

To review additional information in the RIF organizational changes, go to the Blue page at (<http://blue.usps.gov/hr/edr/csfp/ocg/restructure.htm>) and for the VER timelines, go to ([http://blue.usps.gov/hr/edr/csfp/ocg/hrssc\\_vera.htm](http://blue.usps.gov/hr/edr/csfp/ocg/hrssc_vera.htm)) or (<http://liteblue.usps.gov>.) There is a (FAQ) page in the RIF site.

## District Closings; District Customer Service Administrative Reductions; Mail Processing Administrative Staffing Reductions

### RIF Avoidance & RIF Process At-a-Glance

This Reduction in Force (RIF) avoidance and RIF process are components of the organization change process, which includes reorganizations, restructuring, and rightsizing to maintain current and future corporate viability. Please review this RIF at-a-glance table to see what happens, when, how this may impact you and what you may do as a result of the impact.

Key Dates	What Happens	How You May Be Impacted & What You May Do
March 20, 2009	Announcement of District closings, District Customer Service Office administrative reductions, Mail Processing Facilities reductions, and national Voluntary Early Retirement (VER) offering.	No action taken by employees.
March 20, 2009	Begin initial employee notifications that an organizational change impacting their competitive area may result in a RIF.  Informational sessions also start on this date.	Have a discussion with your manager about options that may be available including VER or job vacancies.
March 20, 2009 to June 23, 2009	Official notification of the RIF avoidance period, which begins on the date new organizational structure is implemented.  During this period, the Postal Service may implement a variety of RIF avoidance/minimization strategies to either avoid the need to conduct a formal RIF or minimize the number of employees that would be impacted by the RIF.  The RIF avoidance period ends when the Specific RIF Notices are issued.	Employees who voluntarily elect to change to a lower grade position during the RIF avoidance period will receive saved grade for a period of time not-to-exceed 2 (two) years from the effective date of the change to the lower grade position. They will also receive saved salary indefinitely.  <u>Refer to Mr. Potter's letter dated April 2, 2004.</u>
April 6, 2009 to April 10, 2009	Annuitiy Estimates and VER offer mailings to VER eligible employees.	Employees can review VER retirement options.  NOTE: VER packets will contain old irrevocability date – current irrevocability date is 6/19/09. Clarification letter will be mailed out to

April 28, 2009 to May 13, 2009	<p>Phase I Posting Period under RIF avoidance, where available vacancies are posted Limited Area of Consideration (LAC) within the affected competitive area (that is, posted only for employees within their District CS Admin or Mail Processing Facility).</p> <p>Employees in closing/closed sites/facilities (closing/closed competitive areas) cannot apply during Phase I postings.</p>	<p>all VER-eligible employees.</p> <p>This is available for all qualified employees (impacted and non-impacted) within the competitive area – District Customer Service Admin Office or Mail Processing Facility. Each District CS Admin Office or Mail Processing Facility is its own competitive area. District CS Admin employees may apply for vacancies within their District CS Admin Office and Mail Processing Facility employees may apply for vacancies within their Mail Processing Facility only during Phase I.</p> <p>Exception: In non-mail processing post offices with Customer Relations Coordinators (CRCs), those impacted CRCs can apply for vacancies in their post office competitive area. "Post Office" includes stations/branches that report to that post office.</p> <p>Create or update your Candidate Profile in eCareer 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 eCareer from the LiteBlue home page.</p>
May 22, 2009 to June 3, 2009	Qualified employee selections will be made during this period for Phase I LAC postings.	Job applicants will be informed in the usual manner if they were or were not offered the job.
May 26, 2009	General RIF Notice is issued; this is a continuation of the RIF avoidance period notifications.	<p>Employees who are still in an impacted situation (not selected for a position during Phase I, or apply for early retirement) will be advised in writing that a RIF exists within their competitive area. The notice provides the business reasons for the organizational change as well as the RIF effective date.</p> <p>Please create or update your eCareer profile, because it may be used for employee placement.</p>

May 31, 2009	First VER retirement effective date for all VER-eligible employees as posted on VERA website.	If you opted to go early, this is your retirement effective date. Have a wonderful retirement!
June 16, 2009 to July 1, 2009	<p>Phase II Posting Period.</p> <p>During Phase II Postings that begin on June 16, 2009, a series of district-wide vacancies (includes EVERYTHING available within a given district: plants, post offices, customer service admin office, BMCs, AMCs, etc.) will be posted for the following set of impacted employees:</p> <ol style="list-style-type: none"> <li>1. All impacted employees in the district customer service admin office can apply for district-wide vacancies, if available. This means any available vacancies at their district customer service admin office as well as within the post offices, plants, etc. that report to the district customer service admin office.</li> <li>2. All impacted employees in <b>closing</b> district customer service admin office can apply for district-wide vacancies in the gaining district(s), if available. This means any available vacancies at their gaining district customer service admin office(s) as well as within the post offices, plants, etc. that report to the gaining district customer service admin office(s).</li> <li>3. All impacted Mail Processing Facilities employees can apply for district-wide vacancies, if available. This means any available vacancies at their district customer service admin office as well as within the post offices and plants that report to the district customer service admin office.</li> </ol>	<p>All qualified, remaining impacted employees can 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> <p>Check <i>eCareer</i> periodically for postings.</p>

	<p>4. All impacted area office employees who did not place during the Phase I and II vacancy postings of the Area RIF-avoidance process can apply for district-wide vacancies, if available, within the district <b>that their Area office is geographically located and/or the district where they are domiciled.</b> This means any available vacancies at the district customer service admin office (within the district that the Area is geographically located and/or the district where they are domiciled) as well as within the post offices, plants, etc. that report to the district customer service admin office (within the district that the area office is geographically located and/or where they are domiciled).</p> <p>5. All impacted employees in other facilities where reductions are occurring can apply for district-wide vacancies where they are located, if available. This means any available vacancies at their district customer service admin office as well as within the post offices and plants that report to the district customer service admin office.</p>	
June 19, 2009	VER retirement application deadline and irrevocability date for all VER-eligible employees.	<p>You have until this date to apply for retirement or withdraw your VER retirement application.</p> <p>NOTE: VER packets will contain old irrevocability date – current irrevocability date is 6/19/09. Clarification letter will be mailed out to all VER-eligible employees.</p>

June 24, 2009	Specific RIF Notice is issued at least 60 days prior to the RIF effective date.	<p>The notice advises employees that they are either placed in the new organization (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, a copy of the Merit Systems Protection Board's regulations and appeal form is enclosed.</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>
June 30, 2009	Second VER effective retirement date for all VER-eligible employees as posted on VERA website.	If you opted to go early, this is your retirement effective date. Have a wonderful retirement!
June 24, 2009 to August 28, 2009	Specific RIF Notice period. This begins on the day the Specific RIF Notices are issued (June 24, 2009) and ends on the RIF Effective Date (August 28, 2009).	<p>The RIF effective date is August 28, 2009. If an employee receives a RIF separation notice and is not placed before this date, he/she can request to remain on the rolls to continue to seek a position for a 30-day non-pay/non-duty status so that a break in service does not occur. This request must be made before August 28, 2009.</p> <p><i>See "30-day non-pay/non-duty period" information below.</i></p>
July 14, 2009 to July 23, 2009	Qualified employee selections will be made during this period for Phase II postings.	Job applicants will be informed in the usual manner if they were or were not offered the job.
July 31, 2009	Final effective retirement date for all VER-eligible employees as posted on VERA website.	If you applied for retirement and your application was approved, have a wonderful retirement!
August 29, 2009 – September 27, 2009	The 30-day non-pay/non-duty period.	If elected, the impacted employee does not experience a break in service and can be placed 1) in a position for which he/she applied

		during RIF avoidance and/or 2) a position for which he/she applied during any ensuing regular vacancy postings, <i>if</i> vacancies were authorized and available.
September 28, 2009 – September 28, 2011	Reinstatement List period. This begins the 2-year period that eligible employees may be given priority consideration for reinstatement to the Postal Service. (See ELM 354.27 for details.)	<p>Non-bargaining unit employees may voluntarily request to have their names entered on the Reinstatement List for up to 2 years.</p> <p>Eligibility for putting your name on the list:</p> <ul style="list-style-type: none"> <li>• Received specific notice indicating separation and is subsequently separated on his/her RIF effective date.</li> <li>• Last merit increase of record before separation is above Unacceptable.</li> <li>• Submits PS Form 999, Application for Reinstatement List no later than 30 days after effective date.</li> <li>• Found "minimally" qualified for authorized positions at the same or lower grade level prior to separation on his/her Form 999. (Does not apply to PCES positions.)</li> </ul>
September 28, 2011	End Reinstatement List period. This is the termination date of a reinstatement list covering a specific action.	<p>No action taken by employees.</p> <p>Generally the date is 2 years after its effective date or when there are no longer any eligible employees on the list.</p>