



June 7, 2017

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Subject: Withholding – Mississippi District  
Monticello Post Office

Attached are the impact statements from the Mississippi District that reflects the decreased workload reduction in staffing at the Monticello Post Office resulting in changes in operations. It is anticipated that attrition alone will not be sufficient to avoid excessing outside the craft and/or installation.

<u>Office</u>	<u>Number of Impacted Employees</u>
Monticello, MS	1 NTFT Level 6 clerk

Based on the attached, this is your notification that full-time residual vacancies in all crafts, level 6 and below, within this installation and within the surrounding 50 miles will be withheld in accordance with Article 12 of the Collective Bargaining Agreement, up to the number indicated.

Any involuntary reassignments necessitated will be effected in accordance with Article 12 of the Collective Bargaining Agreement.

If you have any questions, please contact James Oliver at 504-589-1551.

Sincerely,

  
Charisse Newberry

Attachments:

Cc: Manager, Human Resources, Mississippi District  
Manager, Labor Relations, SA Office & Mississippi District

APPROPRIATE FOR  
SOUTHERN REGION

# WorkHour Impact Report

<b>Impacted Bid Cluster</b>	MONTICELLO POST OFFICE
<b>Installation Address</b>	
<b>Area Name</b>	SOUTHERN
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	10/31/2017
<b>Period (Dates) of Review Performed</b>	05/28/2016 thru 05/26/2017
<b>Report Prepared By</b>	Cathy Mullen
<b>Report Prepared Date</b>	06/08/2017
<b>Reviewed By</b>	Jean Lovejoy
<b>Phone</b>	(904) 366-4898

# WorkHour Impact Report

Craft = CLERK

	A	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	179	148	-31	-124	-1612	-1	1664

## OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	15	8.4%	-5	0		10	6.8%

# WorkHour Impact Report

## Casuals

a. Current Number of CLERK Casuals on Rolls	0
b. Current Total Non-OverTime CLERK Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	0
d. Number of CLERK Casuals that will have Reduced Hours	0
e. Number of CLERK Casuals that will be Terminated	0
f. Number of CLERK Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK Casuals	
N/A	

## Mail Handler (MHAs)

a. Current Number of CLERK MHAs on Rolls	0
b. Current Total Non-OverTime CLERK MHA Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK MHA Hours per Month	0
d. Number of CLERK MHAs that will have Reduced Hours	0
e. Number of CLERK MHAs that will be Terminated	0
f. Number of CLERK MHAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK MHAs	
N/A	

## Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	2
b. Current Total Non-OverTime CLERK PTFs Hours per Month	240
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	0
d. Number of CLERK PTFs that will have Reduced Hours	0
e. Will there be any CLERK PTFs Excessed from Craft or Installation	NO
If Yes how Many CLERK PTFs	0
f. Provide Narrative Explaining need for Excessing	
Will monitor PTF hours	

## City Carrier Assistant (CCAs)

a. Current Number of CLERK CCAs on Rolls	0
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b. Current Total Non-OverTime CLERK CCA Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK CCA Hours per Month	0
d. Number of CLERK CCAs that will have Reduced Hours	0
e. Number of CLERK CCAs that will be Terminated	0
f. Number of CLERK CCAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK CCAs	
N/A	

**Postal Support Employees (PSE)**

a. Current Number of CLERK PSE on Rolls	2
b. Current Total Non-OverTime CLERK PSE Hours per Month	220
c. Planned Reduction in Total Non-OverTime CLERK PSE Hours per Month	0
d. Number of CLERK PSE that will have Reduced Hours	0
e. Number of CLERK PSE that will be Terminated	0
f. Number of CLERK PSE Remaining After Impact	2
g. Provide Narrative Justifying need for Remaining CLERK PSE	
Will monitor PSE hours	

# WorkHour Impact Report

## Part Time Regular (PTRs)

a. Current Number of CLERK PTRs on Rolls	0
b. Planned Number of CLERK PTR Positions after Impact	0
c. Estimated Number of CLERK PTR Attrition	0
d. Will there be any CLERK PTRs Excessed from Craft or Installation	NO
CLERK PTRs	0
e. Provide Narrative Explaining need for Excessing	
N/A	

## Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	2
b. Planned Number of CLERK FTR Positions After Impact	1
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	1
e. Provide Narrative Explaining need for Excessing	
One FT Clerk Impacted	

# WorkHour Impact Report-CLERK

## Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-124
b. Planned Reduction in Total OT Hours per Month	-20
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in MHA Non-OT Hours per Month	0
e. Planned Reduction in PTF Non-OT Hours per Month	0
f. Planned Reduction in CCA Non-OT Hours per Month	0
g. Planned Reduction in PSE Non-OT Hours per Month	0
h. Total Planned Non-OT Hours per Month	592
i. Total FTE Savings	-1