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## 2011 Organizational Redesign

### Information At-A-Glance

This Redesign impacts non-bargaining positions only.

Please review this at-a-glance table for the National 2011 Organizational Redesign to see what happens, when, how this may impact you and what you may do as a result of the impact.

**Related Information**

- Organizational Changes
- 2011 Organizational Change Process Timeline
- Organizational Change/RIF FAQs
- 2011 Special Incentive Offer FAQs
- 2011 Organizational Redesign FAQs
- VER Offering for 2011 Organizational Redesign
- Employee Assistance Program
- Competitive Areas
- eCareer

Key Dates	What Happens	How You May Be Impacted & What You May Do
March 23, 2011	Announcement of official 2011 Organizational Change Potential RIF, Voluntary Early Retirement (VER) offering, and Special Incentive offer.	No action taken by employees.
March 24, 2011 – March 31, 2011	Begin initial employee notifications for impacted employees that an organizational change impacting their competitive area may result in a RIF.	Have a discussion with your manager or designated contact person about options that may be available including VER or job vacancies.
March 23, 2011 – May 24, 2011	Official notification of the RIF avoidance period, which begins on the date the new organizational structure is implemented.  During this period, the Postal Service will implement RIF avoidance strategies to either avoid the need to conduct a formal RIF or minimize the number of employees that would be impacted by the RIF.  General RIF notices will be	Employees who voluntarily elect to change to a lower grade position during the RIF avoidance period will be provided salary and grade protection in accordance with ELM Part 415.

	<p>issued during this period (see below).</p> <p>The RIF avoidance period ends the day before the Specific RIF Notices are issued (see below).</p>	
March 23, 2011 – March 29, 2011	Annuity Estimates and VER offer mailings to VER-eligible employees at HQ and Field offices.	Employees can review VER retirement options.
March 30, 2011 – April 25, 2011	VER window period for eligible employees.	Employees have this time to consider the VER offer.
April 25, 2011	VER retirement application deadline and VER retirement irrevocability date.	VER. Complete the Acknowledgement of Irrevocability and Application for Immediate Retirement, and send to the HRSSC (Human Resources Shared Service Center) per instructions provided in the offering packet. After your forms are received at the HRSSC (received no later than 8:30 PM EST on April 25, 2011) you will be mailed additional forms required to complete the retirement process and information needed to schedule your retirement information session. Proof of mailing is recommended (i.e., delivery confirmation) when submitting your application within seven (7) days of the irrevocability date.
April 25, 2011	Sent in retirement application but changed your mind? This is the last day you can rescind your request to retire under the VER offer.	You may only withdraw your VER application by submitting a signed and dated written letter to HRSSC. The written withdrawal letter must be received no later than 8:30 PM EST on Monday, April 25, 2011. Proof of mailing is recommended (i.e., delivery confirmation) when submitting your withdrawal request within seven (7) days of the irrevocability date.
April 25, 2011	Special Incentive deadline.	To take advantage of the Special Incentive offer, you need to submit necessary notifications/applications to voluntarily separate (optional

		retirement VER, or voluntary resignation). Refer to Special Incentive FAQs for detailed information on how to take advantage of the Special Incentive Offer by April 25, 2011.
April 28, 2011	General RIF Notice is issued.	<p>Employees who could be impacted by a RIF in their competitive area will be advised in writing that a RIF may need to be conducted within their competitive area. The notice provides the business reasons for the organizational change as well as the potential RIF effective date.</p> <p>Please create or update your <i>eCareer</i> profile, because it may be used for employee placement.</p>
May 25, 2011	Finalize RIF process and issue Specific RIF Notices so that employees may receive them at least 60 days prior to the RIF effective date.	<p>The notice advises employees that they are either placed in a different position in the new organization of the competitive area (giving them the position title, grade level, occupational code, finance number, and name of the organization), OR that they did not receive a placement offer and will be separated from the Postal Service.</p> <p>If the employee is preference eligible and will be demoted or separated, information about appeal rights to the Merit Systems Protection Board is included.</p> <p>If the employee did not receive a placement offer, an overview of certain compensation programs and an application for the Reinstatement List (PS Form 999) is enclosed.</p>
April 30, 2011* or May 31, 2011	VER and Special Incentive effective dates. These are the effective retirement and separation dates for the 2011 Redesign VER and Special Incentive for all eligible	<p>If you took advantage of the Special Incentive Offer and retired effective 4/30/11 or 5/31/11, congratulations and have a wonderful retirement!</p> <p>If you took advantage of the Special</p>

	employees.	Incentive Offer and voluntarily resigned, thank you for your loyal service!
June 14, 2011 – June 20, 2011	<p>Postings for all qualified employees within competitive areas.</p> <p>Vacancies will be identified for Limited Area Consideration (LAC) within the competitive area only. All impacted and non-impacted career employees are eligible to apply.</p>	<p>All qualified EAS career employees in the competitive area, impacted and non-impacted by the 2011 Redesign at HQ and in the Field, and career impacted employees in all closing competitive areas are eligible to apply for available vacancies.</p> <p>Create or update your Candidate Profile in <i>eCareer</i> if you plan to apply for job vacancies.</p> <p>From a postal or a non-postal computer you can search and apply for vacancies by accessing <a href="http://ecareer.usps.gov">http://ecareer.usps.gov</a> and then clicking on <i>eCareer</i> from the LiteBlue home page.</p>
June 27, 2011 – July 8, 2011	Qualified employee selections will be made during this period of postings for LAC.	Job applicants will be informed in the usual manner if they were or were not offered the job.
July 26, 2011 – August 1, 2011	<p>Postings for all qualified career employees.</p> <p>Postings of residual vacancies. LAC to all remaining impacted career employees.</p> <p>Managers have the option of expanding the posting of vacancies beyond the competitive area.</p>	<p>All qualified career employees, impacted by the 2011 Redesign at HQ and in the Field, are eligible to apply for available vacancies in accordance with the eligibility statement in the posting(s).</p> <p>Create or update your Candidate Profile in <i>eCareer</i> if you plan to apply for job vacancies.</p> <p>From a postal or a non-postal computer you can search and apply for vacancies by accessing <a href="http://ecareer.usps.gov">http://ecareer.usps.gov</a> and then clicking on <i>eCareer</i> from the LiteBlue home page.</p>
August 8, 2011 – August 19, 2011	Qualified employee selections will be made during this period of postings for all	Job applicants will be informed in the usual manner if they were or were not offered the job.

	qualified career employees.	
May 25, 2011 – September 9, 2011	Specific RIF Notice period. This begins on the day the Specific RIF Notices are issued (May 25, 2011) and ends on Close of Business September 9, 2011.	Continue having discussions with your manager or designated contact person about options or about the next steps you will take – depending upon your situation.
September 9, 2011	RIF effective date.	The RIF effective date is September 9, 2011. An employee who is issued a Specific RIF Notice of separation and is not placed on or before the RIF effective date, September 9, 2011, may elect to remain on the rolls in a 30-day nonduty, nonpay status. See <i>“30-day non-pay/non-duty period” information below.</i>
September 10, 2011 – October 9, 2011	The 30-day non-pay/non-duty period, which is effective the first day after the RIF effective date.	An employee who is issued Specific RIF notice of separation and is not placed before on or before the RIF effective date on September 9, 2011, may request to remain on the rolls in a 30-day non-pay/non-duty status to continue to seek a new position so that a break in service does not occur. This request must be made by close of business on the RIF effective date, September 9, 2011.
October 10, 2011 – October 10, 2013	Reinstatement List period. This begins the 2-year period that eligible employees may be given priority consideration for reinstatement to the Postal Service.	Non-bargaining unit employees may voluntarily request to have their names entered on the Reinstatement List for up to 2 years.  Eligibility for putting your name on the list: <ul style="list-style-type: none"> <li>• Received Specific RIF Notice indicating separation and is subsequently separated on his/her RIF effective date.</li> <li>• Last PES annual performance rating before separation is better than "Noncontributor."</li> <li>• Submits PS Form 999, Application for Reinstatement List no later than 30 days after RIF effective date.</li> <li>• Found "minimally" qualified for authorized positions at the same or</li> </ul>

		lower grade level prior to separation on his/her Form 999. (Does not apply to PCES positions.)
October 10, 2013	End Reinstatement List period. This is the termination date of a reinstatement list covering a specific action.	No action taken by employees. Generally the date is 2 years after its effective date or when there are no longer any eligible employees on the list.

**\* Note: Please be aware that if you choose an April 30th effective date, you may experience a delay in receipt of your first interim annuity payment from OPM due to the short processing time involved.**

Last updated date: 03/30/11

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