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May 3, 2021

OFFICERS

SUBJECT: Transforming the Postal Service—Administrative Restructure Update

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 Operations and two regions within 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). As a part of our RIF avoidance activities, we are offering a second Voluntary Early Retirement (VER) option to most eligible non-bargaining employees at Headquarters, Headquarters-related, and area and district offices. We will also be lifting the hiring freeze to facilitate placement opportunities for impacted employees.

- **Centralization of Administrative Support Functions:** The Retail support, Post Office Operations support, Delivery program support, and Address Management programs within the area and district offices will be centralized into the Chief Retail and Delivery organization. With this change, all support functions are now centralized into the corresponding Headquarters organization.
- **Final Organizational Staffing and Employee Impacts:** The final organizational structures and staffing will be shared with employees the week of May 17, 2021, during functional town hall meetings. Officers should schedule town hall meetings between May 18-20, 2021, to share final structures and staffing within their organizations. Managers should schedule follow-up discussion with individuals impacted by the changes. The Human Resources team will be providing information to assist with these sessions.
- **Reduction-in-Force:** As a result of a reduction in the number or elimination of authorized positions due to the organizational change, there will be a RIF in the affected competitive areas. Based on the RIF results, a Specific RIF Notice (SRN) will be sent to impacted employees via First-Class Mail and their postal email accounts on May 21, 2021.

The SRN will indicate employees' RIF placements (reassignment, demotion) or their proposed separation and the effective date of the action.

- Effective date of RIF: October 8, 2021
- Effective date of RIF placements: October 9, 2021.
- **Voluntary Early Retirement Offer:** The second VER will be offered to eligible career employees who are in executive (PCES-01), management and technical payband (V-02 and V-01), and executive and administrative schedule (EAS-15 to EAS-26) pay scales working in Headquarters, Headquarters-related facilities, area offices and district offices. The VER offer will not be incentivized.

Below are the key dates for the second VER offering; additional information is available on the [VER webpage](#) through LiteBlue.

- VER mailings: May 7, 2021
- VER email: May 7, 2021
- VER acceptance/irrevocability deadline: July 16, 2021
- VER effective date: July 30, 2021
- **Lift Hiring Freeze:** The hiring freeze will be lifted on May 3, 2021, and jobs will be posted on May 25, 2021, to facilitate placement during the organizational change process.
 - Limited Area of Consideration (LAC) Job Postings
 - Jobs to be posted include:
 - All HQ, Area and District positions
 - Customer service field positions
 - Plant jobs will be evaluated on a case-by-case basis
 - Posting 1: 10-day posting to impacted and nonimpacted employees in affected competitive areas (Headquarters, Area and District offices)
 - Posting 2: 5-day posting to impacted and nonimpacted employees in affected competitive areas (Headquarters, Area and District offices)
 - Posting 3: 5-day posting to impacted employees only

To ensure you and your teams are supported and prepared for these upcoming changes please see the following resources:

- [EAP Resources](#)
- [Employee Support Live Events](#) occurring May 17 – June 11, 2021
- [Preparing for Change—Employee Support Site](#)

Thank you for your leadership during this phase of our transformation.



Doug A. Tulino