



July 2, 2010

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SUBJECT: Administrative Function 4 Withholding Notice – Southeast Michigan District

As the volume continues to decline throughout the Great Lakes Area and especially in the Southeast Michigan District, the Postal Service is forced to continue to perform administrative reviews of the workhours, workload, and overall operations within its various offices.

Based on the administrative Function 4 reviews of the workhours and workload, continuous diminished volume and a further reduction of revenue transactions in the following post offices within the Southeast Michigan District it is anticipated that twenty-four (24) full-time regular level PS-6 clerks and one (1) part-time flexible level PS-6 clerk craft employee may be excessed outside the craft and/or installation. It is also anticipated that three (3) clerk craft employees will attrite, therefore, the total impact to the clerk craft will be twenty-seven (27) full-time regular level PS-6 clerk craft employees and one (1) part-time flexible clerk craft employee.

Pursuant to Article 12.5 (C) 5 of the National Agreement to minimize dislocation and inconvenience of the regular work force employees, consistent with the needs of the service, I am authorizing the withholding of twenty-four (24) full-time regular level PS-6 clerk positions, one (1) part-time flexible level PS-6 clerk craft position, full-time regular and part-time flexible mail handler positions level PS-5 and below, full-time regular and part-time flexible city carrier positions grade one (1), and custodial positions level PS-4 and below be withheld within a 350-mile radius of the offices listed below.

The following are the offices that the impacts are occurring in:

Office	# Employees Impacted	Status of Employee
Eastpointe, MI	1	FTR
Lake Orion, MI	1	FTR
Mount Clemens, MI	5	FTR
Port Huron, MI	1	FTR
Rochester, MI	4	FTR
Southfield, MI	5	FTR
St. Clair Shore, MI	2	FTR

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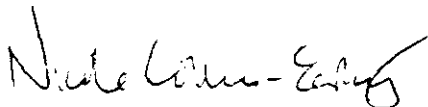
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Office	# Employees Impacted	Status of Employee
Swartz Creek, MI	1	PTF
Utica, MI	5	FTR

Enclosed for your review are the following items:

- Impact Statements;
- Function 4 Summary;
- CSV Administrative Summary;
- CSV / SOV Reports;
- Data Streams;
- eFlash Reports;
- Seniority List; and
- Radius Map;

If you have any questions concerning the withholding, please call me.



Nicole Collins-Earley
Area Complement Coordinator

Enclosures

cc: District Managers, Human Resources – Great Lakes Area, Eastern Area
District Managers – Great Lakes Area