

CORPORATE COMPLEMENT MANAGEMENT

GUIDELINES

**SECTION 2. CHANGE EVENT
& IMPACT STATEMENT**

**INSTRUCTIONS FOR
IMPACTED OFFICE EMPLOYEE STATUS REPORT
ATTACHMENT B**

Projected Reduction for Transition Period:

- ⇒ List employee impacts by LDC and category for the impacted office.
- ⇒ Establish baseline using most recent accounting period ORPES.

Quarterly Update:

- ⇒ Update Quarterly after the close of each subsequent Postal Quarter.
- ⇒ Continue to update until the automation equipment is accepted.