



Date: May 5, 2009

MEMO TO ALL MANAGERS/SUPERVISORS

Subject: NATIONAL REASSESSMENT PROCESS (NRP) PHASE 2

As a follow-up to my Memo to you dated April 14, 2009, our Performance Cluster (PC) is required to conduct a Limited Duty and Rehabilitation National Reassessment Process (NRP) review. This review is directed at ensuring injured employees are working in assignments that support the employee's recovery plan as well as fortify organizational goals. Over the next few months, a task force team consisting of Area and District subject matter experts will continue to conduct a comprehensive review of all rehabilitation and limited duty assignments in the PC (and other sites if applicable).

The involvement of operations management as the primary stakeholders is the key to the short and long term success of this process. PC team members include individuals from Injury Compensation, Medical, Labor Relations, and Operations. Attached is a list of the representatives of our Performance Cluster for this initiative.

The basis of this review is to ensure all Limited Duty and Rehabilitation employees have;

- a current medical and job offer on file
- tasks currently being performed match the job offer and are within the medical restrictions
- Form 50 is proper for the assignment

Our Performance Cluster has concluded Phase 1 of the process and will now be commencing Phase 2. We fully support this process by committing to make every effort at placing our employees in necessary assignments at every opportunity. In the event work within the Postal Service is not identified, employees will be referred to the Office of Workers' Compensation Programs (OWCP) for placement on the compensation rolls. While in this status, an employee may be placed in the OWCP Vocational Rehabilitation Program.

It is imperative that the message from all members of management regarding this process is informative and not inflammatory. Management is instructed not to make emotional statements such as, "Personally, I would like to accommodate you but...". This kind of message would be confusing and misleading to any employee. The message must be clear: the decision regarding all assignments is based on the work capabilities of each employee and the availability of necessary work.

I am confident this process will ensure that all rehabilitation and limited duty assignments now and in the future will be based on operationally necessary tasks while capitalizing on the work capabilities of our skilled injured employees. It is important as we proceed through Phase 2 that the NRP representatives from our Performance Cluster receive your full support, cooperation, and immediate action when required.

A handwritten signature in cursive script, appearing to read "Douglas H. Morrow".

Douglas H. Morrow
District Manager

Handwritten initials "DM" in a cursive style.