



July 13, 2023

RECEIVED
JUL 14 2023

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

Dear Ivan:

The Postal Service continues to make changes to its transportation network to meet its objective of improving operational efficiencies.

Surface Transfer Center (STC) operations in three (3) locations will be insourced to reduce reliance on contractor performance. The Indianapolis IN, Memphis TN, and Salt Lake City UT STCs will close no sooner than September 2023. It has been determined that postal operations have the capacity to perform this work while delivering the same level of service to our customers.

Each STC is its own competitive area, therefore non-bargaining employees assigned to the three STCs scheduled for closure will receive Specific Reduction-in-Force (RIF) Separation Notices next week with a RIF separation effective date of October 20, 2023. There are eighteen (18) non-bargaining employees assigned to the three STCs that are scheduled for closure.

Employees in the three locations will be notified of the closures today and the events that are planned during the RIF timeline. Enclosed is the RIF timeline, a town hall presentation and an employee handout that will be provided to employees today.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", written over the word "Sincerely,".

Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosures

EMPLOYEE HANDOUT

Surface Transfer Center Organizational Change

What does this mean to you?

- A reduction in force (RIF) will be conducted in the Indianapolis IN, Memphis TN and Salt Lake City UT Surface Transfer Center (STC) competitive area on **July 18, 2023**, with a RIF separation effective date of **October 20, 2023**.
- Non-bargaining employees in the Indianapolis IN, Memphis TN and Salt Lake City UT STC are impacted. Specific RIF Notices (SRN) dated July 18, 2023 will be issued to impacted employees via First-Class Mail to their address of record.

What should I do?

- Your goal should be to secure a new position by no later than October 20, 2023.
- 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:
 - **Noncompetitive Reassignment:** Between **July 18, 2023**, and **October 20, 2023**, you may request a noncompetitive 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 noncompetitively. 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. **Note:** Selections must be processed prior to the RIF effective date to avoid separation.
 - **Limited Area of Consideration (LAC) Job Posting**
 - 5-Day Posting: August 7th – August 11th** (open to all remaining impacted career non-bargaining employees in the 13 Logistics division competitive areas, as well as the impacted Surface Transfer Center (STC) competitive areas who meet the eligibility requirements stipulated within each posting).
 - 7-Day Posting: September 5th – September 11th** (open to all remaining impacted career non-bargaining employees within the impacted Surface Transfer Center (STC) competitive areas who meet the eligibility requirements stipulated within each posting).
 - **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. **Note:** Selections must be processed prior to the RIF effective date to avoid separation.
- If eligible and interested, explore retirement options on the HR Shared Services Center (HRSSC) retirement page at <https://blue.usps.gov/hr/hrssc-info/retirements/> or contact the HRSSC at 1-877-477-3273, option 5.
- **Please note:** Veterans' preference RIF assignment rights are not applicable in competitive area closings due to the elimination of all authorized jobs in the competitive area.

EMPLOYEE HANDOUT Surface Transfer Center Organizational Change

What happens if I take a voluntary downgrade?

- 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.
- 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.

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.
 - E-mail: Org Change Questions (GFV8C0@usps.gov) for questions regarding the organizational-change process
 - Visit the Organization Change website for the Organizational Change/RIF FAQs
https://liteblue.usps.gov/humanresources/organizationalchanges/oc_home.shtml
 - Coping with change can be challenging. Help is available through the Employee Assistance Program (EAP) if needed. EAP provides many services for postal 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 OR
 - www.eap4you.com

Events	Dates		
Notify impacted employees of the closing STC competitive areas	7/13/2023		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	7/15/2023		
Impacted employees can request noncompetitive lateral or downgrade assignments and apply for positions throughout RIF timeline in eCareer.	7/18/2023	-	10/20/2023
Specific RIF Notice Period	7/18/2023	-	10/20/2023
Issue Specific RIF Notice	7/18/2023		
5-day Limited Area of Consideration (LAC): Open to all remaining impacted career nonbargaining employees in the 13 Logistics Divisions, Indianapolis IN STC, Memphis TN STC and Salt Lake UT STC competitive areas	8/7/2023	-	8/11/2023
Review applications from LAC posting, conduct interviews, and make final selections	8/14/2023	-	8/25/2023
LAC Posting selections made; Form 50s processed and effective date	8/26/2023		
Requisition deadline for STC LAC Posting II	8/30/2023		
7-day Limited Area of Consideration (LAC) Posting II: Open to all career nonbargaining employees in closing STC competitive areas.	9/5/2023	-	9/11/2023
Review applications from LAC posting II, conduct interviews, and make final selections	9/13/2023	-	9/27/2023
LAC Posting II selections made; Form 50s processed and effective date	10/7/2023		
RIF Effective Date (effective date of RIF separations)	10/20/2023		
Effective date of reinstatement application (pref eligible only)	10/20/2025		
99 day RIF timeline			

Surface Transfer Center Townhall

July 13, 2023



Agenda

- Overview
- The Case for Change
- Moving Forward
- What Does This Mean to Me?
- Next Steps

Overview

Overview

- ❑ Changes to the mail processing and transportation network have resulted in the closing of Surface Transfer Center (STC) facilities.
- ❑ A reduction in force (RIF) will be implemented in the impacted Surface Transfer Centers (STC).
- ❑ Field HR, Organization Design, and EAP will work as a team to assist employees as we move through the transition.

The Case for Change

The Case for Change

The United States Postal Service continues to make changes to the mail processing and transportation network in an effort to increase operational efficiencies and improve operational precision.

As a result of changes being made to the network, the following Surface Transfer Center (STC) facilities will be closed.

- Indianapolis IN
- Memphis TN
- Salt Lake City UT

What Does This Mean to Me?

STC Closing Timeline

Events	Dates		
Notify impacted employees of the closing STC competitive areas	7/13/2023		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	7/15/2023		
Impacted employees can request noncompetitive lateral or downgrade assignments and apply for positions throughout RIF timeline in eCareer.	7/18/2023	-	10/20/2023
Specific RIF Notice Period	7/18/2023	-	10/20/2023
Issue Specific RIF Notice	7/18/2023		
5-day Limited Area of Consideration (LAC): Open to all remaining impacted career nonbargaining employees in the 13 Logistics division competitive areas, as well as the impacted Surface Transfer Center (STC) competitive areas.	8/7/2023	-	8/11/2023
Review applications from LAC posting, conduct interviews, and make final selections	8/14/2023	-	8/25/2023
LAC Posting selections made; Form 50s processed and effective date	8/26/2023		
Requisition deadline for STC LAC Posting II	8/30/2023		
7-day Limited Area of Consideration (LAC) Posting II: Open to all remaining impacted career nonbargaining employees in the impacted Surface Transfer Center (STC) competitive areas.	9/5/2023	-	9/11/2023
Review applications from LAC posting II, conduct interviews, and make final selections	9/13/2023	-	9/27/2023
LAC Posting II selections made; Form 50s processed and effective date	10/7/2023		
RIF Effective Date (effective date of RIF separations)	10/20/2023		

Employee Repositioning Options

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; and relocation benefits may be available for eligible employees.

Posting I (August 7th – August 11th) 5-day Limited Area of Consideration (LAC) to all remaining impacted career non-bargaining employees within the 13 Logistics division competitive areas and the closing STC competitive areas.

Posting II (September 5th – September 11th) 7-day LAC to remaining impacted career non-bargaining employees within the closing STC competitive areas.

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

Keep In Mind



Veterans' preference RIF assignment rights are not applicable in competitive area closings due to the elimination of all authorized jobs



Specific RIF Notices (SRN) will be mailed to impacted employees on July 18, 2023.



Employees that are interested and eligible should contact HRSSC about retirement options.



RIF-impacted employees will be eligible for relocation benefits in accordance with Handbook F-15-A, Section 238.

Resources Available to You

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*

HRSSC

- Employees that are eligible and interested in retirement options should contact HRSSC at (877) 477-3273, option 5.

Organizational Change Questions

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

Employee Assistance Program (EAP)

- 1-800-EAP-4-YOU (1-800-327-4968)
- TTY 1-877-492-7341
- www.eap4you.com

Other Resources

- USPS LiteBlue website for organizational-change/RIF information and frequently asked questions
- Relocation Benefits: Handbook F-15-A, Section 238 - *Relocation Policy*. For relocation questions, e-mail RELOCATION (F47R00@usps.gov).

Questions



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