

LABOR RELATIONS

RECEIVED
OCT 05 2022



October 3, 2022

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

Dear Ivan,

The newly established Field Maintenance Operation (FMO) was announced on September 24, 2022. The field maintenance work was transitioned to this new structure. All non-bargaining employees that were assigned as Manager, Field Maintenance Operations (Lead) EAS-19 were provided directed reassignments to either a Manager, Field Maintenance Operations (District) EAS-19 or Retail & Post Office Operations Specialist EAS-19. Both positions are assigned within the new FMO structure. The work locations of the employees are unchanged.

Enclosed is a presentation on the town hall meeting that announced the changes and employee handouts on the organizational change. The effective date of reassignments is October 8.

Sincerely,

A handwritten signature in blue ink, appearing to read "Bruce A. Nicholson".

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosures

Field Maintenance Transition

Town Hall Presentation

September 22, 2022
2:15 pm Eastern

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.

Additional materials will be provided after the meeting.



Agenda

- **Opening Remarks**
- **CRDO Structure**
- **New Maintenance Structure**
- **Next Steps**

Field Maintenance Transition

The Case for Change

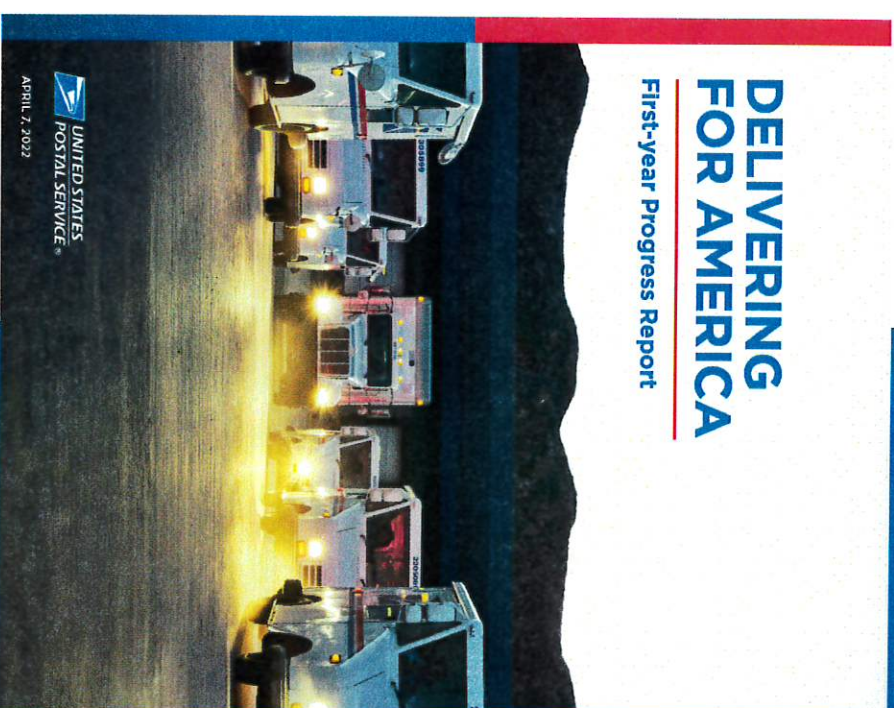
Sensitive Commercial Information – Do Not Disclose / Attorney-Client Privileged / Attorney Work Product



Delivering for America

The Delivering for America 10-year plan to achieve financial stability and service excellence transforms the Postal Service's organizational structure to help us adapt and evolve to changing circumstances.

- Improves line-of-sight accountability
- Streamlines decision making
- Provides greater focus on supporting core operations
- Enables better fulfillment of essential mission of delivering for the American people



Ten-Year Plan Overview

Our Delivering for America (DFA) Plan launched on March 23, 2021, to transform the Postal Service from an organization in financial and operational crisis to one that is self-sustaining and high-performing.

The following set of transformational goals and key initiatives provide a roadmap to a more efficient, valuable, and relevant organization that will meet the evolving needs of the Nation and our customers for years to come.



A strengthened commitment to 6 and 7 days of mail and package delivery as part of our public service mission



Service standards that foster service excellence - 95% on-time reliability



A bold approach to growth, innovation and continued relevance - \$24 billion in new revenue



A modernized vehicle fleet with an expanded electric opportunity based on a fiscally responsible rollout



A best-in-class integrated mail and package processing network



A best-in-class integrated mail and package delivery network



A transformed network of Post Offices designed as go-to destinations



A fully integrated and optimized surface and air transportation network



A stable and empowered workforce including reduction of pre-career workforce turnover by 50%



An organization structured to support effectiveness



A supportive legislative and administrative framework



A more rational pricing approach including the judicious implementation of new and existing pricing authorities

CRDO PILLARS OF LEADERSHIP

People

To create an environment where employees are elevated and positioned as the engine of the organization. The organization will encourage employee training and development, work-life balance and a strategic operation that values employee growth just as much as employee contribution.

How We Lead

Performance

To facilitate an environment of efficiency, effectiveness and strategic operation. Employees will engage in activities that deliver for America and facilitate the mission of the organization with minimal waste and sustained productivity.

How We Execute

Culture

To create an environment that builds trust and confidence in our employees. Embracing diversity, open dialogue, and collaboration we will achieve Operational Excellence and win the hearts and minds of our employees. Leaders will engage to bridge the gaps between generations and understand the complex values in varied environments to find the commonality that brings seamless operations and concerted teamwork to meet the Delivering for American plan.

How We Adapt



UNITED STATES
POSTAL SERVICE®

CRDO Executive Leadership Team



Louis DeJoy
Postmaster General and
Chief Executive Officer



Joshua Colim, Ph.D.
Chief Retail & Delivery Officer
EVP



Angela Curtis
Delivery VP



Evin Mercado
Retail & Post Office
Operations VP



Sai Vacca
Operations VP -
Atlantic



Eric Henry
Operations VP -
Central



Tim Costello
Operations VP -
Southern



Eduardo Ruiz
Operations VP -
WestPac

Enabling Transformation



Joseph Stewart
Executive Director
Level -1 Post Office Support (A)



Adyani Torres
Executive Director Insights
Operational Excellence

Delivery Operations



Angela Curtis
Vice President
Delivery Operations



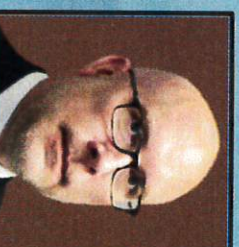
Tim Haney
Director
Delivery Strategy
and Policy



Justin Glass
Director
Fleet Management



Tyrone Williams
Director
Field Operations Support



John McLucas
Director
Retail & Delivery
Ops Command Center



Walter Daniels
Manager
Capability and Proficiency



**UNITED STATES
POSTAL SERVICE**®

Retail and Post Office Operations



Elvin Mercado
Vice President
Retail and Post Office Operations



Jason Hewitt
Director, Field
Maintenance
Operations



Leslie Johnson-Frick
Director
Special Assignment



Anthony Impronto
A/Director
Post Office Operations



Maged Aziz
Director
Field Operations
Support



Tracy Raymond
A/Director
Retail Operations



Kay Hunter
Manager
Capability and
Proficiency

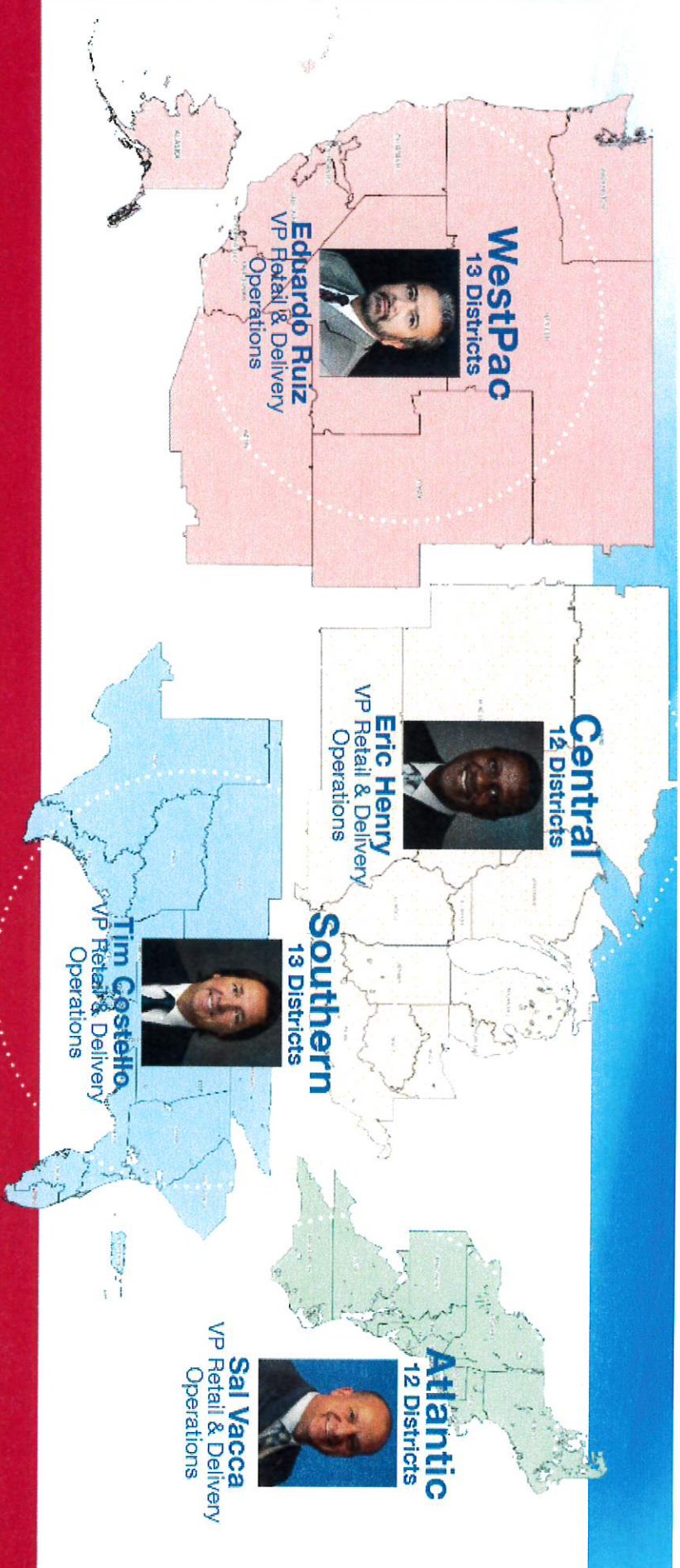


Ashley Tijiani
A/Management
Associate



**UNITED STATES
POSTAL SERVICE**®

New Area Structure: 50 Districts of Retail and Delivery Operations

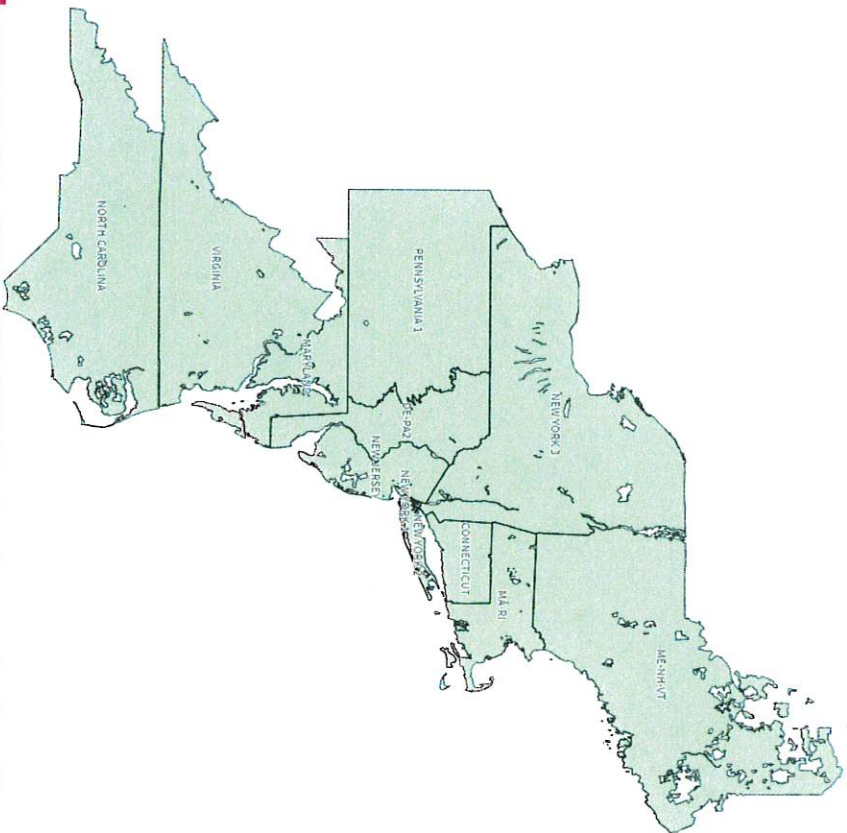


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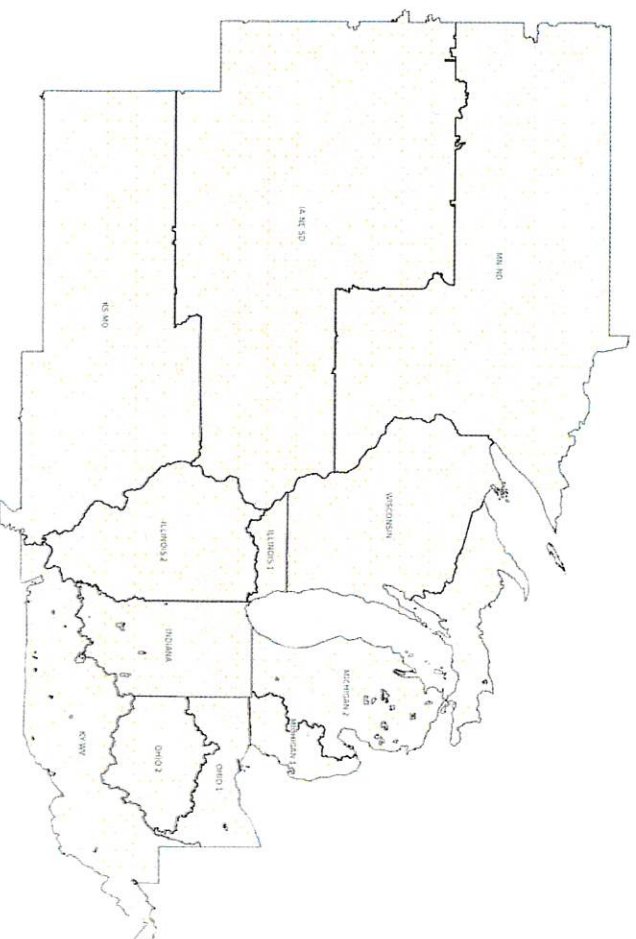
Atlantic Delivery & Retail Area - Districts ZIP Codes

Connecticut: 060-069	DE-PA2: Philadelphia 180-199
MA-RI: 010-029	Maryland – DC: 200, 202-212, 214-219
ME-NH-VT: 030-059	New Jersey: 070-089
New York 1: New York City 100-104, 112	New York 2: Long Island/Queens 110, 111, 113-119
New York 3: Upstate NY 105-109, 120-149	North Carolina: 270-289
Pennsylvania 1: Pittsburgh 150-179	Virginia: 201, 220-246



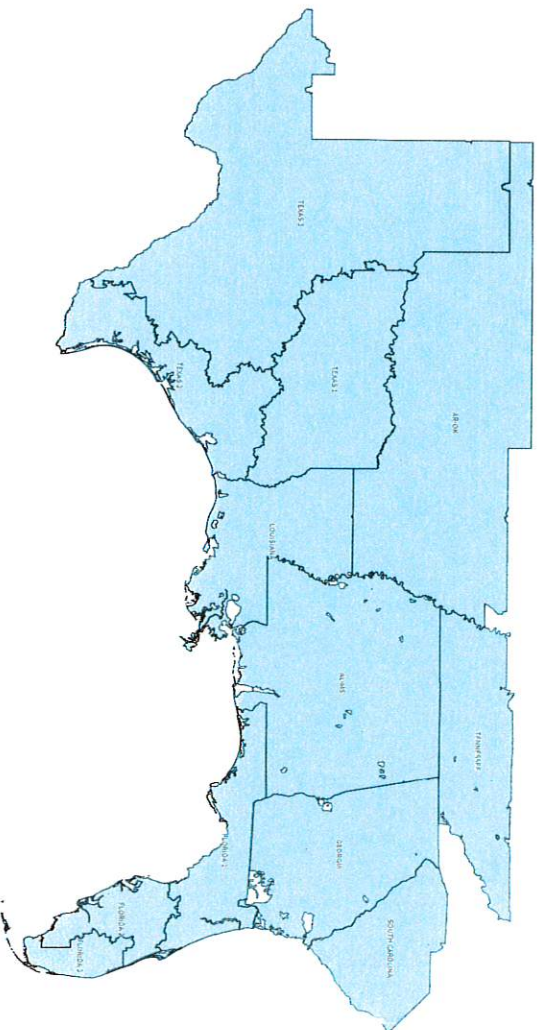
Central Delivery and Retail Area - Districts ZIP Codes

IA - NE - SD: 500-516, 520-528, 570-577, 680, 681, 683-693	Illinois 1: 600-603, 606-608, 610, 611
Illinois 2: 604, 605, 609, 612-620, 622-629	Indiana: 460-479
KS - MO: 630, 631, 633-641, 644-648, 650-658, 660-662, 664-679	KY - WV: 247-268, 400-418, 420-427
Michigan 1: 480-485, 492	Michigan 2: 486-491, 493-499
MN - ND: 550, 551, 553-567, 580-588	Ohio 1: 434-436, 439-449, 458
Ohio 2: 430-433, 437, 438, 450-457	Wisconsin: 530-532, 534, 535, 537-549



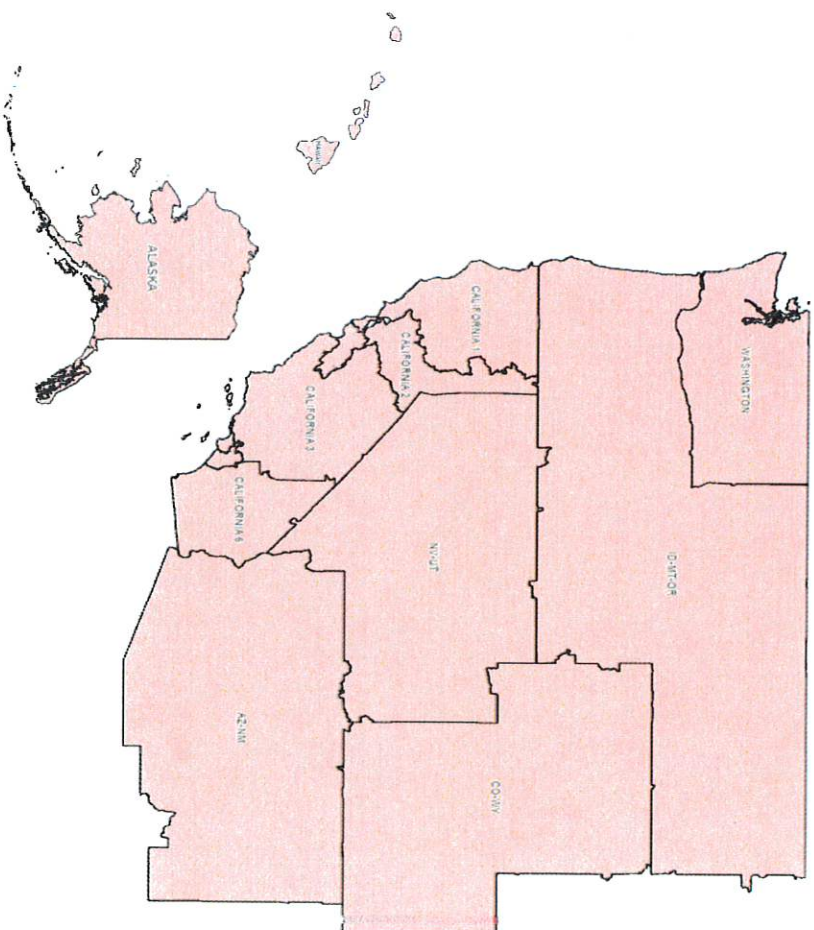
Southern Delivery & Retail Area - Districts ZIP Codes

AL - MS: 350-352, 354-369, 386-397	AR - OK: 716-731, 734-741, 743-749
Florida 1: 320-327, 344	Florida 2: 328, 329, 335-339, 341, 342, 346, 347
Florida 3: 330-334, 349	Georgia: 300-319, 398
Louisiana: 700, 701, 703-708, 710-714	Puerto Rico: 006-009
South Carolina: 290-299	Tennessee: 370-374, 376-385
Texas 1: 750-764, 766, 767	Texas 2: 770, 772-779, 783-785
Texas 3: 765, 768, 769, 780-782, 786-799	



WestPac Delivery & Retail Area - Districts ZIP Codes

Alaska: 995-999	AZ - NM: 850-853, 855-857, 859, 860, 863-865, 870, 871, 873-875, 877-884
California 1: 940-941, 943-944, 949-951, 954-955, 959-960	California 2: 942, 945-948, 952, 956-958, 961
California 3: 913-916, 930-937, 939, 953	California 4: 910-912, 917, 918, 926-928
California 5: 900-908	California 6: 919-925
CO - WY: 800-816, 820-831	Hawaii: 967-969
ID - MT - OR: 590-599, 832-838, 970-979	NV - UT: 840, 841, 843-847, 890, 891, 893-895, 897, 898
Washington: 980-986, 988-994	



Field Maintenance Operations

Field Maintenance Operations, Retail and Post Office Operations team aligns with the Postal Service's Delivering for America plan.

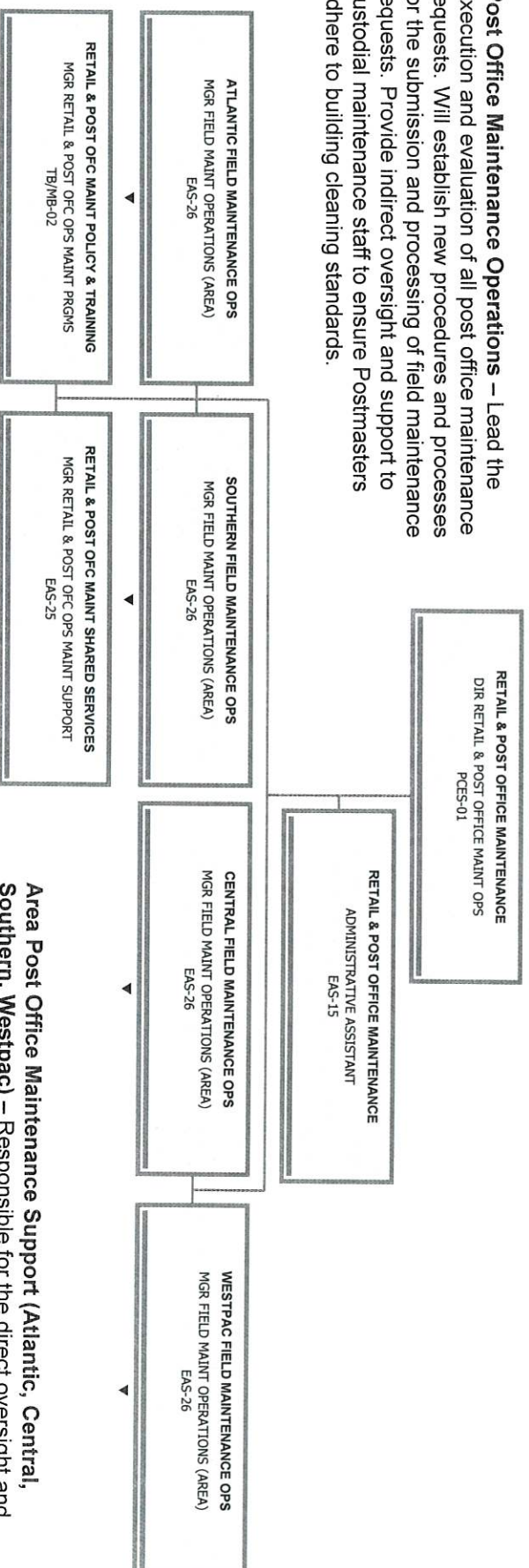
- Manages maintenance services efficiently and effectively
- Focuses on Post Offices, stations and branches
- Adds value to the entire maintenance operations process
- Reinforces standard practices and systems



New Field Maintenance Structure

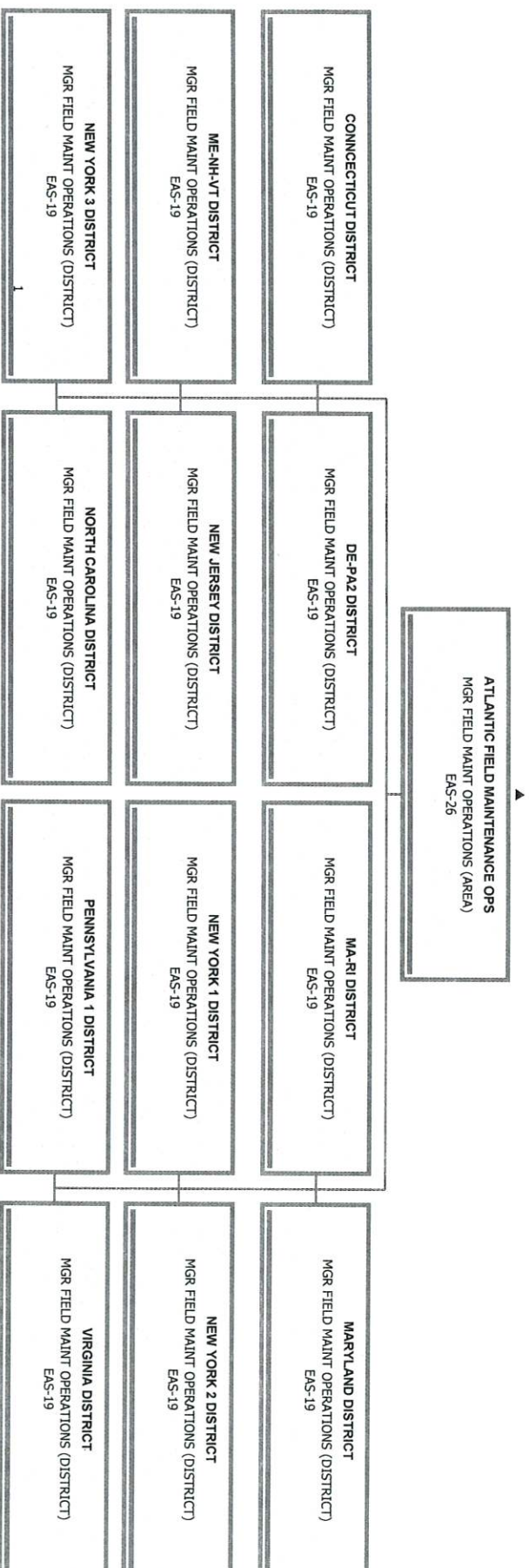
Post Office Maintenance Operations

Post Office Maintenance Operations – Lead the execution and evaluation of all post office maintenance requests. Will establish new procedures and processes for the submission and processing of field maintenance requests. Provide indirect oversight and support to custodial maintenance staff to ensure Postmasters adhere to building cleaning standards.

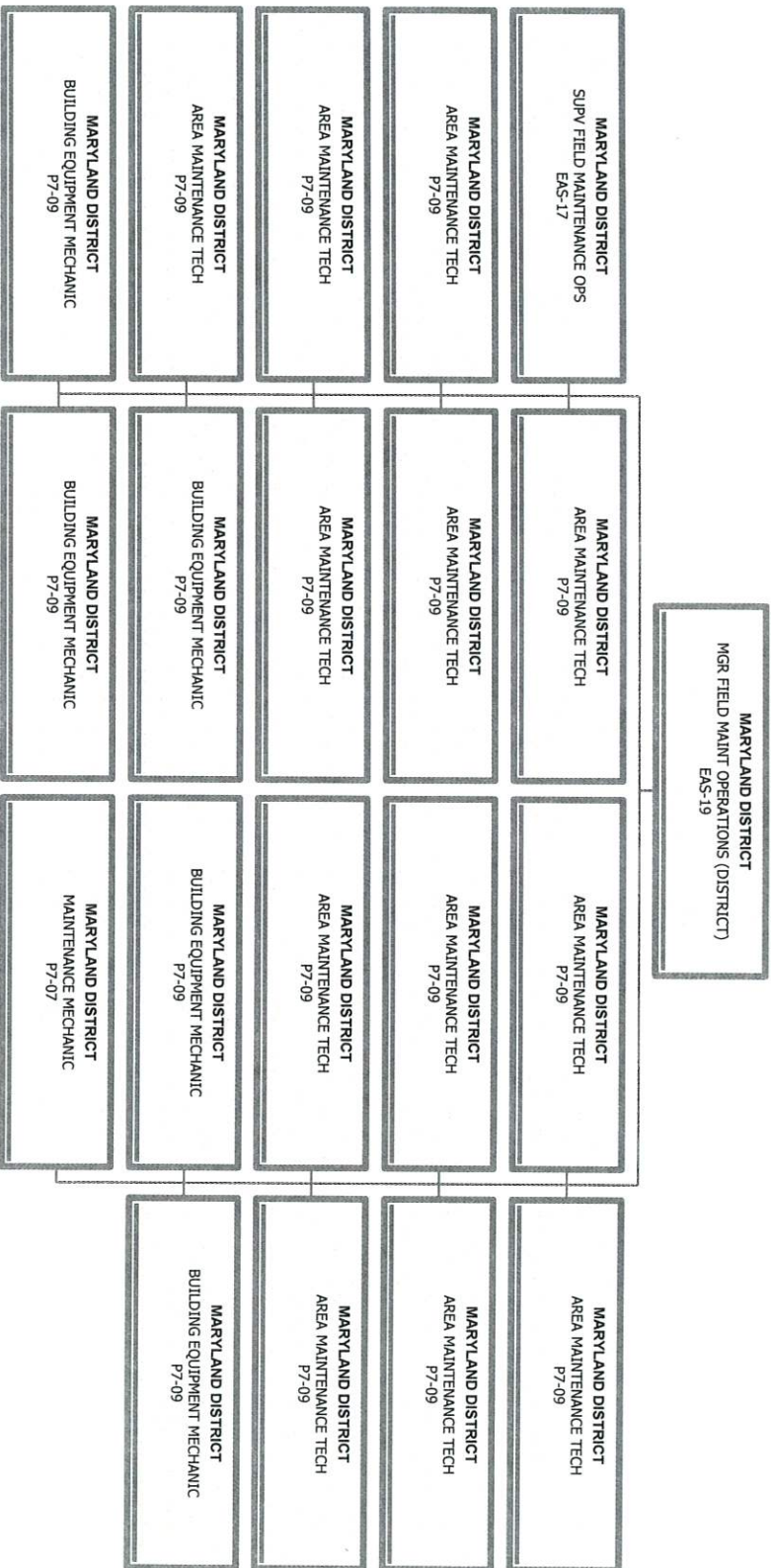


Area Post Office Maintenance Support (Atlantic, Central, Southern, Westpac) – Responsible for the direct oversight and implementation of building maintenance and coordination with custodial work in all post offices, stations, and branches for a retail & delivery area.

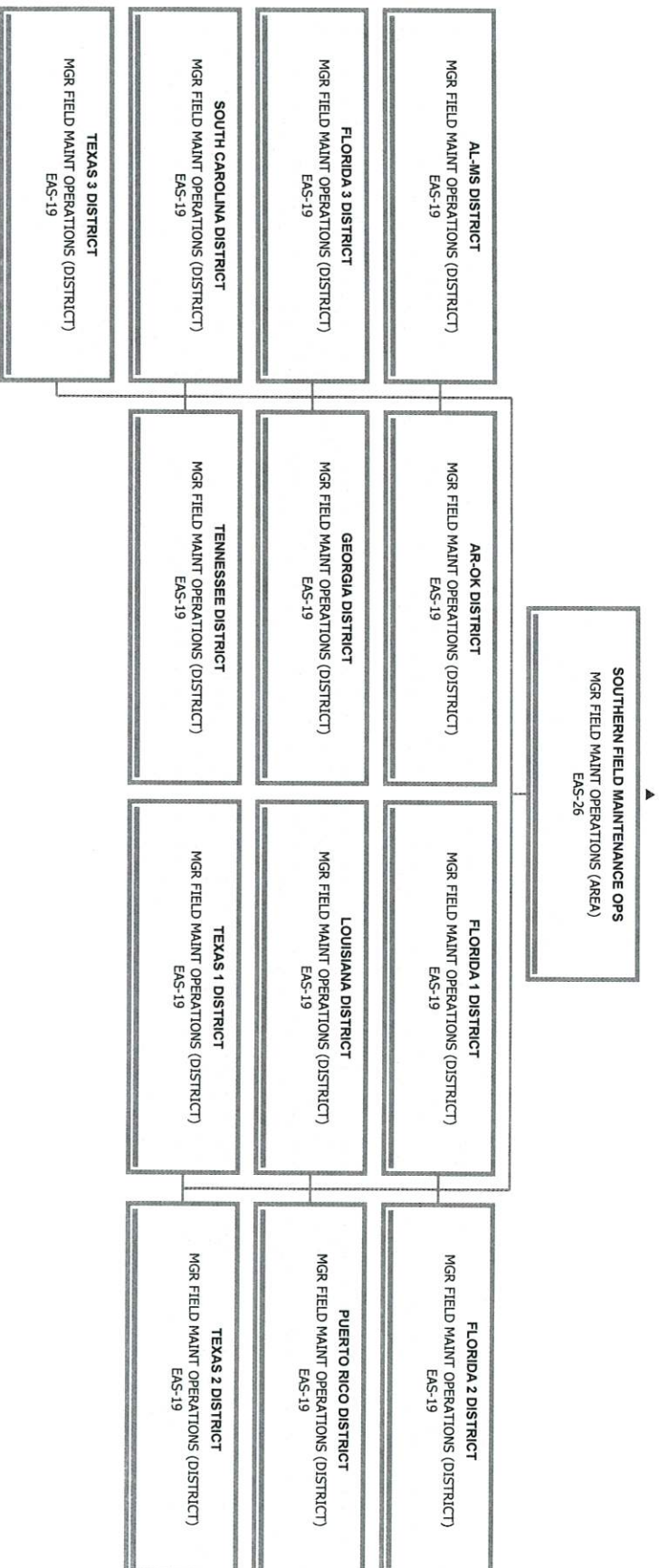
Atlantic Field Maintenance Ops



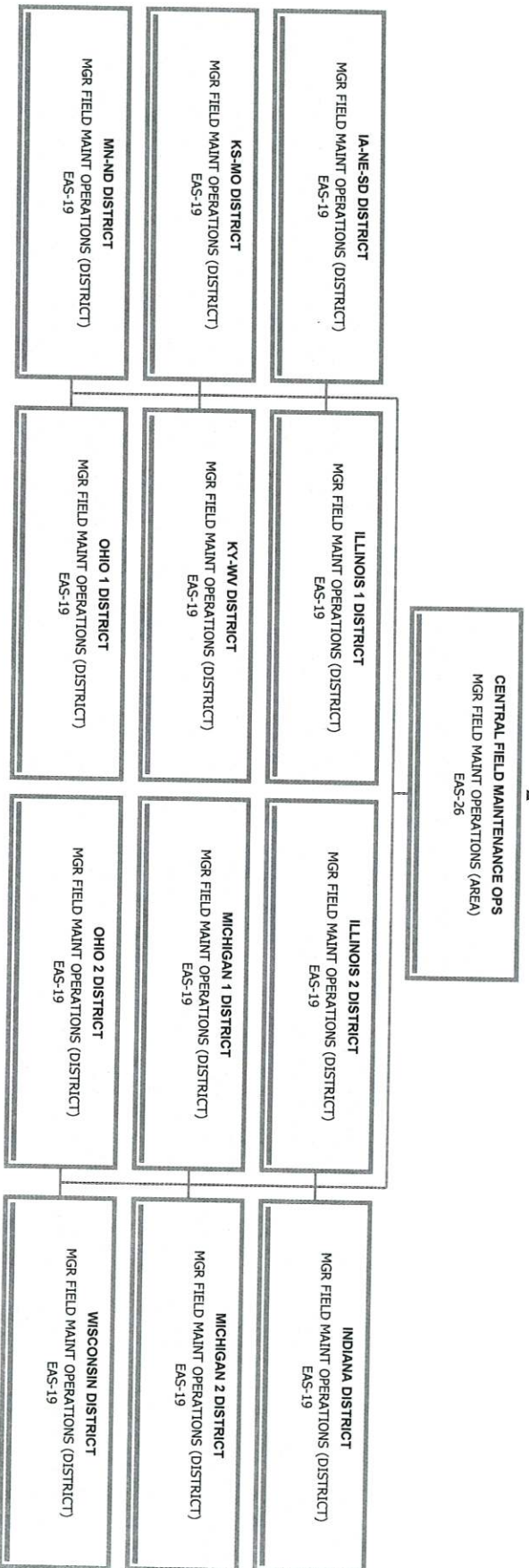
District Support Example



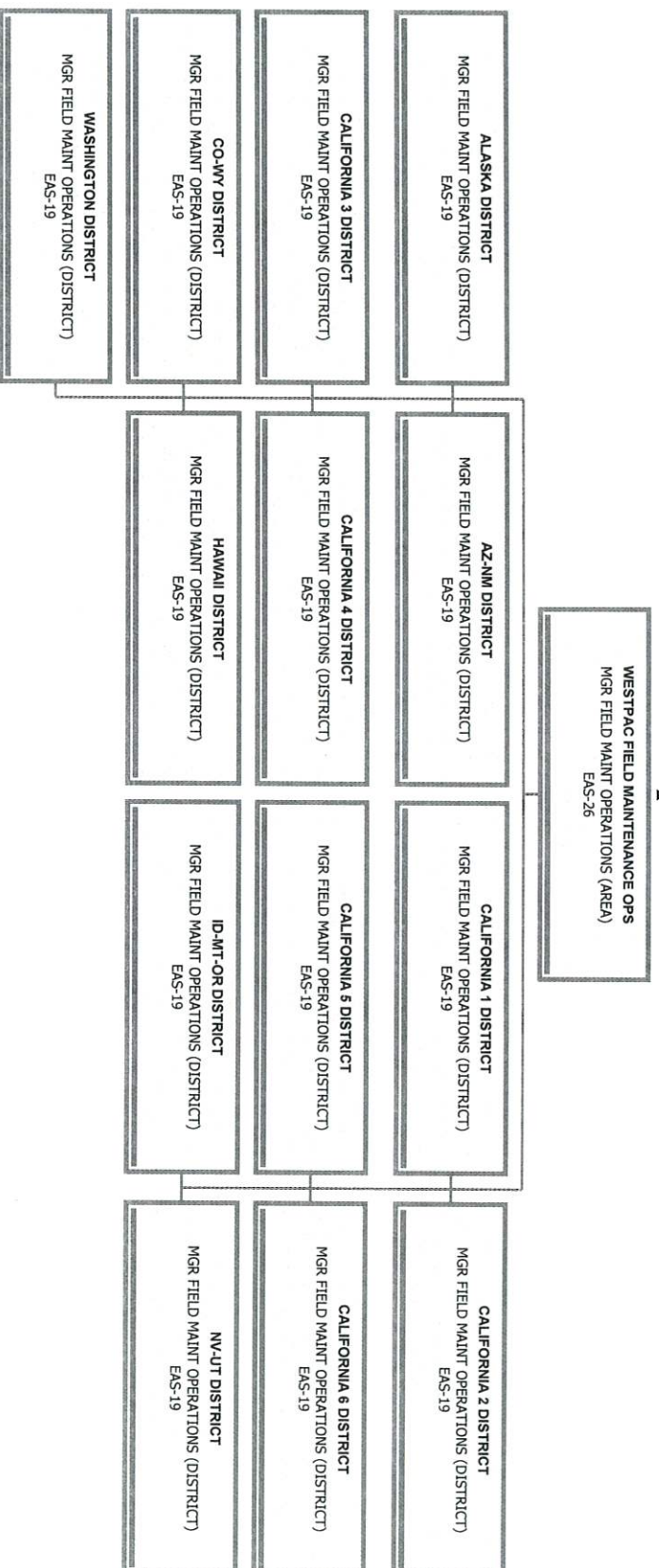
Southern Field Maintenance Ops



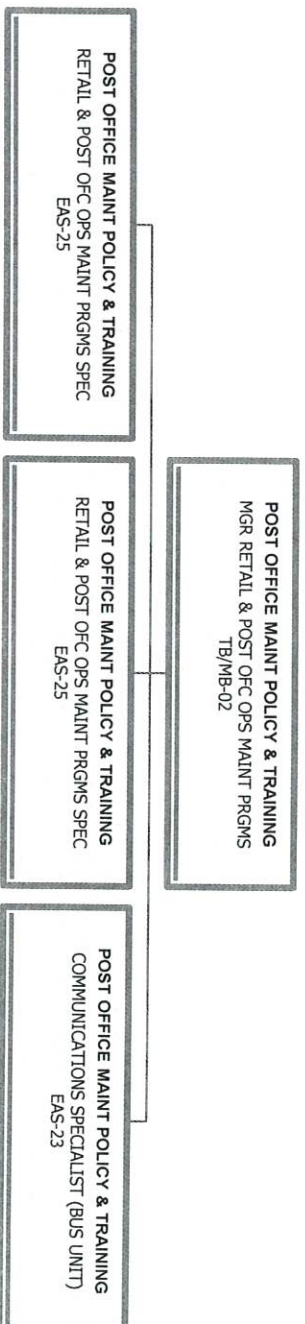
Central Field Maintenance Ops



Westpac Field Maintenance Ops



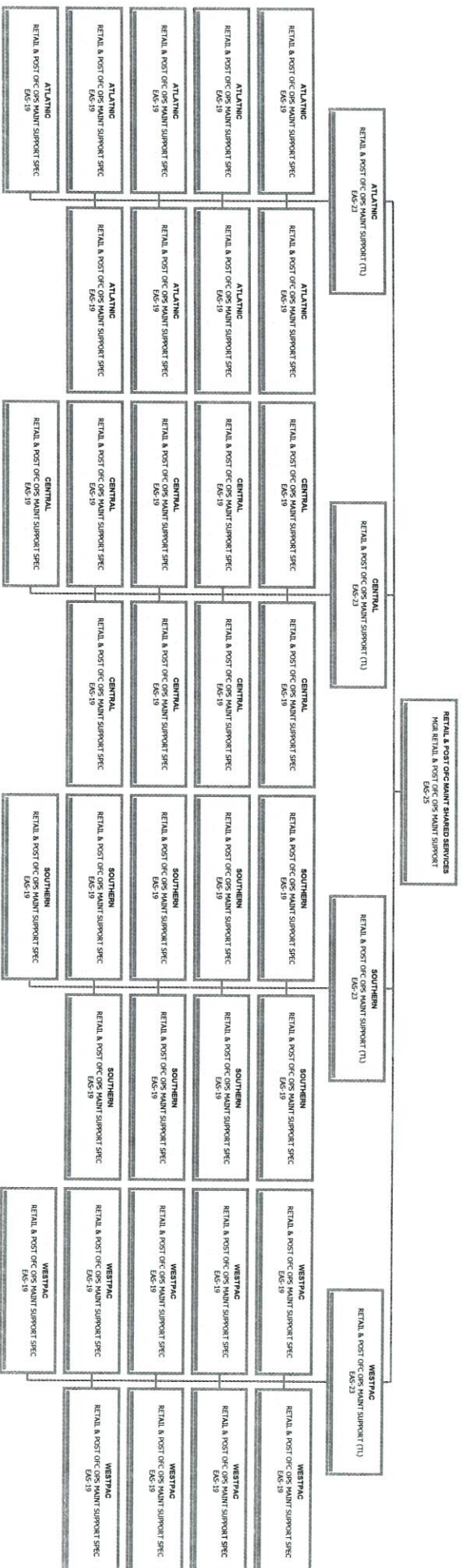
Post Office Maintenance Policy & Training



Post Office Maintenance Policy & Training – Ensure compliance with existing maintenance policy and procedures established by HQ Maintenance. Provides training to Field Maintenance and Post Office custodial staff to ensure adherence to policies and standards.



Retail & Post Ofc Maint Shared Services



Post Office Maintenance Shared Services - Responsible for the intake of work orders, monitoring workload, and assigning work to area and district support teams. Evaluates maintenance staffing needs, tracking and reporting out on maintenance activities. Will work with Facilities to establish new workflow procedures for intake and assignments of work orders. Oversees the inventory control system for maintenance supplies.

Field Maintenance Operations Strategies

In this new structure, Field Maintenance Operations will:

- Maintain safety and health standards
- Support maintenance hiring efforts
- Review and support work orders to completion
- Manage field maintenance inventory
- Integrate Operational Excellence principles into work practices



HR Partnership

We'll partner and connect field offices with Human Resources for optimum maintenance support.

This partnership will help:

- Identify coverage gaps
- Fill vacancies
- Support job bid management

Building the maintenance team we need, including building equipment mechanics, area maintenance technicians, and custodians, will help us be successful in offering a safe and clean experience for all.



Next Steps



The new structure will be effective September 24th.



Employees will be notified of their new assignment and next steps via email following this presentation.



Residual vacancies will begin to be posted on October 4th.



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



Your new manager will be available to discuss any questions you have about this organizational change.



Questions

This presentation will be emailed to employees

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

EMPLOYEE HANDOUT 2022 Field Maintenance Organizational Change

What does this mean to you?

- On September 24, 2022, the Field Maintenance work transitioned from the previously designated lead plants to a new structure within the Chief Retail & Delivery organization, VP Retail & Post Office Operations.
- As a result of this organizational change, the EAS-19 Mgr Field Maint Oprns (Lead), occupation code 2355-0050, authorizations have been reduced from (64) to (50). Employees in this occupation code have been reassigned to either an EAS-19 Mgr Field Maint Oprns (District), occupation code 2355-0050, or an EAS-19 Retail & Post Ofc Ops Maint Support Spec, occupation code 2355-0064, position within the new structure but with no change in their current work location.
- Employees that received an assignment to a new occupation code will need to accept or decline their new position no later than **Monday, October 3, 2022**. The effective date of the reassignment is **Saturday, October 8, 2022**.

What should I do?

- Review your options and make a decision that is right for you. If you received a new occ-code, complete and submit the form attached to your directed reassignment letter no later than Monday, October 3, 2022.

Note: If you decline the reassignment and do not obtain another position by **December 16, 2022**, you may be involuntarily separated. If you voluntarily accept a non-bargaining position at a lower grade than your current position, you will not be eligible for any grade retention or pay retention.

- Update your eCareer profile in advance of posting cycles.
- Monitor eCareer for job postings and talk with your new manager about available opportunities.
- Your options for finding other employment may include:
 - **Non-Competitive Reassignment:** Between **September 22, 2022**, and **December 16, 2022**, 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 to your request a copy of your eCareer Candidate Profile, including the Summary of Accomplishments section addressing the job requirements for the position.
 - **Job Postings:**
 - Posting I: October 4 -19, 2022** (15-day posting, open service-wide to all career postal employees.)
Jobs to be posted include:
 - Mgr Field Maintenance Operations (Area) EAS-26
 - Mgr Retail & Post Ofc Ops Maint Support EAS-25
 - Mgr Retail & Post Ofc Ops Maint Programs V-02
 - Supv Field Maintenance Operations EAS-17
 - Administrative Assistant EAS-15

EMPLOYEE HANDOUT 2022 Field Maintenance Organizational Change

Posting II: November 8 -13, 2022 (15-day posting, open service-wide to all career postal employees.)
Jobs to be posted include:

- Mgr Field Maintenance Operations (District) EAS-19
- Supv Field Maintenance Operations EAS-17
- Retail & Post Ofc Ops Maint Support (Team Lead) EAS-23
- Retail & Post Ofc Ops Maint Support Specialist EAS-19

- **Other Competitive Job Posting:** Available jobs in unaffected competitive areas will be posted as usual throughout this process. New postings generally open on Tuesdays and stay open for 15 days. Check the eligibility statements on the eCareer postings to determine if you are eligible to apply.

What happens if I take a voluntary downgrade?

- Employees who are issued directed reassignments may request a non-competitive downgrade but are not eligible for saved grade and salary.
- Employees who competitively apply and accept a downgrade are not 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.

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)
 - Coping with change can be challenging. Help is available through the Employee Assistance Program (EAP) if needed. EAP provides many services for the postal employee and his or her family. 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

September 22, 2022

<00011223>
<EMPLOYEE>
<XXXX STREET NAME>
<ANYTOWN USA 11111-9999>

Dear <EMPLOYEE>:

This is to inform you that your reporting relationship will change effective Saturday, September 24, 2022. Your tenure, grade, salary, work location, and occupation code will not change.

	Current full-time position	New full-time position
Job Title	Mgr Field Maint Oprns (Lead)	Mgr Field Maint Oprns (District)
Pay Grade	EAS-19	EAS-19
Occ-Code	2355-0050	2355-0050
FLSA Status	Exempt	Exempt
Organizational Unit	<old>	<new>
Cost Center	<old>	<new>
Duty Station	<old>	<new>

This change in reporting relationship is necessary due to the realignment of Field Maintenance Operations from the Chief Processing & Distribution Organization to a newly established structure in the Chief Retail & Delivery Organization under the VP Retail & Post Office Operations.

The new Retail & Post Office Maintenance organizational structure has been strategically designed to support the intake, evaluation, prioritization, and execution of maintenance services for all post offices, stations, and branches. It will reinforce effective processes and systems for post office maintenance services operations.

The effective date of this reassignment is **Saturday, September 24, 2022**. You are to report to the (A) Manager <insert area manager>, on Monday, September 26, 2022.

If you wish to discuss this change, please contact me at Jason.D.Hewitt@usps.gov or call me at (202) 268-8347.

Sincerely,



Jason D. Hewitt
Director of Retail & Post Ofc Maintenance Operations

September 22, 2022

<00011223>
<EMPLOYEE>
<XXXX STREET NAME>
<ANYTOWN USA 11111-9999>

Dear <EMPLOYEE>:

This is to inform you that you are being reassigned to the position of **Retail & Post Ofc Ops Maint Support Spec EAS-19** with no change in tenure, grade, salary, or work location.

	Current full-time position	New full-time position
Job Title	Mgr Field Maint Oprns (Lead)	Retail & Post Ofc Ops Maint Support Spec
Pay Grade	EAS-19	EAS-19
Occ-Code	2355-0050	2355-0064
FLSA Status	Exempt	Non-exempt
Organizational Unit	<old>	<new>
Cost Center	<old>	<new>
Duty Station	<old>	<new>

This directed reassignment is necessary due to the realignment of Field Maintenance Operations from the Chief Processing & Distribution Organization to a newly established structure in the Chief Retail & Delivery Organization under the VP Retail & Post Office Operations.

The new Retail & Post Office Maintenance organizational structure has been strategically designed to support the intake, evaluation, prioritization, and execution of maintenance services for all post offices, stations, and branches. It will reinforce effective processes and systems for post office maintenance services operations.

The effective date of this reassignment is **Saturday, October 8, 2022**. You are to report to the (A) Manager Post Office Maintenance Shared Services on Monday, October 10, 2022.

If you decline this reassignment and subsequently voluntarily accept a lower-level position, the grade and pay retention provisions of ELM 415.2 **do not** apply; you will not be eligible for any grade or pay retention. Also, if you decline this reassignment and do not obtain another position by **December 16, 2022**, you may be involuntarily separated.

Please advise me of your intentions concerning this assignment by completing and returning the enclosure to me no later than **Monday, October 3, 2022**. Failure to respond by this date is an indication of your acceptance of this directed reassignment.

If you wish to discuss this change, please contact me at Jason.D.Hewitt@usps.gov or call me at (202) 268-8347.

Sincerely,

A handwritten signature in black ink, appearing to be 'JDH', written in a cursive style.

Jason D. Hewitt
Director of Retail & Post Ofc Maintenance Operations

Enclosure

ACCEPTANCE/DECLINATION OF DIRECTED REASSIGNMENT

After considering the information relevant to my decision, I hereby make the following election
(please initial your election):

_____ I accept the directed reassignment as described in the letter I recently received.

_____ I decline the directed reassignment as described in the letter I recently received,
and I intend to pursue another alternative(s).

(Please print legibly)

Employee Identification Number (from your earnings statement): _____

Name: _____

Signature: _____

Date: _____

RETURN BY EMAIL TO JASON.D.HEWITT@USPS.GOV FOR RECEIPT BY 10/3/2022.