

SWC EMPLOYEE TIMELINE

DATES	EVENTS
Friday, September 07, 2007	Telecon with Areas
Monday, September 10, 2007 to Monday, December 31, 2007	HR and Delivery Operations will coordinate the task of completing the SWC calculations for all Post Offices and Stations/Branches and validate data collected from the SWC. HR begins updating OM based on findings.
Monday, January 07, 2008	Area HR Completes Update in OM with new authorized SCS staffing.
Tuesday, January 08, 2008 to Tuesday, January 15, 2008	OCM analyzes employee impacts and has telecons with Area HR as needed.
Wednesday, January 16, 2008	Employee informational briefings. See Guidelines for assignment and reassignment of employees in installations that are losing SCS's.
Thursday, January 17, 2008 to Friday, February 01, 2008	SCSs in installations that are losing SCSs submit preferences for SCS vacancies in the District.
Tuesday, February 12, 2008	Local HR informs SCSs of their reassignments.
Tuesday, February 26, 2008	Effective date of reassignment.
Friday, March 07, 2008	OCM identifies SCS employees in non-authorized positions.
Thursday, March 13, 2008	Telecon with Area HR to discuss remaining non-authorized.