

POStPlan FAQs

Updated June 1, 2012

The following Frequently Asked Questions (FAQs) apply only for the Post Office Structure Plan (POStPlan), a new operating tool that will result in the adjustment of retail hours in offices Evaluated Postmaster EPM-51 through EAS-16.

The date above indicates the date that this document was reviewed and updated. Whenever this document is updated, every FAQ is reviewed, but not every FAQ requires a change.

1. Do all postmasters have Merit Systems Protection Board (MSPB) rights?

Postmasters and certain other postal employees have MSPB rights to appeal an adverse action; only preference-eligible employees (postmasters and others) have MSPB rights to appeal a reduction-in-force (RIF) demotion or separation.

2. Who is a preference-eligible employee?

Preference-eligibles are:

- Certain individuals who served in the armed forces; and
- Specified relatives of certain individuals who served in the armed forces.

Not all individuals who served in the armed forces are preference-eligible, and not all individuals who are preference-eligible served in the armed forces. In addition, some individuals who retired from the armed forces are not preference-eligible for RIF purposes, although they are preference-eligible for hiring and other federal employment purposes. For further information see [Organizational Change FAQ's](#), number 11.

3. What is my competitive area?

At the present time, your competitive area is your post office.

4. My office has been evaluated at 6 hours a day. What does that mean for me as a career full time postmaster?

The 6 hours a day post offices will be staffed by a part-time career postmaster. If you are not successful in securing a vacant position prior to June 2014 you will receive a Specific RIF Notice with the part-time postmaster position as your RIF assignment effective October 1, 2014. At that time your salary will be reduced to the part-time postmaster hourly rate.

5. My office has been evaluated at 2 or 4 hours a day. What does that mean for me as a career full time postmaster?

The 2 and 4 hours a day post offices will be staffed by a non-career Postmaster Relief (PMR). If you are not successful in securing a vacant position prior to June 2014 you will receive a Specific RIF Notice of separation effective September 30, 2014.

6. I'm a PMR in an office that will be 2 or 4 hours of operation. Will I be kept as the PMR in this office?

If you are a PMR in an office that has 2 or 4 hours of operations daily the district office can assign you to the position at your office.

7. I'm a PMR in a part-time office that will be staffed by a part-time postmaster. Will I be retained as a PMR in this office?

At this time it is expected that the hourly office (2, 4 or 6 hours) will operate six days a week so PMRs may be needed for the sixth day.

8. My office will be upgraded to EAS-18. What increase will I get?

Postmasters whose positions will be upgraded to EAS-18 will receive a 2% increase or the amount of increase needed to bring the salary to the minimum of the new grade.

9. What is an RMPO?

Remotely Managed Post Offices (RMPO) are offices that are grouped geographically and have operations of 2, 4 or 6 hours. They report to an Administrative Post Office.

10. What is a PTPO?

Part Time Post Offices (PTPO) are stand alone offices that do not fit the RMPO model; they have 6 hours a day operations and report to the district Manager Post Office Operations (MPOO).

11. Can I apply for vacant positions before the RIF?

Postmasters will have opportunities to apply for vacant postmaster and other vacant positions prior to September 30, 2014, the RIF effective date.

12. Can an impacted postmaster return to a bargaining position?

During the RIF process, an employee can be assigned to a position only in his or her competitive area. Because there will be no bargaining unit positions in an impacted postmaster's competitive area, there will be no bargaining positions available for RIF assignment for an impacted postmaster. Voluntary return to the craft is a management prerogative and not a right for the employee to claim. The ELM and the applicable labor agreement would provide guidance on this alternative.

13. Clarification of DUO impacted Postmasters Examples:

- EAS-18 down to EAS-13 as a result of DUO now down to a non-career as a result of POSTPlan

This question refers to individual who received conditional DUO salary protection because employee was demoted through a RIF notice effective November 5, 2011. This individual received conditional salary protection at EAS-18. If POSTPlan now evaluates the office as a 2 or 4 hour position, the incumbent will receive a RIF separation in September 2014, Salary protection will continue until the RIF separation date, September 30, 2014.

- EAS-18 down to EAS-13 as a result of DUO now down to an EPM-55 (6 hours) as a result of POSTPlan.

This question refers to individuals who received conditional DUO salary protection because employee was demoted through a RIF notice effective November 5, 2011. This individual received conditional salary protection at EAS-18. If POSTPlan now evaluates the office as a 6 hour position, the incumbent will receive a RIF assignment to an EPM-55 part-time career position effective October 1, 2014. The salary protection will provide that the employee

continues to receive the hourly rate for the EAS-18 position for the number of hours of the office's evaluation (6 hours).

- Postmasters who were not demoted by DUO RIF but who are now impacted by POSTPlan will remain in their current position, current grade and current salary (or increased salary if salary is increased under regular pay policies before September 30, 2014) until September 30, 2014 and at that time there is no grade/salary protection. These postmasters whose offices are evaluated at 6 hours a day will get a RIF assignment to the EPM-55 part-time career position and their salary at that time will be the hourly rate of the EPM-55 position. If these postmasters are in offices that are evaluated at 2 or 4 hours a day they will get a RIF separation effective September 30, 2014.

14. Will all retirement and Voluntary Early Retirement (VER) eligible's receive a retirement packet and when?

Eligible employees in full time offices have been sent their retirement packets. Interested employees in part-time offices need to request retirement packets from the HRSSC.

15. Do we have a plan to fill the vacancies on August 1 and transfer all these offices on the same day? Our understanding is that all those who chose to retire will leave on the same day.

The retirement effective date for postmasters is July 31, 2012. However, management has the discretion to use one of the following dates (August 31, 2012 or September 30, 2012) if there are operational or customer service needs. There is one exception per the 2012 Special Incentive Offer FAQs. An employee who was in process as of May 9, 2012, with a scheduled retirement date on or before July 31, 2012, will be permitted to retire on his or her scheduled retirement date and be eligible for the Special Incentive Offer.

16. What happens to the impacted offices in which the PM retires on one of the following dates (July 31, August 31 or September 30, 2012)? Will they remain at that level until after the community meetings? What salary rate will the Officer-In-Charge (OIC) earn?

Actual changes to office hours will not occur until after the community meetings.

17. The Implementation Plan states – b. Phase 2 – Employees identified as impacted will receive reduction in force (RIF) notifications as applicable. It is anticipated the RIF will be initiated in May 2012 and the Specific RIF Notice will identify the employees' RIF assignments (EPM or PMR). Does this mean that after two years, RIF assignments will be offered to Postmasters who will be PMRs (non-career?) For example, if an EAS-13 PM is downgraded to a level 4 or 2 hour office, will they be offered RIF assignments at the end of two years?

See the answers to FAQs Nos. 4 and 5. The RIF will not be initiated in May 2012. Following RIF avoidance activities, the Specific RIF Notice of separation or demotion, as applicable, will be issued in June 2014 and the RIF effective date will be September 30, 2014. Postmasters in offices that are evaluated as 4-hour or 2-hour offices will not be demoted by RIF to the non-career Postmaster Relief (PMR) position that will staff their office. Instead, those Postmasters will be issued a Specific RIF Notice of separation.

18. Why are some Post Offices not on the list of impacted offices (Ex; EAS-11, 13 or 15)? Since they are not on the list of downgraded offices, are we to assume they will be upgraded?

Each impacted postmaster will receive a follow-up letter from Operations identifying the change in their office.

19. What criteria was used to select the offices that were upgraded to EAS-18?

Offices upgraded to EAS-18 had FY 2011 annual earned work hours.

20. Can current EAS-18 Postmasters lateral in to a newly established or vacant EAS-18?

Yes, non competitive requests at the same or lower grade may be submitted directly to the selecting official for consideration outside the competitive process. Non-competitive applicants are encouraged to include a copy of their eCareer profile along with their request.