



June 5, 2018

Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22305-2600

Dear Brian:

As a matter of information, the Postal Service plans to update specific job criteria information to the Job Descriptions Online (JD Online) tool.

The JD Online tool includes a "Criteria" tab for every job, however this feature remains underutilized on the site. The tool allows the Postal Service to update specific job criteria among the job description for non-bargaining jobs. While the established criteria of each job will not be changed, this additional description of the criteria will be more specific and accurate.

Criteria will be updated for jobs as they are reviewed and verified. The Postal Service anticipates to update the first group of jobs by June and completion of the project by the end of the fiscal year.

Enclosed, you will find a list of EAS jobs that will be included in the first update.

Please contact Phong Quang at extension 2857 if you have questions concerning this matter.

Sincerely,

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

Bruce A. Nicholson
Manager
Labor Relations Policy Administration

Enclosure

Criteria Description Changes

Occ Code	Title	RBC Grade	Current Posted Criteria	Updated Criteria to be Posted
0318-0204	SECRETARY	E 11	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	This job was identified for discontinuance and is not authorized. Do not use. Effective 6/20/2008. For additional information contact Organization Design via email (BGFPHM@usps.gov).
0318-0007	ADMINISTRATIVE ASSISTANT (FLD)	E 12	Position authorized for District Managers, Manager's HR (District), Manager's PADCs / PADs / BMCs / AMCs / RECs, etc. EAS-23 and above, and EAS-28 and above Postmaster's.	Administrative Assistant positions authorized in accordance with the following: OCC CODE JOB TITLE GRADE STAFFING CRITERIA 0318- ADMINISTRATIVE ASSISTANT EAS-12 Authorized in the field as a direct report to District Managers, District HR Managers (excluding Off-Shore Districts), Level 28 and PCES Postmasters, EAS-25 and above, Manager PADC/ NDC/ ISC and the Manager, Remote Encoding Center only. 0007 0318- ADMINISTRATIVE ASSISTANT EAS-12 Authorized to support headquarters related PCES managers units located outside Washington, D.C. 0031 0318- ADMINISTRATIVE ASSISTANT EAS-14 Two (2) authorized per Area. One (1) authorized to support one or more PCES manager within Headquarters. 0020 0318- EXECUTIVE ASSISTANT EAS-18 One (1) authorized per Area Vice President and Headquarters Vice President. 0002 0318- SR EXECUTIVE ASSISTANT EAS-22 One (1) authorized for Executive Vice Presidents on the Executive Leadership Team, excluding Deputy Postmaster General. 2044 0318- SR EXECUTIVE ASSISTANT EAS-23 One (1) authorized for Deputy Postmaster General only. 2013 0301- EXECUTIVE ADMINISTRATOR TO PMG EAS-25 Authorized for the Postmaster General only. 0287
0318-0031	ADMINISTRATIVE ASSISTANT	E 12	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFPHM@usps.gov) or follow instructions on webpage (http://blue.usps.gov/jobs-workforce-organizational-design-structure/jobs-and-organizational-structures.htm).	Criteria effective 3/25/2014. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce-organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFPHM@usps.gov). Administrative Assistant positions authorized in accordance with the following: OCC CODE JOB TITLE GRADE STAFFING CRITERIA 0318- ADMINISTRATIVE ASSISTANT EAS-12 Authorized in the field as a direct report to District Managers, District HR Managers (excluding Off-Shore Districts), Level 28 and PCES Postmasters, EAS-25 and above, Manager PADC/ NDC/ ISC and the Manager, Remote Encoding Center only. 0007 0318- ADMINISTRATIVE ASSISTANT EAS-12 Authorized to support headquarters related PCES managers units located outside Washington, D.C. 0031 0318- ADMINISTRATIVE ASSISTANT EAS-14 Two (2) authorized per Area. One (1) authorized to support one or more PCES manager within Headquarters. 0020 0318- EXECUTIVE ASSISTANT EAS-18 One (1) authorized per Area Vice President and Headquarters Vice President. 0002 0318- SR EXECUTIVE ASSISTANT EAS-22 One (1) authorized for Executive Vice Presidents on the Executive Leadership Team, excluding Deputy Postmaster General. 2044 0318- SR EXECUTIVE ASSISTANT EAS-23 One (1) authorized for Deputy Postmaster General only. 2013 0301- EXECUTIVE ADMINISTRATOR TO PMG EAS-25 Authorized for the Postmaster General only. 0287
0318-0287	BUSINESS SERVICE NETWORK REPRESENTATIVE	E 18	Position authorization requires Headquarters approval.	Criteria effective 3/25/2014. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce-organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFPHM@usps.gov). No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFPHM@usps.gov) or follow instructions on webpage (http://blue.usps.gov/jobs-workforce-organizational-design-structure/jobs-and-organizational-structures.htm).

Criteria Description Changes

Occ code	Title	RBC	Grade	Current Posted Criteria	Updated Criteria to be Posted
0350-0001	SUPV/ACCT PAPER	E	16	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	Authorized in Caribbean and Honolulu Districts only.
2345-0022	MAILING STANDARDS SPECIALIST	E	16	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	Criteria effective 03/26/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov . One (1) authorized per District, excluding Off-Shore Districts.
2345-0044	MAILPIECE DESIGN ANALYST	E	18	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	Criteria effective 03/26/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov . Five (5) authorized per Area.
2345-5026	CUSTOMER RELATIONS COORDINATOR	E	17	Authorized in EAS-24 or larger P.O.s. PO must be > (greater than) 35 miles from CSOO.	Criteria effective 12/2/1992. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov . One (1) authorized per District. Two authorized in the following districts only: Arizona, Colorado/Montana, Central Plains, Fresno, Dakota and Rio Grande.
2370-0299	SENIOR BSN SPECIALIST	E	19	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval. Position authorized in POC's that do not meet the criteria for a Mgr BSN Operations (District).	Criteria effective 2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov . No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email: BGPH10@usps.gov or follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . One (1) authorized per District, excluding Off-Shore Districts.
2370-0442	SENIOR BSN SPECIALIST	E	20	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email: BGPH10@usps.gov or follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . One (1) authorized per District, excluding Off-Shore Districts.	Criteria effective 03/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov . The following criteria apply to these jobs: 2310-0015 MGR DEL/CUSTOMER SERVICE PROGRAMS EAS-20 2310-0016 MGR DEL/CUSTOMER SERVICE PROGRAMS EAS-22 Maximum one (1) authorized per District. • EAS-20 - Authorized at Level 2 Districts and Dakota District. • EAS-22 - Authorized at Major, Metro and Level 1 Districts.
0334-0102	MGR INFORMATION SYSTEMS	E	23	1 authorized per District.	Criteria effective July 2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov .
2310-0015	MGR DEL/CUSTOMER SERVICE PROGRAMS	E	20	Position authorized only at Level 2 and Level 3 Districts.	The following criteria apply to these jobs: 2310-0015 MGR DEL/CUSTOMER SERVICE PROGRAMS EAS-20 2310-0016 MGR DEL/CUSTOMER SERVICE PROGRAMS EAS-22 Maximum one (1) authorized per District. • EAS-20 - Authorized at Level 2 Districts and Dakota District. • EAS-22 - Authorized at Major, Metro and Level 1 Districts.
2310-0016	MGR DEL/CUSTOMER SERVICE PROGRAMS	E	22	Position authorized only at Level 1, Major, and Metro Districts.	Criteria effective July 2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGPH10@usps.gov .

Criteria Description Changes

Occ Code	Title	RAC	Grade	Current Posted Criteria	Updated Criteria to be Posted
2310-7036	MGR ADDRESS MANAGEMENT SYSTEMS	E	19	Position authorized at Level 2 and Level 3 Districts.	The following criteria apply to these jobs: 2310-7036 MGR ADDRESS MANAGEMENT SYSTEMS EAS-19 2310-7035 MGR ADDRESS MANAGEMENT SYSTEMS EAS-20 Maximum one (1) authorized per District: - EAS-19 - Authorized at districts Major, Metro, Level 1, and Gulf Atlantic District. - EAS-20 - Authorized at districts Major, Metro, Level 1, and Gulf Atlantic District. Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov .
2310-7035	MGR ADDRESS MANAGEMENT SYSTEMS	E	20	Position authorized only at Level 1, Major, and Metro Districts.	The following criteria apply to these jobs: 2310-7036 MGR ADDRESS MANAGEMENT SYSTEMS EAS-19 2310-7035 MGR ADDRESS MANAGEMENT SYSTEMS EAS-20 Maximum one (1) authorized per District: - EAS-19 - Authorized at districts Level 2, Level 3, and Dakota District. - EAS-20 - Authorized at districts Level 2, Level 3, and Gulf Atlantic District. Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov .
0201-0139	DISTRICT COORDINATOR	E	21	1 authorized per District. Authorized on a complement neutral basis.	Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov . One (1) authorized per District, excluding Off-shore Districts: - EAS-19 - Authorized at districts Level 2, Level 3, and Dakota District. - EAS-20 - Authorized at districts Major, Metro, Level 1, and Gulf Atlantic District. Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov .
0201-0192	MGR LEARNING DEVELOPMENT & DIVERSITY	E	21	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email: BGFHMD@usps.gov or follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm .	Criteria effective March 2009. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov . One (1) authorized in each District that averaged greater than 750 new hires in FY13-FY14.
0201-0293	STAFFING SPECIALIST	E	19	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email: BGFHMD@usps.gov or follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm .	Criteria effective 10/14/2014. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov . One (1) authorized per District.
0201-0291	FIELD RECRUITER	E	18	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email: BGFHMD@usps.gov or follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm .	Criteria effective 10/14/2014. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov .
0201-0053	HUMAN RESOURCES SPECIALIST	E	18	This is the EXEMPT position vs the 0201-0078 which is the NON-EXEMPT position. This position should be utilized when there is supervision of two or more NTEs.	The following criteria apply to these jobs: 0201-0053 HUMAN RESOURCES SPECIALIST (Exempt) 0201-0078 HUMAN RESOURCES SPECIALIST (Non-Exempt) Authorized at District Offices. Authorize 0201-0053 Human Resources Specialist (Exempt) when the position supervises two or more craft employees. Authorize 0201-0078 Human Resources Specialist (Non-Exempt) when the position supervises one craft employee, or does not supervise any craft employees. Criteria effective 3/29/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov . The following criteria apply to these jobs: 0201-0053 HUMAN RESOURCES SPECIALIST (Exempt) 0201-0078 HUMAN RESOURCES SPECIALIST (Non-Exempt) Authorized at District Offices. Authorize 0201-0053 Human Resources Specialist (Exempt) when the position supervises two or more craft employees. Authorize 0201-0078 Human Resources Specialist (Non-Exempt) when the position supervises one craft employee, or does not supervise any craft employees. Criteria effective 3/29/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov .
0201-0078	HUMAN RESOURCES SPECIALIST	E	18	This is a NON-EXEMPT position and should be used when no supervision is required. If supervising two or more NTEs, one should use 0201-0053 EXEMPT.	The following criteria apply to these jobs: 0201-0053 HUMAN RESOURCES SPECIALIST (Exempt) 0201-0078 HUMAN RESOURCES SPECIALIST (Non-Exempt) Authorized at District Offices. Authorize 0201-0053 Human Resources Specialist (Exempt) when the position supervises two or more craft employees. Authorize 0201-0078 Human Resources Specialist (Non-Exempt) when the position supervises one craft employee, or does not supervise any craft employees. Criteria effective 3/29/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blu.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BGFHMD@usps.gov .

Criteria Description Changes

Code	Title	Rsrc	Grade	Current Posted Criteria	Updated Criteria to be Posted
0201-0108	HEALTH AND RESOURCE MGMT SPEC (DIS1)	E	18	1 authorized per District. See Reference Documents.	One (1) authorized in Caribbean District only.
0019-0022	MGR SAFETY	E	18	Position authorization requires 3 or more dedicated EAS program positions.	The following criteria apply to these jobs: 0019-0021 MGR SAFETY EAS-18 0019-0022 MGR SAFETY EAS-20 0019-0023 MGR SAFETY/HEALTH AND RESOURCE MGMT EAS-20 Maximum one (1) authorized per District. * 0019-0021 Mgr Safety EAS-20 authorized in Districts with 5 or more dedicated EAS program positions. * 0019-0022 Mgr Safety/Health and Resource Mgmt authorized in Districts only.
0018-0021	MGR SAFETY	E	20	Position authorization requires 5 or more dedicated EAS program positions.	Criteria effective 9/19/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://bia.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGETHMO@dupa.gov . The following criteria apply to these jobs: 0018-0021 MGR SAFETY EAS-18 0018-0022 MGR SAFETY EAS-20 0018-0023 MGR SAFETY/HEALTH AND RESOURCE MGMT EAS-20 Maximum one (1) authorized per District. * 0018-0021 Mgr Safety EAS-20 authorized in Districts with 5 or more dedicated EAS program positions. * 0018-0022 Mgr Safety/Health and Resource Mgmt EAS-20 authorized in Districts only.
0018-0023	MGR SAFETY/HEALTH AND RESOURCE MGMT	E	20	Position authorization requires Headquarters approval. Position authorization limited to district offices with combined Safety/Health and Injury Compensation functions.	Criteria effective 9/19/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://bia.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGETHMO@dupa.gov . The following criteria apply to these jobs: 0018-0021 MGR SAFETY EAS-18 0018-0022 MGR SAFETY EAS-20 0018-0023 MGR SAFETY/HEALTH AND RESOURCE MGMT EAS-20 Maximum one (1) authorized per District. * 0018-0021 Mgr Safety EAS-20 authorized in Districts with 5 or more dedicated EAS program positions. * 0018-0022 Mgr Safety/Health and Resource Mgmt EAS-20 authorized in Districts only.
0230-0023	HEALTH AND RESOURCE MGMT SPEC (DIS1)	E	18	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	Criteria effective 10/14/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://bia.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHHMO@dupa.gov . The following criteria apply to these job authorized at District Offices: 0230-0021 HEALTH AND RESOURCE MGMT SPEC (DIS1) EAS-17 - Authorized at a 3:1 ratio of EAS-18. For every four EAS-18 earned, one is converted to an EAS-17. 0230-0022 HEALTH AND RESOURCE MGMT SPEC (DIS1) EAS-17 - Authorized at a 3:1 ratio of EAS-18. For every four EAS-18 earned, one is converted to an EAS-17. 0230-0023 HEALTH AND RESOURCE MGMT SPEC (DIS1) EAS-17 - Authorized at a 3:1 ratio of EAS-18. For every four EAS-18 earned, one is converted to an EAS-17.
0230-0021	HEALTH AND RESOURCE MGMT SPEC (DIS1)	E	17	Position authorization determined by the number of authorized EAS-18 Health & Resource Management Specialists. Ratio set at 3:1. See Reference Documents.	Criteria effective 10/14/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://bia.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHHMO@dupa.gov . The following criteria apply to these job authorized at District Offices: 0230-0021 HEALTH AND RESOURCE MGMT SPEC (DIS1) EAS-16 - One FTE per 322 new claims and one FTE per 200 Periodic Roll claims. 0230-0021 HEALTH AND RESOURCE MGMT SPEC (DIS1) EAS-17 - Authorized at a 3:1 ratio of EAS-16. For every four EAS-16 earned, one is converted to an EAS-17.

Criteria Description Changes

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0018-0018	SAFETY SPECIALIST	E	16	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	The following criteria apply to these jobs authorized at District Offices: 0018-0018 SAFETY SPECIALIST EAS-16 - No established criteria for this job. 0018-0018 SAFETY SPECIALIST EAS-17 - Authorized at a 3:1 ratio of EAS-16. For every four EAS-16 earned, one is converted to an EAS-17. 0018-0028 SAFETY SPECIALIST EAS-17 - One authorized in the District for each plant with 1,000 or more career employees; domiciled at the plant. 0018-0031 SAFETY SPECIALIST (TU) EAS-17 - Authorized in District with two or more permanent full-time Driver Safety Instructor (DSI) positions. Criteria effective 9/16/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHM@usps.gov .
0018-0018	SAFETY SPECIALIST	E	17	Job authorization limited to District Offices. 1 Position authorized for every 3 (level 16 Safety Specialists, (3:1 ratio)) See Reference Documents.	The following criteria apply to these jobs authorized at District Offices: 0018-0018 SAFETY SPECIALIST EAS-16 - No established criteria for this job. 0018-0018 SAFETY SPECIALIST EAS-17 - Authorized at a 3:1 ratio of EAS-16. For every four EAS-16 earned, one is converted to an EAS-17. 0018-0028 SAFETY SPECIALIST EAS-17 - One authorized in the District for each plant with 1,000 or more career employees; domiciled at the plant. 0018-0031 SAFETY SPECIALIST (TU) EAS-17 - Authorized in District with two or more permanent full-time Driver Safety Instructor (DSI) positions. Criteria effective 9/16/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHM@usps.gov .
0018-0031	SAFETY SPECIALIST (TU)	E	17	Position authorization limited to Districts having 2 or more permanent full-time Driver Safety Instructor (DSI) positions. See Reference Documents.	The following criteria apply to these jobs authorized at District Offices: 0018-0018 SAFETY SPECIALIST EAS-16 - No established criteria for this job. 0018-0018 SAFETY SPECIALIST EAS-17 - Authorized at a 3:1 ratio of EAS-16. For every four EAS-16 earned, one is converted to an EAS-17. 0018-0028 SAFETY SPECIALIST EAS-17 - One authorized in the District for each plant with 1,000 or more career employees; domiciled at the plant. 0018-0031 SAFETY SPECIALIST (TU) EAS-17 - Authorized in District with two or more permanent full-time Driver Safety Instructor (DSI) positions. Criteria effective 9/16/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHM@usps.gov .
0018-5028	SAFETY SPECIALIST	E	17	Position authorization limited to P&OC's with 1,000 or more career employees, all BMC's, and JFK, Westway, and Chems AMF's. Position authorization outlined in S. Meivoiden memo dated 9/16/03.	The following criteria apply to these jobs: 0018-0018 SAFETY SPECIALIST EAS-16 - No established criteria for this job. 0018-0018 SAFETY SPECIALIST EAS-17 - Authorized at a 3:1 ratio of EAS-16. For every four EAS-16 earned, one is converted to an EAS-17. 0018-0028 SAFETY SPECIALIST EAS-17 - One authorized in the District for each plant with 1,000 or more career employees; domiciled at the plant. 0018-0031 SAFETY SPECIALIST (TU) EAS-17 - Authorized in District with two or more permanent full-time Driver Safety Instructor (DSI) positions. Criteria effective 9/16/2003. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHM@usps.gov .
0020-0029	MGR HEALTH AND RESOURCE MGMT (DIST)	E	19	As of 5/18/07, for those Districts that did not meet the requirement of having 5 or more dedicated EAS program positions but did have an OHNA or FLA Coordinator, EAS-19, the Mgr was upgraded to EAS-19. Position authorized only for the following District: Arkansas, Honolulu, Kenilworth, Kistalipoli, Nevada-Sierra, South Jersey, Columbus, Greater So Carolina, and Appalachain.	Maximum one (1) authorized per District. * 0020-0029 Mgr Health and Resource Mgmt (Dist) EAS-19 authorized in Districts with 3 or 4 dedicated EAS program positions, including an Occupational Health Nurse Administrator (OHNA) or Family Medical Leave Act (FMLA) Coordinator. * 0020-0019 Mgr Health and Resource Mgmt (Dist) EAS-20 authorized in Districts with 5 or more dedicated EAS program positions. * 0018-0023 Mgr Safety/Health and Resource Mgmt EAS-20 authorized in Dakota District only. Criteria effective 3/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHM@usps.gov .
0020-0019	MGR HEALTH AND RESOURCE MGMT (DIST)	E	20	Position authorization requires 5 or more dedicated EAS program positions.	Maximum one (1) authorized per District. * 0020-0029 Mgr Health and Resource Mgmt (Dist) EAS-19 authorized in Districts with 3 or 4 dedicated EAS program positions, including an Occupational Health Nurse Administrator (OHNA) or Family Medical Leave Act (FMLA) Coordinator. * 0020-0019 Mgr Health and Resource Mgmt (Dist) EAS-20 authorized in Districts with 5 or more dedicated EAS program positions. * 0018-0023 Mgr Safety/Health and Resource Mgmt EAS-20 authorized in Dakota District only. Criteria effective 3/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: IGFHM@usps.gov .

Criteria Description Changes

Occ	Title	RSC	Grade	Current Posted Criteria	Updated Criteria to be Posted
0926 0610 0001	OCUP HEALTH NURSE ADMINISTRATOR	E	18	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	One (1) authorized per District. Criteria effective 03/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://bus.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BSFHM@usps.gov .
2370- 0044	MGR RETAIL (DISTRICT)	E	18	Position authorized only at level 3 Districts.	The following criteria apply to these jobs: 2370-0044 MGR RETAIL (DISTRICT) EAS-18 2370-0052 MGR RETAIL (DISTRICT) EAS-19 2370-0053 MGR RETAIL (DISTRICT) EAS-20 Maximum one (1) authorized per District. • EAS-18 - Dakota District. • EAS-19 - Level 2 Districts. • EAS-20 - Major Metro, and Level 1 Districts. • None authorized in Off-Shore Districts, F50 Criteria effective 03/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://bus.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BSFHM@usps.gov .
2370- 0052	MGR RETAIL (DISTRICT)	E	19	Position authorized only at Level 2 Districts.	The following criteria apply to these jobs: 2370-0044 MGR RETAIL (DISTRICT) EAS-18 2370-0052 MGR RETAIL (DISTRICT) EAS-19 2370-0053 MGR RETAIL (DISTRICT) EAS-20 Maximum one (1) authorized per District. • EAS-18 - Dakota District. • EAS-19 - Level 2 Districts. • EAS-20 - Major Metro, and Level 1 Districts. • None authorized in Off-Shore Districts. Criteria effective 03/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://bus.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BSFHM@usps.gov .
2370- 0053	MGR RETAIL (DISTRICT)	E	20	Position authorized only at Level 1, Major, and Metro Districts.	The following criteria apply to these jobs: 2370-0044 MGR RETAIL (DISTRICT) EAS-18 2370-0052 MGR RETAIL (DISTRICT) EAS-19 2370-0053 MGR RETAIL (DISTRICT) EAS-20 Maximum one (1) authorized per District. • EAS-18 - Dakota District. • EAS-19 - Level 2 Districts. • EAS-20 - Major Metro, and Level 1 Districts. • None authorized in Off-Shore Districts. Criteria effective 03/25/2011. For additional information or to submit a staffing change request, follow instructions on webpage: http://bus.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BSFHM@usps.gov .
0356 0002	SUPV REMOTE ENCODING OPERATIONS	E	17	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	One (1) authorized for every 60 Data Conversion Operator (DCO) and PSE DCO clerks on rolls. Criteria effective 10/5/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://bus.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm . Questions may be directed to Organization Design via email: BSFHM@usps.gov .

Criteria Description Changes

Old Code	Title	RSC	Grade	Current Posted Criteria	Updated Criteria to be Posted
0356-0005	MANAGER REMOTE ENCODING OPERATIONS	E	19	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	The following criteria apply to these jobs: 0356-0005 MANAGER REMOTE ENCODING OPERATIONS EAS-19 0356-7004 MGR REMOTE ENCODING OPERATIONS EAS-22 0356-0006 MGR REMOTE ENCODING OPERATIONS SR EAS-25 0356-0004 MGR REMOTE ENCODING CENTER PCS-01 The Remote Encoding Center (REC) is authorized 7 managers: One (1) PCS-01 Manager Remote Encoding Center, one (1) EAS-25 Mgr Remote Encoding Operations Sr (authorized on Tour 1), three (3) EAS-22 Mgr Remote Encoding Operations (one per tour), and two (2) EAS-19 Manager Remote Encoding Operations (one each on tours 2 and 3). Criteria effective 10/5/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
0356-7004	MGR REMOTE ENCODING OPERATIONS	E	22	Position authorized only in Level 1 RECs.	The following criteria apply to these jobs: 0356-0005 MANAGER REMOTE ENCODING OPERATIONS EAS-19 0356-7004 MGR REMOTE ENCODING OPERATIONS EAS-22 0356-0006 MGR REMOTE ENCODING OPERATIONS SR EAS-25 0356-0004 MGR REMOTE ENCODING CENTER PCS-01 The Remote Encoding Center (REC) is authorized 7 managers: One (1) PCS-01 Manager Remote Encoding Center, one (1) EAS-25 Mgr Remote Encoding Operations Sr (authorized on Tour 1), three (3) EAS-22 Mgr Remote Encoding Operations (one per tour), and two (2) EAS-19 Manager Remote Encoding Operations (one each on tours 2 and 3). Criteria effective 10/5/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
0356-0006	MGR REMOTE ENCODING OPERATIONS SR	E	25	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	The following criteria apply to these jobs: 0356-0005 MANAGER REMOTE ENCODING OPERATIONS EAS-19 0356-7004 MGR REMOTE ENCODING OPERATIONS EAS-22 0356-0006 MGR REMOTE ENCODING OPERATIONS SR EAS-25 0356-0004 MGR REMOTE ENCODING CENTER PCS-01 The Remote Encoding Center (REC) is authorized 7 managers: One (1) PCS-01 Manager Remote Encoding Center, one (1) EAS-25 Mgr Remote Encoding Operations Sr (authorized on Tour 1), three (3) EAS-22 Mgr Remote Encoding Operations (one per tour), and two (2) EAS-19 Manager Remote Encoding Operations (one each on tours 2 and 3). Criteria effective 10/5/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
2370-0575	MGR SALES (DISTRICT) (3)	E	24	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	The following criteria apply to these jobs: 2370-0575 MGR SALES (DISTRICT) (3) EAS-24 2370-0382 MGR SALES (DISTRICT) (2) EAS-25 2370-0576 MGR SALES (DISTRICT) (1) EAS-26 One (1) authorized per Sales District. Manager level based on Sales District ranking of Level 1, 2 or 3. Ranking is determined by (usually annually) redefined revenue goals. When District Sales Manager positions become vacant, levels are reviewed against current thresholds. Criteria effective 4/18/2016. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).
0392	MGR SALES (DISTRICT) (2)	E	25	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	The following criteria apply to these jobs: 2370-0575 MGR SALES (DISTRICT) (3) EAS-24 2370-0382 MGR SALES (DISTRICT) (2) EAS-25 2370-0576 MGR SALES (DISTRICT) (1) EAS-26 One (1) authorized per Sales District. Manager level based on Sales District ranking of Level 1, 2 or 3. Ranking is determined by (usually annually) redefined revenue goals. When District Sales Manager positions become vacant, levels are reviewed against current thresholds. Criteria effective 4/18/2016. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM0@usps.gov).

Criteria Description Changes

Occ Code	Title	RSC	Grade	Current Posted Criteria	Updated Criteria to be Posted																								
2370-0382 0578	MGR SALES (DISTRICT) (*)	E	26	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGFHM00@usps.gov) or follow instructions on webpage (http://blue.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm).	The following criteria apply to these jobs: 2370-0378 MGR SALES (DISTRICT) (2) EAS-24 2370-0382 MGR SALES (DISTRICT) (2) EAS-25 2370-0378 MGR SALES (DISTRICT) (*) EAS-26 One (*) authorized per Sales District. Manager level based on Sales District ranking of Level 1, 2 or 3. Ranking is determined by (usually annually) redefined revenue goals. When District Sales Manager positions become vacant, levels are reviewed against current thresholds. Criteria effective 4/18/2016. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Organization Design via email (BGFHM00@usps.gov).																								
5823-0007	SLIP/VEHICLE MAINTENANCE	E	17	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	Supervisor Vehicle Maintenance positions are earned in a Vehicle Maintenance Facility (VMF) according to workload credits, which are based on vehicle types and quantities. <table border="1"> <thead> <tr> <th>Workload Credits</th> <th>Positions Earned</th> </tr> </thead> <tbody> <tr> <td>1,500 - 2,199</td> <td>1</td> </tr> <tr> <td>2,200 - 3,299</td> <td>2</td> </tr> <tr> <td>3,300 - 4,399</td> <td>3</td> </tr> <tr> <td>4,400 - 5,499</td> <td>4</td> </tr> <tr> <td>5,500 and more</td> <td>5</td> </tr> </tbody> </table> <p>Criteria effective 5/22/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce/complement-management/complement-management.htm. Questions may be directed to Field Staffing Helpdesk via email (QAM34VQ@usps.gov).</p> <p>The following criteria apply to these jobs: 2150-7043 MGR VEHICLE MAINTENANCE FACILITY EAS-18 2150-7044 MGR VEHICLE MAINTENANCE FACILITY EAS-19 2102-0008 MGR VEHICLE MAINTENANCE FACILITY EAS-20 2380-0008 MGR VEHICLE MAINTENANCE FACILITY EAS-21 2380-0007 MGR VEHICLE MAINTENANCE FACILITY EAS-22 Manager level is determined by workload credits assigned to the Vehicle Maintenance Facility (VMF), which are based on vehicle types and quantities.</p> <table border="1"> <thead> <tr> <th>Workload Credits</th> <th>Manager Level</th> </tr> </thead> <tbody> <tr> <td>750 - 1,099</td> <td>EAS-18</td> </tr> <tr> <td>1,100 - 2,199</td> <td>EAS-19</td> </tr> <tr> <td>2,200 - 3,299</td> <td>EAS-20</td> </tr> <tr> <td>3,300 - 4,399</td> <td>EAS-21</td> </tr> <tr> <td>4,400 and more</td> <td>EAS-22</td> </tr> </tbody> </table> <p>Criteria effective 5/22/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce/complement-management/complement-management.htm. Questions may be directed to Field Staffing Helpdesk via email (QAM34VQ@usps.gov).</p>	Workload Credits	Positions Earned	1,500 - 2,199	1	2,200 - 3,299	2	3,300 - 4,399	3	4,400 - 5,499	4	5,500 and more	5	Workload Credits	Manager Level	750 - 1,099	EAS-18	1,100 - 2,199	EAS-19	2,200 - 3,299	EAS-20	3,300 - 4,399	EAS-21	4,400 and more	EAS-22
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2150-7043 7043	MGR VEHICLE MAINTENANCE FACILITY	E	18	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.																									

Criteria Description Changes

Doc code	Title	RSC Grade	Current Posted Criteria	Updated Criteria to be Posted										
2150-7044	MGR VEHICLE MAINTENANCE FACILITY	E 19	<p>Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.</p> <p>No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (gspr-hhd@usps.gov) or follow instructions on webpage (http://blue.usps.gov/jobs-workforce/management-complement-management.htm).</p>	<p>The following criteria apply to these jobs: 2150-7043 MGR VEHICLE MAINTENANCE FACILITY EAS-18 2150-7044 MGR VEHICLE MAINTENANCE FACILITY EAS-19 2102-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-20 2380-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-21 2380-0007 MGR VEHICLE MAINTENANCE FACILITY EAS-22</p> <p>Manager level is determined by workload credits assigned to the Vehicle Maintenance Facility (VMF), which are based on vehicle types and quantities.</p> <p>Workload Credits Manager Level</p> <table border="1"> <tr><td>750 - 1,099</td><td>EAS-18</td></tr> <tr><td>1,100 - 2,199</td><td>EAS-19</td></tr> <tr><td>2,200 - 3,299</td><td>EAS-20</td></tr> <tr><td>3,300 - 4,399</td><td>EAS-21</td></tr> <tr><td>4,400 and more</td><td>EAS-22</td></tr> </table>	750 - 1,099	EAS-18	1,100 - 2,199	EAS-19	2,200 - 3,299	EAS-20	3,300 - 4,399	EAS-21	4,400 and more	EAS-22
750 - 1,099	EAS-18													
1,100 - 2,199	EAS-19													
2,200 - 3,299	EAS-20													
3,300 - 4,399	EAS-21													
4,400 and more	EAS-22													
2102-0006	MGR VEHICLE MAINTENANCE FACILITY	F 20	<p>No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (gspr-hhd@usps.gov) or follow instructions on webpage (http://blue.usps.gov/jobs-workforce/management-complement-management.htm).</p>	<p>Criteria effective 5/22/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce/management-complement-management.htm. Questions may be directed to Field Staffing Helpdesk via email (CMS4N0@usps.gov).</p> <p>The following criteria apply to these jobs: 2150-7043 MGR VEHICLE MAINTENANCE FACILITY EAS-18 2150-7044 MGR VEHICLE MAINTENANCE FACILITY EAS-19 2102-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-20 2380-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-21 2380-0007 MGR VEHICLE MAINTENANCE FACILITY EAS-22</p> <p>Manager level is determined by workload credits assigned to the Vehicle Maintenance Facility (VMF), which are based on vehicle types and quantities.</p> <p>Workload Credits Manager Level</p> <table border="1"> <tr><td>750 - 1,099</td><td>EAS-18</td></tr> <tr><td>1,100 - 2,199</td><td>EAS-19</td></tr> <tr><td>2,200 - 3,299</td><td>EAS-20</td></tr> <tr><td>3,300 - 4,399</td><td>EAS-21</td></tr> <tr><td>4,400 and more</td><td>EAS-22</td></tr> </table>	750 - 1,099	EAS-18	1,100 - 2,199	EAS-19	2,200 - 3,299	EAS-20	3,300 - 4,399	EAS-21	4,400 and more	EAS-22
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Criteria Description Changes

Occ code	Title	RAC	Grade	Current Posted Criteria	Updated Criteria to be Posted
2380-0006	MGR VEHICLE MAINTENANCE FACILITY	E	21	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	The following criteria apply to these jobs: 2150-7043 MGR VEHICLE MAINTENANCE FACILITY EAS-18 2150-7044 MGR VEHICLE MAINTENANCE FACILITY EAS-19 2102-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-20 2380-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-21 2380-0007 MGR VEHICLE MAINTENANCE FACILITY EAS-22 Manager level is determined by worked credits assigned to the Vehicle Maintenance Facility (VMF), which are based on vehicle types and quantities. Worked Credits Manager Level 750 - 1,099 EAS-18 1,100 - 2,199 EAS-19 2,200 - 3,299 EAS-20 3,300 - 4,399 EAS-21 4,400 and more EAS-22
2380-0007	MGR VEHICLE MAINTENANCE FACILITY	E	22	Authorization requires Headquarters, Organizational Design and Management (ODM), review and approval.	The following criteria apply to these jobs: 2150-7043 MGR VEHICLE MAINTENANCE FACILITY EAS-18 2150-7044 MGR VEHICLE MAINTENANCE FACILITY EAS-19 2102-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-20 2380-0006 MGR VEHICLE MAINTENANCE FACILITY EAS-21 2380-0007 MGR VEHICLE MAINTENANCE FACILITY EAS-22 Manager level is determined by worked credits assigned to the Vehicle Maintenance Facility (VMF), which are based on vehicle types and quantities. Worked Credits Manager Level 750 - 1,099 EAS-18 1,100 - 2,199 EAS-19 2,200 - 3,299 EAS-20 3,300 - 4,399 EAS-21 4,400 and more EAS-22
2102-0007	MGR VEHICLE OPERATIONS	E	23	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (BGR-HM0@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hr/jobs-structure/jobs-and-organizational-structures.htm).	One (1) authorization per geographical territory as established by Fleet Management. Criteria effective 5/2/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/organizational-design-structure/jobs-and-organizational-structures.htm. Questions may be directed to Field Staffing Helpdesk via email (GMK4M0@usps.gov). Criteria effective 5/2/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-structure/complement-management/management.htm. Questions may be directed to Field Staffing Helpdesk via email (GMK4M0@usps.gov).

Criteria Description Changes

Occ Code	Title	RSC	Grade	Current Posted Criteria	Updated Criteria to be Posted																		
2301-0009 0009	MGR POST OFFICE OPERATIONS	E	23	Position authorized only when the MPOO is responsible for an EAS-22 PO.	<p>The following criteria apply to these jobs: 2301-0009 MGR POST OFFICE OPERATIONS EAS-23 2301-7137 MGR POST OFFICE OPERATIONS EAS-25</p> <p>Positions earned based on Total Workload Score: - P9, 150 Workload Service Credit - 50% - # of Authorized EAS Management Positions - 30% - # of Offices within the District - 20%</p> <table border="1"> <thead> <tr> <th>Total Workload Score Range</th> <th>Positions Earned</th> </tr> </thead> <tbody> <tr><td>0 - 6.99</td><td>1</td></tr> <tr><td>7 - 12.99</td><td>2</td></tr> <tr><td>13 - 18.99</td><td>3</td></tr> <tr><td>19 - 24.99</td><td>4</td></tr> <tr><td>25 - 30.99</td><td>5</td></tr> <tr><td>31 - 36.99</td><td>6</td></tr> <tr><td>37 - 42.99</td><td>7</td></tr> <tr><td>43 +</td><td>8</td></tr> </tbody> </table>	Total Workload Score Range	Positions Earned	0 - 6.99	1	7 - 12.99	2	13 - 18.99	3	19 - 24.99	4	25 - 30.99	5	31 - 36.99	6	37 - 42.99	7	43 +	8
Total Workload Score Range	Positions Earned																						
0 - 6.99	1																						
7 - 12.99	2																						
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19 - 24.99	4																						
25 - 30.99	5																						
31 - 36.99	6																						
37 - 42.99	7																						
43 +	8																						
2301-7137	MGR POST OFFICE OPERATIONS	E	25	<p>Position authorized only when the MPOO is responsible for an EAS-24 PO.</p> <p>1 Position authorized for every 5-14 level 22-24 POs (thus 5-14 = 1 level 25, 15-20 = 2, >30 = 3 authorized).</p>	<p>The following criteria apply to these jobs: 2301-0009 MGR POST OFFICE OPERATIONS EAS-23 2301-7137 MGR POST OFFICE OPERATIONS EAS-25</p> <p>Positions earned based on Total Workload Score: - P8, 150 Workload Service Credit - 50% - # of Authorized EAS Management Positions - 30% - # of Offices within the District - 20%*P2</p> <table border="1"> <thead> <tr> <th>Total Workload Score Range</th> <th>Positions Earned</th> </tr> </thead> <tbody> <tr><td>0 - 6.99</td><td>1</td></tr> <tr><td>7 - 12.99</td><td>2</td></tr> <tr><td>13 - 18.99</td><td>3</td></tr> <tr><td>19 - 24.99</td><td>4</td></tr> <tr><td>25 - 30.99</td><td>5</td></tr> <tr><td>31 - 36.99</td><td>6</td></tr> <tr><td>37 - 42.99</td><td>7</td></tr> <tr><td>43 +</td><td>8</td></tr> </tbody> </table> <p>One EAS-25 is earned if there are at least two EAS-24 Post Offices in the District. Two EAS-25s are earned if there are ten or more EAS-24s in the District. Number of EAS-25 earned = total earned minus number of EAS-25 earned.</p> <p>Criteria effective 6/27/2015: For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hr/jobs-workforce/complement-management/complement-management.htm. Questions may be directed to Field Staffing Helpdesk via email (CAMANOC@usps.gov).</p>	Total Workload Score Range	Positions Earned	0 - 6.99	1	7 - 12.99	2	13 - 18.99	3	19 - 24.99	4	25 - 30.99	5	31 - 36.99	6	37 - 42.99	7	43 +	8
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Criteria Description Changes

Occ code	Title	RBC	Grade	Current Posted Criteria	Earned based on Supervisor Workload Credit (SWC) Ranges:	Updated Criteria to be Posted																		
2310-0002	SUPV CUSTOMER SERVICES	E	17	<p>Refer to Supervisor Workload Credits (SWCS) Instructions of September 2007 found on the web site of Organizational Design and Management.</p> <p>Criteria are now the same for determining the number of supervisors at Post Offices, Stations, Branches, and Annexes. Use manual worksheet or electronic worksheet/calculator on the web site of Organizational Design and Management.</p> <p>Count TEs. Count career employees FT, PTR, PTF all as one each. Do not count RCAs and Casuals UNLESS they RCA or Casual is serving in an authorized vacancy, such as an auxiliary route.</p>	<table border="1"> <thead> <tr> <th>SWC Range</th> <th>Supervisors</th> </tr> </thead> <tbody> <tr> <td>10.50 - 30.49</td> <td>1</td> </tr> <tr> <td>50.50 - 85.49</td> <td>2</td> </tr> <tr> <td>85.50 - 123.49</td> <td>3</td> </tr> <tr> <td>123.50 - 163.49</td> <td>4</td> </tr> <tr> <td>163.50 - 203.49</td> <td>5</td> </tr> <tr> <td>203.50 - 243.49</td> <td>6</td> </tr> <tr> <td>243.50 - 283.49</td> <td>7</td> </tr> <tr> <td>283.50 - 323.49</td> <td>8</td> </tr> </tbody> </table>	SWC Range	Supervisors	10.50 - 30.49	1	50.50 - 85.49	2	85.50 - 123.49	3	123.50 - 163.49	4	163.50 - 203.49	5	203.50 - 243.49	6	243.50 - 283.49	7	283.50 - 323.49	8	<p>Each additional 40 SWCs = 1 additional supervisor.</p> <p>Criteria effective September 2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce/comp/management/management.htm. Questions may be directed to Field Staffing Helpdesk via email: QM34N10@usps.gov.</p>
SWC Range	Supervisors																							
10.50 - 30.49	1																							
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243.50 - 283.49	7																							
283.50 - 323.49	8																							
2305-7035	MGR CUSTOMER SERVICES	E	17	<p>Station Workload Credits = 1,000-3,000</p> <p>Refer to instructions for Station Workload Service Credits (SWCS) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET.</p> <p>Verification required by Area Office. See correspondence of 2/06/2007 aligned by the VP Labor Relations and the attached PAPER WORKSHEET.</p>	<table border="1"> <thead> <tr> <th>VSC Range</th> <th>Level</th> </tr> </thead> <tbody> <tr> <td>1,000 - 3,000</td> <td>17</td> </tr> <tr> <td>3,001 - 5,000</td> <td>18</td> </tr> <tr> <td>5,001 - 9,000</td> <td>19</td> </tr> <tr> <td>9,001 - 20,000</td> <td>20</td> </tr> <tr> <td>20,001 - 35,000</td> <td>21</td> </tr> <tr> <td>35,001 - 78,000</td> <td>22</td> </tr> <tr> <td>78,001 and up</td> <td>24</td> </tr> </tbody> </table>	VSC Range	Level	1,000 - 3,000	17	3,001 - 5,000	18	5,001 - 9,000	19	9,001 - 20,000	20	20,001 - 35,000	21	35,001 - 78,000	22	78,001 and up	24	<p>Job level determined by Station Manager Workload Service Credits (VSC).</p> <p>Criteria effective 2/6/2007. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/jobs-workforce/comp/management/management.htm. Questions may be directed to Field Staffing Helpdesk via email: QM34N10@usps.gov.</p>		
VSC Range	Level																							
1,000 - 3,000	17																							
3,001 - 5,000	18																							
5,001 - 9,000	19																							
9,001 - 20,000	20																							
20,001 - 35,000	21																							
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78,001 and up	24																							

Criteria Description Changes

Occ Code	Title	RSC Grade	Current Posted Criteria	Updated Criteria to be Posted
2305-7038	MGR CUSTOMER SERVICES	E 18	Station Workload Credits =3,001-5,000 Refer to Instructions for Station Workload Service Credits (SWCS) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET. Verification required by Area Office. See correspondence of 2/06/2007 signed by the VP Labor Relations and the attached PAPER WORKSHEET.	The following criteria apply to these jobs: 2305-7035 MGR CUSTOMER SERVICES EAS-17 2305-7038 MGR CUSTOMER SERVICES EAS-18 2305-7039 MGR CUSTOMER SERVICES EAS-19 2305-7094 MGR CUSTOMER SERVICES EAS-20 2305-7099 MGR CUSTOMER SERVICES EAS-21 2310-0002 MGR CUSTOMER SERVICES EAS-22 2310-0010 MGR CUSTOMER SERVICES EAS-24 Job level determined by Station Manager Workload Service Credits (WSC). WSC Range Level 1,000 - 3,000 17 3,001 - 5,000 18 5,001 - 9,000 19 9,001 - 26,000 20 26,001 - 35,000 21 35,001 - 78,000 22 78,001 and up 24
2305-7094	MGR CUSTOMER SERVICES	E 19	Station Workload Credits =5,001-9,000 Refer to Instructions for Station Workload Service Credits (SWCS) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET. Verification required by Area Office. See correspondence of 2/06/2007 signed by the VP Labor Relations and the attached PAPER WORKSHEET.	This following criteria apply to these jobs: 2305-7035 MGR CUSTOMER SERVICES EAS-17 2305-7038 MGR CUSTOMER SERVICES EAS-18 2305-7094 MGR CUSTOMER SERVICES EAS-19 2305-7099 MGR CUSTOMER SERVICES EAS-20 2305-7091 MGR CUSTOMER SERVICES EAS-21 2310-0002 MGR CUSTOMER SERVICES EAS-22 2310-0010 MGR CUSTOMER SERVICES EAS-24 Job level determined by Station Manager Workload Service Credits (WSC). WSC Range Level 1,000 - 3,000 17 3,001 - 5,000 18 5,001 - 9,000 19 9,001 - 26,000 20 26,001 - 35,000 21 35,001 - 78,000 22 78,001 and up 24

Criteria effective 2/6/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <http://blue.usps.gov/jobs-workforce/complement-management/complement-management.htm>. Questions may be directed to Field Staffing Helpdesk via email: CMAS4ND@usps.gov.

Criteria effective 2/6/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <http://blue.usps.gov/jobs-workforce/complement-management/complement-management.htm>. Questions may be directed to Field Staffing Helpdesk via email: CMAS4ND@usps.gov.

Criteria Description Changes

Occ Code	Title	RSC Grade	Current Posted Criteria	Updated Criteria to be Posted
2305-7039	MGR CUSTOMER SERVICES	E 20	Station Workload Credits =9,001-26,000 Refer to Instructions for Station Workload Service Credits (SWCS) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET. Verification required by Area Office. See correspondence of 2/06/2007 signed by the VP Labor Relations and the attached PAPER WORKSHEET.	The following criteria apply to these jobs: 2305-7035 MGR CUSTOMER SERVICES EAS-17 2305-7036 MGR CUSTOMER SERVICES EAS-18 2305-7034 MGR CUSTOMER SERVICES EAS-19 2305-7039 MGR CUSTOMER SERVICES EAS-20 2305-7091 MGR CUSTOMER SERVICES EAS-21 2310-0002 MGR CUSTOMER SERVICES EAS-22 2310-0010 MGR CUSTOMER SERVICES EAS-24 Job level determined by Station Manager Workload Service Credits (WSC). WSC Range Level 1,000 - 3,000 17 3,001 - 5,000 18 5,001 - 9,000 19 9,001 - 26,000 20 26,001 - 35,000 21 35,001 - 78,000 22 78,001 and up 24
2305-7091	MGR CUSTOMER SERVICES	E 21	Station Workload Credits =26,001-35,000 Refer to Instructions for Station Workload Service Credits (SWCS) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET. Verification required by Area Office. See correspondence of 2/06/2007 signed by the VP Labor Relations and the attached PAPER WORKSHEET.	The following criteria apply to these jobs: 2305-7039 MGR CUSTOMER SERVICES EAS-17 2305-7038 MGR CUSTOMER SERVICES EAS-18 2305-7034 MGR CUSTOMER SERVICES EAS-19 2305-7039 MGR CUSTOMER SERVICES EAS-20 2305-7091 MGR CUSTOMER SERVICES EAS-21 2310-0002 MGR CUSTOMER SERVICES EAS-22 2310-0010 MGR CUSTOMER SERVICES EAS-24 Job level determined by Station Manager Workload Service Credits (WSC). WSC Range Level 1,000 - 3,000 17 3,001 - 5,000 18 5,001 - 9,000 19 9,001 - 26,000 20 26,001 - 35,000 21 35,001 - 78,000 22 78,001 and up 24

Criteria effective 2/6/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <http://blue.usps.gov/rights-workforce/complement-management/complement-management.htm>. Questions may be directed to Field Staffing Helpdesk via email (CM3410@usps.gov).

Criteria Description Changes

Occ Code	Title	RSC Grade	Current Posted Criteria	Updated Criteria to be Posted
2310-0002	MGR CUSTOMER SERVICES	E 22	Station Workload Credits =45,001-78,000	The following criteria apply to these jobs: 2305-7035 MGR CUSTOMER SERVICES EAS-17 2305-7038 MGR CUSTOMER SERVICES EAS-18 2305-7064 MGR CUSTOMER SERVICES EAS-19 2305-7039 MGR CUSTOMER SERVICES EAS-20 2305-7091 MGR CUSTOMER SERVICES EAS-21 2310-0002 MGR CUSTOMER SERVICES EAS-22 2310-0010 MGR CUSTOMER SERVICES EAS-24
2310-0010	MGR CUSTOMER SERVICES	E 24	Station Workload Credits =78,001 and up	The following criteria apply to these jobs: 2305-7035 MGR CUSTOMER SERVICES EAS-17 2305-7038 MGR CUSTOMER SERVICES EAS-18 2305-7064 MGR CUSTOMER SERVICES EAS-19 2305-7039 MGR CUSTOMER SERVICES EAS-20 2305-7091 MGR CUSTOMER SERVICES EAS-21 2310-0002 MGR CUSTOMER SERVICES EAS-22 2310-0010 MGR CUSTOMER SERVICES EAS-24

Refer to instructions for Station Workload Service Credits (SWSC) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET.
Verification required by Area Office. See correspondence of 2/06/2007 signed by VP Labor Relations and the attached PAPER WORKSHEET.

Refer to instructions for Station Workload Service Credits (SWSC) on the web site of Organizational Design and Management. Includes the ELECTRONIC WORKSHEET.
Verification required by Area Office. See correspondence of 2/06/2007 signed by VP Labor Relations and the attached PAPER WORKSHEET.

Job level determined by Station Manager Workload Service Credits (WSC).

WSC Range	Level
1,000 - 3,000	17
3,001 - 5,000	18
5,001 - 8,000	19
9,001 - 28,000	20
28,001 - 35,000	21
35,001 - 78,000	22
78,001 and up	24

Criteria effective 2/6/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <http://blua.usps.gov/foibe-workforce/complement-management/complement-management.htm>. Questions may be directed to Field Staffing Helpdesk via email (QM34ND@usps.gov).

Job level determined by Station Manager Workload Service Credits (WSC).

WSC Range	Level
1,000 - 3,000	17
3,001 - 5,000	18
5,001 - 8,000	19
9,001 - 28,000	20
28,001 - 35,000	21
35,001 - 78,000	22
78,001 and up	24

Criteria effective 2/6/2007. For additional information or to submit a staffing change request, follow instructions on webpage: <http://blua.usps.gov/foibe-workforce/complement-management/complement-management.htm>. Questions may be directed to Field Staffing Helpdesk via email (QM34ND@usps.gov).

Criteria Description Changes

Doc Code	Title	RSC Grade	Current Posted Criteria	Updated Criteria to be Posted
2310-0029	MGR CUSTOMER SERVICE OPERATIONS	E 23	No established criteria for this job. For additional information or to submit a staffing change request, contact Organization Design via email (RGF-HM@usps.gov) or follow instructions on webpage (http://blue.usps.gov/hqjobs-workforce/organizational-design-structure/jobs-and-organizational-structure.htm).	The following criteria apply to these jobs: 2310-0003 MGR CUSTOMER SERVICE OPERATIONS EAS-23 2310-0029 MGR CUSTOMER SERVICE OPERATIONS EAS-25 MCSOs are earned based on: * Workload Service Credits from PS-150 (50%) * # of Authorized EAS management positions (25%) * # of Delivery ZIP Codes - City, Rural, HCR (15%) * Weighted facility credit, based on # and type of facilities (Carrier Stations, Finance Units & CPUs) (10%) - Total score determines the number of earned MCSOs based on the metric - Weighted indicators are weighted to determine the total score - Two levels of MCSOs: EAS-23 and EAS-25 - All MCSOs are EAS-23 except: One EAS-23 MCSO authorized only when the Post Office has a Level 24 Station Minimum Maximum # of MCSO Earned 0 1.24 1 1.25 1.99 2 2 2.99 3 3 3.99 4 4 4.99 5 5 - 6
2310-0003	MGR CUSTOMER SERVICE OPERATIONS	E 23	1 Position authorization requires Headquarters approval. 2 Position authorized only when the Mgr Customer Service Operations is responsible for a carrier station grade EAS-22. 3 Position authorized in Post Offices with 10 carrier stations, with an additional position authorized for each additional 10 carrier stations.	Criteria effective 8/27/2015. For additional information or to submit a staffing change request, follow instructions on webpage: http://blue.usps.gov/hqjobs-workforce/organizational-design-structure/jobs-and-organizational-structure.htm . Questions may be directed to Organization Design via email (RGF-HM@usps.gov). The following criteria apply to these jobs: 2310-0003 MGR CUSTOMER SERVICE OPERATIONS EAS-23 2310-0029 MGR CUSTOMER SERVICE OPERATIONS EAS-25 MCSOs are earned based on: * Workload Service Credits from PS-150 (50%) * # of Authorized EAS management positions (25%) * # of Delivery ZIP Codes - City, Rural, HCR (15%) * Weighted facility credit, based on # and type of facilities (Carrier Stations, Finance Units & CPUs) (10%) - Total score determines the number of earned MCSOs based on the metric - Weighted indicators are weighted to determine the total score - Two levels of MCSOs: EAS-23 and EAS-25 - All MCSOs are EAS-23 except: One EAS-23 MCSO authorized only when the Post Office has a Level 24 Station Minimum Maximum # of MCSO Earned 0 1.24 1 1.25 1.99 2 2 2.99 3 3 3.99 4 4 4.99 5 5 - 6

Criteria effective 8/27/2015. For additional information or to submit a staffing change request, follow instructions on webpage: <http://blue.usps.gov/hqjobs-workforce/organizational-design-structure/jobs-and-organizational-structure.htm>. Questions may be directed to Organization Design via email (RGF-HM@usps.gov).