



July 12, 2017

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1101 Connecticut Avenue, Suite 500
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Dear Union Representatives,

You are being advised that the Capital Metro Area Vice President of Operations is implementing the withholding provisions of Article 12.5(B)(2) for all part-time flexible Clerk positions within 50 miles of the Moore, SC installation. This is necessary as a result of a Customer Service Review.

Based on the above, it is necessary that one (1) part-time flexible Clerk in the Moore, SC installation be involuntarily reassigned outside the installation and/or craft. The work hour impact report, radius map, seniority listing and Customer Service Review are all attached.

It is anticipated that implementation of the above cited change will be February 3, 2018. If you have any questions regarding this notification, please contact me at (706) 778-6389.

M Sloane Ferguson

M. Sloane Ferguson

cc: District Manager, HR Manager, LR Manager: Greater South Carolina District
HR Manager, LR Manager: Capital Metro Area
Complement Coordinator: Capital Metro Area; Greater South Carolina District

Event # 59055

16501 SHADY GROVE ROAD
GAITHERSBURG, MD 20879-9998
(301) 548-1464
FAX: (301) 548-6933

APWU SOUTHERN REGION

SOUTHERN REGION

June 26, 2017

LINDA MALONE
VICE PRESIDENT AREA OPERATIONS
CAPITAL METRO AREA
16501 SHADY GROVE RD
GAITHERSBURG MD 20898-9998

SUBJECT: Request - Withholding Moore SC, Clerk (Event # 58777)

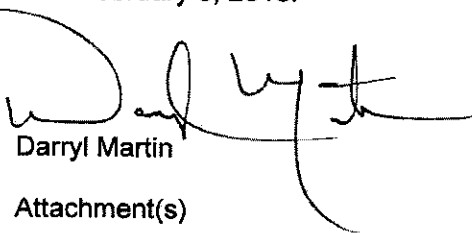
Due a function 4 Customer Service Variance review, it is anticipated that 1 Level PS-6 PTF clerk will be reassigned outside of the Craft and/or Installation at the Moore Post Office.

To minimize dislocation and inconvenience of regular work force employees consistent with the needs of the service, it is requested that full-time and part-time residual duty assignments be withheld.

Specifically, it is recommended that 1 Level PS-6 clerk full-time and part-time assignments within a 50 mile radius be withheld.

Attached is a copy of the completed documents from the Impact Statement relative to this action.

It is anticipated that implementation of the above cited change would be effective no later than February 3, 2018.



Darryl Martin

Attachment(s)

cc: File

AREA COORDINATOR

SOUTHERN REGION

Article 12 Excessing Meeting Checklist

Page 1 of 2

Installation: Moore

Level of Office: 20

Date of Regional Notice
6 Month Timeline

Identified Residuals \emptyset
In Craft

Date of Regional Meeting
6 Month Timeline

Residuals Available in
Other Crafts within
The Installation / *N/A*
Pending Residuals

Impacted # *1*

Adjusted Impacted # \emptyset

Retirements since
Function 4 or Regional
Notice or Other Attrition

Current FTRs/PTFs $\emptyset/4$

Anticipated Complement
FTRs/PTFs $\emptyset/3$

Retirement Eligibility /
Vera Eligibility *1*

Date of Function
One or Four *N/A*

Other Craft Retirements
& Eligibility \emptyset

Date Automation
Removed *N/A*

Transfer Requests

Number of PSEs
Per Week *N/A*

MS 47 Compliment /
Actual or Contracted

PSEs Work Hours
Per Week *N/A*

Standby Time *N/A*

Number of PSEs
To Remain *N/A*

Steward Super Seniority \emptyset

Overtime Hours *4*
Per Week

Promotion or ASP Pending

Overtime After the
Excessing Per Week *3*

Pending Removals

Light or Limited Duty
People Working in the *N/A*
Affected Craft

Long Term OWCP/
Periodic Roles

Phase 2 National
Reassessment Program _____

Article 12 Excessing Meeting Checklist

Page 2 of 2

Installation: Moore

Level of Office: 20

Residuals available w/I the District and/or 100 miles _____

When will remaining residuals be offered to impacted employees: \emptyset

When is Area moving date: 2/3/2018

What Custodial Vacancies Made available:

Under Level 21 Offices

PTF Work Hours Per Week 3 \emptyset

When will they be advertized on eReassign _____

Number of PTFs To Remain 3

What is the opening and closing date _____

HUB Clerk Hours Per Week \emptyset

What other locations will be bidding for the same residuals/withheld positions _____

Number of HUB Clerks To Continue Working in The Installation \emptyset

When will employees be Notified:

Postmaster Performance Of Bargaining Unit Work N/A

What attempt has been made to change jobs to NT/FT assignments to avoid excessing:

Crossing Craft Issues N/A

What residuals and/or PSE jobs are available w/i 40 miles:

Conversion Grievances N/A

w/I 50 miles:

Reversion Grievances N/A

What efforts have been made to in-source jobs to avoid the excessing

WorkHour Impact Report

Impacted Bid Cluster	MOORE POST OFFICE
Installation Address	Event #58777
Area Name	CAPITAL METRO
Impact Type	Reduction Other Than by Attrition
Date of Impact	09/16/2017
Period (Dates) of Review Performed	05/28/2016 thru 06/09/2017
Report Prepared By	Anthony Coward
Report Prepared Date	06/07/2017
Reviewed By	William Martin
Phone	(803) 926-6469

WorkHour Impact Report

Craft = CLERK

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	116	87	-29	-116	-1508	0	0

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	4	3.4%	-1	0		3	3.4%

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	
NA	

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	
NA	

Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	4
b. Current Total Non-OverTime CLERK PTFs Hours per Month	464
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-116
d. Number of CLERK PTFs that will have Reduced Hours	0
e. Will there be any CLERK PTFs Excessed from Craft or Installation	YES
If Yes how Many CLERK PTFs	1
f. Provide Narrative Explaining need for Excessing excessing 1 PTF	

City Carrier Assistant (CCAs)

- a. Current Number of CLERK CCAs on Rolls 0
- 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
NA

Postal Support Employees (PSE)

- a. Current Number of CLERK PSE on Rolls 0
- b. Current Total Non-OverTime CLERK PSE Hours per Month 0
- 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 0
- g. Provide Narrative Justifying need for Remaining CLERK PSE
NA

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
CLERK PTRs | NO
0 |
| e. Provide Narrative Explaining need for Excessing
NA | |

Full Time Regular (FTRs)

- | | |
|---|---------|
| a. Current Number of CLERK FTRs on Rolls | 0 |
| b. Planned Number of CLERK FTR Positions After Impact | 0 |
| c. Estimated Number of CLERK FTR Attrition | 0 |
| d. Will there be any CLERK FTRs Excessed from Craft or Installation
If Yes how Many CLERK FTRs | NO
0 |
| e. Provide Narrative Explaining need for Excessing
NA | |

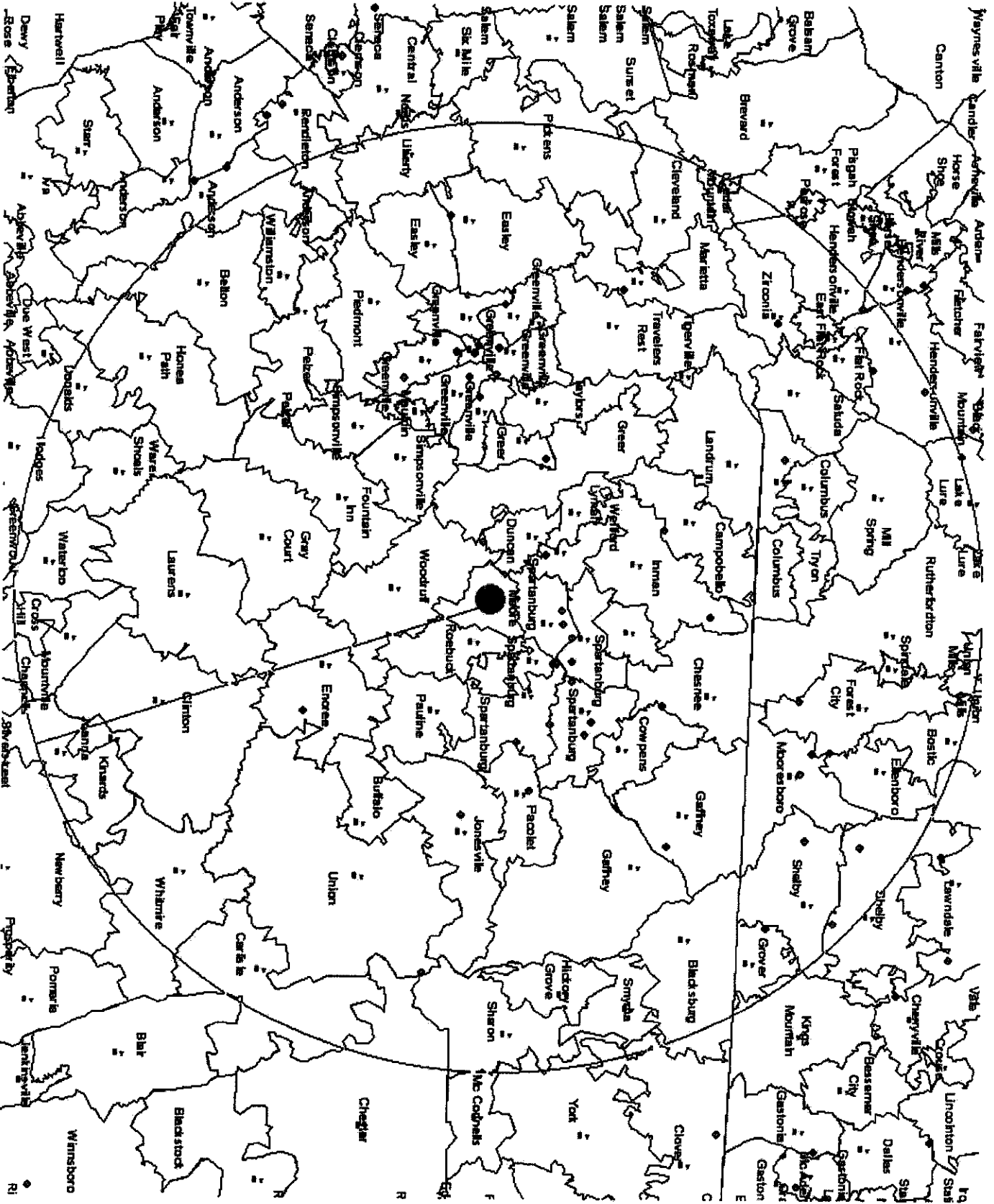
WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	0
b. Planned Reduction in Total OT Hours per Month	-4
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	-116
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	348
i. Total FTE Savings	0

THE CSV COMPLEMENT MODEL SHOULD NOT BE THE SOLE SOURCE OF PERMANENT STAFFING DECISIONS.					
CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT					
Delivery Days: 302		MOORE PO - MOORE PO 455960			DATE: 06/06/2017
Leave Replacement Calculation					
Leave Type	Hrs Per Day	Leave %	Formula	Employees Earned	
Annual Leave	16	10.50%	(CSV Avg Daily Hours x 10.50%x(6 day wk/40 hr WHwk))=	0.25	Clerk/MH(s)
Sick Leave	16	4.00%	(CSV Avg Daily Hours x 4.00%x(6 day wk/40 hr WHwk))=	0.10	Clerk/MH(s)
LWOP	16	1.00%	(CSV Avg Daily Hours x 1.00%x(6 day wk/40 hr WHwk))=	0.02	Clerk/MH(s)
(Subtract Overtime)	16	5.00%	(CSV Avg Daily Hours x 5.00%x(6 day wk/40 hr WHwk))=	0.12	Clerk/MH(s)
Net Total		10.50%	Leave/OT Replacement Needs >>>>	0.25	Clerk/MH(s)
			Replacement for Replacement >>>>	0.03	Clerk/MH(s)
			Total Leave Replacement >>>>	0.28	Clerk/MH(s)
Current on Rolls			Earned Complement		
Full Time Clerk		0	Full Time Clerk		
Part Time Flexible Clerk		4	Part Time Flexible Clerk		
Part Time Regular Clerk		0	Part Time Regular Clerk		
Postal Support Employee		0	Postal Support Employee		
Non-Traditional Full-Time		0	Non-Traditional Full-Time		
Flex Non-Traditional Full-Time		0	Flex Non-Traditional Full-Time		
Full Time Mailhandler		0	Full Time Mailhandler		
Part Time Flexible Mailhandler		0	Part Time Flexible Mailhandler		
Part Time Regular Mailhandler		0	Part Time Regular Mailhandler		
MailHandler Assistant		0	Mailhandler Assistant		
Total F4 on Rolls		4	Total F4 Earned		2
Current Actual	Daily Hrs	Employees	Target	Daily Hrs	Employees
LDC 41 Clerk/MH(s)	0.00	0.00	LDC 41 Clerk/MH(s)	0.00	0.00
LDC 42 Clerk/MH(s)	0.00	0.00	LDC 42 Clerk/MH(s)	0.00	0.00
LDC 43 Clerk/MH(s)	5.48	0.56	LDC 43 Clerk/MH(s)	5.97	0.90
LDC 44 Clerk/MH(s)	1.01	0.10	LDC 44 Clerk/MH(s)	0.37	0.06
LDC 45 Clerk/MH(s)	6.25	0.64	LDC 45 Clerk/MH(s)	6.39	0.97
LDC 48 Clerk/MH(s)	4.60	0.47	LDC 48 Clerk/MH(s)	3.18	0.48
Total Actual Daily Hrs	17.34	2.62	Total Earned Daily Hrs	15.92	2.40
Daily Hours Actual		17.34	Daily Hours Earned		15.92
Current Complement		4	Target Complement		1.80
FTEE Current		1309	FTEE Target		2666
Projected Annual Hrs Actual		5,236	Projected Annual Hrs Earned		4,807
On Duty Required Totals		2.40	Full Time Equiv Employee (Hrs per)		2666
Leave Replacement Totals		0.28	Variance FTEE		2.20
Complement Total		1.80	Complement % Achieved		50.00%

FINANCE	OFFICE	LAST	FIRST	M	EMP ID	JOB ID	JOB TITLE	D/A	FUNC	INC	SEN DATE	RET	RET ELIG
455980	MOORE PO	HAMMOND	TERRY	G	1401981	95241469	DIST WINDOW CLK	410	4	48	5/13/1995	N	7/31/2018
455980	MOORE PO	DILLARD	E	A	4013231	70040860	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	9/15/2007	N	1/24/2017
455980	MOORE PO	MARTIN	BETTY		4390913	71565440	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	7/23/2016	N	7/23/2026
455980	MOORE PO	CRAWFORD	QIANA		4367573	71565788	SALES, SVCS/DISTRIBUTION ASSOC	410	4	48	8/6/2016	N	9/25/2047



Destination	Finance Address	City	State	Zip	Driving Area	PFC
MOORE	455960 1129 CENTER	MOORE	SC	29369	CAPITAL	GREATER SOUTH
ARCADIA	450280 1893 HAYNE ST	ARCADIA	SC	29320	10.7 CAPITAL	GREATER SOUTH
BELTON	450540 103 BREAZEALE ST	BELTON	SC	29627	42.5 CAPITAL	GREATER SOUTH
BLACKSBURG	450660 202 W PINE ST	BLACKSBURG	SC	29702	43.6 CAPITAL	MID-CAROLINAS PFC
BOILING SPRINGS	360872 101 N MAIN ST	BOILING	NC	28017	45.8 CAPITAL	MID-CAROLINAS PFC
BOWLING GREEN	450880 1771 N HIGHWAY	BOWLING	SC	29703	65.4 CAPITAL	MID-CAROLINAS PFC
CAMPOBELLO	451240 30 S MAIN ST	CAMPOBELLO	SC	29322	27.7 CAPITAL	GREATER SOUTH
CEDAR MOUNTAIN	361312 9515 GREENVILLE	CEDAR	NC	28718	67.6 CAPITAL	MID-CAROLINAS PFC
CHAPPELLS	451460 411 SC HIGHWAY 39	CHAPPELLS	SC	29037	51.7 CAPITAL	GREATER SOUTH
CHESTER	451580 131 SALUDA ST	CHESTER	SC	29706	70.6 CAPITAL	MID-CAROLINAS PFC
CLEMSON	451680 519 COLLEGE AVE	CLEMSON	SC	29631	58.4 CAPITAL	GREATER SOUTH
CLIFFSIDE	361544 244 N MAIN ST	CLIFFSIDE	NC	28024	40.0 CAPITAL	MID-CAROLINAS PFC
CLINTON	451740 202 ELIZABETH ST	CLINTON	SC	29325	28.5 CAPITAL	GREATER SOUTH
COLUMBUS	361664 126 WARD ST	COLUMBUS	NC	28722	34.8 CAPITAL	MID-CAROLINAS PFC
CONVERSE	451840 250 E MAIN ST	CONVERSE	SC	29329	24.5 CAPITAL	GREATER SOUTH
CROSS ANCHOR	452120 635 UNION HWY	CROSS ANCHOR	SC	29331	18.1 CAPITAL	GREATER SOUTH
DANA	361976 10 RIDGE RD	DANA	NC	28724	51.4 CAPITAL	MID-CAROLINAS PFC
DRAYTON	452400 1955 DRAYTON RD	DRAYTON	SC	29333	17.6 CAPITAL	GREATER SOUTH
DUNCAN	452480 131 W MAIN ST	DUNCAN	SC	29334	11.2 CAPITAL	GREATER SOUTH
EASLEY	452520 810 S PENDLETON	EASLEY	SC	29640	41.7 CAPITAL	GREATER SOUTH
EDNEVILLE	362296 3979 CHIMNEY	EDNEVILLE	NC	28727	58.4 CAPITAL	MID-CAROLINAS PFC

ENOREE	452760	1369 PARKER RD	ENOREE	SC	29335	15.2	CAPITAL	GREATER SOUTH
FAIRFOREST	452840	2435 FAIRFOREST	FAIRFOREST	SC	29336	11.1	CAPITAL	GREATER SOUTH
FALLSTON	362648	771 E STAGECOACH	FALLSTON	NC	28042	62.2	CAPITAL	MID-CAROLINAS PFC
FLAT ROCK	362704	2687 GREENVILLE	FLAT ROCK	NC	28731	51.0	CAPITAL	MID-CAROLINAS PFC
FOUNTAIN INN	453100	290 MCCARTER RD	FOUNTAIN INN	SC	29644	19.7	CAPITAL	GREATER SOUTH
GERTON	362960	5000 GERTON HWY	GERTON	NC	28735	68.7	CAPITAL	MID-CAROLINAS PFC
GRAMLING	453480	14921 ASHEVILLE	GRAMLING	SC	29348	22.9	CAPITAL	GREATER SOUTH
GREENVILLE	453620	600 W	GREENVILLE	SC	29602	28.5	CAPITAL	GREATER SOUTH
GREENVILLE	453623	600 W	GREENVILLE	SC	29602	28.5	CAPITAL	GREATER SOUTH
GREENWOOD	453640	240 N CREEK BLVD	GREENWOOD	SC	29649	58.2	CAPITAL	GREATER SOUTH
GROVER	363256	102 MULBERRY RD	GROVER	NC	28073	48.2	CAPITAL	MID-CAROLINAS PFC
HENDERSONVILLE	363512	427 5TH AVE W	HENDERSONVIL	NC	28739	54.0	CAPITAL	MID-CAROLINAS PFC
HICKORY GROVE	453920	6015 WYLIE AVE	HICKORY	SC	29717	58.3	CAPITAL	MID-CAROLINAS PFC
HONEA PATH	454040	312 N SHIRLEY AVE	HONEA PATH	SC	29654	48.9	CAPITAL	GREATER SOUTH
INMAN	454160	14 BLACKSTOCK RD	INMAN	SC	29349	19.5	CAPITAL	GREATER SOUTH
JONESVILLE	454480	2912 FURMAN L	JONESVILLE	SC	29353	24.2	CAPITAL	GREATER SOUTH
KINGS MOUNTAIN	364112	115 E GOLD ST	KINGS	NC	28086	56.9	CAPITAL	MID-CAROLINAS PFC
LAKE LURE	364224	2432 MEMORIAL	LAKE LURE	NC	28746	50.7	CAPITAL	MID-CAROLINAS PFC
LAURENS	454880	302 N HARPER ST	LAURENS	SC	29360	27.9	CAPITAL	GREATER SOUTH
LIBERTY	455020	28 N COMMERCE ST	LIBERTY	SC	29657	48.0	CAPITAL	GREATER SOUTH
LYMAN	455400	12490 GREENVILLE	LYMAN	SC	29365	12.9	CAPITAL	GREATER SOUTH
MAGNOLIA	453640	202 MAGNOLIA AVE	GREENWOOD	SC	29646	57.5	CAPITAL	GREATER SOUTH

MAULDIN	455680	498 N MAIN ST	MAULDIN	SC	29662	26.5	CAPITAL	GREATER SOUTH
MC CONNELLS	455500	4182 CHESTER HWY	MC CONNELLS	SC	29726	73.0	CAPITAL	MID-CAROLINAS PFC
MOORE	455960	1129 CENTER	MOORE	SC	29369	0.0	CAPITAL	GREATER SOUTH
MOUNTAIN HOME	365264	524 COURTLAND	MOUNTAIN	NC	28758	59.2	CAPITAL	MID-CAROLINAS PFC
NAPLES	365416	121 S NAPLES RD	NAPLES	NC	28760	57.8	CAPITAL	MID-CAROLINAS PFC
NINETY SIX	456320	201 N CAMBRIDGE	NINETY SIX	SC	29666	57.7	CAPITAL	GREATER SOUTH
NORTH ANDERSON	450200	3420 CLEMSON	ANDERSON	SC	29623	54.4	CAPITAL	GREATER SOUTH
PACOLET MILLS	456640	215 MONTGOMERY	PACOLET MILLS	SC	29373	20.5	CAPITAL	GREATER SOUTH
PELZER	456880	185 LEBBY ST	PELZER	SC	29669	35.8	CAPITAL	GREATER SOUTH
PENROSE	365976	5858 OLD	PENROSE	NC	28766	67.1	CAPITAL	MID-CAROLINAS PFC
PIEDMONT	456960	912 ANDERSON ST	PIEDMONT	SC	29673	38.2	CAPITAL	GREATER SOUTH
PLEASANTBURG	453625	1521 LAURENS RD	GREENVILLE	SC	29606	26.4	CAPITAL	GREATER SOUTH
REIDVILLE	457280	7460 REIDVILLE RD	REIDVILLE	SC	29375	9.1	CAPITAL	GREATER SOUTH
RR DONNELLEY	458320	300 JONES RD	SPARTANBURG	SC	29307	20.4		
SALUDA	366824	102 E MAIN ST	SALUDA	NC	28773	43.1	CAPITAL	MID-CAROLINAS PFC
SHARON	458060	3311 N YORK ST	SHARON	SC	29742	64.2	CAPITAL	MID-CAROLINAS PFC
SILVERSTREET	458160	1195 MAIN ST	SILVERSTREET	SC	29145	56.7	CAPITAL	GREATER SOUTH
SIX MILE	458200	515 N MAIN ST	SIX MILE	SC	29682	57.8	CAPITAL	GREATER SOUTH
SMYRNA	458280	1021 MAIN ST	SMYRNA	SC	29743	53.9	CAPITAL	MID-CAROLINAS PFC
SPARTANBURG	458320	250 S CHURCH ST	SPARTANBURG	SC	29306	9.8	CAPITAL	GREATER SOUTH
SPINDALE	367296	124 TANNER ST	SPINDALE	NC	28160	56.6	CAPITAL	MID-CAROLINAS PFC

SUNSET	458540	7149 HIGHWAY 11	SUNSET	SC	29685	58.5	CAPITAL	GREATER SOUTH
TIGERVILLE	458700	7864 N TIGERVILLE	TIGERVILLE	SC	29688	31.8	CAPITAL	GREATER SOUTH
TRYON	367944	95 PACOLET ST	TRYON	NC	28782	34.7	CAPITAL	MID-CAROLINAS PFC
UNION	458940	804 INDUSTRIAL	UNION	SC	29379	33.6	CAPITAL	GREATER SOUTH
WACO	368176	100 N MAIN ST	WACO	NC	28169	60.2	CAPITAL	MID-CAROLINAS PFC
WATERLOO	459280	11219 HIGHWAY 221	WATERLOO	SC	29384	38.4	CAPITAL	GREATER SOUTH
WESTSIDE	458321	520 W	SPARTANBURG	SC	29301	9.7	CAPITAL	GREATER SOUTH
WHITMIRE	459520	205 MAIN ST	WHITMIRE	SC	29178	41.7	CAPITAL	GREATER SOUTH
WOODRUFF	459800	955 N MAIN ST	WOODRUFF	SC	29388	6.7	CAPITAL	GREATER SOUTH
ZIRCONIA	368888	5576 GREENVILLE	ZIRCONIA	NC	28790	51.0	CAPITAL	MID-CAROLINAS PFC