

Field Organizational Changes September 2013

□ **Agenda**

- **Upcoming Organizational Changes**
- **Staffing Changes/Impacts**
- **Integrated Organizational Change Process Timeline with Limited Area of Consideration (LAC) Postings**
- **Specific Questions and Answers**
- **Policy and Guidance for PCES Positions and Impacts (Compensation)**
- **Next Steps**
- **Open for Comment and Questions**

❑ **Organizational Changes:**

- **Plant Re-ranking & Standardized Staffing Criteria**
- **Network Optimization Phase 2 & Plant Consolidations/Closings**
- **Network Distribution Center Staffing Changes**
- **Mail Flow Controller Workload Transition from EAS to APWU craft**
- **International Service Centers (ISC) Re-ranking**
- **International Air Mail Records Unit consolidation**
- **Time and Attendance Clerks – centralizing workload to Eagan ASC**
- **Non-maintenance capable offices with potential EAS maintenance impacts**
- **Function 4 (SCS / MCS) - unearned positions / staffing over complement**

Plant Re-rankings

- Evaluated and ranked the P&DC's, P&DF's, & L&DC's
- Introduced standardized complement within a specific level
- Updated the staffing criteria for Mail Processing, In-plant, Transportation, and Maintenance functions
- Modified the current job descriptions & operational requirements for several jobs

- **Minimum P&DC Criteria established based on volume and minimum equipment inventory**

- **Facilities that do not meet the minimum P&DC requirement are classified as:**
 - **Annex (Within 100 mi. of host plant)**
 - **Mail Processing Facility (Greater than 100 mi. of host plant)**

- **Sites were ranked in 7 categories:**

1) Major	4) Level 3	7) EAS-24
2) Level 1	5) Level 4	
3) Level 2	6) EAS-25	

Rankings have been based on a weighted calculation of the following mail processing factors:

- 1) Volumes (TPH minus 919 & FSS volumes)
- 2) Total 5 Digits Serviced (Destinating Sorts only)
- 3) Total Possible Deliveries (Destinating Sorts for Piece Distribution)
- 4) Equipment Set (Weighted by Staffing Levels and Machine Average Run Times)
- 5) Facility Complexity (Product Variety, ASF, STC, Annex, THS, Off-Shore, Number of Operational Floors, FSS, People per Square Mile, and Senior Plant Complexity)

Weighted Factor	Weight (%)
Volume	30
5 Digit Zip Codes	10
Possible Deliveries	10
Equipment	20
Complexity	30

Standardized job titles

- Titles indicating facility type eliminated
- Plant Manager and Senior Plant Manager titles used going forward

Plant Manager Jobs	Grade
PLANT MANAGER (MAJOR)	PCES-01
SR PLANT MANAGER (1)	PCES-01
PLANT MANAGER (1)	PCES-01
SR PLANT MANAGER (2)	PCES-01
PLANT MANAGER (2)	PCES-01
SR PLANT MANAGER (3)	PCES-01
PLANT MANAGER (3)	PCES-01
SR PLANT MANAGER (4)	PCES-01
PLANT MANAGER (4)	PCES-01
PLANT MANAGER (EAS-25)	EAS-25
PLANT MANAGER (EAS-24)	EAS-24
MGR, MAIL PROCESSING OPERATIONS***	EAS-18 thru 23

***Authorized at Mail Processing Facilities (greater than 100 miles of host plant)

New Job	Grade
SR PLANT MANAGER (4)	PCES-01
Eliminated Jobs	
PLANT MANAGER (METRO)	PCES-01
MGR, AIRPORT MAIL CENTER	PCES-01
MGR, AIRPORT MAIL CENTER	EAS-24
MGR, INDEP DELIVERY DISTRIBUTION CTR	EAS-24
MGR, LOGISTICS AND DISTRIBUTION CTR	EAS-24
MGR, PROCESSING/DISTRIBUTION FCLTY	EAS-24
MGR, AIRPORT MAIL CENTER	EAS-22
MGR, AIRPORT MAIL FACILITY	EAS-22
MGR, INDEP DLY DSTR CTR (E)	EAS-22
MGR, LOGISTICS AND DISTRIBUTION CTR	EAS-22
MGR, PROCESSING/DISTRIBUTION FCLTY	EAS-22
MGR, AIRPORT MAIL CENTER	EAS-21
MGR, AIRPORT MAIL FACILITY	EAS-21
MGR, PROCESSING/DISTRIBUTION FCLTY	EAS-21
MGR, PROCESSING/DISTRIBUTION FCLTY	EAS-18

***ADMINISTRATIVE ASSISTANT (FLD) EAS-12:** authorized in all plants ranked EAS-25 or higher.

Standardized staffing complement

- MIPS tied to plant level
- The OSS and OIE complement is based on an average calculation for all facilities within the same ranking category determined by volume and product variety.

New Level	MIPS 21	MIPS 23	MIPS 25	OIE 21	OIE 23	OSS 17	OSS 20	Total IPS
MPF	-	-	-	-	-	1	-	1
EAS 24	-	-	-	-	-	2	-	2
EAS 25	1	-	-	1	-	2	-	4
Level 4	-	1	-	2	-	2	1	6
Level 3	-	1	-	2	-	3	1	7
Level 2	-	-	1	2	1	4	1	9
Level 1	-	-	1	3	1	5	2	12
Major	-	-	1	3	1	5	2	12

Eliminated Jobs	Grade
OPERATIONS INDUSTRIAL ENGINEER	EAS-22
MGR, IN-PLANT SUPPORT	EAS-19
OPERATIONS SUPPORT SPECIALIST	EAS-18
OPERATIONS SUPPORT SPECIALIST	EAS-15

Transportation Manager Levels tied to plant level:

Levels	TANS MGR 23	TANS MGR 21	TANS MGR 20	TANS MGR 18*
EAS-24	-	-	-	1
EAS-25	-	-	-	1
Level 4	-	-	1	-
Level 3	-	1	-	-
Level 2	-	1	-	-
Level 1	1	-	-	-
Major	1	-	-	-

*Only EAS Facilities that earn at least one Network Specialist and one STO will be allocated a TANS Mgr 18.

Supervisor, Transportation Operations (EAS-17)

- Based on craft count by facility (1:25 ratio)
- Ratio is based on on-rolls TTOs, MVOs, PSE TTOs, and PSE MVOs
- Exception: Facilities with at least 10 PVS drivers will receive 1 STO

Network Specialist (EAS-17)

- Replaces EAS-16 and EAS-18 Network Specialist positions
- Based on 5 weighted criteria:
 - Number of HCRs Administered (50%)
 - Number of HCR Trips (15%)
 - \$ Value of HCR Contracts (5%)
 - MTE Standing Orders/Mailers (25%)
 - Air Networks (5%)

New Jobs	Grade
NETWORKS SPECIALIST	EAS-17

Eliminated Jobs	Grade
LOGISTICS AND DISTRIBUTION SPECIALIST	EAS-21
LOGISTICS AND DISTRIBUTION SPECIALIST	EAS-19
LOGISTICS AND DISTRIBUTION SPECIALIST	EAS-17
MGR, PVS OPERATIONS	EAS-19
NETWORKS SPECIALIST	EAS-18
NETWORKS SPECIALIST	EAS-16

Manager, Maintenance Criteria

- Tied to eWHEP authorized maintenance craft complement
- Directly correlated to the size and complexity of maintenance operation
- “LEAD” Manager title used only in the district senior plants

Plant Maintenance Staffing

Number of authorized craft employees	MM 19	MM 21	MM 22	MM 23	MM 24	MM 25	MMO 20	MMO 21	MMO 22	MMO 23	MES 19	MMOS 19	MMOS 20	SMOS 17	Total MNT
<= 27	1														1
28 - 51	1													1	2
52 - 75		1										1			2
76 - 116			1				1				1	1			4
117 - 156				1				2			1	1			5
157 - 196					1				3		1		1		6
197 - 296						1				3	1		1		6
> 297						1				4	1		1	1	8

*MFMO ~ (1) authorized in District Senior facility

*MMES ~ (1) authorized in District Senior facility

New Jobs	Grade
MGR MAINTENANCE OPERATIONS	EAS-20
MGR MAINTENANCE OPERATIONS	EAS-22
MGR MAINTENANCE (LEAD)	EAS-23
MGR MAINTENANCE	EAS-23

Eliminated Jobs	Grade
MGR MAINTENANCE	EAS-17
MGR MAINTENANCE	EAS-18
MGR MAINTENANCE OPERATIONS	EAS-18
MGR MAINTENANCE OPERATIONS	EAS-19

Manager, Maintenance Operations (MMO)

- MMO staffing is a function of authorized craft complement
- Each authorized position is two levels lower than the Manager, Maintenance

Supervisor, Maintenance Operations (SMO), EAS-17

- Positions are based on authorized craft complement
- LDC 39 positions are not included in the calculation

Supervisor, Maintenance Operations Support (SMOS), EAS-17

- 28 - 51 authorized craft positions (Career/non-career in LDCs 36, 37, 38 and 39)
- Or, in addition to MMOS when craft count > or = 297

Manager, Maintenance Operations Support (MMOS)

- Position authorization based upon authorized craft complement
- Career/non-career in LDCs 36, 37, 38 and 39
- EAS-19: 52 - 156 authorized craft positions
- EAS-20: 157 or more authorized craft positions

Maintenance Engineering Specialist (MES), EAS-19

- 76 or more authorized craft positions

Manager, Field Maintenance Operations (MFMO), EAS-19

- One position per district authorized at the senior plant

Manager, Maintenance Engineering Support (MMES), EAS-20

- One position per district authorized at the senior plant

Standardized staffing complement

- MDO's and SDO's based on craft on-roll counts and existing 1:22 / 1:25 ratios
- At least 3 MDO's at each facility to provide coverage on all tours
- MDO Levels now tied to rules to provide more consistency

Senior MDO's

- Major plants will be allocated one Lead Sr Mgr, Distribution Operations, EAS-26
- All other senior plants will be allocated one Sr Mgr, Distribution Operations, EAS-25

The spread of MDO's at plants will follow rules based upon two factors – the number of MDO positions authorized and the level of the plant.

(1) If number of MDO's authorized is equal to 5 or fewer, facility level determines the mix of MDO positions. The numbers in the following chart represent the *maximum* number of positions allowed per level.

Facility Level	MDO-19	MDO-20	MDO-22	MDO-24
EAS-24	5	-	-	-
EAS-25	4	1	-	-
Level 4	2	2	1	-
Level 3	-	2	3	-
Level 2	-	2	2	1
Level 1	-	1	2	2
Major	-	1	2	2

(2) If the total number of MDO positions authorized is greater than 5, use the following chart to determine the mix. This represents the actual number to be authorized per level.

# MDO Auth	MDO-19	MDO-20	MDO-22	MDO-24
6	-	2	2	2
7	-	2	2	3
8	-	2	3	3
9	-	3	3	3
10	-	3	3	4
11	-	3	4	4
12	-	4	4	4

Network Optimization – Phase 2 and Plant Consolidations / Closings

- **Network Optimization Phase 2 and Site Consolidations/Closings**
 - **Ranked 197 Plants**
 - **29 sites scheduled for consolidation or closing in June and September 2013**
 - **Processing & Distribution Centers**
 - **Processing & Distribution Facilities**
 - **Post Offices (Mail Processing Operations only)**

Network Distribution Center Staffing Changes

- Create consistency and standardization of staffing across all mail processing facilities—including NDCs, International Service Centers, and Processing and Distribution Plants
- Update the staffing criteria for Mail Processing, In-plant, Transportation, and Maintenance functions
- Modifying the current job descriptions & operational requirements for several jobs

- NDCs were re-ranked in 2012 based on a weighted calculation of the following mail processing factors:
 - 1) Proposed Volumes (Total Pieces Handled minus piece counts)
 - 2) Total 5 Digits Serviced (Destinating Sorts only)
 - 3) Equipment Set (Weighted by Staffing Levels)
 - 4) Facility Complexity (Operational Variety, Tier Support, # Surface Transfer Center Trips index, Piece Distribution Volume index, Auxiliary Service Facility, Flat Sequencing System, International Operations)

Weighted Factor	Weight (%)
Volume	30
5 Digit Zip Codes	10
Equipment	30
Complexity	30

- NDC criteria established based on volume and minimum equipment inventory
- Below are the current NDC rankings (3 categories) with no changes from 2012

NETWORK DISTRIBUTION CENTER (1)		
	NEW JERSEY NDC	
	SPRINGFIELD NDC	
NETWORK DISTRIBUTION CENTER (2)		
	GREENSBORO NDC	LOS ANGELES NDC
	WASHINGTON NDC	DALLAS NDC
	CINCINNATI NDC	JACKSONVILLE NDC
	MEMPHIS NDC	DENVER NDC
	PHILADELPHIA NDC	DES MOINES NDC
	PITTSBURGH NDC	MINN-SAINT PAUL NDC
	CHICAGO NDC	SEATTLE NDC
NETWORK DISTRIBUTION CENTER (3)		
	ATLANTA NDC	
	DETROIT NDC	
	ST LOUIS NDC	
	SAN FRANCISCO NDC	
	KCKS NDC	

Standardized staffing complement

- Manager, In-Plant Support tied to plant level
- The Operations Support Specialist and Operations Industrial Engineer complement is based on volume and product variety

<i>Final Authorizations</i>							
NDC Level	MIPS 25	MIPS 23	OIE 23	OIE 21	OSS 20	OSS 18	TOTAL
NDC (1)	1	-	1	3	2	4	11
NDC (2)	1	-	1	2	1	3	8
NDC (3)	-	1	-	2	1	2	6
<i>Previous Authorizations</i>							
NDC Level	MIPS 25	MIPS 24	OIE 23	OIE 21	OSS 20	OSS 18	TOTAL
NDC (1)	1	-	1	3	2	4	11
NDC (2)	-	1	1	2	1	3	8
NDC (3)	-	1	-	2	1	2	6

Standardized staffing complement

- Transportation/Networks Manager Levels tied to plant level
- Supervisor, Transportation Operations (EAS-17)
 - Based on craft count by facility (1:19 ratio)
 - Ratio is based on on-rolls TTOs, MVOs, PSE TTOs, and PSE MVOs
 - Exception: Facilities with at least 10 PVS drivers will receive 1 STO
- Network Specialist, EAS-17 based on workload criteria
 - Based on 5 criteria: Number of HCRs Administered (50%), Number of HCR Trips (15%), \$ Value of HCR Contracts (5%), MTE Standing Orders/Mailers (25%), Air Networks (5%)

<i>New Authorizations</i>		
NDC Level	TANS MGR 23	TANS MGR 21
NDC (1)	1	-
NDC (2)	-	1
NDC (3)	-	1
<i>Previous Authorizations</i>		
NDC Level	TANS MGR 23	TANS MGR 21
NDC (1)	1	-
NDC (2)	1	-
NDC (3)	-	1

Standardized staffing complement

- SDO's and MDO's based on craft on-roll counts and existing criteria using 1:22 / 1:25 ratios
- At least 3 MDO's at each facility to provide coverage on all tours
- MDO Levels now tied to rules to provide more consistency

The rules are based upon two factors – the number of MDO positions authorized and the level of the plant.

(1) If number of MDO's authorized is equal to 5 or fewer, facility level determines the mix of MDO positions. The numbers in the following chart represent the *maximum* number of positions allowed per level.

Facility Level	MDO-19	MDO-20	MDO-22	MDO-24
Level 3	2	2	1	-
Level 2	-	2	3	-
Level 1	-	2	2	1

(2) If the total number of MDO positions authorized is greater than 5, use the following chart to determine the mix. This represents the actual number to be authorized per level.

# MDO Auth	MDO-19	MDO-20	MDO-22	MDO-24
6	-	2	2	2
7	-	2	2	3
8	-	2	3	3
9	-	3	3	3
10	-	3	3	4
11	-	3	4	4
12	-	4	4	4

Manager, Maintenance Criteria

- Tied to eWHEP authorized maintenance craft complement
- Directly correlated to the size and complexity of maintenance operation
- Currently it is linked to the ranking of the plant, not craft complement

Standardized staffing complement

Number of authorized craft employees	MM 19	MM 21	MM 22	MM 23	MM 24	MM 25	MMO 20	MMO 21	MMO 22	MMO 23	MES 19	MMOS 19	MMOS 20	SMOS 17	Total MNT
<= 27	1														1
28 - 51	1													1	2
52 - 75		1										1			2
76 - 116			1				1				1	1			4
117 - 156				1				2			1	1			5
157 - 196					1				3		1		1		6
197 - 296						1				3	1		1		6
> 297						1				4	1		1	1	8

Manager, Maintenance Operations (MMO)

- MMO staffing is a function of authorized craft complement
- Each authorized position is two levels lower than the Manager, Maintenance

Supervisor, Maintenance Operations (SMO) EAS-17

- Positions are based on authorized craft complement
- LDC 39 positions are not included in the calculation

Supervisor, Maintenance Operations Support (SMOS) EAS-17

- 28 - 51 authorized craft positions (Career/non-career in LDCs 36, 37, 38 & 39)
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Manager, Maintenance Operations Support (MMOS)

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Maintenance Engineering Specialist (MES) EAS-19

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Mail Flow Controller Transition From EAS To Craft

- **Transition of Mail Flow Controller workload from EAS to APWU craft**
 - Established new craft Mail Flow Controller (MFC) job Level 8
 - Selection method - Best Qualified
 - Development of Memorandum of Understanding (MOU)
 - Sets guidelines for transition of craft employees into Mail Flow Controller unit
 - Current employee impacts at NDCs, ISCs and P&DC
 - 119 authorized
 - 89 on-rolls
 - Total of 119 craft jobs allocated at NDCs and ISCs
 - 110 at twenty-one (21) NDCs and 9 at three (3) ISCs

Memorandum of Understanding

**Memorandum of Understanding
Between the
United States Postal Service
And the
American Postal Workers Union**

Re: Transition of Mail Flow Coordinator Jobs to the Clerk Craft

In order to facilitate the transition of the EAS Mail Flow Coordinator (MFC) jobs to duty assignments in the clerk craft bargaining unit, the parties agree to the following provisions on a one-time basis, without precedent or prejudice to the positions of the parties in any other matter:

1. The clerk craft MFC duty assignments will be posted as soon as practicable after the job evaluations are completed, the position descriptions are developed and the information is provided to the Union for review under the Article 19 process.
2. Solely for the purpose of filling the initial 119 MFC duty assignments, the provision of Article 37, requiring the placement of the successful employee into the job within a specific timeframe is waved. Rather, due to the time-lines of the legal statutes regarding the elimination of encumbered EAS positions, each successful employee will remain the job holder of their current assignment until the MFC job is available for permanent placement.
3. USPS will notify the Union of the legal statute procedure completion date. The parties will then discuss and agree on a date in which the transition of the MFC jobs to the clerk craft will be finalized and any remaining duty assignments filled.
4. In accordance with the legal process and in order to maintain continuity of operations, current EAS Mail Flow Coordinators may retain their positions. In addition, during the transition period, employees (regardless of craft) currently detailed to vacant MFC jobs may continue their temporary assignment (subject to the 14 day minimum/90 day maximum provisions in the MOU at p.375 of the CBA).
5. As the need for additional details to cover temporarily vacant MFC jobs occurs, management will fill the need by assigning the clerk, who was awarded the position via the posting in Item 1, to perform the duties and level of the new clerk craft job.
6. It is the parties understanding that during the transition period, the continuity of the operation may result in a MFC complement mixture of current EAS employees, currently detailed employees from other crafts and clerk craft employees. It is therefore agreed, that provided there is compliance with the terms of this memorandum, grievances claiming management is performing bargaining unit work or a cross-craft violation or similar such issue would be inappropriate.
7. When the MFC job(s) in a facility have been permanently filled with clerk craft employees, the local parties will meet in a timely manner to discuss such addendums as may be necessary in order to incorporate the new jobs into the LMOU.

- **Key Points for posting, selection, and placement of new MFCs for initial implementation:**
 - Coordinated posting date for filling initial positions.
 - Best qualified selection method.
 - Successful applicants will remain in their current duty assignment until they can be assigned in accordance with these provisions.
 - As EAS MFC positions become vacant, the new Mail Flow Controller duty assignments will be filled by the successful best qualified applicants and will be placed in seniority order if all placements cannot occur on the same effective date.
 - Placements will occur no later than April 19, 2014.

Note: Transition plan will be discussed in greater detail with supervisors/managers of the MFC along with HR in a separate communication.

International Service Centers Re-ranking

- Evaluated and re-ranked the ISC's
- Introduced standardized complement for ISCs within a specific level
- Updated the staffing criteria for ISC In-plant, Transportation, and Maintenance functions
- Modified the current job descriptions & qualifications for ISC Manager jobs
- Includes centralization of International Airmail Records Unit into St. Louis Accounting Service Center

Area	ISC	Current Job Classification	New Job Classification	New Grade Level
Pacific	San Francisco CA	MGR INTL SERVICE CENTER	MGR INTL SERVICE CENTER	EAS 25
Southwest	Miami FL	MGR INTL SERVICE CENTER	MGR INTL SERVICE CENTER	EAS 25
Pacific	Los Angeles CA	MGR LAX INTL SERVICE CENTER	MGR INTL SERVICE CENTER (2)	PCES-01
Northeast	New York JFK	PLANT MANAGER (2)	MGR INTL SERVICE CENTER (1)	PCES-01
Great Lakes	Chicago IL	MGR INTL SERVICE CENTER	MGR INTL SERVICE CENTER (1)	PCES-01

- Operational rankings include:
 - Volume shifts related to military mail operational changes
 - Consolidation of Chicago ISC and Irving Park Road facility

- Rankings based on a weighted calculation of mail processing factors:
 - 40% October 2011 volumes (excluding flats and letters)
 - 30% Equipment set (weighted by staffing levels)
 - 30% Facility complexity (operational variety, military operations, international operations)

- Revised maintenance now applies the same staffing criteria for P&DC's, ISC's and NDC's.
- All staffing ratios and levels are tied to the eWHEP earned maintenance craft positions.
- The Maintenance Engineering Specialist EAS-19 at the senior plant in the District will provide support to the ISC.

Number of authorized craft employees				MM 19	MM 21	MM 22	MM 23	MM 24	MM 25	MMO 20	MMO 21	MMO 22	MMO 23	MES 19	MMOS 19	MMOS 20	SMOS 17	Total MNT	
	<	=																	
			51	1	-	-	-	-	-	-	-	-	-	-	-	-	1		2
	52	-	75	-	1	-	-	-	-	-	-	-	-	-	1	-	-		2
	76	-	116	-	-	1	-	-	-	1	-	-	-	1	1	-	-		4
	117	-	156	-	-	-	1	-	-	-	2	-	-	1	1	-	-		5
	157	-	196	-	-	-	-	1	-	-	-	3	-	1	-	1	-		6
	197	-	296	-	-	-	-	-	1	-	-	-	3	1	-	1	-		6
	297	>		-	-	-	-	-	1	-	-	-	4	1	-	1	1		8

Final Staffing	MM 19	MM 22	MM 24	MMO 20	MMO 22	MMOS 19	SMOS 17	Total
EAS 25 San Fran	1						1	2
EAS 25 Miami	1						1	2
Level 2 Los Angeles		1		1		1		3
Level 1 New York JFK			1		3	1		5
Level 1 Chicago		1		1		1		3

Below is the standardized staffing complement for In-Plant Support

- MIPS tied to plant level
- OIE's and OSS's based on mail volume and product variety

Final Staffing	MIPS 21	MIPS 23	MIPS 25	OIE 21	OIE 23	OSS 17	OSS 20	Total IPS
EAS 25 San Francisco	1	-	-	1	-	2	-	4
EAS 25 Miami	1	-	-	1	-	2	-	4
Level 2 Los Angeles	-	1	-	2	-	4	1	7
Level 1 New York JFK	-	-	1	2	1	5	1	9
Level 1 Chicago	-	-	1	2	1	5	1	9

- Transportation Manager tied to plant level
- Supervisor, Transportation Operations (EAS-17)
 - Based on craft count by facility (1:25 ratio)
 - Ratio is based on on-rolls TTOs, MVOs, PSE TTOs, and PSE MVOs
 - Exception: Facilities with at least 10 PVS drivers will receive 1 STO
- Network Specialist (EAS-17)
 - Replaces EAS-16 and EAS-18 Network Specialist positions
 - Based on 5 weighted criteria: Number of HCRs Administered (50%), Number of HCR Trips (15%), \$ Value of HCR Contracts (5%), MTE Standing Orders/Mailers (25%), Air Networks (5%)

Final Staffing	MGR TRANS OPS 19	TANS MGR 21	TANS MGR 23	STO 17	NET SPEC 17	Total TRANS
EAS 25 San Francisco	1	-	-	-	1	2
EAS 25 Miami	1	-	-	-	1	2
Level 2 Los Angeles	-	1	-	-	1	2
Level 1 New York JFK	-	-	1	-	2	3
Level 1 Chicago	-	-	1	4	2	7

Below is the standardized staffing complement for Mail Processing:

- SDO's and MDO's based on Function 1 craft on-roll counts and existing criteria using 1:22 / 1:25 ratios

Final Staffing	SDO 17	MDO 20	MDO 22	MDO 24	Total
EAS 25 San Francisco	13	2			15
EAS 25 Miami	10		1		11
Level 2 Los Angeles	20	2	1		23
Level 1 New York JFK	40	1	2	2	45
Level 1 Chicago	41	2	2	2	47

Consolidated workload from International Airmail Records Units into St. Louis Accounting Service Center (ASC)

- Consolidated the processing of international airmail records into the St. Louis ASC
- Affects bargaining unit and non-bargaining unit positions at the ISCs
- Integrated timeline allows affected non-bargaining unit employees to participate in limited area of consideration (LAC) postings

Non-Maintenance Capable Offices EAS Maintenance Staffing

- **Evaluated EAS maintenance staffing at offices without maintenance capability**
 - These are small offices with very small maintenance staffs, covering only the basic maintenance functions
- **Established standardized staffing criteria for determining EAS maintenance staffing**
- **Criteria based on work factors calculated in eWHEP, i.e. equipment, sq footage of building**
- **EAS positions are based on the total number of eWHEP authorized maintenance craft positions located within a facility**



Non-maintenance capable offices

Manager, Maintenance (MM) Criteria

Number of authorized craft positions	MM 19	MM 21	MM 22
< 27	-	-	-
28 - 51	1	-	-
52 - 75	-	1	-
76 >	-	-	1

Supv, Maintenance Operations (SMO) Criteria

Authorized Craft Positions		SMO Positions Earned
Min	Max	
0	10	0
11	27	1
28	39	2
40	51	3
52	63	4
64	75	5
76	96	6

Eliminated jobs at non-maintenance capable offices	Grade
MGR, MAINTENANCE	EAS-17
MGR, MAINTENANCE	EAS-18
MGR, MAINTENANCE	EAS-22

Time and Attendance Collection System (TACS) Consolidation

- **New TACS Shared Services Help Desk in Eagan Acctg Svc Ctr**
 - Consolidation of field activities utilizing Time and Attendance Collection System (TACS)
 - Implementation completed in phases as follows:
 - Transition pilot with the Northland District - 8/27/2013
 - Phase 1 – 10/22/2013
 - Phase 2 – 12/3/2013
 - Phase 3 – 1/2/2014
 - Full implementation expected by March 31, 2014

EAS Staffing

- 1 Manager, Help Desk and Services (TACS), EAS-25
- 1 Sr. TACS Systems Specialist, EAS-22
- 4 Supervisors, TACS Help Desk, EAS-21
- 1 TACS Systems Specialist, EAS-20

Bargaining unit staffing

- 201 TACS Time & Attendance Clerks eliminated at District level
- 100 bargaining unit positions in IT/ASC craft created in Eagan ASC
- Difference: 101 APWU bargaining unit positions eliminated

Function 4 SCS / MCS Unearned or Over Complement

- **Supervisor, Customer Services, EAS-17
Manager, Customer Services**
 - Operations Complement Management group currently reviewing Supervisor/Manager staffing within F-4
 - Identified potentially unearned and over complement staffing as well as potential increases
 - Authorizations will be adjusted based on validation results
 - Employee impacts resulting from unearned & over complement staffing
 - Managers should actively encourage placement of impacted employees

Please note: These positions are not included in the org change timeline.

Integrated Timeline – Key Dates

DATES		EVENTS
	9/7/2013	Effective date of organizational changes
	9/7/2013	HRSSC processes F50s for incumbents reclassified into higher level EAS positions due to facility re-rankings
9/9/2013	9/13/2013	District notifies impacted EAS employees about the implementation timeline, including VER, voluntary assignment options, and potential RIF. Triggers saved grade policy
9/9/2013	2/11/2014	RIF Avoidance Period
9/9/2013	4/11/2014	Impacted employees can request non-competitive lateral or downgrade assignments throughout Org Change Process Timeline.
9/9/2013	9/13/2013	Organization Change Management (OCM) conducts analysis of organization and establishes list of impacted employees based on the 9/7/2013 effective changes.
9/16/2013	9/20/2013	Special LAC posting of SDO vacancies in the NDCs and ISCs for impacted Mail Flow Controller, EAS-14 employees.
9/16/2013	9/20/2013	Annuity Estimates and VER Packages Mailings Eagan/HRSSC
9/20/2013	11/29/2013	VER Window Period for Eligible Employees.
10/15/2013	10/30/2013	Vacancy Posting I opens for application
	11/29/2013	Irrevocable Date for VER Decision to Retire
	11/30/2013	HRSSC processes F50s from vacancy posting I - effective 11/30/2013
12/3/2013	12/18/2013	Vacancy Posting II opens for application
	12/31/2013	1st VER effective date
	1/11/2014	HRSSC processes F50s from vacancy posting II - effective 1/11/2014
	1/14/2014	Issue General RIF Notice
1/9/2014	3/11/2014	Field continues to identify vacancies and determines area of consideration for posting to career non-bargaining employees. Eligibility statement must also include career impacted non-bargaining employees. Vacancy postings will open on normal weekly schedule each Tuesday for 15 days.
	1/31/2014	2nd VER effective date
	2/12/2014	Issue Specific RIF Notice
2/12/2014	4/18/2014	Specific RIF Notice Period
	4/18/2014	RIF effective date (effective date of RIF separations)
	4/19/2014	Effective date of RIF demotions and reassignments
	5/19/2014	Effective date of reinstatement application

Eligibility Statements

Supervisor, Distribution Operations, EAS-17 vacancies at the NDCs & ISCs only:

- **This position is posted with a limited area of consideration (LAC) to all qualified impacted employees at the _____ (*insert specific Network Distribution Center or International Service Center name*) who occupy the position of Mail Flow Controller, EAS-14 only.**

Network Specialist, EAS-17 vacancies only:

- This position is posted with a limited area of consideration (LAC) to all qualified impacted employees at the _____ (*insert specific facility name*) who occupy the positions of Network Specialist, EAS-16 occupation code 2330-0049 and EAS-18 occupation code 2330-0075 only. Eligibility is also extended to all formerly impacted Network Specialist, EAS-16 and EAS-18 employees who were successful in obtaining a placement into another position on or after September 21, 2013.

Operations Support Specialist, EAS-17 vacancies only:

- This position is posted with a limited area of consideration (LAC) to all qualified impacted employees at the _____ (*insert specific facility name*) who occupy the positions of Operations Support Specialist, EAS-15 occupation code 2340-0031 and EAS-18 occupation code 2340-5044 only. Eligibility is also extended to all formerly impacted Operations Support Specialist, EAS-15 and EAS-18 employees who were successful in obtaining a placement into another position on or after September 21, 2013.

Operations Industrial Engineer, EAS-23 vacancies only:

- This position is posted with a limited area of consideration (LAC) to all qualified impacted employees at the _____ (*insert specific facility name*) who occupy the positions of Operations Industrial Engineer, EAS-21 and Operations Industrial Engineer, EAS-22 only. Eligibility is also extended to all formerly impacted Operations Industrial Engineer, EAS-21 and Operations Industrial Engineer, EAS-22 employees who were successful in obtaining a placement into another position on or after September 21, 2013.

Lead Sr Manager, Distribution Operations, EAS-26 vacancy only:

- This position is posted with a limited area of consideration (LAC) to all qualified impacted employees at the *New York Morgan Processing & Distribution Center* who occupy the position of Sr Manager, Distribution Operations, EAS-25 only.

Critical Vacancies:

- **This position is posted district-wide with a limited area of consideration (LAC) to all qualified impacted and non-impacted career employees. Eligibility is also extended to all formerly impacted employees assigned within the district of the vacancy who were successful in obtaining a placement into another position on or after September 21, 2013.**
- **[If applicable, include this statement:] Also eligible to apply for this position are all qualified impacted and non-impacted career EAS employees assigned in the Network Distribution Center (NDC) located in this District.**
- **[If applicable, include this statement:] Also eligible to apply for this position are all qualified impacted and non-impacted career EAS employees assigned in the International Service Center (ISC) located in this District.**

Critical Vacancies:

- **This position is posted district-wide with a limited area of consideration (LAC) to all qualified impacted career employees. Eligibility is also extended to all formerly impacted employees assigned within the district of the vacancy who were successful in obtaining a placement into another position on or after September 21, 2013.**

- **[If applicable, include this statement:] Also eligible to apply for this position are all qualified impacted career EAS employees assigned in the Network Distribution Center (NDC) located in this District.**

- **[If applicable, include this statement:] Also eligible to apply for this position are all qualified impacted career EAS employees assigned in the International Service Center (ISC) located in this District.**

Add the following as a note on all requisitions:

- **Noncompetitive requests from qualified impacted career EAS employees may be submitted directly to the selecting official for consideration outside this competitive process. Noncompetitive applicants are encouraged to include a copy of their *eCareer* profile along with their request.**
- **Noncompetitive applicants who submit an application in *eCareer* for this position will be considered a competitive applicant.**

Questions and Answers

1. **Will determining which vacancies to fill be the Area's or District's responsibility?**

The Areas and Districts should review and evaluate all authorized vacancies per function and level and will determine which vacancies are critical. The appropriate number of vacancies to post in each function should be based on the impacted employees and their qualifications.

For example:

A District may have 100 vacancies with 25 impacted employees between levels 12 and 23. The Area and District HR Managers should review and evaluate the critical vacancies within the District, then categorize them by function and level. Among the critical vacancies, the recommendation is to post only a reasonable number to include all functions where these employees may have experience.

- 2. Will approval from CHRO be required, or will the Areas/Districts have the authority to fill positions determined 'critical' as long as they are vacant and authorized? Is it necessary to establish some parameters around posting vacancies during this org change?**

CHRO approval is required to post all positions. Note: Vacancies will not be posted to bargaining unit employees during the organizational change.

- 3. If the field is posting continuously each week, is CHRO approval necessary? Yes**

- 4. In the period immediately after notification and before the first posting, will we allow noncompetitive consideration of **ONLY** impacted employees, or will we allow noncompetitive consideration of *any* eligible (to free up some desirable vacancies)?**

Noncompetitive consideration will be open to both impacted and non-impacted employees. This may open up other placement opportunities.

- 5. Will vacancies be open to *impacted and non-impacted* employees during the first phase of postings?**

Yes

6. Can noncompetitive placement of an impacted employee be denied and is noncompetitive consideration/selection at the discretion of the SO?

Yes. The SO has the discretion to accept or deny a noncompetitive request. Selecting Officials are encouraged to give requests for noncompetitive placement serious consideration if the impacted applicant meets the qualifications for the position.

7. Will the postings be limited to just two periods, or will we allow continuous postings on the normal weekly posting timeline as long as they are posted with appropriate LAC? If there is still time to post vacancies before the RIF effective date, can the LAC postings continue?

Yes. Continuous postings will be allowed with the appropriate LAC language, using the normal weekly posting schedule. The postings will open with a 15-day posting cycle.

- 8. Can the Districts proceed with continuous postings of their vacancies without LAC every week after the selections are complete from the second phase of postings if their impacted employees are successfully placed?**

Yes. Continuous postings will be allowed, with CHRO approval, using the normal weekly posting schedule. The postings will open with a 15-day posting cycle.

- 9. Related to POSTPlan, is there any reason why Postmaster vacancies at any level will be excluded from postings in this organizational change?**

As verified by the Delivery & Post Office Operations function, Postmaster, EAS-18 vacancies and above will continue to be posted to impacted and non-impacted EAS employees during the org changes. Postings of postmaster vacancies for 6-hour offices with a limited area of consideration first to career postmasters then to career EAS employees may continue on announced POSTPlan timelines.

Note: 6-hour postmaster vacancies will not be posted to the bargaining unit craft or externally after the implementation of this 2013 Field Organizational Change until further notice.

10. Can the EAS Mail Flow Controller employees request reassignment into the bargaining unit Mail Flow Controller position? No.

11. Can EAS employees return to the craft?

Yes, EAS employees can return to the craft in accordance with the current collective bargaining agreements.

- The following positions will be reclassified to a higher grade or lower grade in a number of plants based on the established re-ranking.
 - EAS Plant Manager
 - Mgr, In-Plant Support
 - Mgr, Transportation/Networks
 - Mgr, Maintenance
 - Mgr, Maintenance Operations
 - Sr. Mgr, Distribution Operations
 - Mgr, Maintenance Operations Support
- Per current pay policy, EAS employees who are incumbents to a position that is being reclassified to a higher EAS level will receive a 2% salary increase (see ELM 413.3).
- OE & the HRSSC will coordinate processing the Form 50s for these incumbents, effective September 7.

- **For the positions that will be reclassified to a lower EAS level, the incumbent will be impacted as a result of the re-ranking and will have the following opportunities:**
 1. Accept an offer of a voluntary downgrade to their reclassified position no later than Jan. 10th (employees will receive saved salary for 2 years). Form 50s will be processed for the voluntary downgrade associated with reclassified positions no later than Jan 11th.
 2. Apply for promotions to higher-level positions.
 3. Request competitive or non-competitive placement to other positions at the same or lower grade (employees will receive saved grade and salary for 2 years if they secure a voluntary downgrade).
- The downgraded position cannot be posted during the RIF avoidance period unless the impacted incumbent is selected for another position during the RIF avoidance period.
- During the RIF avoidance period, if the employee accepts a voluntary downgrade to the reclassified position, he/she can apply for promotions and competitive and noncompetitive laterals and downgrades from the grade level of the reclassified position.

- If necessary in a specific competitive area, the RIF process will run its course in accordance with the governing laws. Any incumbent that has not been placed through promotion, lateral, or downgrade, or retired or resigned during the RIF avoidance period, may receive a RIF assignment at the same level or a lower level (with saved grade and salary for 2 years), or be separated during Rounds 1, 2 or 3. RIF separations will be effective April 18, 2014, and RIF assignments will be effective April 19, 2014.

NOTE: Employees who voluntarily secure a position under items 1, 2 or 3 above may be displaced from their new position by another employee who has greater RIF rights if a RIF is required to be run in their competitive area.

2013 Field Organizational Change Communication Plan		
Activity	Date	Time
Brief Area MOS & HR on all org changes	8/27/2013	2:00 p.m.
Telecom with District Managers and District HR Managers on structural & jobs changes	8/28/2013	10 a.m. & 3 p.m.
District Managers will brief Plant Managers		
Plant Manager notify the following positions (as appropriate) of the upgrade/downgrade & employee options: MIPS, TANS Mgr, MM, MMO, MMOS, EAS plant manager, Sr. MDO	8/28 - 9/6/2013	n/a
Final Briefing - Timeline/Process /Specific Impacts- NAPS	8/29/2013	9 a.m.
Telecom with NDC Managers	9/3/2013	3:00 p.m.
Telecom with ISC Managers	9/4/2013	3:00 p.m.
Implementation Date/Triggers Saved Grade	9/7/2013	n/a
District notifies impacted EAS employees about the implementation timeline, including VER, voluntary assignment options, and potential RIF.	September 9-13	n/a

Next Steps

- **Conduct telecoms with District Managers, District HR Managers, NDC and ISC Managers to discuss organizational changes**
- **Conduct final briefing with NAPS**
- **Distribute spreadsheets with impacted facilities to Area HR Managers to coordinate with District HR to identify tours and work schedules for new authorizations**
- **Conduct telecom with Area/District HR staff and NDC/ISCs managers who supervise the Mail Flow Controllers to discuss the Transition Plan**

