

DAVID B. STOWE
MANAGER FINANCE
PACIFIC AREA



October 6, 2009

Ted Keating, President
National Association of Postal Supervisors
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Alexandria, VA 22314-2753

SUBJECT: Integrated Supervisor Workload System (iSWCS)

This letter is on behalf of the Manager, Operations Support who has received several inquiries concerning the Integrated Supervisor Workload System (iSWCS).

iSWCS is a web reporting tool developed to validate the accuracy of Supervisory Workload Credits (SWCs) worksheet submissions against Postal Service data sources. iSWCS is not a replacement for the negotiated SWCs process and only current authorized SWCs may be used to determine supervisor staffing levels.

Other than the current postal data limitations noted on the homepage, we have been unable to identify any calculation variances between iSWCS and the negotiated SWCS process.

Initial review of iSWCS data indicates that submitted SWCs worksheets may not accurately reflect the reduction of craft on-rolls employees over the past several years. The inaccuracies in SWCs would suggest that the total number of supervisor positions may not be at the level intended during negotiation of the SWCs process since the reduction of supervisor positions has not kept pace with reductions in craft complement.

Where iSWCS data indicates enough variance to result in a difference in supervisor staffing, unit managers are being requested to verify and resubmit accurate SWCs worksheets. To assist with this process, the iSWCS program provides on-demand access to data points used to calculate SWCs authorized staffing. Where investigation reflects errors in postal data sources, changes to PS Form 50 or other corrective measures are required to ensure data integrity.

Posting of vacant supervisor positions may be deferred while SWCs worksheets are being validated. Final decisions on whether to post or eliminate positions are based on SWCS.

In consideration of the current financial condition of the Postal Service and in alignment with SWCs authorized positions, supervisor work hour caps have been implemented for FY2010. Supervisor work hour caps currently exceed SWCs authorized positions by more than 8%; however, these caps will be revisited each quarter and may be adjusted to ensure financial stability. Where necessary, work hour caps may be reduced to authorized SWCs levels.

Please visit the iSWCS program for additional information and feel free to contact me directly with any questions you may have.

A handwritten signature in blue ink that reads "David B. Stowe".

David B. Stowe

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iSWCS | Pacific Area Finance - Microsoft Internet Explorer

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DAVID STONE is currently logged in.

Integrated Supervisor Workload Credit System

Help

PA Home Finance Home iSWCS Home

Welcome to iSWCS

Select a District... Select District

Purpose: iSWCS was developed to validate Supervisory Workload Credits (SWCs) worksheet submissions against Postal Service data sources. iSWCS is not a replacement for the negotiated SWCs process. Only a current and authorized SWCs may be used to determine supervisor staffing and resulting workload budgets at the unit level.

Methodology: To the extent possible iSWCS uses the proper SWCs calculations to determine employee counts by category and supervisory workload credits. Due to limitations in current postal data systems, the results of SWCs and iSWCS may vary slightly requiring validation and re-authorization of SWCs. Employees may be mis-categorized or not counted as a result of incorrect WebCOINS information. SWCs credits and earned supervisor counts are calculated at the finance unit level only. Totals shown are sums of unit credits and whole positions at the lead finance, Senior Operations Manager, or District level.

Validation: The negotiated SWCs process must be used. For information, please click on the Help tab in the menu above. Please note that vacant positions, contract custodians, and some window clerk positions domiciled at sub-finance units may not be identified. (There currently exists no single data source for this information.) Any variation between SWCs and iSWCS must be validated by your Senior Operations Manager and District Finance Staff. Only currently authorized positions may be used to complete your SWCs worksheet. Corrections to PS Form 50 are required where incorrect data is identified. All submissions to your Area office must include specific differences noted during your validation.

Please direct any problems, comments or questions to Pacific Area Finance.

Last Data Build: October 01, 2009

Documentation & Training Resources:

- iSWCS Reports Navigation
- Supervisory Workload Credit (SWCs) Worksheet
- Supervisory Workload Credit (SWCs) Instructions

Data Sources:

WebCOINS	List of active employees and count of authorized and actual supervisor positions (CR36)	
EDWTAERS	Employee total workhours	
TACS	LDC 45 workhours (3 last pay periods are used to calculate window clerk positions)	
IMAG	Count of Highway Contract Routes by category (100-299, 300-399, and 400+)	
CPUT	List of Contract Stations and Community Post Offices	
FDB	List of Finance Units (with shared unit finance numbers)	

Local Intranet

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