



**Migration Plan  
Northern CA -  
OAKLAND  
Updated 1/29/09**

**FOR YOUR INFORMATION  
FROM OMAR M. GONZALEZ  
REGIONAL COORDINATOR  
TO:**

<b>Action</b>	<b>Activity</b>	<b>Revised Begin Date</b>	<b>Revised End date</b>	<b>Responsible</b>
A. Area Complement Coordinator sends current list of withheld assignments to DCC's to validate	Current list of withheld jobs on placement preference form is sent to each DCC to verify that job is still viable and available	1/8/09	1/8/09	Area Comp Co.
B. DCC validates job and job information on withheld list	The DCC working through the Complement Committee validates that each withheld on the list for their PC is viable	1/8/09	1/12/09	DCC/MHR
C. DCC returns validated list to Area	Returned list contains annotations as which jobs are no longer viable with the reason.	1/12/09	1/12/09	DCC/MHR
D. DCC validates number of employees to be exceeded	The DCC working through the Complement Committee validates the number of impacted employees who will be involuntarily reassigned and advises Area Complement Coordinator.	1/8/09	1/12/09	DCC/MHR
E. PC provides migration plan to Area	Each District submits an excessing list with number and names of employees to be exceeded to Area Complement Coordinator.	1/8/2009	1/12/09	MHR
F. Area Complement Coordinator schedules union briefing	Area briefs Area level of unions on updated number of employees to be exceeded, process to be followed and timeline	1/22/09	1/22/09	MHR/ACC
<b>PART 1 PLACEMENT - WITHHELD IN OTHER CRAFTS IN INSTALLATION</b>	Prepare to offer and fill withheld assignments in other crafts in impacted installations to affected clerks in those installations	1/29/09		
G.. Send placement selection sheet containing withheld/residual jobs to District Complment Coord. (DCC)	Package includes: 1.Placement selection form. 2. Set of instructions for DCC's 3. Example of completed form 4. Talking Points	1/30/09	1/31/09	Area Comp Co.
H.. DCC reproduces placement selection forms and enter names and seniority of impacted employees	DCC puts package together for employees that includes: 1. placement selection form 2. Information sheet that identifies opening/closing date and how to submit	2/2/09	2/2/09	DCC
I. Name key managers to facilitate process	PC in conjunction with DCC identifies key managers who will assist in doing stand-up sessions and issuing placement preference package	2/2/09	2/2/09	MHR

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J.. Key Managers are briefed on process	DCC's/MHR's meet with key managers and review standup sessions to ensure standard message	2/3/09	2/3/09	DCC/MHR
K.. Hold information sessions with employees	Informational Sessions include: 1. Talking Points 2. Q &A 3. Selection Process 4. Information on opening/closing date and how to submit 5. Handout preference selection forms and have employees check spelling of name and seniority date	2/3/09	2/4/09	DCC/MHR
L. Employee validates and initials	Employee is asked to review name, ein, seniority and rank and initial validation and receipt of form	2/3/09	2/4/09	DCC/MHR
M. Opening & closing date for process	Period for employees to complete and submit their preference selection sheets	2/3/09	2/9/09	DCC/MHR
N.. Sort by seniority placements and award	DCC sorts and places up to the number of residuals	2/10/09	2/11/09	DCC
O. ACC and AMHR are provided with placement list	DCC send list of employees placed to Area who will notify union	2/12/09	2/12/09	DCC/MHR
P. Verification of driving record	DCC validates driving records	2/12/09	2/12/09	DCC/MHR
Q. Request for Form 50's	DCC and MHR submit request for Form 50 to HRSSC	2/13/09	2/24/09	DCC/MHR
R. Placed employees placed in carrier assignments with acceptable driving are scheduled for training	Initial road test and the rest of required training is provided	3/2/09	3/6/09	DCC/MHR
<b>PART 2 - PLACEMENT OF REMAINING IMPACTED CLERKS OUT OF INSTALLATION</b>	Prepare to offer and fill withheld assignments in clerk craft and other crafts outside of installation to remaining impacted employees	2/13/09		
A. DCC reproduces placement selection forms and enter names and seniority of impacted employees	Package includes: 1.Placement selection form. 2. Set of instructions for DCC's 3. Example of completed form 4. Talking Points	2/13/09	2/13/09	ACC
B. Name key managers to facilitate process	DCC's/MHR's meet with key managers and review standup sessions to ensure standard message	2/17/09	2/17/09	DCC/MHR

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C. Hold information sessions with employees	Informational Sessions include: 1. Talking Points 2. Q &A 3. Selection Process 4. Information on opening/closing date and how to submit 5. Handout preference selection forms and have employees check spelling of name and seniority date	2/18/09	2/19/09	DCC/MHR
D. Employee validates and initials	Employee is asked to review name, ein, seniority and rank and initial validation and receipt of form	2/18/09	2/19/09	DCC/MHR
E. Opening & closing date for process	Period for employees to complete and submit their preference selection sheets	2/23/09	3/2/09	DCC
F. DCC collects Preference sheets from secured box.	DCC collects and sends Preference selection forms to ACC	3/3/09	3/3/09	DCC
G. Sort by seniority placements and award	ACC & DCC sort and place based on clerk craft seniority remaining unplaced impacted employees including any senior employees electing to go in lieu of	3/6/09	3/6/09	ACC/DCC
H. Verification of driving record	DCC validates driving records	3/9/09	3/9/09	DCC
I. ACC provides list of phase 2 placements to union	The Unions at the Area level is provided with list of employees placed in assignments in their crafts	3/9/09	3/9/09	ACC/AMHR
J. ACC provides notification templates	ACC sends template letters for notification to employees and receiving offices of employees placed in Phase 2	3/9/09	3/9/09	ACC
K. Notification to Receiving Sites	DCC's notify receiving sites of who they are receiving and coordinate with site facility orientation: Lockers/ parking/ badging/etc	3/9/09	3/10/09	DCC/MHR
L. DCC coordinates and arranges for initial road test and/or any other training required	Receiving Cluster ACC coordinates any training and/or driving training and testing	3/10/09	3/10/09	DCC/MHR

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M.. Employees Move	Placement Preference Process Completed	3/14/09	3/14/09	DCC/MHR
N. HRSSC – Placement dates	DCC's prepare requisite RAR forms and send to HRSSC to place employees into jobs and remove withheld status of job	3/17/09	3/17/09	DCC/MHR