



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
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December 11, 2023

Board Memo 161-2023: Kansas City Surface Transfer Center Closure & RIF Separation Notice

Executive Board,

NAPS HQ has received notice of the Kansas City, KS Surface Transfer Centers (STC) closing on January 31, 2024. There are currently six (6) non-bargaining employees assigned to the STC scheduled for closure.

Non-Bargaining employees received Specific RIF Notices with a RIF separation effective of March 22, 2024. Please see the attached townhall presentation and RIF timeline.

Thank you, and be safe.

NAPS Headquarters



December 8, 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 increasing operational efficiencies.

Surface Transfer Center (STC) operations in Kansas City, KS will be insourced to reduce reliance on contractor performance. It has been determined that postal operations has the capacity to perform this work while delivering the same level of service to our customers. The Kansas City STC will close on January 31, 2024.

This STC is its own competitive area, therefore non-bargaining employees assigned to this STC scheduled for closure will receive Specific Reduction-in-Force (RIF) Separation Notices with a RIF separation effective date of March 22, 2024. There are six (6) non-bargaining employees assigned to this STC that is scheduled for closure.

Employees in this location will be notified of the closures today and the events that are planned for 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 James Timmons at extension 2324 if you have any questions.

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 Kansas City KS Surface Transfer Center (STC) competitive area on **December 8, 2023**, with a RIF separation effective date of **March 22, 2024**.
- Non-bargaining employees in the Kansas City KS STC are impacted. Specific RIF Notices (SRN) dated December 8, 2023 will be issued to impacted employees via First-Class Mail to their address of record.
- As an impacted employee, you will be eligible for certain benefits as you 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. For relocation questions, email RELOCATION or refer to Relocation Benefits: Handbook F-15-A, Section 238 - Relocation Policy.

What should I do?

- Your goal should be to secure a new position by no later than **March 22, 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:
 - **Noncompetitive Reassignment:** Between **December 8, 2023**, and **March 22, 2024**, 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: January 8th - January 13th** (open to all impacted career non-bargaining employees within the Kansas City KS STC competitive area who meet the eligibility requirements stipulated within each posting).
 - 7-Day Posting: February 20th - February 27th** (open to all remaining impacted career non-bargaining employees within the Kansas City KS STC competitive area who meet the eligibility requirements stipulated within each posting).
 - **Other Competitive Job Postings:** Available jobs in unaffected competitive area 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

Surface Transfer Center Townhall

December 11, 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 **Kansas City KS Surface Transfer Center (STC)** facility will be closed.

What Does This Mean to Me?

STC Closing Timeline

Events	Dates		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	12/2/2023		
Notify impacted employees of the closing STC competitive area	12/8/2023		
Impacted employees can request noncompetitive lateral or downgrade assignments and apply for positions throughout RIF timeline in eCareer.	12/8/2023	-	3/22/2024
Specific RIF Notice Period	12/8/2023	-	3/22/2024
Issue Specific RIF Notice	12/8/2023		
Requisition deadline for STC LAC Posting I	1/3/2024		
5-day Limited Area of Consideration (LAC) Posting I: Open to all career nonbargaining employees in the closing Kansas City KS STC competitive area	1/8/2024	-	1/13/2024
Review applications from LAC posting I, conduct interviews, and make final selections	1/16/2024	-	1/31/2024
LAC Posting I selections made; Form 50s processed and effective date	2/3/2024		
Requisition deadline for STC LAC Posting II	2/14/2024		
7-day Limited Area of Consideration (LAC) Posting II: Open to all remaining career nonbargaining employees in the closing Kansas City KS STC competitive area	2/20/2024	-	2/27/2024
Review applications from LAC posting II, conduct interviews, and make final selections	2/28/2023	-	3/8/2024
LAC Posting II selections made; Form 50s processed and effective date	3/9/2024		
RIF Effective Date (effective date of RIF separations)	3/22/2024		
Effective date of reinstatement application (pref eligible only)	3/22/2026		

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 (January 16th – January 31st) 5-day Limited Area of Consideration (LAC) to all impacted career non-bargaining employees within the Kansas City KS STC competitive area.

Posting II (February 20th– February 27th) 7-day LAC to remaining impacted career non-bargaining employees within Kansas City KS STC competitive area.

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 December 8, 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

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

Organizational Change Questions

- Your Manager
- E-mail: Org Change Questions (GFV8CO@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 (F4R00@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)



Report Name: Impact Tracking List

RIF Separation Date: 3/22/2024

Org Change: 2023 Kansas City KS STC Org Change

COMPETITIVE GROUP NAME	EIN	FIRST NAME	LAST NAME	TITLE	OCCUPATION CODE	RSC	GRADE	CURRENT FINANCE NUMBER	RIF RESULTS
KANSAS CITY STC	02831768	NOVICH	ROBERT	COORDINATOR SURFACE TRANSFER CENTER	23300068	E	17	194670	No Best Offer
KANSAS CITY STC	03682497	WALTERS	CHRISTOPHER	COORDINATOR SURFACE TRANSFER CENTER	23300068	E	17	194670	No Best Offer
KANSAS CITY STC	04242131	JANSSEN	KAREN	COORDINATOR SURFACE TRANSFER CENTER	23300068	E	17	194670	No Best Offer
KANSAS CITY STC	04393049	WILSON	KEVIN	COORDINATOR SURFACE TRANSFER CENTER	23300068	E	17	194670	No Best Offer
KANSAS CITY STC	02906241	LEAL	ELIZABETH	NETWORK SPECIALIST	23300089	E	17	194670	No Best Offer
KANSAS CITY STC	02836121	SPENCER	ALLAN	MGR SURFACE TRANSFER CENTER	23300155	E	20	194670	No Best Offer