

USPS CONFIDENTIAL

**District Organizational Changes, Closing of Competitive Areas, and
Mail Processing Facilities Reduction Timeline**
RIF Avoidance and RIF Process

2009	
3/9/09	Identify and select Transition Manager/Coordinator for each of the closing competitive areas—coordination of HR, Operations, Finance, IT activities.
3/9/09	Begin plans for transitioning of consolidated systems and workloads from closing competitive area to gaining competitive areas.
3/18/09	Meeting at HQ with Area HR Managers to discuss Organizational changes and policies.
3/20/09 12:00 PM (EST)	Announcement of District closings, District Customer Service Office administrative reductions, Mail Processing Facility reductions, and national VER offering. OCM Website updated: Hot Topics, At-a-Glance, Timeline, FAQs.
3/20/09	Begin Employee Notifications: Potentially Impacted Employees, Communications. Triggers salary protection policy.
3/20/09	Begin Employee informational sessions for all RIF-impacted employees.
3/20/09 to 8/28/09	Begin RIF Avoidance Period – Phase I, Phase II postings, residual postings and selections – Area HR coordinates LAC postings with HRSSC.
3/23/09	Begin transition of workload to gaining District(s).
3/31/09	Complete transition of workload to gaining District(s).
4/6 – 4/10/09	Annuity Estimates and VER offer mailings to VER eligible employees.
4/10/09	Organizational Effectiveness (OE) completes staffing changes.
4/13-6/26/09	HRSSC Service Center processing time-RTR validation of VER applications.
4/22/09	Phase I vacancy requisitions submitted NLT COB in eCareer system.
4/24/09	Last date for processing Form 50s – selections/reassignments as a result of selections from the last vacancy postings. Ensures accuracy of employee data in WebCOINS and TARIF in determining potential impacts.
4/28/09	<u>PHASE I POSTINGS</u> Phase I (Posting of available vacancies within LAC with potential RIF) ♣ All qualified employees (impacted and non impacted) within competitive area ♣ Use eCareer for profile development and application.
5/13/09	<u>PHASE I POSTINGS CLOSED – HRSSC processes applications for submission to selecting officials.</u>
5/14 - 5/21/09	Service Center Processing Time.
5/22-6/3/09	<u>PHASE I SELECTIONS</u> Review and selection of employees in Phase I - LAC postings.
5/26/09	Issue General RIF Notice.
6/3 - 6/20/09	Service Center processing Form 50s.
6/10/09	Phase II Vacancy Requisitions submitted NLT COB in eCareer system.

USPS CONFIDENTIAL

6/16/09	<p><u>PHASE II POSTINGS</u> Phase II: Posting of vacancies not previously filled in Phase I and District-wide vacancies in Plants and Post Offices.</p> <ul style="list-style-type: none"> • All impacted employees in District customer service admin office • All impacted employees in closing Districts customer service admin office • All impacted Mail Processing Facility employees • All impacted Area office employees within District location • All impacted employees in other facilities where reductions are occurring. <p>Use <i>eCareer</i> for profile development and application.</p>
6/19/09	Decision to Retire Irrevocable Date – VER 4.
6/24/09	Issue specific RIF notice.
6/26/09	HRSSC will begin to provide OCM names of employee accepting the VER. OCM will disseminate periodic lists to Area HR for distribution to District HR.
7/1/09	<u>PHASE II POSTINGS CLOSED – HRSSC processes applications for submission to selecting officials.</u>
7/2-7/13/09	Service Center processing time.
7/14-7/23/09	<u>PHASE II SELECTIONS</u> Review and selection of qualified employees in Phase II.
7/17/09	HRSSC completes RTR validation, processes VER retirement applications and provides list of applicants to OCM.
7/24-7/31/09	Service Center processing Form 50s.
7/30/09	Phase III Vacancy Requisitions submitted NLT COB in <i>eCareer</i> system.
7/31/09	VER effective date.
8/4/09	<p><u>PHASE III POSTINGS</u> Phase III: Posting of vacancies not previously filled in Phase II Area-wide.</p> <ul style="list-style-type: none"> • All impacted employees <p>Use <i>eCareer</i> for profile development and application.</p>
8/11/09	<u>PHASE III POSTINGS CLOSED – HRSSC processes applications for submission to selecting officials.</u>
8/12-8/13/09	Service Center processing time.
8/14-8/21/09	<u>PHASE III SELECTIONS</u> Review and selection of qualified employees in Phase III.
8/22-8/28/09	Service Center processing Form 50s.
8/28/09	RIF effective date/implementation completed.
8/28/09	Organizational changes and consolidations completed.