities at USPS are to support the Postmaster General with the assessment and enhancement of internal processes and operational procedures, specifically, focusing on identifying inefficiencies and areas for improvement and ensuring that the administrative and programmatic functions align with best practices for effectiveness and accountability, consistent with title 39, United States Code.

B. Goals of the Detail Assignment:

The purpose of this role is to provide USPS with experienced engineering assistance by contributing specialized skills across various agency projects to achieve operational efficiency and enable financial sustainability. The Detailee will contribute to USPS tasks as assigned. The incumbent will as assigned work with USPS leadership and leadership across the Government to achieve these objectives.

C. Controls over Work

The Detailee will report to the Postmaster General, who is designated as Chief Executive Officer of USPS, exercising the powers delegated by the USPS Board of Governors (39 U.S.C. §§ 203, 402; 39 C.F.R. § 1.2) for the duration of this assignment.

3. DURATION, EXTENSION, AND TERMINATION OF ASSIGNMENT

A. This assignment is for work not to exceed 130 days in a 365-day period (excluding federal holidays) from the Detailee's start date with GSA. Upon execution of the MOU, USPS will

begin the security clearance process, and the Detailee will receive a "Start Date of Assignment" once clearance is received.

- B. This agreement will remain in effect for a period of 90 days from the "Start Date of Assignment," but may be amended, extended, or terminated by mutual written and signed consent of both parties, with reasonable notice to the Detailee. The desire for such activity by either GSA or USPS shall be declared in writing at least one month (30 calendar days) in advance of the effective date for such action, unless good cause exists for immediate termination.
- C. An extension must be documented as a written and signed amendment to this agreement and personnel action, as appropriate.
- D. At the conclusion of the detail, the Detailee will return to the position of record with GSA.
- E. The work week and hours of duty will be determined by USPS, subject to applicable USPS policies.

4. LEGAL AUTHORITY

The services provided by USPS under this MOU are authorized by 39 U.S.C. § 411 and 39 C.F.R. § 259.1. The services provided by GSA under this MOU are authorized by 31 U.S.C. § 1535 and Presidential Executive Orders.

5. REIMBURSEMENT PROVISIONS:

The Detailee is working for GSA under a gratuitous services agreement. As a result, GSA is not incurring any costs and USPS will not be required to provide any reimbursement.

6. RULES, REGULATIONS, AND POLICIES:

- A. The Federal Tort Claims Act and any other Federal tort liability statutes shall apply to the Detailee.
- B. The rules and policies that govern the internal operation and management of USPS are applicable to the Detailee.
- C. Records Schedule. The Detailee agrees to abide by all USPS policies concerning access to the Postal Service network, information systems, and data, and to preserve information worked on for the USPS in accordance with applicable USPS policies.
- D. Unauthorized disclosure of information. GSA and USPS agree that the Detailee will not disclose to GSA or otherwise outside of USPS non-public information pertaining to USPS (including, but not limited to, information subject to 39 U.S.C. § 410(c)) without prior approval from USPS. Such information, if authorized for disclosure by USPS, must continue to be marked and treated in accordance with any relevant USPS marking or handling requirements. If the Detailee improperly discloses non-public information, the GSA agrees to pursue appropriate steps, and the USPS shall have the right to immediately terminate this agreement. These provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by applicable law relating to (1) classified information, (2) the reporting to the Postal Service Inspector General of a violation of any law, rule or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (3) any other whistleblower protection under Postal Service policies. These definitions, requirements, obligations, rights, sanctions, and liabilities created by applicable law are incorporated into this agreement and are controlling.

- E. Should travel be undertaken by Detailee on behalf of the USPS during the detail, the Detailee will be reimbursed in accordance with Postal Service travel policies.

7. ETHICS

The Detailee continues to be subject to the Federal statutory and regulatory provisions that govern ethical and other standards of conduct, conflicts of interest, and limitations on political activity (including 18 U.S.C. §§ 203, 205, 207, and 208, and 5 C.F.R. Parts 2635, and 5 U.S.C. §§ 7321 - 7326, 5 C.F.R. Part 733, and 5 C.F.R. Part 734).

For details in excess of 30 calendar days, the Detailee will be subject to any of USPS's applicable supplemental agency regulations rather than to any supplemental agency regulations of his or her employing agency. USPS will provide any necessary ethics training or guidance related to its supplemental agency regulations.

GSA will ensure that USPS's ethics officials are routinely provided with access to relevant information in the Detailee's financial disclosure report (if required to file). GSA ethics officials may also need to facilitate coordination with USPS's ethics officials to appropriately advise the Detailee of his or her ethics requirements.

GSA will continue to provide the Detailee with required ethics training.

Consistent with the implementing regulations of 5 C.F.R. part 2634, the Detailee should continue to file his/her required financial disclosure reports with GSA while on a detail.

8. SECURITY CLEARANCE:

The commencement of the detail is contingent upon the Detailee's successful adjudication and receipt of any necessary security clearances and other pre-employment screening required by USPS. If the Detailee is unable to obtain the required level of access prior to the detail or her access is suspended or revoked for any reason during the detail, USPS retains the right to immediately terminate the detail. GSA is not obligated to provide a replacement.

9. LOCATION OF WORK ASSIGNMENT:

The Detailee's work location shall be the: *475 L'Enfant Plaza SW, Washington, DC 20260*

10. CONTACTS:

Gaining Supervisor: Louis DeJoy, United States Postmaster General

Home Agency Supervisor: Stephen Ehikian, Acting Administrator, GSA

11. SIGNATURES:

RYAN LEPPERT

Digitally signed by RYAN
LEPPERT
Date: 2025.03.11 14:18:13
-04'00'

Ryan H. Leppert White
House Liaison
U.S. General Services Administration

Date

(b) (6)

3-12-25

Louis DeJoy
Postmaster General
United States Postal Service