

# Administrative Restructuring – May 2021 Employee Handout

## Background

Last fall, we initiated our phased approach to restructuring the Postal Service to better align the organization to drive success. Changes included creating three core business functions and centralizing the administrative support functions at the Area and District levels into Headquarters. We further aligned the core business functions into four areas within Retail and Delivery Operations and two regions within Logistics and Processing Operations.

In March, we announced the second phase of our organizational changes, which included consolidation of districts from 67 to 50, centralization of marketing functions into the Chief Customer and Marketing organization, and the creation of a 13th division within Logistics and Processing.

The third and final phase of the administrative restructure includes finalizing our new organizational structures, centralizing the last of the administrative support functions and execution of a reduction in force (RIF).

The administrative restructuring effort objectives were to:

- Align work into three core business units of retail and delivery, processing and logistics, and commerce allowing each unit to operate more effectively;
- Enable local operations teams to focus on their key initiatives by removing administrative functions they previously managed;
- Centralize administrative support staff for finance, information technology, marketing, and human resources into Headquarters with matrix structure to support core business operations; and
- Consolidate field operations to leverage efficiencies and account for changes in mail volume and mix.

## What does this mean for me?

- A RIF has been conducted in your competitive area and depending on the new staffing, you may or may not be impacted by these changes.
- Headquarters, Area and District employees who are impacted will be notified by their manager.
- If you are impacted, you will receive a RIF notice.
  - This notice may include a RIF assignment to a position at or below your current level effective October 9th.
- This notice may be a RIF separation notice. Your goal should be to secure a position no later than **October 8, 2021**.

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## What's next?

- Monitor eCareer for job postings and talk with your manager about available opportunities.
- Your options for finding other employment may include:
  - **Noncompetitive Reassignment:** Between **May 20, 2021** and **October 8, 2021**, you may request a noncompetitive 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 noncompetitively. Selecting officials may choose to fill positions 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.
  - **Limited Area of Consideration (LAC) Job Postings**
- 10-day Posting 1a (Field Positions): *Limited Area of Consideration* (June 1 – June 10). Open to all impacted and nonimpacted career non-bargaining employees in the headquarters, headquarters related, Area and District competitive areas. Excludes employees in Post Office, Plant, Vehicle Maintenance Facilities, Judicial Office, General Counsel and Inspection Service competitive areas.
- 10-day Posting 1b (HQ Positions): *Limited Area of Consideration* (June 8 – June 17). Open to all impacted and nonimpacted career non-bargaining employees in the headquarters, headquarters related, Area and District competitive areas. Excludes employees in Post Office, Plant, Vehicle Maintenance Facilities, Judicial Office, General Counsel and Inspection Service competitive areas.
- 5-day Posting 2: *Limited Area of Consideration* (July 26 – July 30). Open to all impacted and nonimpacted career non-bargaining employees in the headquarters, headquarters related, Area and District competitive areas. Excludes employees in Post Office, Plant, Vehicle Maintenance Facilities, Judicial Office, General Counsel and Inspection Service competitive areas.
- 5-day Posting 3: *Limited Area of Consideration* (September 6 – September 10). Open to remaining impacted eligible career non-bargaining employees in the headquarters, headquarters related, Area and District competitive areas.
- If eligible and interested, explore **retirement options** and contact the HR Shared Service Center (HRSSC) at 1-877-477-3273, option 5.

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## What happens if I take a voluntary downgrade?

- Impacted employees may request a noncompetitive 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.
- Nonimpacted employees may request a noncompetitive 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](#) webpage.

## How should I prepare?

### Update your eCareer Candidate Profile

Ensure your eCareer Candidate Profile is up to date. To update your profile, sign into [eCareer](#) and click “**Search and/or Apply for EAS Jobs**”. Then click “**Candidate Profile**” and update the corresponding data fields on all tabs. You will use eCareer to apply for jobs throughout the organizational change process.

**Please Note:** The information in an employee’s **HEROProfile**, while valuable, will **not** be used for purposes of determining qualifications for positions. Qualification decisions will be based on information provided in a candidate’s eCareer profile and specific application.

### Attend Employee Support Sessions

To ensure you are informed and prepared, a series of live support sessions will be offered from May 17-June 11, on a range of topics, including navigating eCareer, mock interviews, and navigating change. For more information regarding session details, you can view the *Employee Learning Track* by visiting the [Employee Support Events](#) page on the [Preparing for Change – Employee Support](#) page. You can register for these sessions by going to the HERO homepage and entering [Preparing for Change: Support Events](#) in the search bar and selecting the desired session(s).

### Visit the Preparing for Change – Employee Support Site

The [Preparing for Change – Employee Support](#) page is where you will find the latest communications and information about the organizational change. You will also find timelines and information related to leading and navigating change, career planning resources and VER and general retirement information. You can access this page by clicking on the [Preparing for Change – Employee Support](#) link under “Hot Topics” on the Blue and LiteBlue homepages.

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## Utilize EAP Resources

Change can be hard, and we are here to support you through this transition. If you are struggling or you would like to talk to someone, the Postal Service's Employee Assistance Program (EAP) is a good resource. You can reach an EAP representative by contacting:

- 1-800-EAP-4-YOU (1-800-327-4968)
- TTY 1-877-492-7341
- [www.eap4you.com](http://www.eap4you.com)

## Verify Veterans Preference

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.

## Additional Resources

If you have any questions or concerns outside of the available resources, please reach out to your direct manager, Area or District HR staff or the [Org Change Questions Mailbox](#).