



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

February 26, 2024

Board Memo 028-2024: List of RIF Impact Facilities

Executive Board,

USPS to implement the Plant Ranking and Management Staffing Criteria starting January 27, 2024. The new staffing criteria will be applied as facilities are transitioning to Regional Processing and Distribution Centers (RPDC) and Local Processing Centers (LPC).

Milwaukee P&DC and Annex will be split into two installations, and each earn their own management staffing.

Attached is a list of sites being evaluated against the new criteria as well as the RIF timeline for these sites.

Thank you and be safe.

NAPS Headquarters



RECEIVED
FEB 15 2024

February 13, 2024

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Number
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Dear Ivan:

As a matter of information, the Postal Service is implementing the Plant Ranking and Management Staffing Criteria referenced in the Decision Letter dated October 17, 2023 (enclosed).

As previously stated, the new staffing criteria will be applied as facilities are transitioned to Regional Processing and Distribution Centers (RPDC) and Local Processing Centers (LPC). Transition of facilities to RPDCs and LPCs will occur over an extended period.

The sites listed below have been ranked and management staffing will be evaluated against the new criteria, starting January 27, 2024:

Processing Division	Cost Ctr	Current Facility Name	New Facility Name
SOUTH ATLANTIC	517649	RICHMOND VA RPDC	RICHMOND VA RPDC
SOUTH ATLANTIC	516523	NORFOLK VA P&DC	NORFOLK VA LPC
PACIFIC NW	406785	PORTLAND OR P&DC	PORTLAND OR RPDC
PACIFIC NW	402850	EUGENE OR P&DC	EUGENE OR LPC
PACIFIC NW	405409	MEDFORD OR P&DC	MEDFORD OR LPC
PACIFIC NW	150926	BOISE ID P&DC	BOISE ID RPDC
PACIFIC NW	157228	POCATELLO MPF	POCATELLO ID LPC

Additionally, the Milwaukee P&DC and annex are evaluated as one installation for management staffing. Effective January 27, 2024, the two buildings were split into two installations, each earning their own management staffing:

Processing Division	Cost Ctr	Current Facility Name	New Facility Name
WESTSHORES	565481	MILWAUKEE WI P&DC	MILWAUKEE WI P&DC
WESTSHORES	565486	MILWAUKEE WI MPA	Oak Creek WI P&DC

Changes to the authorized complement in these facilities will result in employee impacts requiring a reduction in force (RIF) to be administered in the affected competitive areas.

Below is a copy of the organizational change timeline for these sites.

EVENTS	DATES		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	1/27/2024		
Town Hall Meeting to notify impacted employees of staffing changes within the competitive area the week of	2/12/2024		
Issue Specific RIF Notices	2/12/2024		
Specific RIF Notice Period	2/12/2024	-	5/31/2024
Impacted employees can request non-competitive lateral or downgrade assignments and apply for promotions throughout timeline in eCareer.	2/12/2024	-	5/31/2024
7-day LAC Posting I: Open to all career non-bargaining employees within the corresponding RPDC Campus.	2/27/2024	-	3/5/2024
Selections made, Form 50 processed and effective date	4/6/2024		
5-day LAC Posting II: Open to all remaining impacted career non-bargaining employees within the corresponding RPDC Campus.	4/22/2024		4/27/2024
Selections made, Form 50 processed and effective date	5/18/2024		
RIF Effective Date (Effective date of RIF Separations)	5/31/2024		
Effective date of RIF Reassignment and Demotions	6/1/2024		

Enclosed are copies of announcements and employee handouts that have been provided to non-bargaining employees at the Richmond, VA, RPDC and Norfolk, VA, LPC. Communications for the remaining sites include the same messaging.

Non-bargaining employees in the affected facilities will be notified of these changes beginning the week of February 12.

Please contact Paulita Wimbush at extension 4042 if you have any questions concerning this matter.

Sincerely,



Bruce A. Nicholson
 Director
 Labor Relations Policies and Programs

Enclosures



October 17, 2023

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, Va. 22314-2753

Dear Ivan:

This is in reference to the Postal Service's July 5 correspondence proposing modifications to the ranking model for mail processing facilities and the non-bargaining staffing criteria and your September 29 response with recommendations to that proposal.

Your recommendations included the following and claimed that the proposed staffing would be ineffective and inefficient:

- the ratio for EAS to craft be set at 1:16.
- the ratio for MDO's be set for MDO to SDO 1:10
- the ratio for SMDO be set for SMDO to MDO 1:15
- these ratios be reviewed on a yearly basis with NAPS and the USPS to ensure that the effectiveness of ratios is being maintained.

You provided other statements such as facilities would be impaired with staffing to backfill non-bargaining positions due to this proposal and that negotiating with unions on "who can and cannot serve as EAS" is a direct violation of Article 3 of Collective Bargaining Agreements.

You provided documentation to support your recommendations, from fiscal year (FY) 2006, of workhours of Function 1 Managers, Supervisors and acting supervisors and claimed that the report showed an excess of 3,100 full-time equivalent assignments due to workhour usage of acting supervisors. Further, you stated that you have asked for this report to be updated and the Postal Service's response was that headquarters lacked the knowledge to perform an analytical analysis. Our response was that we cannot re-create an identical report due to the changes in the report such as the reduction in facilities.

This data is from 17 years ago and the number of facilities has significantly reduced over the years due to increases in automation, technological advancements and efficiency. The data also listed 945 vacancies. As you know, we established the relief supervisor position with the intent to provide coverage on scheduled days off for traditional supervisors and other absences and reduce the reliance on acting supervisors. There are 776 Supervisor, Distribution Operations (SDO) (Relief) positions authorized in Function 1. Relief supervisors are not a factor in the 1:22/1:25 ratio and essentially authorized as an extra position per every 5 supervisors in a facility. If we include the relief supervisor in the ratio, then the 1:22/1:25 is significantly reduced.

There are 363 facilities referenced on the FY06 report. It includes 143 facilities that no longer exist such as Remote Encoding Centers (REC), Air Mail Facilities and Air Mail Centers. Fifteen of those sites are now annexes, subordinate to other function 1 facilities. There were eleven REC sites in 2006 and referenced on the report you provided.

There are 243 facilities in our current network and classified as Processing & Distribution Centers (P&DCs), Mail Processing Facilities (MPFs), Network Distribution Centers (NDCs), International Service Centers and only one Remote Encoding Center. Our proposal is reflective of future operational needs and the staffing that facilities will need as modernized processing facilities as they transition to Regional Processing and Distribution Centers (RPDC) and Local Processing Centers (LPC).

In addition, your recommendation for the Senior Manager, Distribution Operations (SMDO) was to be earned 1 for every 5 Manager, Distribution Operations (MDO) and with the current requirement of a minimum of 800 function 1 craft employees in the facility. The Postal Service's proposal earns SMDOs with 300 total craft employees (collective of F1 and F3b).

There are 21 Lead Senior MDO EAS-26 authorized at major P&DCs and 43 Sr MDO EAS-25 authorized at all other senior P&DCs (total of 64) under the current criteria. This proposal authorizes SMDOs based on the level of plant and total number of MDOs earned. An estimated 115 facilities will earn a SMDO EAS-25 or EAS-26 in the future state.

We have considered your recommendations, evaluated the impact, and determined that we do not support the recommendations. We determined that the proposed ratio for SMDOs and the current ratios for MDOs and SDOs, that are unchanged with this proposal, to be effective. The Postal Service has decided to implement these changes, pursuant to Title 39 U.S. Code §1004, and as outlined in our July 5 correspondence. We are amenable to reviewing non-bargaining staffing ratios annually or sooner with you if you have questions.

We do not intend to implement the new plant raking and staffing criteria immediately. We intend to apply the new model to facilities as plant modernization is implemented and facilities are transitioned from P&DCs, NDCs, etc to an RPDC or LPC.

The network optimization will be ongoing over the next several years. Your organization will be notified in advance of the specifics of facility level impacts as we implement sites in this rolling implementation. Please contact Paulita Wimbush if you wish to discuss or if you have any questions.

Sincerely,



Bruce A. Nicholson
Director,
Labor Relations Policies and Programs

EMPLOYEE HANDOUT

2024 PLANT MODERNIZATION ORGANIZATIONAL CHANGE

What does this mean to you?

- The Richmond VA Processing & Distribution Center will transition into the Richmond VA Regional Processing Distribution Centers (RPDC). This transition will support the Delivering for America Plan and improve customer service, grow revenue by expanding access to our customers, and realign the entire network to ensure sustainability for the USPS.
- Changes have been made to the plant ranking model and management staffing criteria to align with the larger plant modernization and network optimization initiative. The authorized staffing within the Richmond VA RPDC has been adjusted to align with the criteria.
- As a result of this organizational change, a reduction in force (RIF) will be conducted in the Richmond VA RPDC competitive area on **February 12, 2024**, with a RIF effective date of **May 31, 2024**.
- Employees who are impacted have been notified by their manager and will receive a Specific RIF Notice (SRN) to their address of record via First Class mail. The SRNs will indicate a placement in the form of a RIF reassignment, downgrade, or separation.
- Impacted employees will be eligible for certain benefits as they work to find a new position.
 - Impacted employees who are granted a voluntary downgrade will be eligible for two years saved grade and salary.
 - Impacted employees may be eligible to receive relocation benefits in accordance with Handbook F-15-A, Section 238 - Relocation Policy.

What should I do?

- The goal is to get a new job no later than **May 31, 2024**.
- Update your eCareer profile in advance of posting cycles.
- Monitor eCareer for job postings and talk with your manager about available opportunities.
- Your options for finding other employment may include:
 - **Non-Competitive Reassignment:** Between **February 12, 2024** and **May 31, 2024**, you may request a non-competitive lateral reassignment or downgrade to a vacant position for which you are qualified by submitting a written request to the selecting official indicating your desire to be considered for the position non-competitively. **Note:** Although not required, it is to your advantage to attach a copy of your eCareer Candidate Profile, including the Summary of Accomplishments section addressing the job requirements for the position.
 - **Limited Area of Consideration (LAC) Job Posting**
 - Posting I** February 27 – March 5, 2024 (*7 day posting*): Open to all career non-bargaining employees within the Richmond VA RPDC Campus.
 - Posting II** April 22 – April 27, 2024 (*5 day posting*): Open to all remaining impacted career non-bargaining employees within the Richmond VA RPDC Campus.

EMPLOYEE HANDOUT

2024 PLANT MODERNIZATION ORGANIZATIONAL CHANGE

What should I do? (cont.)

- **Other Competitive Job Postings:** Available jobs in unaffected competitive areas will be posted as usual throughout this process. New postings open on Tuesdays and remain open for 15 days. Check the eligibility statements on the eCareer postings to determine if you are eligible to apply.
- If eligible and interested, explore retirement options and contact the HR Shared Service Center (HRSSC) at 1-877-477-3273, option 5.
- If you believe you are veterans' preference eligible for RIF purposes, you should review your RTR Employee Detail Report in your official personnel folder (eOPF). Contact the HRSSC at 1-877-477-3273, option 5, to correct any error in your RIF Vet Preference Code. Consult the "eOPF" section of LiteBlue for information related to the RIF Vet Preference Code on your RTR Employee Detail Report.

What happens if I take a voluntary downgrade?

- Impacted employees may request a non-competitive lateral reassignment or downgrade at any point within the timeline. Impacted employees, who are granted a voluntary downgrade, will be eligible for two years saved grade and salary.
- Non-impacted employees may request a non-competitive lateral reassignment or downgrade but will not be eligible for saved grade and salary.
- For additional information, consult Employee and Labor Relations Manual section 415.2 and the "Grade and Pay Retention" section of the Organizational Change/RIF FAQs referred to below.

What other resources are available to me for assistance or additional information?

- Keeping informed is critical during an organizational change. Here are some resources that may be helpful:
 - Your managers are available to answer questions.
 - Email Org Change Questions (GFV8C0@usps.gov) with specific questions.
 - For relocation questions, email RELOCATION (F47R00@usps.gov) or refer to Relocation Benefits: Handbook F-15-A, Section 238 - Relocation Policy.
 - Refer to the Organization Change Management Website for Organizational Change/RIF FAQs at https://myhr.usps.gov/about_hr/organization_design/organizational_changes.
 - Coping with change can be challenging. Help is available through the Employee Assistance Program (EAP) if needed. EAP provides many services for the Postal Service employees and their families. Information or assistance is available 24 hours a day, 7 days a week at:
 - 1-800-EAP-4-YOU (1-800-327-4968) • TTY 1-877-492-7341 • www.eap4you.com

Plant Ranking and Staffing Implementation

Richmond VA RPDC Org Change

February 13, 2024



Housekeeping

Please mute your phone.



If you wish to ask a question, please type it in the Zoom Chat Box.

Questions will be addressed at the end of the call.

This presentation will be provided after the meeting.

Agenda

- Case for Change
- Moving Forward
- What does this mean for me?
- Resources

The Case for Change

Case for Change

In support of the network transformation initiative, a review of the plant ranking model and methodology, as well as the respective management staffing criteria for mail processing, maintenance, and processing support positions was performed.

As a result, changes have been made to the plant ranking model and staffing criteria to align with the larger plant modernization and network optimization initiative. A memo issuing the new staffing criteria and implementation approach was published January 16, 2024.

The new criteria applies to the following two (2) types of mail processing plants in the new network:

- Local Processing Centers (LPCs)
- Regional Processing Distribution Centers (RPDCs)

As RPDCs and LPCs are established, the new ranking and staffing criteria will be applied. With this phased implementation approach, the facility level will be evaluated, and the authorized staffing will be adjusted.

Moving Forward

Moving Forward

The Richmond VA P&DC was established as the Richmond VA RPDC in the HR and finance systems on January 27, 2024.

The authorized staffing has been adjusted to align with the new criteria.

**What does this mean for
me?**

Organizational Change Timeline

EVENTS	DATES		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	1/27/2024		
Town Hall Meeting to notify impacted employees of staffing changes within the competitive area.	2/12/2024		
Issue Specific RIF Notices	2/12/2024		
Specific RIF Notice Period	2/12/2024	-	5/31/2024
Impacted employees can request non-competitive lateral or downgrade assignments and apply for promotions throughout timeline in eCareer.	2/12/2024	-	5/31/2024
7-day LAC Posting I: Open to all career non-bargaining employees within the Richmond VA RPDC Campus.	2/27/2024	-	3/5/2024
Selections made, Form 50 processed and effective date	4/6/2024		
5-day LAC Posting II: Open to all remaining impacted career non-bargaining employees within the Richmond VA RPDC Campus.	4/22/2024		4/27/2024
Selections made, Form 50 processed and effective date	5/18/2024		
RIF Effective Date (Effective date of RIF Separations)	5/31/2024		
Effective date of RIF Reassignment and Demotions	6/1/2024		

Employee Repositioning Options

Posting I (February 27th – March 5th) 7-day Limited Area of Consideration (LAC) open to all career non-bargaining employees within the Richmond VA RPDC Campus.

Posting II (April 22nd – April 27th) 5-day Limited Area of Consideration (LAC) open to all remaining impacted career non-bargaining employees within the Richmond VA RPDC Campus.

You may apply competitively to job postings in eCareer; new job postings are posted every Tuesday.

You may submit requests for noncompetitive consideration for laterals and downgrades at any time during this organizational change. Employees requesting noncompetitive lateral or downgrade reassignments will be afforded consideration in accordance with the ELM.

Impacted employees who accept a voluntary downgrade are eligible for saved grade/saved salary for two years.

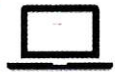
Keep In Mind



Staffing changes were implemented in Human Capital Enterprise System (HCES) on January 27, 2024.



If you are impacted by these changes, you have already been notified. Impacted employees will receive a specific RIF notice in the mail detailing their status.



Get your eCareer profile completed ASAP; new job postings are posted every Tuesday.



Continue doing your current work until instructed otherwise. We will work together through the transition.

Resources Available to You

Employee Assistance Program (EAP)

- 1-800-EAP-4-YOU (1-800-327-4968)
- TTY 1-877-492-7341
- www.EAP4You.com

RIF Policy

- Employee and Labor Relations Manual (ELM), Section 354.2 Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force.
- USPS LiteBlue website for organizational change/RIF information and frequently asked questions.

HRSSC

- Employee that are eligible and interested in retirement options should contact HRSSC at (877) 477-3272, option 5.

Relocation

- Relocation Benefits: Handbook F-15-A, Section 238 – Relocation Policy. For relocation questions, e-mail RELOCATION (F47R00@usps.gov).

Organizational Change Questions

- Your Manager
- E-mail: Org Change Questions (GFV8C0@usps.gov)

Questions



Additional questions related to this announcement can be addressed to your manager and HR at Org Change Questions (GFV8C0@usps.gov)

EMPLOYEE HANDOUT

2024 PLANT MODERNIZATION ORGANIZATIONAL CHANGE

What does this mean to you?

- The Norfolk VA Processing & Distribution Center will transition into the Norfolk VA Local Processing Centers (LPC). This transition will support the Delivering for America Plan and improve customer service, grow revenue by expanding access to our customers, and realign the entire network to ensure sustainability for the USPS.
- Changes have been made to the plant ranking model and management staffing criteria to align with the larger plant modernization and network optimization initiative. The authorized staffing within the Norfolk VA LPC has been adjusted to align with the criteria.
- As a result of this organizational change, a reduction in force (RIF) will be conducted in the Norfolk VA LPC competitive area on **February 12, 2024**, with a RIF effective date of **May 31, 2024**.
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2024 PLANT MODERNIZATION ORGANIZATIONAL CHANGE

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Organizational Change Questions

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Questions



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