

MANAGER, HUMAN RESOURCES
SAN FRANCISCO DISTRICT



December 5, 2005

LEADERSHIP STAFF
SAN FRANCISCO PERFORMANCE CLUSTER

SUBJECT: Reassignment of Former Supervisors

The official policy regarding requests from former supervisors who returned to craft and now request reassignment back to Supervisor Customer Service or Distribution Operations is as follows:

Reassignment of former supervisors who were assigned to another postal career position without a break in service, may be approved if they left a supervisory position EAS-1 5 or EAS-1 7, Customer Services or Distribution Operations, within the last five years. The request must be approved by the Manager Human Resources and the selecting official. The selecting official has the option to require the full PS Form 991 with all the requirements completed, or may require pages 1 and 2 only. Furthermore, the following factors should be considered (but are not limited to these alone) when making a reassignment decision:

- Reason or circumstances for leaving the supervisor position
- Time elapsed since the training was completed
- Length of time in an acting supervisor (204B) position
- References from a manager during the time of last supervisor appointment
- References from current management
- Results of current suitability check

All reassignment requests from former supervisors must be sent to me for review and approval. This policy is in effect immediately.

Harriet J. White