



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

*National Headquarters*  
1727 KING STREET, SUITE 400  
ALEXANDRIA, VA 22314-2753  
(703) 836-9660

July 22, 2024

### **Board Memo 105-2024: Ybor City, FL P&DC RIF Impact Evaluated on July 18, 2024**

#### **Executive Board,**

NAPS HQ has been informed of the USPS implementing the Plant Ranking and Management Staffing Criteria. The new staffing criteria will be applied as facilities are transitioning to Regional Processing and Distribution Centers (RPDC) and Local Processing Centers (LPC).

The Ybor City, Florida P&DC was evaluated against the new criteria on July 18, 2024. Attached is the RIF timeline for the Ybor City, Florida P&DC as well as employee handouts and announcements.

Thank you and be safe.

NAPS Headquarters



July 16, 2024

RECEIVED  
JUL 22 2024

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

Dear Ivan:

As a matter of information, the Postal Service is implementing the Plant Ranking and Management Staffing Criteria in facilities that are being transitioned to Regional Processing and Distribution Centers (RPDC) and Local Processing Centers (LPC).

The new staffing criteria will be applied as facilities are transitioned to Regional Processing and Distribution Centers (RPDC) and Local Processing Centers (LPC). Transition of facilities to RPDCs and LPCs will occur over an extended period.

The Ybor City Florida (FL) Processing & Distribution Center (P&DC) will be ranked and management staffing will be evaluated against the LPC new criteria on July 18, 2024.

CURRENT FACILITY NAME	FINANCE NUMBER
YBOR CITY FL P&DC	118906

Changes to the authorized complement in this facility will result in employee impacts requiring a reduction in force (RIF) to be administered in the affected competitive areas.

Below is a copy of the organizational change timeline for this site.

Events	Date:		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	7/13/2024		
Town Hall Meeting to notify employees of staffing changes within the competitive area.	7/18/2024		
Impacted employees can request noncompetitive lateral or downgrade assignments and apply for positions throughout RIF timeline in eCareer.	7/18/2024	-	9/20/2024
Specific RIF Notice Period	7/18/2024	-	9/20/2024
RIF Effective Date (effective date of RIF separations)	9/20/2024		

Enclosed are copies of announcements and employee handouts that will be provided to non-bargaining employees. Non-bargaining employees in the affected facilities will be notified of these changes once the Reduction in Force results are finalized.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson", with a horizontal line extending to the right.

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs

Enclosures

## EMPLOYEE HANDOUT

### 2024 PLANT MODERNIZATION ORGANIZATIONAL CHANGE

#### What does this mean to you?

- In support of the Delivering for America Plan, a review of the plant ranking model and methodology, as well as of the respective management staffing criteria for mail processing, maintenance, and processing support positions, was performed.
- As a result of this organizational change, a reduction in force (RIF) will be conducted in the Ybor City FL P&DC competitive area on **July 18, 2024**, with a RIF effective date of **September 20, 2024**
- Employees who are impacted have been notified by their manager and will receive a Specific RIF Notice (SRN) via email. The SRNs will indicate a placement in the form of a RIF reassignment, downgrade, or separation.
- Impacted employees will be eligible for certain benefits as they work to find a new position.
  - Impacted employees who are granted a voluntary downgrade will be eligible for two years saved grade and salary.
  - Impacted employees may be eligible to receive relocation benefits in accordance with Handbook F-15-A, Section 238 - Relocation Policy.

#### What should I do?

- If you are an impacted employee, your goal is to get a new job no later than **September 20, 2024**.
- Update your eCareer profile in advance of posting cycles.
- Monitor eCareer for job postings and talk with your manager about available opportunities.
- Your options for finding other employment may include:
  - **Non-Competitive Reassignment:** Between **July 15, 2024**, and **September 20, 2024**, 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 a copy of your eCareer Candidate Profile, including the Summary of Accomplishments section addressing the job requirements for the position.
  - **Other Competitive Job Postings:** Available jobs in unaffected competitive areas will be posted as usual throughout this process. New postings open on Tuesdays and remain open for 7 days. Check the eligibility statements on the eCareer postings to determine if you are eligible to apply.
- If eligible and interested, explore retirement options and contact the HR Shared Service Center (HRSSC) at 1-877-477-3273, option 5.
- If you believe you are veterans' preference eligible for RIF purposes, you should review your RTR Employee Detail Report in your official personnel folder (eOPF). Contact the HRSSC at 1-877-477-3273, option 5, to correct any error in your RIF Vet Preference Code. Consult the "eOPF" section of LiteBlue for information related to the RIF Vet Preference Code on your RTR Employee Detail Report.



## EMPLOYEE HANDOUT

### 2024 PLANT MODERNIZATION ORGANIZATIONAL CHANGE

#### What happens if I take a voluntary downgrade?

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- Impacted employees may request a non-competitive lateral reassignment or downgrade at any point within the timeline. Impacted employees, who are granted a voluntary downgrade, will be eligible for two years saved grade and salary.
- Non-impacted employees may request a non-competitive lateral reassignment or downgrade but will not be 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 referred to below.

#### What other resources are available to me for assistance or additional information?

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- 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](mailto:GFV8C0@usps.gov)) with specific questions.
  - For relocation questions, email RELOCATION ([F47R00@usps.gov](mailto:F47R00@usps.gov)) or refer to Relocation Benefits: Handbook F-15-A, Section 238 - Relocation Policy.
  - Refer to the Organization Change Management Website for Organizational Change/RIF FAQs at [https://myhr.usps.gov/about\\_hr/organization\\_design/organizational\\_changes](https://myhr.usps.gov/about_hr/organization_design/organizational_changes).
  - Coping with change can be challenging. Help is available through the Employee Assistance Program (EAP) if needed. EAP provides many services for the Postal Service employees and their families. Information or assistance is available 24 hours a day, 7 days a week at:
    - 1-800-EAP-4-YOU (1-800-327-4968) • TTY 1-877-492-7341 • [www.eap4you.com](http://www.eap4you.com)



# Plant Ranking and Staffing Implementation

Ybor City FL P&DC Org Change

**July 18, 2024**



## 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.**

**This presentation  
will be provided  
after the meeting.**

## Agenda

- Case for Change
- Moving Forward
- What does this mean for me?
- Resources



# The Case for Change

## Case for Change

In support of the network transformation initiative, a review of the plant ranking model and methodology, as well as the respective management staffing criteria for mail processing, maintenance, and processing support positions, was performed.

As a result, changes have been made to the plant ranking model and staffing criteria to align with the larger plant modernization and network optimization initiative. A memo issuing the new staffing criteria and implementation approach was published January 16, 2024.

The new criteria applies to the following two (2) types of mail processing plants in the new network:

- Local Processing Centers (LPCs)
- Regional Processing Distribution Centers (RPDCs)

**As RPDCs and LPCs are established, the new ranking and staffing criteria will be applied.** With this phased implementation approach, the facility level will be evaluated, and the authorized staffing will be adjusted.



# Moving Forward



## Moving Forward

In preparation for plant modernization, the Ybor City FL P&DC has been evaluated as a Local Processing Center (LPC), and the authorized staffing has been adjusted accordingly.

**What does this mean for me?**

## What does this mean for me?

Changes to the authorized staffing will result in employee impacts requiring a Reduction in Force (RIF) to be administered within the Ybor City FL P&DC competitive area.

Newly authorized positions within the Ybor City FL P&DC will be available for competitive posting and non-competitive laterals and downgrades.



## Organizational Change Timeline

Events	Dates		
Staffing changes implemented in Human Capital Enterprise System (HCES) related to this restructure	7/13/2024		
Town Hall Meeting to notify employees of staffing changes within the competitive area.	7/18/2024		
Impacted employees can request noncompetitive lateral or downgrade assignments and apply for positions throughout RIF timeline in eCareer.	7/18/2024	-	9/20/2024
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RIF Effective Date (effective date of RIF separations)	9/20/2024		

## Employee Repositioning Options

<b>Option 1</b>	You may apply competitively to job postings in eCareer; new job postings are posted every Tuesday.
<b>Option 2</b>	You may submit requests for noncompetitive consideration for laterals and downgrades at any time during this organizational change. Employees requesting noncompetitive lateral, or downgrade reassignments will be afforded consideration in accordance with the ELM. Impacted employees who accept a voluntary downgrade are eligible for saved grade/saved salary for two years; and relocation benefits may be available for eligible employees.



## Keep In Mind



Staffing changes were implemented in Human Capital Enterprise System (HCES) on July 13, 2024.



If you are impacted by these changes, you have already been notified. Impacted employees will receive a specific RIF notice via email detailing their status.



Get your eCareer profile completed ASAP; new job postings are posted every Tuesday.



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



## Resources Available to You

### Employee Assistance Program (EAP)

- 1-800-EAP-4-YOU (1-800-327-4968)
- TTY 1-877-492-7341
- [www.EAP4You.com](http://www.EAP4You.com)

### RIF Policy

- Employee and Labor Relations Manual (ELM), Section 354.2 Assignment of Nonbargaining Unit Employees Due to a Potential or Actual Reduction in Force.
- USPS LiteBlue website for organizational change/RIF information and frequently asked questions.

### HRSSC

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

### Relocation

- Relocation Benefits: Handbook F-15-A, Section 238 – Relocation Policy. For relocation questions, e-mail [RELOCATION@usps.gov](mailto:RELOCATION@usps.gov).

### Organizational Change Questions

- Your Manager
- E-mail: [Org Change Questions@usps.gov](mailto:Org Change Questions@usps.gov)

## Questions



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