Delivery Unit Optimization (DUO) Guidelines

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DEAN J. GRANHOLM VICE PRESIDENT DELIVERY AND POST OFFICE OPERATIONS



DISTRICT MANAGERS

SUBJECT: Delivery Unit Optimization Guidelines

Attached you will find the Headquarters approved version of the Delivery Unit Optimaztion (DUO) guidelines. This initiative establishes a standardized program to help administer the activities of your optimization strategies. It is very important that the local initiatives are administered witin the established guidelines so they do not become an unnecessary distraction to our customers and employees alike. This guide will allow for uniform implementation without changes to existing service. The guide is web-based with built in internal links that are continuously updated to assure the resource information is consistent, current and relevant.

To assure analysis and decisions are established within the full scope of all options, full compliance with the guide and use of the website is expected. All of our efforts toward this goal will result in long term savings without interrupton to our retail services. Refrain from deviations that do not accomplish these goals. As always, we are committed to working with the management associations and unions to achieve the overall space utilization and cost reductions.

This guide helps facilitate successful implementation and assists with establishing open lines of communication and involvement with our managers, postmasters, and craft employees. In most cases, face to face communication is expected to provide clear direction and receive necessary local input. It is expected that following the guide will result in improved operational efficiencies and savings opportunities, while continuing to serve the mailing needs of our customers. This, in turn, helps to stabilize our financial position.

Let me thank each and everyone of you in advance for your continued support during these financially challenging times.

A hol In オム Dean K. Granholm

Attachment

475 L'ENFANT PLAZA SW ROOM7017 WASHINGTON DC 20260-7017 202-268-6500 FAX: 202-268-3334

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THE DELIVERY UNIT OPTIMIZATION PROCESS

Overview

The United States Postal Service has played a fundamental role in the development and expansion of this nation. While mail will continue to play a vital role in the personal and commercial lives of Americans in the future, the use of the mail has changed — and in this increasing digital world, the pace of change will only accelerate.

For decades, the Postal Service expanded its infrastructure to accommodate an expanding nation and ever increasing volumes of mail. The number of post offices, processing centers, vehicles and employees increased. However, since mail volume reached an all-time high of 213 billion pieces in 2006, there has been a steady and consistent decline. With the mail volume decline came a decrease in revenue. Less revenue, coupled with the ongoing recession and the prepayment of retiree health benefits, has created a situation the Postal Service has never faced — this necessitates review of operations efficiency at the local level.

In order to best serve the American people and to more adequately reflect their mailing needs and habits, operational efficiencies and savings opportunities must be identified to better position the Postal Service and to secure its financial stability now and in the future.

Delivery Unit Optimization (DUO) is a guideline designed to increase operational efficiencies by relocating delivery operations into "hub facilities" within a district.

A sophisticated, patent-pending mapping tool, created by the Postal Service Facilities group, searches for candidate offices within a district using specific criteria, including offices with nine or fewer routes that are located within a 10 mile radius from an identified hub facility, and offices serviced from the same processing and distribution center. Offices of greater distance may be considered if proven to be economically sound. Local knowledge is required to validate the offices selected.

The hub office is typically a larger office with excess interior and exterior space to accommodate increased personnel, workload and transportation.

Postal Service savings are based on economies of scale. The benefit is increased operational efficiency. Decisions are made locally at the district level.

Strategy

The Delivery Unit Optimization (DUO) process and the accompanying guidelines will provide the District with a blueprint or primer on how to move Delivery Unit operations from one location to another. At the end of successful implementations of the DUO process, the result should be:

- 1. Offices retain their original identity
- 2. Offices are streamlined in delivery operations with routes in fewer offices
- 3. Retail presence remains essentially unchanged
- 4. Distribution operations in receiving offices are expanded fully utilizing existing personnel
- 5. Transportation schedules and trips may be modified to meet changing conditions

Generally, the movement of full-time city letter carriers under the DUO process is not considered excessing under Article 12 of the USPS/NALC National Agreement.

Article 12.5.C.5.b.1.a allows full-time city letter carriers to voluntarily move between installations with their routes. City letter carriers reassigned pursuant to Article 12.5.C.5.b.1.a retain their seniority but do not have retreat rights. This type of a reassignment is not considered excessing and the notice requirements of Article 12.5.B.4 and Article 12.5.B.5 do not apply.

When it is necessary to reassign city letter carriers to another installation outside of Article 12.5.C.5.b.1.a, contact your local labor relations office and/or complement coordinator for guidance.

The consolidation of an independent installation requires that one installation discontinue operations. When carrier operations move from one independent installation to another under DUO, both installations remain operational. Hence, Article 30.E of the USPS/NALC National Agreement is not applicable to DUO.

When the DUO guidelines are followed a consolidation of post offices does not occur.

Process Steps

1) Operation Programs Support (OPS) determines candidate offices Considerations:

Miles - Adjacent territory Space sufficient – internal and external Complement reduction opportunity Combined Delivery Service Staffing Analysis (DSSA) Small office calculator Coordination with Facility Service Office (FSO) for lease information and possible Node study considerations.

 OPS reviews candidate offices with appropriate Post Office Operations Manager (POOM)

Considerations for receiving office to include: Number of routes rural/city No increase in clerk complement No increase in supervisors POOM knowledge of space Future operational changes (ex; Flat Sequencing) Clerk staffing and usage Transportation changes and savings A Level 2 Function 4 review, inclusive of automated mail arrival profile (MAP) and 1994 Scheduler finalized prior to the move Considerations for giving office to include:

Possible customer/media impacts Postmaster vacancies Clerk vacancies

A Level 1 Function 4 review

- POOM notifies candidate postmasters that their office may be impacted. Management Associations will be using CSDC to obtain their own status reports.
- 4) POOM performs on-site candidate office analysis with Postmaster to validate the following:

Considerations include: Mileage between candidate offices Parking Facility space and lease implications Preliminary post-DUO PS150 for both giving and receiving post offices Preliminary SWC calculator for receiving post office Delivery impacts (route realignment)

5) POOM discusses candidate office analysis findings with DUO Coordinator and Postmaster(s).

- OPS sends preliminary list to District Manager for approval List includes: Preliminary complement impact Miles – Space verification Potential COR impact Sites approved receive an effective date
- 7) A CSDC system generated notification is delivered to the Area with the information regarding the units approved by the District Manager.
- 8) Operation Programs Support sends to the POOM(s) the Labor position and instruction to PM on NALC contract administration
- 9) POOM notifies all approved offices in a face-to-face meeting

10) The CSDC System sends the DUO Coordinator's notification to the POOM of approved offices via email with the following attachments:

Instructions to postmaster Communication plan Postmaster Talking Points Community letter Postmaster letter from POOM (original mailed to Postmaster) Employee letters – carrier crafts impacted (hand delivered) DUO checklist District media response policy District DUO SOP List of approved DUO sites

11) DUO Coordinator sends notifications of approved sites to:

Management Organizations Unions POOMs Address Management System Manager In Plant Support Manager Customer Service Analysts/Operation Support Specialists District Complement Coordinator Finance Manager Human Resources Manager Marketing Manager District Consumer Affairs Manager HQ Government Relations Local Congressional Representative

- 12) POOM forwards appropriate documents from DUO Coordinator via email to all impacted offices. Include letter to giving Postmasters informing them of the potential impact to their grade.
- 13) District Consumer Affairs Manager/Local Congressional Liaison notifies appropriate Congressional Representatives of sites approved and implementation date.

- 14) DUO Coordinator begins pre-DUO preparations with giving and receiving offices.
- 15) DUO Coordinator schedules checklist telecons to include all necessary departments and postmasters.
- 16) Postmasters communicate with DUO impacted office and actively work to resolve all local issues presented throughout the process to ensure successful transfer of all routes.
- 17) DUO Coordinator works with Marketing to ensure updates are provided to MYPO and other customer service issues.
- 18) Finance Manager tracks all costs and savings associated with the relocation and provides a summary 30 days after the relocation date to POOM and DUO Coordinator detailing individual DUO moves. Semi annually (September and March) provides a district DUO after cost study for the DM. CSDC will include tracking.

Tracking to include: Work hours – giving and receiving offices Transportation Lease Postmaster salary – giving and receiving-if any Rural carrier costs associated with move PMR – Saturday hours/salaries PTF utilization – giving and receiving

- 19) POOM completes a post evaluation within 45 days of the relocation to ensure projected savings are realized and costs minimized. This analysis is submitted to OPS Support within 60 days of the move for a final review. CSDC tracking available.
- 20) POOM completes PS150 for both giving and receiving post offices.
- 21) POOM completes SWC calculator for receiving post office

22) The Headquarters office of Organizational Efficiency and Mgr Compensation, Staffing & Field Policy are notified of any change of grade of giving and receiving post offices.

23) POOM conducts follow up review of administrative and operational efficiency of DUO implementation.

Process Checklist

The Checklist in this guide will be provided online and in WORD format.

STEPS	COMMUNICATION	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Provide letter to PM advising of potential RIF and grade/salary treatment.	POOM	Months and weeks prior	
2	Meeting with Congressional Representatives - explain what DUO is and that they may have offices impacted	DM	Regular Congressional Briefings	
3	Meeting with POOMs, Management Organizations, Unions - explain what DUO is and that they may have offices impacted	DM	Months and weeks prior	
4	All postmasters educated about DUO - Understanding is that all offices are evaluated for savings - Service Talk	POOMs	Months and weeks prior	
5	All employees educated about what DUO is and that all offices are evaluated for savings - Service Talk	PMS	Months and weeks prior	
6	Notification to Mgmt Orgs. Unions, POOMs, Plant Mangers, District Departments. to include the following attachments - Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy, list of approved sites	DUO Coordinator	30 days prior	
7	System generated notification of any approval decisions to the Area.	DM	Immediately after approval	
8	Official notification of specific sites approved to move forward by the DM to the Congressional Representatives	Consumer Affairs Mgr. & HQ Government Relations	30 days prior	
9	System generated notification to affected postmasters. to include the following attachments - Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy, Complete list of approved sites	POOMs	30 days prior	
10	POOM holds on site meeting with each affected postmaster to address questions concerning the attachments; Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy	POOMs	30 days prior	
11	Schedule meeting to include DM, DM staff and postmasters of the affected offices. Purpose - "Thank you" in advance	DUO Coordinator	30 days prior	
12	Weekly telecoms held with affected offices and operations staff to ensure timely completion of checklist. To include AMS, IPS, Transportation, HR, Delivery Programs staff such as Scanning, DOIS,CPMS coordinators etc.	DUO Coordinator	WEEKLY	
13	Follow up phone calls from POOM to each affected postmaster to address questions concerning the email attachments - Employee letters, Community letters, Talking Points, FAQ's, DUO checklist, District Media Response Policy	POOMs	Up to implementation date	
14	Weekly telecoms held with affected offices and operations staff to ensure timely completion of checklist.	DUO Coordinator	WEEKLY - up to implementation date	

STEPS	OFFICE	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Determine method of transporting PO Box Mail and previous days attempted items. Transportation is not craft specific. Contact DUO Coordinator options. (See Attachment)	Receiving PM	Prior to relocation. Final approval of transportation method must be received by POOMS/OPS	
2	Prepare WOS report to establish new window staffing requirements in the giving Post Office. Determine whether lobby hours need to be changed/adjusted to community needs and/or prepare method to open lobby. If lobby hours need to stay the same, timed locks may need to be ordered and installed.	Giving PM/POOM	30 Days Prior to Relocation.	
3	MY PO responsibilities	Giving PM and Receiving PM	Both offices 1st week/ Marketing Department	
4	Arrow locks and keys Receiving PM k		Take giving office inventory of keys. Leave keys necessary to service boxes collected in front of PO	
5	Building keys for carriers	Giving PM and Receiving PM	If necessary	
6	PEDC notification for access codes-ID badges-work location	Receiving PM	Within 2 Weeks of relocation	
7	Contact COARS Coordinator for access to new ZIP Code and DYMO 3982 label realignment	Receiving PM	Anytime prior to relocation	
8	eUARs Access (giving office will lose this and will need to request via eAccess to their correct box records) Receiving office will also need to request access for ZIP of incoming routes.	Giving PM and Receiving PM	ASAP	
9	Change the Drop Ship directions to reflect directions to the receiving facility in the FDB (Facility Database) Facility Information module	Giving PM	By Friday of the week before relocation	
10	USPS vehicle Routes - AVUS Once the LLVS are at the new office, Giving PM deletes Routes and Vehicles from AVUS. Receiving PM adds Routes (using same Zip Code, adjusting Base Time, as needed), Vehicles, Carriers, and requests Route Labels. Add Records for each day vehicles are used before label arrives.	Giving PM and Receiving PM	Friday night or first thing Saturday morning/ AVUS CSA	
11	USPS vehicles - FAMS a system generated notification will advise the VMF Manager and MOPS of the DUO implementation date, vehicle numbers and Finance Number and name of the Receiving Office.	Giving PM and Receiving PM	One to two weeks before DOR/ VMF and FAMS CSA	
12	USPS vehicles - FAMS/VMAS/VIC VMF will transfer the vehicles in VIC and VMAS on the DUO date. VMF will notify Voyager of the change.	VMF	On or immediately after DUO/ VMF	
13	USPS vehicles - FAMS Once the Postal vehicles are at the new office, new PIN Numbers need to be issued for security reasons. Transfer keys and Voyager Cards to Receiving PM (Accountable Items)	Giving PM and Receiving PM	Friday night or first thing Saturday morning/ FAMS CSA	
14	Make CPMS and SPMS (FDB for up-time changes) updates for receiving and giving offices	POOM/Giving PM and Receiving PM	ASAP/ CSA	
15	Pre-count conference - route inspections (if applicable)	Giving PM and Receiving PM	If necessary	
16	PARS RTS cards are not ZIP Code specific. The receiving office can commingle PARS volumes with giving office routes. CFS volumes must maintain ZIP Code separation.	Giving PM and Receiving PM	Day of relocation	

STEPS	OFFICE	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
17	Receiving office will have to send the RTS & CFS pouches to Giving Office.	Giving PM and Receiving PM	Daily	
18	Receiving office will receive PARS separators cards on a rotating basisreceiving office needs to get them to the giving office.	Giving PM and Receiving PM	Daily	
19	Attempted and hold mail for the giving office will be transported back to the giving office.	Receiving PM	As necessary	
20	Designate shelving for hold mail that will be picked up	Giving PM	As necessary	
21	Both offices should have a tub labeled for the other office at a designated location.	Giving PM and Receiving PM	Daily	
22	Parcels with delivery confirmation on them that will be coming from the receiving office to the giving office's box section will need to be scanned "arrival at unit" at the giving office then scanned attempted or delivered.	Giving PM and Receiving PM	Day of relocation	
23	Giving office that is a Parcel Return Service RDU must verify if the site will/will not remain RDU site.	Giving PM	ASAP/CSA	
24	Hold mail cards. Pouch system to transport to receiving office.	Giving PM and Receiving PM	As necessary	
25	Make sure enough dispatch equip (no more am driver)	Giving PM	As necessary	
26	4245 carrier statements, carrier notices, driver abstracts, maps etc	Giving PM	Within 2 Weeks of relocation	
27	Ensure carriers take all personal belongings	Giving PM	Last day at giving office	
28	Giving PM report to receiving office on first day to help out	Giving PM	1st day of effective date	
29	Receiving PM welcome & give tour	Receiving PM	Prior to relocation	
30	PS Form 150 completed for relevant DUO offices	POOM	Within 2 Week of relocation	
31	Inform PEDC & Express of changes	Giving PM and Receiving PM	Prior to relocation	
32	Plan scanner move - change in configuration and	Ops Support	Before effective date	
33	Move scanners / cradle	Giving PM	after carriers return on last day	
34	Finance notification for Flash and budget purposes	DUO Coordinator	30 Days Prior to Relocation	
35	In Plant Support notification for sort plan scheme break downs	DUO Coordinator	30 Days Prior to Relocation	
36	Transportation notification - Intra transportation	Giving PM and Receiving PM	30 Days Prior to Relocation	
37	Change the physical and drop ship address for routes to new office in AMS database Carrier Maintenance section - will update FDB the following week.	AMS	Update the Friday before effective date	
38	If necessary, add new rural route numbers to AMS with effective date. (If R001 is moving to office that already has a R001, route # created with 8 or 9 series to differentiate for pay purposes - Ex: R091) Move deliveries to new route number. (Delete old route after implementation.)	AMS	One or two weeks prior to effective date. Contact local In-Plant for specific date.	
39	Send receiving unit IMAQ Scheme instructions	AMS	Before effective date	
40	Follow additional AMS items on AMS checklist	AMS	Before effective date	

STEPS	RURAL CARRIERS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Notification to Rural Carriers - stand-up talk	Giving PM	30 days prior to relocation	
2	Calculate base hour change for each rural route	Giving PM/CSA	30 days prior to relocation	
3	Input base hour change as future action	CSA	At least one pay period prior to effective date of relocation	
4	Complete Rural Route Transfer spreadsheet and submit via email to addresses provided on worksheet	Giving/Receiving PM/Operations Support	At least one pay period prior to effective date of relocation	
5	Transfer 4003 and 4240 Programs	Giving/Receiving PM	Effective date of relocation	
6	Transfer rural route folders	Giving/Receiving PM	Effective date of relocation	
7	Ensure that Relief Day Work List and Matrix are appropriately updated (Ref.: Step 4 settlement)	Receiving PM	Effective date of relocation	

STEPS	CITY CARRIERS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Letter to regular carrier (Article 12.5.C.5.b.1.a) carrier	Giving PM/POOM	30 Days Prior to Relocation	
2	PM must submit OM500 forms for each regular that is relocating to Shared Services-PTFs will not be moved until notified	Receiving PM	Week prior to first PP	
3	Contact AMS 2 weeks prior to relocation for Line of travel/Label changes if necessary	Giving & Receiving PM	Install new labels Friday afternoon prior to relocation	
4	Casing equipment changes and relocation both giving and receiving	POOMs & Maint	Friday afternoon prior to relocation	
5	PS Form 3849 - notate that article may be picked up following day.	Assigned Carrier	upon relocation	
6	Employee parking/loading assignment	Receiving PM	Effective date of relocation	
7	New start & end times for carriers discussed	Receiving PM	Prior to relocation	
8	Carriers will be governed by the receiving office LMOU	Receiving PM	Effective date of relocation	
9	Regular carriers moving with their assignment will have merged seniority.	Receiving PM/Local Steward	Effective date of relocation	
10	PTFs from giving office follow Art 12 procedures	Receiving PM	Effective date of relocation	
11	Make sure that none of your ZIP Codes are locked or have an adjustment in progress in DOIS. Go to Application , then Route ; there should not be anything "In Progress".	Giving PM and Receiving PM	Friday afternoon prior to relocation	
12	Go to " 3999 Data Transfer " in DOIS. Verify that all 3999's are on the Mainframe, not on the Workstation (check all computers). Make sure all 3999's have been uploaded into DOIS (not left in DCD).	Giving PM and Receiving PM	Friday afternoon prior to relocation	
13	Go to " Special Office Mail Counts Data Transfer " in DOIS. Verify that all 1838's are on the Mainframe, not on the Workstation (check all computers)	Giving PM and Receiving PM	Friday afternoon prior to relocation	
14	Make sure that all Volumes and Carrier Assignments are accurate for the day.	Giving PM and Receiving PM	Friday afternoon prior to relocation	
15	All carrier clock rings must be perfect at COB, on the day prior to relocation. The DOIS Coordinator will be waiting for a phone call to advise that the clock rings are good. The coordinator cannot proceed with the merge until they hear from both the giving and receiving offices!	Giving PM and Receiving PM	Friday afternoon prior to relocation	

STEPS	CLERKS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Scheme training	Receiving PM	Before effective date (IMAQ)	
2	Re-label clerk sorting cases	Receiving PM	Before effective date	
3	Change Schemes	Receiving PM	Before effective date (IMAQ)	
4	Accountable cart adjustment	Receiving PM	Before effective date	
5	FT clerks remain assigned to giving office until WORKLOAD IMPACT STATEMENTS determines whether Article 12 applies.	DUO Coordinator	Before effective date	
6	If Article 12 applies - notify District complement coordinator	DUO Coordinator	Before effective date	
7	PTFs can be employed at other offices under the HUB Clerk Memo	Giving PM	Upon relocation	
8	Evaluate any current CPU attached to giving office	Giving PM	Before effective date	

NOTIFICATION TOOLS

The notification letters are offered as samples of a suggested format or guide for communication to all stakeholders in the DUO process. It is important to remember that this is a guide and the structure of the sample letters is not mandatory.

Community

Letter to Congress

[Date]

The Honorable [Name] [U.S. Senate/U.S. House of Representatives] [Address] [City, State, ZIP + 4]

Dear [Senator/Representative/Mayor/Alderman Name]:

In order to keep you informed of changes within the U.S. Postal Service, I am providing this notification letter regarding modifications in delivery operations in [City].

Beginning [Date], [City/Rural Carriers] currently working out of the [City] [P.O./Station/Branch] will begin working out of the [City] [P.O./Station/Branch]. The [Receiving P.O./Station/Branch] is located approximately [#] miles from the [Giving P.O./Station/Branch].

This change will be transparent to our customers and will in no way impact either delivery or retail service. Occasionally, we interchange staff, equipment and other resources in order to improve efficiencies, reduce operating costs, and make better use of our resources. Continuous improvement in our postal operations enables the Postal Service to fulfill its mission of providing our nation with universal service to every home and business address at affordable prices.

We will continue to provide customers at the [Giving] [P.O./Station/Branch] with retail, P.O. Box, and mail acceptance services. Customers can mail letters and packages, purchase stamps, ship items via Express Mail® or Priority Mail®, purchase special services, apply for a passport and deposit bulk mailings. Hours at the [Giving [P.O./Station/Branch] will remain from [opening time] to [closing time] [days of the week]. [If hours do change, say so here.]

Customers will likely notice little or no change in their home or business delivery service. Although most customers will receive their mail at approximately the same time each day, some customers' mail may be delivered earlier in the day and others could receive mail slightly later.

If a customer has a "Left Notice" article (a Certified letter or package that must be signed for), they can retrieve that item at their regular P.O./Station/Branch, as they do now.

The Postal Service is following all applicable collective bargaining procedures regarding employee changes and we are communicating regularly with our unions and management associations.

This operational change is just one more way the Postal Service continues to become more efficient, while delivering excellent service to our customers. Our goal is to keep the mail relevant, affordable, and growing.

If you have questions regarding this initiative, please feel free to contact our local Congressional liaison [CAM Name] at [CAM phone number.]

Sincerely,

[District Manager's Name] District

bcc: HQ Government Relations

Letter to Mailers

[NAME] [COMPANY NAME] [STREET ADDRESS] [CITY, STATE, ZIP+4]

Dear [NAME]:

This is to inform you of the Postal Service's plans to relocate the delivery unit operations at the [GIVING FACILITY NAME] with those of the [RECEIVING FACILITY NAME]. Once the transfer of operations is completed, the [GIVING FACILITY NAME] will no longer accept [IDENTIFY THE WORKLOAD/MAILINGS NO LONGER ACCEPTED AT THE GIVING FACILITY].

After review, we have decided this relocation is in the best interest of the Postal Service, and will result in significant savings. We expect this transition to be completed by [MONTH/YEAR].

Large volume business mailers will be able to drop off mail at the [RECEIVING FACILITY NAME] Business Mail Entry Unit, at [LOCATION]. [LIST OTHER NEARBY BMEU LOCATIONS, IF APPLICABLE].

Local retail services will not be affected and will continue to be provided as they are currently.

[ADD ADDITIONAL MAILER INFORMATION AS NEEDED]

If you have any questions, or need additional information, please feel free to contact me at [PHONE NUMBER].

Sincerely,

[NAME] Marketing Manager

Delivery Unit Optimization Talking Points

• On [Insert Date], delivery operations currently in [Insert City] Post Office will begin working out of the [Insert City] Post Office. Occasionally, we interchange staff, equipment and other resources to reduce operating costs or increase operational efficiency.

- After the relocation both communities will retain their Post Office for customer service.
- Lobby and retail hours will be evaluated to determine how best to accommodate the community and the Postal Service. Service is expect to be equal or better to the community served.
- By eliminating the need for morning transportation to the [Insert City] Post Office, we will be making more efficient use of our transportation vehicles.
- All career employees will remain on Postal Service rolls.
- The Postal Service continues to fulfill its mission to provide our nation with mail delivery to every home and address at an affordable price.
- Although most customers will receive their mail at approximately the same time, some customers' mail will be delivered earlier in the day while others may be later.

As an independent agency of the federal government that does not receive tax dollars to cover operational expenses, we are committed to providing our customers with efficient and cost-effective mail service.

Service Talk

Mandatory Service Talk: [Insert PO Name] Employees

As a result of a study begun in [DATE], the Postal Service has made the decision to move the delivery unit operations from the [GIVING FACILITY NAME] to the [RECEIVING FACILITY NAME]. When completed, the [GIVING FACILITY NAME] will remain providing retail and box service as normal.

The transfer of operations and equipment will begin on [DATE]. We expect to complete the transition by [TENTATIVE DATE].

This was a difficult decision but a necessary one. With the economic downturn, the Postal Service is facing declining mail volume and revenue. Mail volume declined nearly 26 billion pieces last year, and we are facing another 11 billion piece drop this year. This has left us with excess capacity at many of our delivery units. We have to match our resources with mail volume to hold the line on costs. This move will help us to accomplish that goal.

Career employees may be reassigned to the [RECEIVING FACILITY NAME] or to other vacant positions. All reassignments will comply with the collective bargaining agreements with your unions. As soon as information becomes available, we will share that information with you.

We know this may be a difficult transition for some employees. But these changes are necessary to increase efficiency and reduce our costs. Without these and other changes, we will face ever-increasing deficits, which will not be good for the Postal Service or our customers. While difficult, these changes should not cause any delays in local mail delivery service and a retail presence will be maintained here at [GIVING FACILITY NAME] after the relocation.

I know you will have many questions about this announcement and I will answer those that I can. And, for those that I cannot, I will get answers for you. Either way, you can expect that we will communicate regularly with you as we move forward in this process.

Before I finish, I want to thank you for your patience and cooperation – and especially your dedication to our customers – during this transition.

RESTRICTED INFORMATION - FOR INTERNAL USE ONLY

Postmaster

NALC Position

As a result of the proposed Delivery Unit Optimization initiative in your units, the Postmasters and Supervisors must be instructed regarding proper contract administration.

MPOOs must relay the message below to your postmasters:

The USPS/NALC National Agreement addresses the transfer of full-time city carrier with their assignments from one installation to another in Article 12.5.C.5.b.(1)(a). The Local Memorandum of Understanding at the gaining installation is controlling after DUO implementation. The movement of delivery operations under DUO does not cause the opening of a new period of Local Implementation. Any issues or concerns you have over the Local Memorandum of Understanding should be discussed with District Labor Relations.

If a grievance is filed in your office over DUO, immediately consult with District Labor Relations.

Nothing in this instruction is intended to limit the settlement authority of any Postal Service representative at either Informal or Formal Steps A.

[Insert Name] Manager Operations Programs Support xxx-xxx-xxxxx

UNITED STATES POSTAL SERVICE

(Date)

Hand-Delivered

(EMPLOYEE NAME AND EID#) City Carrier (INSTALLATION)

Subj: Transfer of City Route

This is advance notice that your full-time city letter carrier assignment is being transferred from your current Post Office to the ______ Post Office effective ______. As a full-time city carrier whose assignment or route is being transferred to another installation, you have the option of being reassigned to the ______ Post Office with your route or assignment, pursuant to Article 12.5.C.5.b.1.a of the 2006-2010 National Agreement between the U.S. Postal Service and the National Association of Letter Carriers (NALC). If you elect to be reassigned with your route or assignment, you will retain your seniority and full time status.

If you decline the option of transferring with your route or assignment, you may be subject to involuntary reassignment pursuant to the terms of Article 12 of the National Agreement.

The enclosed form is provided for you to indicate whether you accept reassignment with your route or assignment.

If you have any questions, please contact me at ______.

Sincerely,

Postmaster

I, (employee name), acknowledge receipt of this document.

Employee Name Date

EMPLOYEE OPTIONS

Please read the following information and indicate your choice, (CHECK ONE BOX ONLY), and return the completed form in the enclosed self-addressed envelope no later than (date).

Employee Signature Date

PLEASE CHECK THE APPROPRIATE BOX TO INDICATE YOUR CHOICE OF ONE OF THE OPTIONS BELOW

_____I wish to transfer with my route/assignment, if eligible, in accordance with Article 12.5.C.5.b.I.a. I understand that I will be reassigned to the <u>(name of gaining installation)</u>, and that I will retain my seniority. Employee Initials

_____I do not desire to be involuntarily reassigned with my route/assignment Employee Initials

NRLCA Position

Step 4 Decision

LABOR RELATIONS



Mr. Joey C. Johnson Director of Labor Relations National Rural Letter Carriers' Association 1630 Duke Street Alexandria, VA 22314-3467

> Re: Q06R-4Q-C10218691 Class Action Washington, DC 20260-4100

Dear Mr. Johnson:

The parties met on July 28, 2010 to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

There are two issues in this grievance. The first issue concerns the appropriate adjustment to rural route evaluations and carrier compensation when one or more rural routes are moved from one facility to another, including stations and branches of the same post office. The second issue concerns the proper assignment of rural carriers in those instances when <u>all</u> rural routes are relocated to another post office that may or may not have rural delivery, which is under the control of a different postmaster than the original facility.

During our discussion, we mutually agree that the following will constitute full and complete settlement of this grievance:

The parties agree that when one or more rural routes are moved from one facility to another, a base hour change will be made to adjust the rural route evaluation. The following factors will be reviewed and the corresponding time will be added to or subtracted from the route evaluation, as appropriate:

- Route Mileage
- Time allowance when an employer provided vehicle is assigned to the route.
 - A mileage change to the route and/or required deviation for fueling may affect the time allowance for the employer provided vehicle.
- Withdrawal allowance
 - If the office to which the route(s) is moved currently receives withdrawal allowance, the withdrawal allowance will be added to the relocated route(s).

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- If the office to which the route(s) is moved does not currently receive withdrawal allowance, the withdrawal allowance for the relocated route(s) will be subtracted.
- Management may change the withdrawal allowance at a later date in accordance with Handbook M-38, *Management of Rural Delivery Services*, Section 350.
- The time needed, if required, to transport or deliver mail to or collect mail from the original office. This time may be credited using:
 - o Locked Pouch Allowance,
 - o Dismount and dismount distance along with a regular box, or
 - o Column 17, Other Suitable Allowance, as appropriate.

Should the results of the base hour change create a high/low option classification for the route; the carrier will not be given the opportunity for a high option election.

The parties further agree that when <u>all</u> rural routes are relocated from one post office to another, which is under the control of a different postmaster, the following will be applicable to the assignment of the rural carriers to the new facility.

The relocation of rural carriers from one post office to another, in these specific situations, is not considered excessing pursuant to the provisions of Article 12 of the USPS/NRLCA National Agreement.

Regular Rural Carriers:

- All regular rural carriers will be reassigned to the new office to the same route they were serving in the original office (the route will be renumbered, if necessary) and seniority will be merged accordingly.
- The Relief Day Work List from the relocated (original) office will also be merged with the list of the new office using the seniority of each regular rural carrier. The selection of the carriers on the list on a rotating basis will continue from the last selection on the list at the office to which the carriers relocated (the "gaining" office).
- If the "gaining" office is an office where the employer has changed the relief day of one or more K routes, there will be a recalculation of the formula upon the addition of rural routes and the relief days will be appropriately reassigned.
- If the "losing" office (the office from which the rural routes are relocated) has changed the relief day of one or more K routes, all routes will revert to a Saturday relief day upon reassignment. Management may, at a later date, determine it is necessary to change the relief days in the office, provided the appropriate criteria are met.
- If there is a reassignment of a part-time flexible (PTF) rural carrier and the gaining office has not changed the relief day of one or more K routes, it will be necessary to calculate the formula in the new office in order to ensure that the PTF is assigned to at least two K routes.

- Any regular rural carrier who has relinquished their route in accordance with MOU #6 of the USPS/NRLCA National Agreement will be reassigned to the new office along with the designated route (numbers 960 – 989).
- The reassignment of <u>all</u> rural routes and rural carriers to another post office will be considered an involuntary reassignment and a carrier may exercise retreat rights to the original office in accordance with Article 12 of the National Agreement. However, the provisions of Article 9.2.M.4. will not be applicable to these reassignments.
- The provisions of Article 12.5.A.2. will be followed when one or more rural routes are subsequently returned to the original office. However, if <u>all</u> rural routes are returned to the original office, the provisions of this settlement will prevail.

Leave Replacements:

- All leave replacements will be reassigned to the new office and "seniority" will be merged accordingly.
- When identifying "the longest period of continuous service in the office" for leave replacements in the new office, the time will include the period of assignment in the original office. However, any time accumulated serving as a rural carrier associate (RCA) in an office prior to the assignment to the office from which the routes are relocated; will not be accrued towards the "longest period of continuous service" when merging "seniority."
 - Example: An RCA was appointed in Office A on May 12, 2007. On July 31, 2010, the rural routes are relocated from Office A to Office B and the "seniority" of the leave replacements is merged. The leave replacement with the longest period of continuous service in Office B is an RCA appointed on January 5, 2008. The RCA reassigned from Office A was appointed prior to the RCA in Office B and therefore, becomes the leave replacement with the longest period of continuous service in the office.
- Substitutes and rural carrier associates in a leave earning capacity at the time
 of the route relocation (Designations 74 and 79) will maintain that leave earning
 status when assigned to the same rural route in the new (gaining) office. There
 will be no requirement to serve the route for 90 days in order to earn leave
 benefits.
- The leave replacement assignment list (matrix) for the relocated office(s) will also be merged. Management may then review the list to determine if some movement of qualified leave replacements or additional cross training is necessary.
- The provisions of Article 9.2.M.3. will apply to leave replacements. These carriers will not be considered "newly appointed" in accordance with Article 9.2.M.1.
- If an auxiliary route exists and is relocated from one office to another office when <u>all</u> rural routes are reassigned, the leave replacement designated to

serve the auxiliary route will continue that assignment. The designated leave replacement may not be "bumped" by another leave replacement with a longer period of continuous service in the office to which the route is relocated.

- If there is no leave replacement assigned to serve the auxiliary route that is
 relocated to the new office, the assignment will be offered in accordance with
 Article 30.2.G.
- All leave replacements will be provided an opportunity to add their name to the list indicating their desire to work on Sunday.

Time limits were extended by mutual agreement.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to settle this case.

Cathy M./Perron Labor Relations Specialist Contract Administration (NRLCA)

Date: 8-27-2010

Joev C. Vohnson Director of Labor Belations National Rural Letter Carriers' Association

8-27-2010 Date:

Route Transfer Seniority Rank template

Contact Info	Name: Title: District: Phone:							Submit t ALL rura center to	his worksheet I routes from o) another.	when transferring ne office or cost
Submit work Use standard *An Org Unit	sheet to: 1) HRSSC subject line: (Distri is an organizationa	Rural Carrier (Arc ct)-Rural-Route T I entity within a	ea); 2) Romans, Deb ransfers effective M cost center. In Web	ra M-Eaga M/DD/YYY COINS it is	nn MN; and Y s found in	- 1 3) Woodf the Emplo	ord, Jean M yee/Job List	Eagan M and is c	IN alled "HCES I	Organization ID."
EIN	L Name	F Name	Des/Act	From Finance Number	From Route	To Finance Number	To HCES Org Unit*	To Route	Change Bidding Seniority Rank To:	Effective Date (must be 1st day of pay period)

In order to ensure that all rural route data is properly transferred from one office to another and the necessary personnel actions are completed in a timely manner; the route adjustments must be completed as outlined in the Rural Route Transfer Spreadsheet and must be submitted prior to the physical relocation of the rural routes. No other paperwork is necessary to be submitted to effect the transfer of rural carriers, provided the attached spreadsheet is completed and submitted.

The Rural Route Transfer Spreadsheet should be annotated with the "giving" office and route number and the "receiving" office and route number. The route number to be assigned in the new office is determined locally. The Rural Route Transfer spreadsheet should also be annotated with all names of affected rural carriers being relocated, the current Designation Activity Code for each rural carrier, and the appropriate change to bidding seniority.

The Rural Route Transfer Spreadsheet can also be found on the Rural Delivery web page at: <u>http://blue.usps.gov/delret/L4RuralDel_Resources.htm</u>

Notice of Potential Reclassification of Position

Date

Postmaster's Name Address City, State, ZIP+4

Dear (Name):

Your office has been tentatively selected for the Delivery Unit Optimization (DUO) process, and, as a result, the level of your office may be impacted.

If your office is reclassified to a lower level, the reduction in force (RIF) procedures will be utilized. The RIF procedures provide two years of saved grade and indefinite saved salary to any employee who receives a RIF demotion. For further information regarding the RIF procedures, you may want to review the information on the Postal Service's Blue page by clicking on "Organization Changes" under the "Employee Resources" category. In addition, you will receive additional RIF information in writing within the next few weeks.

If you have questions concerning the DUO process, please contact me at (Number).

Sincerely,

(POOM Name) (Title)

ANALYSIS TOOLS

GUIDE FOR REQUESTING eFMS ACCESS FOR MAPPING PROGRAM THROUGH eACCESS

UNITED STATES POSTAL SERVICE.		e Access
Home Request Access MGR F	Reports My Profile My Access	IT Self Help FAQs Log Off
My eAccess Manager: Thomas J F	Russell Update Manager	Johnny L Miller
No New Messages.		•
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My Pending Access		
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	This site is brought to you by yo	Wednesday, August 4, 2010 9:10 AM EDT

Login to eAccess using your ACE ID and Password.

UNITED STATES POSTAL SERVICE.	Tile My Access TT Self Help FAQs Log Off
Frequently Requested Applications ACE (ACTIVE DIRECTORY) (C) Outlook (C) PostalOnel (C) ETRAVEL Cellular (C) Laptop/Mobile Media (C) eAwards (C) ACE WEB CONFERENCING (MEETINGPLACE) (C) eBux2 WebVPN Unix Personal Account	Search for an Application for yourself • Application • Database Resource • Unix • Distribution List • Special Request Enter the application name: • Enter the application name:
	Wednesday, August 4, 2010 9:12 AM EDT

Enter eFMS into application name block, hit search.

Favorites Center (Alk+C) View favorites, feeds, and history VICE.	File My Access IT Setf Help FAQs Log Off
Frequently Requested Applications ACE (ACTIVE DIRECTORY) (***) Outlook (***) PostalOne! (***) ETRAVEL Cellular (***) Laptop/Mobile Media (***) eAwards (***) ACE WEB CONFERENCING (MEETINGPLACE) (***) eBuv2 WebVPN Unix Personal Account	Search for an Application for yourself Click here to request access for another person • Application • Database Resource • Unix • Distribution List • Special Request • Unix • Unix • Search Enter the application name: eFIAS • Search Search Search Results Search Results Select eFMS (formerly FMSWIN)
	Wednesday, August 4, 2010 9:13 AM EDT

Select "eFMS (Formerly FMSWIN)

Options displayed will depend upon System	n chosen	
What is your role*	eFMS Update User	
Office Code*	eFMS Read Only User eFMS Retail Access Channels User	
EMAIL ADDRESS*	eFMS Retail Read Only eFMS Update User	
JOB TITLE*	FPA with Limited Admin K FSSP Field Maintenance Office FSSP Safety	Select eFMS Update User and select "No"
COMMENTS*	System Administrator Require access to Pranning Map Module	for any additional read only access.
Do you need additional Read-Only access TPR and/or planning modules* Dependent Request Setup Inform	to NO A nation	
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Map Module and click the "select	Planning Map Module	-
Map Module and click the "select values" button.	Planning Map Module Select Values Remove Values	-

Under Setup Information you must select "eFMS User Update", and select "NO" for any additional Read Only Access. In Dependent Request Setup you must highlight only Planning Map Module, then click select button.

12 R		
Dependent Request Setup Infor	mation	
Options displayed will depend upon Requ	est Setup Info selected	
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Request Related Processing Ins Date needed (mm/dd/yyyy) 08/04/2010 Clear Date Please provide Name" at "You	Enter date needed, and provide your name and phone number in the Special Instructions block below.	
Special Instructions	*	
Is this request associated with a detail	assignment?	
C Yes	When items above are	
~ 100	completed, click on	
Submitted To Manager	Next button.	
RUSSELL, THOMAS J		
Back Next		

Select today's date and type message in Special Instructions. Your selections should look like the above picture when you get to bottom of screen. Click next to move to validation.

User Information					
User	UID	EID	User Type	Approving Manager	Request Date
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Resource: eFMS (formerly FM	ISWIN)				Edit Delet
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Additional Information					
What is your role				eFMS Update User	
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Select an eFMS User M	odule			Planning Map Modul	e
Select an eFMS User M	odule			eFinancials Module	
Select an eFMS User M	odule			eProjects Module	
Office Code				Greensboro District	
EMAIL ADDRESS				jmille10@email.usp	s.gov
JOB TITLE				Facilities Planning S	pecialist
COMMENTS				Require access to P	lanning Map Module
Do you need additional	Read-Only access to TF	R and/or planning mo	tules	NO	
Assigned Roles		Ve	ify Information		
EFMS UPDATE USER (F	EFMS UPDATE USER)	ii	s correct and click Submit		

At this point, verify the information is correct and hit "Submit Request".

FACILITIES PLANNING MAP TOOL GUIDE



Start by selecting Inside USPS.



Select Facilities.

		Welcome Miller, John (EFSO) - Greensboro	• 🔞
FACIL		This Site 💌	Q
View All Site Content	Welcome	VP Facilities, Tom Samra	
Facility Inspections	As we envision America's future Postal Service, Facilities is already working to enhance the		
 ICAM Login 	tools we use to better identify opportunities and capture savings. We are increasing	100 M	
FSOs	across the board. Facilities will continue to explore and evaluate new technologies and		
Eastern	environmentally sound building practices and when changes need to be made, we will be ready - Tom Samra	and the second second	
Great Lakes			
Northeast	What We Do		
Pacific	Facilities is an enabling organization whose primary mission is to provide quality real		
 Southeast 	estate and facilities products and services to meet the present and future needs of postal operations and to realize optimum value from facilities assets and transactions		
 Southwest 	operations and to realize operation reader from realized assessments		
 Western 	Facilities also has the responsibility of the day-to-day operation of the USPS Headquarters		
Training	building at L'Enfant Plaza. Click on eFMS	Bales 1	
 FY 2011 Training Plan (VP Report Card) 	In addition, planning, real estate, design and construction of major main processing plants are managed at Headquarters, along with special Headquarters-sponsored programs.	Essential Links	
FY 2010 Training Plan	Facilities undertakes projects at the request of the Areas/Districts. Approval for facility	The efficiency of the second s	
(VP Report Card)	projects over \$25 million rests with the Board of Governors. Approval for projects under	= eA_lss	
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Documente	Facilities budgets for Major Facility projects and several special programs and corporate- wide activities. All other facility projects are planned, prioritized, and budgeted by the	# eRMS	
Shared Deciments	Areas/Districts.	# eTravel	
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	offices and includes planning, leasing, purchasing, designing, and constructing facilities to	Postal Explorer	
	house postal operations.	Postal Forms	

Select eFMS.

USPS Facilities Management System (FMS) - Windows	Internet Explorer	_ 8
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UNITED STATES POSTAL SERVICE.	FACILITIES	
Help Report Problems		
Welcome to Facilities		
Facilities is an enabling organization services to meet the present and fut transactions.	in whose primary mission is to provide quality real estate and facilities products and ture needs of postal operations and to realize optimum value from facilities assets and	
Important Information	Application Access	
	Enter Application	
	Enter Application	
Restricted Information		
WARNING! FOR OFFICIAL USE ONLY	a service report over the service residence of the service of the	
This is a U.S. Government computer syste	m and is intended for official and other authorized use only. Unauthorized access or use of this system	
information on this computer system may	be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized	
personnel for official purposes, including	criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to	
and compliance with postal service policie	and these terms.	
Help		
New users of the Facilities system Help is available from the following	must request to be added to eFMS. Please go to eAccess and request to be added.	
Theip to available from the following.		
OFFICE	NAME PHONE NUMBER	
Eastern	Dan Brooks 336-665-2845	
Great Lakes	Karen Salandra 630-295-6270	
Nottreast	Gap: Chandler 201714 7439	
Pacific	Nancy Young 650,615,7241	
Southeastern	Tracy Blackmon 678-442-6067	
Southwest	Vicky M. Miles 214-819-7226	
	100 007 0710	
Western	Lorraine vvare 400-05/-5/40	

Welcome screen for eFMS. Select Enter Application.

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POSTAL SERVICE.	FACILITIES
Facilities	
ACE Logon ID): [] d: []

Login using your ACE ID & ACE Password.



eFMS Home screen select **Other Modules** to open the drop down menu, & then select **Map Module**. We will begin by conducting a manual search for facilities.



The first part covers a manual analysis of excess facility space & proposed use. The Map Module opens to the National Map, with menu items across the top. Start by clicking on Data Filters.

EGEND	MAP TOOLS	DETAILS	DATA FILTERS	MAP THEMES
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You can filter down to any Area, City, State, 3-digit ZIP, or single facility ID. You can request leased or owned facilities, & by function or property type.

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Additional filters at the bottom allow you to look for facilities with specific square footage, number of carrier routes, or hot real estate markets. Just remember, the more filters you add, the more restrictive the results. Click on **Submit** to begin search.



Search results display facilities as a red dot with black star on the map & listed below.



By selecting details, each icon will appear with the number of the corresponding facility name on the list below.



Facilities now are identified by number. Green indicates their space survey numbers have been validated, & the cross hatch indicates the facility is part of a Node Study.

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Before you move on you should clear the filter.

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After clearing filter, close it & return to the map.



There are several tools available to refine your search area. The two most popular are the **Radius Tool** & **Drive Time** tool. However, you need to be sure you have cleared the filter before proceeding.



The random area works by clicking on specific spots on the map, then double click one of the markers to zoom in. To remove the points click on the red circle with the line through it.



The radius search tool allows you to define the area around a specific facility. You can enter the number of miles & click on the target facility, or use the drag & drop method shown on the next slide.



You can drag the circle out by holding down the left mouse button on the target facility & drag outward. Once you release the mouse, the radius search begins.



Once the search is complete, click on the red crossed circle to remove the radius circle.

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Popert Retail Prop 2 23025 2 23059 2 3059 2 3104 4 23124 5 2 23169	Derty ID 2-001 4-001 4-G02 2-002 2-G02	Property Name AQUASCO MAIN OFFICE BENEDICT MAIN OFFICE BRANDYWINE MAIN OFFICE BRYANTOWN MAIN OFFICE CHELTENHAM MAIN OFFICE	Update Markers Total Rura 1 - 8 - 0	Carrier I City 0 - 0 - 2	Routes Highway 0 - 0 - 0	Exis Retail 24 134 1,980 169 307	ting WR 99 557 4,433 704 1,279	Calc (+/- Retail 16 -7 -2,411 -2,690 -2,752	-) Today WR -24 557 3,449 704 1,033	
Property Retail 4 Prop 1 23025 2 23059 4 23104 4 23124 5 23169 6 23277	2-001 4-001 4-002 2-002 2-002 2-002 2-003	Property Name AQUASCO MAIN OFFICE BENEDICT MAIN OFFICE BRANDYWINE MAIN OFFICE BRYANTOWN MAIN OFFICE CHELTENHAM MAIN OFFICE DUNKIRK MAIN OFFICE	Update Markers Total Rura 1 - 8 - 0 0 5	Carrier I City 0 - 0 - 2 0	Routes Highway 0 - 0 - 0 0 0	Exis Retail 24 134 1,980 169 307 545	ting WR 99 557 4,433 704 1,279 2,270	Calc (+/- Retail 16 -7 -2,411 -2,690 -2,752 -3,180	-) Today WR -24 557 3,449 704 1,033 1,655	
Property Retail 1 23025 2 23059 2 23104 4 23124 5 23169 6 23277 7 23446	Derty ID 2-001 4-001 4-G02 2-002 2-G02 2-G02 2-003 4-002	Property Name AQUASCO MAIN OFFICE BENEDICT MAIN OFFICE BRANDYWINE MAIN OFFICE BRYANTOWN MAIN OFFICE CHELTENHAM MAIN OFFICE DUNKIRK MAIN OFFICE HUGHESVILLE MAIN OFFICE	Update Markers Total Rura 1 - 8 - 0 0 5 4	Carrier I City 0 - 0 - 2 0 0	Routes Highway 0 - 0 - 0 0 0 0	Exis Retail 24 134 1,980 169 307 545 278	ting WR 99 557 4,433 704 1,279 2,270 1,160	Calc (+/- Retail 16 -7 -2,411 -2,690 -2,752 -3,180 -2,481	-) Today WR -24 557 3,448 704 1,033 1,655 668	

You are now ready to bring up the facilities you want to save in your study area (Node). Begin by clicking the up arrow beside the facilities you want to include.

			Selec above back facilit saved	ted facilities will be moved a the line. You can move them by using the down arrow. The les above the line will be in your Node.	Ĩ.				2			
	1	ີງ ເ	lear Map	🧀 Open 🖌 🔚 Save 🛛 🔠 8L	Project 5	Car	ncel 8L	a Altern	atives	🛃 Pri	nt	
	1.123		Parking (Space	es) Total Wor	kroom (SF)				Retail (SF)		
		-5	5	-1000	1000			-50	0	500		
			/	Update	Markers							
			/		Total	arrier	Routes	Exis	tina	Cale (+/-) Today	
	#	1	Property ID	Property Name	Rural	City	Highway	Retail	WR	Retail	WR	
0	4	۲	231242-002	BRYANTOWN MAIN OFFICE	-			169	704	-2,690	704	-
0	7	•	234464-002	HUGHESVILLE MAIN OFFICE	4	0	0	278	1,160	-2,481	668	
0	10	٠	239324-003	WALDORF ST CHARLES TOWN CENTER				198	826	-2,328	826	
0	11	۲	239324-G01	WALDORF MAIN OFFICE				3,440	2,612	-6,420	2,612	-
(11.1										۶Ē
Pro	per	by	Retail		Total	arriar	Pourtee	Exie	ting	Calcilui	Today	_
	#		Property ID	Property Name	Rural	City	Highway	Retail	WR	Retail	WR	
0	2	•	230594-001	BENEDICT MAIN OFFICE	-	-	-	134	557	-7	557	-
0	5	•	231692-G02	CHELTENHAM MAIN OFFICE	0	2	0	307	1,279	-2,752	1,033	
0	6	۲	232772-003	DUNKIRK MAIN OFFICE	5	0	0	545	2,270	-3,180	1,655	
0	8	•	234482-002	HUNTINGTOWN MAIN OFFICE	4	0	9	584	2,352	-3,927	753	
-	0		236894-002	OWINGS MAIN OFFICE	0	0	9	2.085	3 948	-2 306	2 841	

The selected facilities will now move "above the line". These will be the facilities saved in your Node. You can deselect any facilities by clicking on the down arrow. This will move them back below the line.

Facilities P	rojects Approvals Finance	DCCS RECS LPS		Reports	Response Line Other Modules
LEGEND	MAP TOOLS	DETAILS	DATA FILTERS		MAP THEMES
	Save screen requires yo Functional Owner, Area name that will be recogn you	u to select and a short nizable to	5 pital	and the second sec	2 mi 5 km
	Function	Area: Select Area: Capita Owner: MILLE ode Name: Node Id: 8L Project: lescription:	a Functional Owner al Metro 💌 R, JOHN 👱		8
2	Save as Fo	rmal Node: 🗖	[Clear Cancel Sa	ve
1	Clear Map	Save E	8L Project 🛛 🔀 C	ancel 8L	natives 💣 Print

Select the **Save** button. The "**Save**" screen has several required data inputs.

Facilities Projects	s Approvals Finances DCCS	S RECS LPS	Reports Response Line Other Modules
LEGEND	MAP TOOLS	DETAILS DATA FILTERS	MAP THEMES
Fac you Ret	ou are not a cilities Employee, 1 will select tail/Duo as nctional Owner.	6	2 mi 5 km
	Save Functional Ow A	rea: Select a Functional Owner - Select a Functional Owner - Facilities Planning	
	Node Na	ime:	6
	Node 81 Pro	e Id: iect	
	Descript	dion:	
	Save as Formal N	ode: 🗖	
A.		Clear	Cancel Save
1			
Clear I	Map 🔐 Open 📕	Save 🔛 8L Project 🔀 Cancel	8L 🔐 Alternatives 📑 Print

You must select a type of **Functional Owner**. Unless you are a Facilities employee, you will select Retail/DUO user. This will be important when you go back to find your study later.

Facilities Projects Approvals	Finances DCCS RECS LPS	Reports Response Line Other Modules
LEGEND MAP TOOLS	DETAILS DATA FILTERS	MAP THEMES
	S S	2 mi 5 km
Saw	Functional Owner: Retail DUO Area: Capital Metro Owner: MILLER, JOHN Node Name: Waldorf, MD Study	
6	Node Id: 8L Project: Description: Carrier relocation around Waldorf DDC	Conce you have completed the required inputs, the save button will appear
Se	ve as Formal Node: 🗖	Cancel Save
Charles 1		

Select the Area for your study & provide a short descriptive node name. You may want to enter some notes in the description block. Once you have supplied the required information, the save button will appear.

Facilities Projects Ap	oprovals Finances DCCS F	ECS LPS	Reports	Response Line Other Modules
LEGEND MAP	TOOLS	DETAILS DATA FILT	TERS	MAP THEMES
				2 mi 5 km
Once clicke succe mess	the save button is ad, you will receive the essfully saved age	apital	3	6 9
		st Explorer gative Node: Waldorf, MD Stu	⊥× udy has been saved successfully.	1
(4	83	E.L.
3		4		2

Click save & you should see the Node save successful message. Click OK.



At this point, the map only displays the facilities saved in the Node.



You can now begin creating alternatives. Click on the **Open** button.

Dpen		1		_	2 mi	Г
Area: Capital Metro 💌] Ph	ase: All	•	Function Owner:		L
Owner +	Number	Name	8L Number	Phase	Func. Owner	Т
MILLER, JOHN	CM-11-006	Gaithersburg Investiga	K60864	N/A	Planning	٦
MILLER, JOHN		Waldorf Investigative	Investigative	N/A	Planning	
MITCHELL, ANTHONY	CM-09-048	CM-10-29, Severna Park	C74989	Complete	Planning	٦
MOSS, ANITA	CM-10-01a	CM-09-13 Arlington,	C75095	Last Implementation Action	Planning	
MOSS, ANITA	CM-11-001	CM-09-40 Test Study	C84530	Field Work	Planning	٦
MOSS, ANITA	CM-10-095	CM-10-03 Bowie MD - W	C10268	Field Work	Planning	
MOSS, ANITA	CM-10-000	CM-10-42 Charlottesvi	C32866	Last Implementation Action	Planning	
MOSS, ANITA	CM-10-910	EA-10-22 Bristol VA	C10423	Field Work	Planning	
Vode Notes:						
Alternatives for Node:	Y to a	ou are now ready o create Iternatives.	I his screen wil all saved node selected area. only see your s uncheck the sh box.	II appear with s within the If you wish to aved nodes, sow all nodes		
						_

The Node you just created should be highlighted & defaulted to your Area. Click on **Create New Alternative**.

Hon	ne Se	arc	:h					F/	AQ Tools I	Help Log Off				
Faci	lities P	roje	ects	A	ppro	vals Finance	s DCCS F	RECS LPS			Re	eports Res	ponse Line (Other Modules
_									SHOW	/ MAP				
		1) C	per	1	Save	N 🕅	elete Alte	mative	🚺 Wizard	🗃 Retur	n to Node	📑 Print	
	INV	N ES	ode TIG/		E		Altern	<u>ative</u>				Alte	rnative Cost \$0	Variance
1	23	02	52-	00	1	AQUAS	CO - MA		CE		Dis	position:	Retained	• ±
Add 225 AQU 206	ress: 03 AQU JASCO, 08	AS(MD	01	RD		Excess Parking Total Work	/Deficient (Spaces): - room(SF): -2 Retail(SF): 1	-5 24 6	Notes:			Altern with e inform	atives scree each facility nation listeo	en , and I
		Ro	# oute	s		Daily Drive	Time (mi	n.)	Mileage	e (mi.)	Annual \$ Variance			
	Zone	С	R	Н	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
1	20608	0	1	0	1	2	2	0.0	0.00	0.0	0.00	0	0	0 🕐
												Facility Cost	Variance: \$	0
2	23	10	44-	GO	2	BRAND	YWINE -	MAIN O	FFICE		Dis	position:	Retained	• +
Add 141 BR/ 206	Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613			RD	Exces Parking Total Work	ss/Deficier (Spaces): room(SF): 3 Retail(SF): -2	nt 42 449 441	Notes:			4			
	# Routes				Daily Drive	Time (mi	n.)	Mileage	e (mi.)	Annual \$ Variance				
	Zone	С	R	Н	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
2	20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0 🥐
												Facility Cost	Variance: \$	0

When the alternative screen comes up, the map is hidden in an effort to show as many facilities as possible in the alternatives mode. You can bring the map back by clicking on **Show Map** at top of screen.

		-	-	-				-	SHOW	MAP	_	_				
		6	0	per	1	H S	iave 🔀 🛙	Delete Alte	mative	🚺 Wizard	I Return	n to Node	🛃 Print			
		N	ode				Alterr	ative			Alternative Cost Variance					
	INV	/E S	TIG/	TN	E								\$0			
1	23	02	52-	00	1	AQU	ASCO - MA	IN OFFI	CE		Dis	position	: Retained	· +		
\ddi	ress:					Exc	ess/Deficient	t	Notes:					-		
250	D3 AQU	AS	CO F	RD		Pari	king(Spaces):	-5	1			~				
2060	D8	MD				Total W	/orkroom(SF): -2	24								
							Retail(SF):	16				*				
			#			Deily De	ius Time (mi	- N	Mileane	(mil)	A	4 234	464-002 HU	GHESVILLE - MAI	4.8 n	
		R	oute	S		Daily Di	ive time (mi	n.)	mneage	(m.)	Annua	3 231	242-002 BRY	ANTOWN - MAIN	9.7 n	
	Zone	С	R	Н	Τ	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	L 2 231	044-G02 BRA	ANDYWINE - MAIN	11.6	
1	20608	0	1	0	1	2	2	0.0	0.00	0.0	0.00	6 239	324-G01 WAL	LDORF - MAIN OF	11.6	
												Faci 7 239	324-G03 WAL	LDORF - DB	12 m	
-				-	-							5 239	324-003 WAL	LDORF - ST CHAR	13 m	
2	23	10	44-	GL	2	BRAI	NDYWINE	- MAIN C	FFICE		Dis	position	Retained			
Add	ress:					Ex	cess/Deficier	nt	Notes:							
1410	9 BRA	ND	YWI	NE	RD	Pari	king(Spaces):	42				-	By clicki	ing on arrow a		
3RA 2061	NDYWI 13	NE.	MD			Total W	/orkroom(SF): 3	3,449					pop up s	screen with		
200	10						Retail(SF): -2	2,411				Ψ.	mileage	variance to		
		R	#	s		Daily Dr	ive Time (mi	in.)	Mileage	(mi.)	Annua	al \$ Variar	other fac	cilities appears		
	Zone	C	R	Н	т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total		
2	20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0 🭌		
				-	<u> </u>		54					Facility Cost	Variance: S	0		
-												, aomy ousi	andrico: d			
3	23	12	42-	00	2	BRY	ANTOWN -	MAIN O	FFICE		Dis	position	: Retained	- +		

Each facility & related space, parking & carrier information is shown. By clicking on the light green curved arrow to the right of any zone, you can see a pop up screen showing the approximate mileage to all other facilities in your Node.

								SHO	N MAP				
	1	<u>i</u>	Oper	i	Save	1 🕅 🖸	elete Alte)	mative	🚺 Wizard	I Retur	n to Node	🛃 Print	
Node INVESTIGATIVE						Altern	<u>ative</u>			Alte	rnative Cost \$0	t Variance	
1 23	802	252	2-00	1	AQUASCO - MAIN OFFICE Disposition:								•
Address: 2503 AQU QUASCO 20608	JAS , ME		RD		Excess Parking Total Work	/ <mark>Deficient</mark> (Spaces): -3 room(SF): 99 Retail(SF): 16	3 9 5	Notes:			*		
	R	# oute	es		Daily Drive	Time (mir	ı.)	Mileag	e (mi.)	Annua	al \$ Varian	ce	
Zone	C	R	Н	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
				0.7.8.7							Facility Cost	Variance: \$	0
2 23	310	044	-GC	12	BRAND	YWINE -	MAIN C	FFICE		Dis	position:	Retained	
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613 # Routes		RD	Exce: Parking Total Work	ss/Deficier (Spaces): room(SF): 3 Retail(SF): -2	40 ,326 ,411	Notes:			×	By select move ca from Aqu Brandyw program	ting to rriers rasco to ine, the begins		
			Daily Drive	Time (mi	n.)	Mileag	le (mi.)	Annua	al <mark>\$</mark> Varian	calculati ce costs	ng the		
Zone	C	R	н	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
2 20613	(8 0	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0 0
20608	0	0 1	0	1	2	2	0.0	0.00	0.0	0.00	0	0	×o.
											Facility Cost	Variance: S	0

Click on the facility you wish to move the carrier zone to, & the system will begin the calculation. The mapping system compares the first & last stop for each route from its present office to the proposed office.

	IN	<u>N</u> /EST	ode NG/	<u>)</u> Ativ	E		Altern	ative		Alternative Cost Variance \$16,218					
1	23	02	52-	00	1	AQUAS	CO - MA	IN OFFI	CE		Dis	position	Retained	1 - +	
Addr 2250 AQU/ 2060	ess: 13 AQU ASCO, 18	JASC MD	9 O F	RD		Excess Parking Total Work	/Deficient (Spaces): -3 room(SF): 99 Retail(SF): 16	3	Notes:			X	67		
	Routes					Daily Drive	Time (mir	n.)	Mileage	(mi.)	Annu				
	Zone	С	R	н	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total	
2 Addr 1410 BRAN	2 231044-G02 Address: 4109 BRANDYWINE RD BRANDYWINE, MD				2 RD	BRANE Excer Parking Total Work	SS/Deficier (Spaces): room(SF): 3	MAIN C	Notes:		the carries mapping to mileage va and last sto moved.	will appea ol calculat riance for p on the re	ar. The tes the each first outes		
2061	0613			2	Retail(SF): -2	,411				<u> </u>					
		# R	out	tes	84.0	Daily Drive	e Time (mi	n.)	Mileage	(mi.)	Annua	al \$ Varian	ice	1	
_	Zone	С	R	Н	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total	
2	20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0 🥐	
1	20608	0	1	0	1	2	47	45	45	22.6	22.6	9,327	6,891	16,218 🥐	
												Facility Cost	Variance: \$	16,218	

Once the system calculates the mileage variance & the time variance, it calculates the cost based on standard national rates.

 \checkmark



You can move several carrier zones, or just one. Each move will show the amount for that move & a total for all moves at the top of the screen. Once you have completed all the moves, you should save your work. You can save up to 15 alternatives within the Node study.

1 230252-001	AQUASCO - MAIN OFF	FICE Disposition: Retained 🔽
Address: 22503 AQUASCO RD AQUASCO, MD 20608	Excess/Deficient Parking(Spaces): -5 Total Workroom(SF): -24 Retail(SF): 16	Notes:
# Routes	Daily Drive Time (min.)	Mileage (mi.) Annual \$ Variance
Zone C R H T	Now New Delta	ta ⊠/Rt Delta ⊠/Rt Labor Vehicle Total
1 20608 0 1 0 1	Save	0 0 Variance: \$ 0
2 231044-G02 Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613 # Routes Zone C R H T	Functional Owner: * Faci Area: * Cap Owner: * MIL Node Name: * Wald Node Id: 8L Project: Alternative Status: * Viab Alternative Name: * Wald	cilities Planning pital Metro LLER, JOHN Idorf Investigative Able Idorf MPO Move
2 20613 0 8 0 8 3 231692-G02		Field is Required for Save Variance: S O Clear Cancel Save Retained
Address: 11505 CHERRY TREE CROSSING RD CHELTENHAM, MD 20623	Excess/Deficient Parking(Spaces): -7 Total Workroom(SF): 1,033 Retail(SF): -2,752	Notes:
# Routes	Daily Drive Time (min.)	Mileage (mi.) Annual \$ Variance

You should provide a name that describes this alternative. All alternatives default to viable unless the owner changes them.

acilities	P	roje	cts /	\ppro	wals Finance	S DCCS	RECS LPS			R	eports Resp	oonse Line C	ther Modu
								SHOW	MAP				
		10	Ope	n	Save	e 🕅	Delete Alte	ernative	🔬 Wizard	I Retu	n to Node	🛃 Print	
		No	ode			Alter	native				Alter	native Cost	Variance
	INV	EST	IGATI	VE		0.000					- 44.0322 	\$16,218	3
1 :	230	025	2-0	01	AQUAS	CO - MA	AIN OFFI	CE		Dis	position:	Retained	• [
Address 22503 A0 AQUASC 20608	100,1	ASC VID	0 RD		Excess Parking Total Work	/Deficier (Spaces): room(SF): Retail(SF):		The alternative	orer A has been sa	ved	Succes messag	ssful save ge	
-	<u>_</u>	# Rou	ŧ ites		Daily Drive	Time (n-		mnoage	- ()	Annu	al \$ Variand	ce	
Zon	1e	C	кн	1	Now	New	Delta	∆/Rt	Delta	∆/Rt	Labor	Vehicle	Total
2 :	231	104	14-G	02	BRAND	YWINE	- MAIN C	FFICE		Dis	position:	Retained	•
ddress 4109 BI RANDY 0613	RAN WIN	IDY IE, I	WINE MD	RD	Exce Parking Total Work	ss/Deficie (Spaces): room(SF): Retail(SF): -	40 3,326 2,411	Notes:			*		
# Routes					Daily Drive	e Time (m	in.)	Mileage (mi.) Ar			Annual \$ Variance		
Zoi	ne	С	RH	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
206	513	0	8 0	8	91	91	0.0	0.00	0.0	0.00	0	0	0
206	808	0	1 0	1	2	47	45	45	22.6	22.6	9,327	6.891	16,218

Once you save the alternative, you should receive the save successful message.

_									SHOW	MAP				_		
		ø	C	per	1	Save	80	elete Alter	native	Wizard	Retur	n to Node	🚽 Print			
		No	de				Altern	ative		1	Alternative Cost Variance					
IN	VE	ST	G/	TN	Æ		А			\$0						
1 23	30	25	2-	00	1	AQUAS	CO - MA		E	1	You could	elect to run	tained	- +		
Address: 22503 AQUASCO RD AQUASCO, MD 20608						Excess Parking Total Work	/Deficient Spaces): - room(SF): -2 Retail(SF): 1	5 4 6	Notes:	/	analyze all space and will fit best algorithim considers o costs.	ble iers and				
	-	Ro	# ute	s		Daily Drive	Time (mi	n.)	Mileage	(mi.)	Amita	arə varian				
Zone		С	R	Н	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total		
1 20608		0	1	0	1	2	2	0	0	0	0	0	0	0 🥐		
												Facility Cost	Variance: \$	0		
2 23	31	04	4-	GC	2	BRAND	YWINE -	MAIN O	FFICE		Dis	position:	Retained	· +		
Address:						Exces	s/Deficien	t	Notes:							
14109 BRA	N	DY	MI	NE	RD	Parking	(Spaces):	42				*				
BRANDYW 20613	IN	E, I	ND			Total Work	room(SF): 3	,449								
20010						1	Retail(SF): -2	.411				*				
	1	Ro	# ute	s		Daily Drive	Time (mi	n.)	Mileage	(mi.)	Annua	al \$ Varian	ce	1.1		
Zone	1	С	R	Н	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total		
-		0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0 🥐		
20613		-														

There is a **Wizard** button available that will analyze the facilities within your node automatically. Based on several business rules, this wizard will look for the optimum moves to place your carrier zones in vacant space. Its primary purpose is to vacate as many facilities as possible, at the most efficient cost.

200202000	Agonoco - Minin or i	IGE	Disposition.		
Address: 22503 AQUASCO RD AQUASCO, MD	Excess/Deficient Parking(Spaces): -5	Notes:	×		
20608	Alternative Wizard		×		
# D Zone C R H T 20008 0 1 0 1	The Alternative Wizard aut scope of a given node stud responsibility – a "zone mu possible on to other gainin business constraints, inclu	omatically generate alternative ly group. It tries to move carrie ove" – completely out of as ma g facilities. The current tool ob iding:	s within the r hosting ny facilities as eys several	Hicle Total	2
2 231044-G02 Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613 Zone C R H T 20613 0 8 0 8	 Facilities considered carriers, even if they a the result of zone mov Zone moves that wou facility to its carrier ro prohibited. The gaining facilities t to handle the increasy carriers. Gaining facil space in addition to tl carriers from all addeed 	for alternatives must already si are only to be considered as ga ves. Id cause the average drive time uite start and end points to ex- from zone moves must have en ed space requirements brought ities must also have a 750 sq f he combined space requirement d zone moves.	upport existing aining facilities as a from the gaining ceed 20 minutes are tough excess space t on by the added t. buffer of excess nts of all added	ihicle Total	÷
3 231242-002	Each use of the wizard get	nerates up to 2 alternatives in a	a given node.	nce: S 0	Ŧ
Address: 6425 LEONARDTOWN RD BRYANTOWN, MD	One alternative result chooses gaining facili	s from a space-based approact ties it ranks them according to Cancel Run wizard	h. When the wizard o how much excess.▼		
20017	Retail(SF): -2,690		2		
# Da Routes	ily Drive Time (min.)	Mileage (mi.)	Annual \$ Variance		

Once you click on the **Wizard** button, the disclaimer notice pops up. Select the **Run Wizard** button.

		Ro	# ute:	5		Daily Drive	Time (min.)	Mileage	(mi.)	Annu	al \$ Varian	ice	
z	one	С	R	н	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
1 20	0607	0	7	0	7	-43	43	0.0	0.00	0,0	0.00	0	0	0 🥐
												Facility Cost	Variance: S	0
10	239	932	24-0	30	3	WALDO	RF - DDC				Dis	position	8	Ŧ
Addres	ss:		011	OT		Exce	ss/Deficient		Notes:					
WALDO 20602	ORF,	MD		01		Total Work	(spaces): -3 room(SF): 28,3	105 148						
					Ali	ernative Wiza	rd Processing	9						
z	lone	# R	R	H	F	lunning altern: n the number	ative wizard. of facilities in	This fea 1 the no	ture may tak de. Please v	te several mi vait.	nutes to c	omplete, dep	pending	Total
10 20	0601	0	17	0					يلاد	E				0 ///
10 20	0602	12	1	0					Burs	E.				0 🥐
10 20	0603	0	17	0	L7	402	402	Ų.Ų	0.00	U.U	0.00	U	v	0 🥐
												Facility Cost	Variance: S	0
2	23	025	52-0	00	Î	AQUAS	CO - MAIN	OFFI	CE		Dis	position:		+
Addres	ss:					Excess	/Deficient		Notes:					
22503	AQU/	ASC	0 R	D		Parking	(Spaces): -5							
20608		ML				Total Work	room(SF): -24							
						,	(etail(SF): 10	8	3 .			2		
		Ro	# ute:	5		Daily Drive	Time (min.))	Mileage	(mi.)	Annu	al \$ Varian	ice	
Z	one	С	R	H	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
2 20	8090	0	1	0	1	2	2	0.0	0.00	0.0	0.00	0	0	0 🥐
L.												Facility Cost	Variance: S	0

Depending on how many facilities are in the study, the Wizard may take several minutes to run. The Wizard will not run if there are more than 15 facilities in the alternative.

		Ro	# ute	s		Daily Drive	Time (mi	n.)	Mileage	(mi.)	Annu	al \$ Variand	ce	
	Zone	С	R	Η	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
	20607	0	7	0	7	43	43	0.0	0.00	0.0	0.00	0	0	0 🥐
												Facility Cost	variance: S	0
10	23	932	24-	G0	3	WALDO	RF - DD	C			Dis	position:	Retained	
Add	ress:					Exce	ss/Deficier	nt	Notes:					
110	PAULI	IELI	101	CT		Parking	(Spaces):	-305				-		
2060	02	III D				Total Work	room(SF); 28	3.348						
						Alternat	ive Wizard I	Results					×	
		# R	out	es		De The alte	rnative wiza	rd generated	2 alternatives	under investig	ative node st	udy "Waldorf, I	MD	
	Zone	С	R	H	Т	Study	. The space	-based appr	produced alte	rnative "C".	. The cost-b	ased approact	hicle	Total
10	20601	0	17	0	17				101				0	0 🥐
10	20602	12	1	0	13		_	_	UP	<	_	_	0	0 🕐
10	20603	0	17	0	17	452	452	0.0	0.00	0.0	0.00	0	0	0 🥐
												Facility Cost V	variance: S	0
2	23	02	52-	00	1	AQUAS	CO - MA		CE		Dis	position:	Retained	• +
Add	ress:					Exces	/Deficient		Notes:					
2250	D3 AQU	ASC	OF	D		Parking	(Spaces): -	-5				1		
2060	08	MD				Total Work	room(SF): -2	4				1000		
						9	Retail(SF); 1	6				1		
		Ro	# ute	s		Daily Drive	Time (mi	n.)	Mileage	(mi.)	Annu	al \$ Variano	ce	
-	Zone	C	R	H	Т	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
2	20608	0	1	0	1	2	2	0.0	0.00	0.0	0.00	0	0	0 🛷
												Facility Cost	Variance: \$	0

The Wizard found two alternatives; one based on space, one based on cost. Many times, these have the same results due to being the most efficient moves. Wizard results are suggestions based on calculations derived from our business rules. Each Wizard recommendation should be analyzed to determine if the move is viable.

1 230108-	Open				×	Retained 💌	H
Address:	Area: Capital Metro 💌						
ACCOKEEK, MD	Owner	Number	Name	8L Number			
20607	ANDERSON, DANIEL	CM-10-811	Huntingtown S DUO/Reta	C33507	-		
	ANDERSON, DANIEL	CM-10-810	Huntingtown1 DUO/Retai	C33506			
#	ANDERSON, DANIEL	CM-10-800	Maryland DUO/Retail Op	C32807			
Route	ANDERSON, DANIEL	CM-10-802	Maryland DUO/Retail Op	C33109			
Zone C R	ANDERSON, DANIEL	CM-10-899	Maryland DUO/Retail Op	C33110	1	Vehicle Tota	1
1 20607 0 7	ANDERSON, DANIEL	CM-10-898	Maryland DUO/Retail St	C33508		Ó (10
	BUSS, STEVEN	CM-10-002	CM-10-02 McLean VA - W	C83199	1	Fanco E	
	BUSS, STEVEN	CM-10-017	CM-10-17 Vienna VA	C07991			
10 239324-0	BUSS, STEVEN	CM-09-019	CM-10-19 Annapolis MD	C83274	1	Retained •	+
	HOWARD, BRENDA	CM-10-022	DUO/Retail Study - NH #4	Q40132	-	Wizard	
110 PAUL MELLON				Open No	de	results, one	
20602	Node Notes: Carrier relocation arou	nd Waldorf DDC	ii			based on space, one based on cost.	
# Route							
Zone C R	Alternatives for Node:	from Aquiocoo to	Prendruine			Vehicle Tota	1
10 20601 0 17	R witterd convert	nd alternative us	ing SPACE PASED approach			0 0	1 8
10 20602 12 1	C wizard generat	ed alternative us	ing COST_BASED approach	1		0 (1 27
	C Wizaru-general	ed alternative da	ing COST_BASED approach	- AV			
10 20603 0 17						0 0	2
	L			-		riance: S C	
2 230252-		cancel Cr	eate New Alternative	Open Alternativ	e	Retained +	1
Addrose	Excess/De	ficient	Notos	100 000 00 00 000 000 000 000 000 000 0			
22503 AQUASCO R	D Parking/Soc	aces): .5	Hotes.	100	T.		
AQUASCO, MD	- Faiksiy(op)	NSEV 24		-			
20608	Total Workroot	11121 J. 744					

You can select which alternative to view. These Wizard alternatives have automatically been saved to your study.



The results are displayed for each move. This screenshot shows zone 20601 was moved to Brandywine at an estimated cost of \$81,159 per year & zone 20603 was moved to La Plata at an estimated cost of \$166,602 per year for a total estimated annual cost of \$232,743. By doing this, the wizard recommended vacating the Waldorf DDC which would make it available to sell.

9	2	39	32	4-	G01	١	WALD	ORF - MA		ICE		Dis	position:	Retained	-	+
Add 150 WAL 2060	Address: 150 POST OFFICE RD NALDORF, MD 20602 # Routes				Exc Parkir Total Wo	ess/Deficie ng(Spaces): rkroom(SF): Retaik(SF): -(47 1,013 3,420	Notes:	While most moves resul cost, there a that generat savings	carrier t in a ire some ie a						
			# F	lou	Ites		Da	ily Drive Ti	me (min.)	/	Mileage (mi.)	Annua	1 \$ Varian	ce	
	Zone	•	С	R	НТ		Now	New	Delta		Delta	⊠/Rt	Labor	Vehicle	_ Total	Ē.
10	20603	2 1	2	1	0 13		191	145	-46.0	-3.54	-15.3	-1.18	-10,411	-4,665	-15,076	1
													Facility Cost \	/ariance: \$	-15,076	
10	2	39	32	4-	G03	J	WALD	ORF - DE	C			Dis	position:	Disposed	i 🗸	+
Add 110 WAL 2060	ress: PAUL DORF 02	. ME = ,	ELL	10.	ист	-	Exc Parkir Total Wo	ess/Deficie ng(Spaces): rkroom(SF): 3 Retail(SF): -	nt -211 4,129 1,162	Notes:			*			
		1	# R	ou	tes		Dai	ly Drive Tir	ne (min.)		Mileage (mi.)	Annua	I \$ Varian	ce	
	Zone	(F	R	нт		Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Tota	Ī
										Inactiv	e		Facility Cost	varialice. ş		·
1	2	30	10	8-	001	j	ACCO	KEEK - N		FICE		Dis	position:	Retained		Ŧ
2	2	30	25	2-	001	1	AQUA	SCO - MA		CE		Dis	position:	Retained	•	+
4	2	31	24	2.	002	1	RRYA	NTOWN -	MAIN O	FFICE		Dis	nosition	Retained	Ţ	Ŧ

Most carrier relocations have a cost. However, this alternative actually shows a carrier move that has an annual savings.

D	POSTAL SERVICE®									FACILITIES						
Ноп	ne Se	ean	ch							You can pr results of th moves.	int the ne carrier	FAQ Tools Help Log				
Facil	ities P	Proj	ects	s A	pprov	als Finances	DCCS F	RECS LPS	e:	a descendration de la		eports Res	sponse Line (Other Module:		
	-014								SHOW	W MAP		1				
		k	30	Dpe	n	Save	🛛 🔀 (Delete Alte	rnative	🚺 Wizard	Retu	rn to Node	Print			
	T-and	N	lod	e			Altern	ative				Alte	rnative Us	t Variance		
	INVESTIGATIVE			/E		E	3					\$232,70)3			
3	23	10	44	-G()2	BRAND	WINE	MAIN C	FFICE		Dis	position	Retained	• +		
Add	ress:			100.00		Excess	/Deficier	nt	Notes:							
141	09 BRA	ND	YWI	NE	RD	Parking(S	Spaces):	8				*				
206	13					Total Workro Re	oom(SF): 1 stail(SF): -2	,358 2,411				*				
	13	#	Ro	ute	S	Daily	Drive Ti	me (min.)		Mileage	(mi.)	Annu	al \$ Variand	e		
	Zone	С	R	Н	T	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total		
3	20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0 🥐		
10.	20601	0	17	0	17	412	501	89.0	5.24	113.1	6,65	46,679	34,486	81,165 🕐		
												Facility Cost	Variance: \$	81,165		

You have the option of printing the map, or the narrative of the carrier moves. The print BOV request is reserved for Facilities employee's use.

democs mojects appron	als Finances	DCCS RE	ICS LPS			Reports Resp	onse Line O	ther Module
You can choose to prin	nt.			SHOW MAP				
the map with the facili listed, or print the	ties Save	🗙 De	elete Alternativ	e 🚺 Wizard	Retu	im to Node	🚽 Print	
narrative of all the car	rier	Alterna	<u>tive</u>			Alter	native Cost	Variance
personnel should use t	the	В					\$232,703	3
3 231044-G02	BRAT	nt			X	position:	Retained	I I
Address:	Exc		~					
4109 BRANDYWINE RD BRANDYWINE, MD	Park	1	C Print I	Map		1		
20613	lotal VV		C BOV	Request		-		
# Doutos	Dr		- Narra	inve		Appua	l & Variance	
Zone C R H T	Now		-	Print	Cancel	Labor	Vehicle	Total
20613 0 8 0 8	91	91	0.0	0.00 0.0	0.00	0	0	0 🧷
0 20601 0 17 0 17	412	501	89.0	5.24 113.1	6.65	46,679	34,486	81,165 🧑
						Facility Cost V	ariance: \$	81,165
6 235112-G01	LA PLAT	A - MAIN	OFFICE		Dis	sposition:	Retained	- +
6 235112-G01	LA PLAT Excess/	A - MAIN Deficient	NOFFICE	es:	Dis	sposition:	Retained	
6 235112-G01 Address: 100 CENTENNIAL ST A PLATA MD	LA PLAT Excess/ Parking(S	A - MAII Deficient	A OFFICE	es:	Dis	sposition:	Retained	
6 235112-G01 ddress: 00 CENTENNIAL ST APLATA, MD 0646	LA PLAT Excess/ Parking(S Total Workro Re	A - MAII Deficient paces): pm(SF): 2,1 tall(SF): 4.4	N OFFICE	95:	Dis	sposition:	Retained	

Select Print Map.



Fill in appropriate information, select **Print**. Follow normal printing procedures.

Facilities Projects Approvals Finan	ACES DCCS RECS LPS	Reports Response Line Other Modules
	HIDE MAP	
	Print	×
	C Print Map C BOV Request	3
	C Narrative	ncel
<u>}</u>		
1		

To print narrative of carrier moves, select Narrative & click Print.



The narrative screen will pop up. Go to bottom of page & select print. Follow normal print procedures.

D	ONITED STATES POSTAL SERVICE®												FAC	LITIE	S
Ноп	ne So	ear	ch										FA	Q Tools I	lelp Log O
Facil	ities F	Proj	ects	s A	۱pp	rova	ls Finance	s DCCS I	RECS LPS				Reports Resp	oonse Line ()ther Module
										SHOV	V MAP				1
		6) ()pe	n		Save	e 🕅 (Delete Alter	native	🚺 Wizard	I Ret	urn to Node	🖪 Print	1
	IN	<u>N</u> /ES	lod TIG	₽ Atti	VE			<u>Alterr</u> E	a <u>tive</u> }			Î	Alter Return to Node	native Cost \$232,70	<u>Variance</u> 3
3	23	10	44	-G(02	5	BRAND	YWINE	MAIN O	FFICE		D	isposition:	Retained	- 1
Add 141 BRA 206	ress: 09 BRA NDYW 13	ND	YWI , ME	NE)	R	D	Exce Parking Total Work	ss/Deficier (Spaces): room(SF): 1 Retail(SF): -2	nt 8 1,358 2,411	Notes:			When finishe alternative, Node or log wizard resul automaticall	ed running return to out. The ts are ly saved	
		#	Ro	ute	s		Dail	y Drive Ti	me (min.)		Mileage	(mi.)	Annua	1 \$ Varianc	e
_	Zone	С	R	н	Т	8.	Now	New	Delta	⊠/Rt	Delta	⊠/Rt	Labor	Vehicle	Total
3	20613	0	8	0	8	1	91	91	0.0	0.00	0.0	0.00	0	0	0 🤞
10	20601	0	17	0	17	83 1	412	501	89.0	5.24	113.1	6.65	46,679	34,486	81,165 🧑
													Facility Cost \	/ariance: \$	81,165
6	23	51	12	G	01		LA PLA	TA - MA	IN OFFIC	E		D	isposition:	Retained	• •
Add 100 LA F 206	CENTE CENTE PLATA, I 46	ANN MD	IIAL	ST	10		Exces Parking Total Work	(Spaces): room(SF): 2 Retail(SF): 4	43 101 484	Notes:			×		
		#	Ro	ute	s		Dail	y Drive Ti	me (min.)		Mileage (mi.)	Annua	I \$ Variance	е

When completed, choose to **Return to Node**, or begin another search.



You can start another search by clearing the map, or log off system if finished.

District Wizard

The District Wizard automatically generates alternatives within the scope of a given District. It tries to move carrier hosting responsibility – a "zone move" – completely out of as many facilities as possible on to other gaining facilities. The current tool obeys several business constraints, including:

- Facilities considered for alternatives must already support existing carriers, even if they are only to be considered as gaining facilities as the result of zone moves.
- Zone moves that would cause the average drive time from the gaining facility to its carrier zone start & end points to exceed 20 minutes are prohibited.
- The gaining facilities from zone moves must have enough excess space to handle the increased space requirements brought on by the added carriers.
- Gaining facilities must also have excess space equal to an additional 12% of the combined space requirements for all added carriers from all added zone moves. This is to account for ventilation ducts, columns, stairs, etc.

Each use of the District Wizard generates up to two alternatives.

- One alternative results from a space-based approach. When the wizard chooses gaining facilities, it ranks them according to how much excess space each has. When it chooses losing facilities, it ranks them according to how little space each requires to support its existing carriers.
- The other alternative results from a cost-based approach. As in the first alternative, the wizard will rank gaining facilities according to how much excess space each has. But when choosing losing facilities, the wizard ranks each according to how cheaply outgoing zone moves can be executed.

The wizard may take several hours to run, depending on the number of facilities & carriers covered by the area. Within each run the wizard may generate the same alternative with both approaches. In any case, the wizard will report its findings after completing.



eFMS Home screen select **Other Modules** to open the drop down menu, & then select **Map Module**.



Map Module opens to the National Map. Start by selecting the Start Wizard button.

Open District Wizard Runs				×
Area: Southwest (G) 💌 D	istrict: Dallas 💊	•	Function Owner:	Planning 🔽
District Wizard Run Name	District	Functional Owner	Alt. Type	Run Date
Run District Wizard		Cancel	Open Dis	trict Run

Open District Wizard Runs: Select the applicable **Area**, **District**, & **Function Owner** (DUO Users will select will select Retail). Select the Run District Wizard button.

A District Wizard information window appears (see page 25 for the District Wizard disclaimer information) – click **Run District Wizard**.

Functional Owner: *	Facilities Planning
Area: *	Southwest (G)
District: *	Dallas 💌
Wizard Run Name: *	Dallas Wizard JM
	• Field is Required to Run District \

District Wizard Inputs: Select the applicable **Functional Owner**, **Area**, **District**, & type in the **Wizard Run Name** (EX: Dallas Wizard JM) – use a name that you will recognize as yours since there will be many users. Select the **Run Wizard** button.



A pop-up window alert appears. An email notification will be sent to the requestor when the District Wizard is complete, usually several hours or the next business day. Unless you continue to work in the maps, you may have to log out of FMS & log back in when you are notified the District Wizard has completed. Click

District Wizard has completed. Click

From:	efms_notify@usps.gov	Sent:	: Thu 10/28/2010	0 9:32 AM
To: Cc: Subject:	Miller, John (EFSO) - Greensboro, NC District Wizard Completion Notification!			
JOHN login Pleas	MILLER, your 'Dallas Wizard JM' district wizard run, started on 2010-10-28 07:25:52.508618, to the eFMS application to view the results. e do not reply to this email.	has (completed.	Please

Sample email notification.

You can continue to work in the maps, or log out of FMS & log back in when you are notified the District Wizard has completed.

Open District Wizard Runs				[×
Area: Southwest (G) 💌 🛛	Function Owner: Planning 🗸				
District Wizard Run Name	District	Functional Owner	Alt. Type	Run Date	
Dallas District	Dallas	Planning	COST	10/27/2010	
Dallas District	Dallas	Planning	SPACE	10/27/2010	
Euro District Missord		Concol	Onon D	istrist Dun	
		Cancel	Open D	strict Run	

After email notification, return to the Map Module & select District Wizard. Select the applicable Area & District from the Open District Wizard Runs pop-up window. Two alternatives are available for analysis; cost-based & space-based. Highlight the alternative & select the Open District Run button.



Map Symbols:

- Blue Dot: Office to be Vacated
- Red Dot: Accepting Office to be Retained
- Black Arrow: Hover over the arrow between the blue dot & red dot. The Web number will be displayed in the lower right corner of the map (EX: 0)
- District Wizard Summary. Provides a summary of all zone moves & the overall outcome. Note: Dallas District contained 63 Web alternatives.

To select a Web number (alternative) from the list, click on the drop-down arrow located to the far right of the Web number.



Use your mouse to hover over the losing office (EX: Hemphill – Main Office) to highlight the zone move information. Click on the Finance/Sub Loc 483990-002 number on the map to display the facility information box. To the right of the screen, a pop up box will display other functions within the property. The web results are listed in descending order of greatest savings to most costly.

District Wizard: Web 0	Web Cost Variance (\$): -297,066	Total Reduction in Sq. Ft.: 4,630	Generate Node	
District Wizard: Web 1	Web Cost Variance (\$): -214,695	Total Reduction in Sq. Ft.: 15,704	Generate Node	-
District Wizard: Web 2	Web Cost Variance (\$): -171,494	Total Reduction in Sq. Ft.: 6,337	Generate Node	
District Wizard: Web 3	Web Cost Variance (\$): -77,969	Total Reduction in Sq. Ft.: 2,761	Generate Node	
District Wizard: Web 4	Web Cost Variance (\$): -63,220	Total Reduction in Sq. Ft.: 5,388	Generate Node	

Continue viewing the remaining Web alternatives by selecting the drop-down arrow located to the far right of the Web number.



To return to the District Wizard map, utilize the zoom out button located in the upper left corner of the map.

Small Office Variance

The Small Office Variance model is available online at http://csv/



Small Office Variance (SOV)

To get to the **Variance Programs** home page you would type **http://csv** or **CSV** in the Internet Explorer address line.



To access the SOV application you would click on the SOV button.





To choose an Area you would select your desired Area by clicking on the radio button located next to the area code. After selecting an Area you would click on the **Variance Select** radio button for the **SOV** programs.



By selecting the **Area** name, a report can be generated containing all offices by **Area or District**. By selecting the **District** name, a report will be generated containing all offices within the District by **MPOO Area**.

VARIANCE PROGRAMS							
(○4B) (○4C) (○4E	:) (○ 4F) (○ 4G) (○ 4H) (○ 4 AREA ACTIVATED : <mark>EASTERN</mark>	IJ)(○4K)(↓	(🔿 4Z) 🛛 🛗				
VARIANCE SELE	E CT: OCFV OCSV OS	0V <u>0</u> 0.5	S.A.W.				
DATA FILES: (AMS: 02/26/2010 (FDB: 02/26/2010))) (Велснмагк: 09/25/2009) (eFlash (Flex Time: 03/03/2010) (WEB Coins	: 02/26/2010) : 02/26/2010)	(EOR: 03/05/2010 (WOS: 02/27/2010	l)))			
	Choose Scope Choose Scope APPALACHIAN PFC CENTRAL PENNSYLVANIA PFC			DART.03022009			
	COLUMBUS PFC						
	EASTERN AREA PFC KENTUCKIANA PFC NORTHERN OHIO PFC PHILADELPHIA METROPO PFC SOUTH JERSEY PFC WESTERN NEW YORK PFC WESTERN PENNSYLVANIA PFC						

From the drop down menu that appears, you would select the Cluster Area you want to drill down to.

Va	RIANCE PROGRAMS							
(○4B) (○4C) (○4E) (○4F) (○4G) (○4H) (○4J) (○4K) (○4Y) (○4Z)								
VARIANCE SELECT:	⊙CFV ⊙CSV ⊙SOV ⊙C.S.A.W.							
DATA FILES: (AMS: 11/26/2010) (BENCHMARK: 09/24/2010) (EFLASH: 11/26/2010) (EOR: 12/03/2010) (FDB: 11/26/2010) (FLEX TIME: 11/30/2010) (WEB COINS: 11/26/2010) (WOS: 11/27/2010)								
(SOV ACTIVAT	ED - COLUMBUS PFC SELECTED)							
Select an MPOO								
IFOO 4	SOUSSU - BEAVER PO							
	380868 - BLOOMINGBURG PO 380896 - BULE CREEK PO 380896 - BULE CREEK PO 38137 - CARBON HILL PO 38137 - CARBON HILL PO 38157 - CARBON HILL PO 38157 - CARBON HILL PO 38157 - CARBON HILL PO 381572 - CARBON HILL PO 381572 - CARBON HILL PO 381572 - CHERRY FORK PO 381553 - CHESAPEAKE PO 381535 - CHESAPEAKE PO 381531 - CLARKSBURG PO							
SELECT VIEW R/	NGE \bullet Canned Reports \bullet Ad Hoc Reports							
Available Begin Dates	Available End Dates							
Mk:11 Fy:2010 - 12/05/2009 Mk:10 Fy:2010 - 12/05/2009 Mk:09 Fy:2010 - 11/21/2009 Mk:08 Fy:2010 - 11/21/2009 Mk:08 Fy:2010 - 11/4/2/2009 Mk:07 Fy:2010 - 11/07/2009	Wk:05 Fy:2011 - 11/26/2010 Wk:08 Fy:2011 - 11/19/2010 Wk:07 Fy:2011 - 11/19/2010 Wk:06 Fy:2011 - 11/12/2010 Wk:05 Fy:2011 - 11/029/2010 ▼							
	Submit Query							
	DART.03022009							

If you selected a **District**, a list of **MPOOs** will appear in the left column. You would then select the desired **MPOO and Office**.

When you select Ad Hoc Reports, two boxes of date ranges will appear.

First, in the box on the right, select the most current week available and then in the box on the left select the appropriate week to provide a 52 rolling week period. In this case we select WK 8 FY10 to WK 9 FY11.

MPOO AREA (3) Small Office Variance Summary 6 Customer Service Days 08/01/2009 to 08/07/2009												
Total LDC 47 Variance Hours: - 6 Total				Total LDC 80 Variance Hours: 6				Total SOV Variance Hours: 0				
Total LDC 47 Percent Achieved: 122.54% Total LDC 80 Percent Achieved: 86.96%					Total SOV Percent Achieved: 99.81%							
Total Automech Variance Volume: 0 Total Manual Variance Volume: - 33				Total Retail	Trans Varia	nce: - 95						
FTES ACTUAL: 1.81 FTES EARNED: 1.81 FTES Variance: 0.00												
Unit Name	Level	Manual Volume Percent Variance	Retail Trans Percent Variance	LDC 47 Hours Variance	LDC 80 Hours Variance	Total SOV Hours Variance	LDC 4 Percer Achiev	7 LDC 80 t Percent ed Achieve	Total SOV Percent Achieved	FTES Actual	FTES Earned	FTES Variance
DAINBRIDGE PO	18	-23.46	-15.41	-5.86	6.00	0.14	122.5	\$6.96	99.81	1.81	1.81	0.00
EENID TO EXCEL												

From the SOV Summary page, click on the name of the office.

SMALL OF	SMALL OFFICE VARIANCE - [430]-COLUMBUS PFC							
BAINBRID	GE PO 38040	6 MPOO 3		Unit Level:	18 CAG: H			
Analysis Period: 08/01	/2009 to 08/07	7/2009	Benchmark F	7 2009 WK 2 - F1	7 2009 WK 24			
Customer Service Days: 6 - Date	: 09/20/2009	[38040	6] BAINBRIDG	ЕРО	~			
	FTEE COM	PLEMENT AP	JALYSIS					
Postmaster	1	EARNED			100.00%			
PM Replacement (PMR)	0	0	0	0	0%			
Full Time Clerk	0.00	0.00	0	0	0%			
Part Time Flexible Clerk Part Time Begular Clerk	0.00	0.93	2	0	0.00%			
Full Time Equivalent Emp	2.14	1.93	3	1.07	64.46%			
Full Time Equivalent Hrs	1870	1870	1208					
	WORK	HOUR ANALY	rsis					
Automation/Mechanized	BENCHMARK	EARNED	ACTUAL	VARIANCE	* ACHIEVED			
Auto/Mech Ltrs Hours	0	0						
Auto/Mech Fits Hours	0	0						
Total Auto/Mech Hours	0	0						
Dist Ltr Hours	4	3						
Dist Flt Hours	6	4						
Dist PP Hours	2	2						
Dist Allied Hours	16	14						
PO Box Hours	10	8						
Total Manual Hours	27	22						
Retail/Admin	0	8						
Retail Hours	16	13						
Admin Hours	8	8						
PM Admin Hours	29	29						
Workload Value Hours	79.56	71.86	← 1 WKS workl	oad evceeded u	ait open hours			
Unit Open Value Hours	5.25	5.25						
Total LDC 47 Hours	39.56	31.86	26	-6	122.54%			
Total LDC 80 Hours	40.00	40.00	46	6	86.96%			
	WORK	LOAD ANALY	SIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	* VARIANCE			
TPF Ltrs Vol Pcs	0		<u> </u>	0	0%			
Auto/Mech Volume	0		0	0	0%			
Dist Vol Ltrs (Et)								
Dist Val Elta (Et)	30.11		29.01	-1.09	- 3.63%			
Dist voi Fits (Ft)	62.77		29.01 43.02	-1.09 -19.76	- 3.63%			
Dist Vol PP/Sprs	62.77 756		29.01 43.02 679	-1.09 -19.76 -77.00	- 3.63% - 31.47% - 10.19%			
Dist Vol PP/Sprs Box Ltrs (Ft)	62.77 756 30.11		29.01 43.02 679 22.76	-1.09 -19.76 -77.00 -7.35	- 3.63% - 31.47% - 10.19% - 24.41%			
Dist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (Ft) Box Fits (Ft)	62.77 756 30.11 15.89		29.01 43.02 679 22.76 11.50	-1.09 -19.76 -77.00 -7.35 -4.38	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59%			
Bist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (FI) Box Fits (FI) Manual Vol (w/o PP/Sprs)	30.11 62.77 756 30.11 15.89 138.87		29.01 43.02 679 22.76 11.50 106.29	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46%			
Dist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (Fi) Box Fits (Fi) Manual Vol (w/o PP/Sprs) Transactions	30.11 62.27 756 30.11 15.89 138.87 615		29.01 43.02 679 22.76 11.50 106.29 521	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46% - 15.28%			
Dist Vol FP/Sprs Box Ltrs (F) Box Fits (F) Manual Vol (w/o PF/Sprs) Transactions Retail Transaction Volume	30.11 62.77 756 30.11 15.89 138.87 615 615		29.01 43.02 679 22.76 11.50 106.29 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46% - 15.28% - 15.28%			
Dist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (F) Box Fits (F) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume	30.11 62.77 756 30.11 16.89 136.87 615 615 615 015 015		29.01 43.02 679 22.76 11.50 106.29 521 521 YSIS	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46% - 15.28% - 15.28% * ACHIEVED			
Dist Vol PP/Sprs Box Ltrs (Ft) Box Ltrs (Ft) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr PPH	30.11 62.77 756 30.11 15.89 138.87 615 615 PRODUC BENCHMARK 0	EIMINANA EARNED	29.01 43.02 679 22.76 10.6.29 521 521 521 YSIS ACTUAL	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46% - 15.28% - 15.28% X ACHIEVED			
Dist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (F0) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr PPH Auto Ltr PPH Mech Fit PPH	30.11 62.77 756 30.11 15.89 138.87 615 615 615 PRODUG BENCHMARK 0 0 9 9 9 9	EARNED 0 9 29	29.01 43.02 679 22.76 11.50 106.29 521 521 521 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46% - 15.28% - 15.28% - 46.11624			
Dist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (FI) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr PPH Metch Fit PPH Dist Vol Ltrs FPH Dist Vol Fits FPH	30.11 62.77 756 30.11 15.89 136.87 615 EICODUC DENCIMARK 0 0 8.39 10.48	0 0 0 0 10.49	29.01 43.02 679 22.76 11.50 106.29 521 521 YSIE ACTUAL	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 VARIANCE	- 3.63% - 31.47% - 10.19% - 24.41% - 27.59% - 23.46% - 15.28% - 15.28% * ACHIEVED			
Dist Vol FP/Sprs Dist Vol FP/Sprs Box Ltrs (Ft) Box Etts (Ft) Box Fits FPH Dist Vol Ltrs FPH Dist Vol Ltrs FPH Dist Vol Fits FPH Dist FPH Dist FPH Fits FPH Fi	30.11 62.77 756 30.11 15.89 136.87 615 615 615 0 0 8.15 0 0 8.39 10.48 303	EARNED 0 0 8.39 10.49 303	29.01 43.02 679 22.76 11.50 106.29 521 521 521 - YSIS ACTUAL	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 VARIANCE	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% - 15.28% - 4.5.28%			
Dist Vol PP/Sprs Dist Vol PP/Sprs Box Ltrs (FI) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr PPH Mach Fit PPH Dist Vol Fits FPH Dist Vol Fits FPH Dist PP/Sprs PPH Allied Hrs per day	30.11 62.77 756 30.11 15.89 138.87 615 BENCHMARK 0 DENCHMARK 0 8.39 10.48 303 0.70	ELMITY ANA EARNED 0 0 8.39 10.49 303 0.68	29.01 43.02 679 22.76 11.50 106.29 521 521 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% - 15.28% X ACHIEVED			
Dist Vol FP/Sprs Box Ltre (Ft) Box Ltre (Ft) Manual Vol (w/o PF/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr PPH Mach Fit PPH Dist Vol Ltrs FPH Dist Vol Fits FPH Dist FFT	30.11 62.77 756 30.11 15.89 138.87 615 615 615 615 615 615 615 98.09 9.39 9.39 9.39 9.39 9.39 9.39 1.53	ETIMITY ANAL EARNED 0 0 0 303 303 303 0.69 4.41 1.53	29.01 43.02 679 22.76 11.50 521 521 521 YSIS ACTUAL	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 23.46% - 15.28% X ACHIEVED			
Dist Vol FP/Sprs Box Ltrs (Ft) Box Etrs (Ft) Manual Vol (w/o PF/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr FPH Dist Vol Ltrs FPH Allied Hrs per day Box L&F FPH Allied Hrs per day Box L&F FPH	30.11 62.77 756 30.11 15.89 136.87 615 615 PRODUG 8.87 0 0 8.39 10.48 303 0.70 4.38 1.53 149.99	EARNED 0 0 8.39 10.49 303 0.68 4.41 1.53	29.01 43.02 679 22.76 11.50 106.29 521 521 • • • • • • • • • • • •	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 VARIANCE	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% 3 ACHIEVED			
Dist Vol PP/Sprs Box Lirs (F) Box Fits (F) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Lir PPH Dist Vol I Fits FPH Dist Vol Fits FPH Dist Vol Fits FPH Allied Hirs per day Box L&F FPH Allied Hirs per day Trans per 1412	30.11 62.77 756 30.11 15.89 138.87 615 PRODUC 0 0 8.39 10.48 303 0.70 4.38 1.63 149.99 10.011E	0 0 0 8.39 10.49 303 0.68 4.41 1.53 10 DELIMERI	29.01 43.02 679 22.76 11.50 521 521 521 521 521 521 521 521 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% - 15.28% X ACHIEVED			
Dist Vol FP/Sprs Box Ltre (F) Box Etre (F) Manual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltre FPH Dist Vol Ltrs FPH	30.11 62.77 756 30.11 15.89 138.87 615 615 615 615 00 0.39 0.39 1.03 0.39 1.03 0.39 1.03 0.39 1.03 0.39 1.03 0.39 1.03 1.03 1.49.99 1.	ETIMITY ANAL EARNED 0 0 0 0 0 0 0 0 0 0 0 0 0	29.01 43.02 679 22.76 11.50 521 521 521 521 521 531 535 637 535 537 537 537 537 537 537 537 537 5	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 -94 -94 -94	- 3.633% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% X ACHIEVED X ACHIEVED			
Dist Vol FP/Sprs Box Ltrs (F0) Box Fits FPH Box Fits FPH Dist Vol Ltrs FPH Dist	30.11 62.77 756 30.11 15.89 138.87 615 PRODUG BENCHMARK 0 0 8.39 10.48 303 0.70 4.38 1.53 149.99 ITROUTE AN BENCHMARK 0 3	CIMITY ANA EARNED 0 0 8.39 10.49 303 0.68 4.41 1.53 JD DELIVERII EARNED	29.01 43.02 679 22.76 11.50 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 521 531 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541 541541 551541 551551 551 551 551551 551 551551	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 VARIANCE 0 0	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% * ACHIEVED * ACHIEVED * VARIANCE 0% 0.00%			
Dist Vol PP/Sprs Box Lirs (F) Box Etis (F) Manual Vol (w/o PP/Sprs) Transaction Retail Transaction Volume UNIT VARIABLES Auto Lir PPH Dist Vol Lir SPH Dist Vol Fits FPH Dist Vol Fits FPH Allied Hirs per day Box L&F FPH Allied Hirs per 1412 Box L&F FPH Clir PP/Sprs PH Allied Hirs per 1412 City Routes City Routes City Routes	30.11 62.77 756 30.11 15.89 136.87 615 PRODUC 0 8.39 10.48 303 0.70 4.38 1.49.99 11 ROUTE AN BENCHMARK 0 0 3 0 3 3 0 0	CTIMITY ANAL CARHED 0 0 8.39 10.49 303 0.68 4.41 1.53 JD DELIVERII EARNED	29.01 43.02 679 22.76 11.50 521 521 521 4935 ACTUAL 53 400 53 400 53 400 53 400 53 400 53 400 50 50 50 50 50 50 50 50 50 50 50 50 5	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -94 -95 -94 -94 -94 -94 -94 -94 -94 -94 -94 -95 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 -96 	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% X ACHIEVED X VARIANCE 0% 0.00%			
Dist Vol FP/Sprs Box Ltrs (Ft) Box Ltrs (Ft) Manual Vol (w/o PF/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltrs FPH Dist Vol Ltrs FPH Dist Vol Ltrs FPH Dist Vol Ltrs FPH Dist Vol Ltrs FPH Allied Hrs per day Box L&F FPH Allied Hrs per day Box L&F FPH Cist PP/Sprs PFH Allied Hrs per day Box L&F FPH Cist PP/Sprs PFH Cist PP/Sprs PFH Cist PP/Sprs PFH Cist PP/Sprs PFH Box L&F FPH Cist PP/Sprs PFH Box L&F FPH Cist PP/Sprs PFH Box L&F FPH Box L&F FPH Cist PD/Sprs PFH Box L&F FPH Box L&F FFH Box L&F FPH Box L&F FFH Box L&F FFH	30.11 62.77 756 30.11 15.89 138.87 615 615 615 0 0 0 8.39 10.40 10.40 10.40 10.40 10.40 10.40 10.40 10.40 10.40 10.5 10 10.5 10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	EARNED 0 0 0 3039 10.49 303 0.68 4.41 1.53 30 DELIMERII EARNED	29.01 43.02 679 22.76 11.50 106.29 521 521 521 521 521 521 521 521 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -94 -94 VARIANCE 0 0 0 0 0	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% X ACHIEVED X ACHIEVED X ACHIEVED X 0% 0.00%			
Dist Vol FP/Sprs Box Ltrs (F0) Box Etts (F0) Menual Vol (w/o PP/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES UNIT VARIABLES Dist Vol FILS FPH Dist Vol Etts FPH Allied Hrs per day Box L&F FPH Allied Hrs per day City Routes UNIT VARIABLES UNIT VARIABLES Dist POL Sprs Trans Dist POL Sprs Trans Dist POL Sprs Dist Dist Pol Dist POL Sprs Dist Dist Pol Sprs Dist Dist Dist Dist Dist Pol Sprs Dist Dist Dist Dist Dist Dist Dist Dist Dist Dist Dist Dist Dist Dist D	30.11 62.77 756 30.11 15.89 138.87 615 PERODUG BERODUG BEROHMARK 0 0 8.39 10.48 303 303 0.70 4.38 1.49.99 11 ROUTE A BEROHMARK 0 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3	0 0 0 8.39 10.49 303 0.68 4.41 1.53 4D DELIMERII EARNED	29.01 43.02 679 22.76 11.50 521 521 521 521 521 521 521 521 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -94 -94 -94 VARIANCE 0 0 0 0 0 0 0	- 3.63% - 31.47% - 10.19% - 24.41% - 27.46% - 15.28% - 15.28% - 15.28% - 15.28% - 0.0% 0.00% 0.00% 0.00%			
Dist Vol FP/Sprs Box Ltre (F) Box Ltre (F) Menual Vol (W/o PF/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltr FPH Dist Vol Ltrs FPH Dis	30.11 62.77 756 30.11 15.89 138.07 615 BROBUG BROBUG BROBUG 9.39 10.40 303 0.70 4.38 1.49.99 149.99 149.99 15 BENCHMARK 0 0 5 0 1471	CTIMITY ANAL EARNED 0 0 0 303 0.49 303 0.69 4.41 1.53 JD DELIVERII EARNED	29.01 43.02 679 22.76 11.50 521 521 521 521 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5315 5	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 -94 -94 VARIANCE 0 0 0 0 0 0 0 0	- 3.633% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% X ACHIEVED X ACHIEVED X ACHIEVED X ACHIEVED X 0.00% 0.00% 0.00% 0.00% 0.34%			
Dist Vol FP/Sprs Box Ltrs (FU) Box Etrs (FU) Menual Vol (w/o PF/Sprs) Transactions Retail Transaction Volume UNIT VARIABLES Auto Ltrs FPH Dist Vol Utrs FPH Child Hrs per day Box L&F FPH Allied Hrs per day Box L&F FPH Child Hrs per day Box L&F FPH Dist Vol Utrs FPH	30.11 62.77 756 30.11 15.89 138.87 615 615 PRODUC 8.39 10.48 303 0.70 4.38 1.63 149.99 11 ROUTEX 9 ENCHMARK 0 3 3 149.99 11 ROUTEX 9 ENCHMARK 0 3 149.99 11 ROUTEX 9 ENCHMARK 0 3 149.19 14 71 0	EARNED 0 0 0 3039 10.49 303 0.68 4.41 1.53 DDELIMERI EARNED	29.01 43.02 679 22.78 11.50 521 521 521 521 521 521 521 521 521 521	-1.09 -19.76 -77.00 -7.35 -4.38 -32.58 -94 -94 VARIANCE 0 VARIANCE 0 0 0 0 0 0 0 0 0	- 3.63% - 31.47% - 10.19% - 24.41% - 23.46% - 15.28% X VARIANCE 0% 0.00% 0% 0% 0% 0%			
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The Unit Variance page is generated. Left click the mouse and drag over the entire page, then copy the selection to paste into the DUO Workbook.

Form 150

Form 150 and SWC are available at the URLs, in blue, below the sample form.

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Link to automated Form 150:

http://blue.usps.gov/humanresources/professionalportal/directreports/staffingandfieldpolicy/operations%20complement%20management/ocm1_tools_ps150.shtml?

Link to SWC Instructions:

http://blue.usps.gov/humanresources/professionalportal/directreports/staffingandfieldpolicy/operations%20complement%20management/ocm1_tools_swcs.shtml?

These worksheets should be evaluated for both the giving and receiving offices, stations, and branches where applicable.

Delivery Unit Optimization Workbook Summary

Delivery Unit Optimi	zation Su					
DUO affected Offices	DUO Туре	Level Before	Level After	Potential PM Salary Savings (A)	Potential Lease Savings (B)	Estimated Transportation Savings (D)

F4 Hours saved from PM change in Office Level	Clerk Salary & Benefits Savings	Clerk Fized Benefits Savings	Saturday (savings) cost using PMR variance to clerk	Carrier Costs (Mileage)	Carrier Costs (Hours)	Total Net Cost/ Savings Annualized

Delivery Unit Optimization Workbook Summary (continued)

Distance from Child Offices to Parent	Routes Before	Routes After	Excess Office SQ Feet Before	Excess Office SQ Feet After	PO Boxes Paid Inventory	PO Bozes Free	PO Bo x es Rented	Total PO Boz Inventory