

# Delivery Unit Optimization (DUO)

Guidelines

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Version 1.1



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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 Optimization (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 within 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 interruption 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 handwritten signature in cursive script, appearing to read "Dean J. Granholm".

Dean J. Granholm

Attachment

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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.
  
- 2) 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 moveConsiderations for giving office to include:
  - Possible customer/media impacts
  - Postmaster vacancies
  - Clerk vacancies
  - A Level 1 Function 4 review
  
- 3) 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).

- 6) 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 <b>all</b> offices are evaluated for savings - Service Talk	POOMs	Months and weeks prior	
5	All employees educated about what DUO is and that <b>all</b> 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	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 basis--receiving 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 equipment needs	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 <b>Application</b> , then <b>Route</b> ; there should not be anything "In Progress".	Giving PM and Receiving PM	Friday afternoon prior to relocation	
12	Go to " <b>3999 Data Transfer</b> " in DOIS. Verify that all <b>3999's</b> 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 " <b>Special Office Mail Counts Data Transfer</b> " in DOIS. Verify that all <b>1838's</b> 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.

## ***Delivery Unit Employees***

### **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.1.a. I understand that I will be reassigned to the (name of gaining installation), 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 all 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).

475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4100  
WWW.USPS.COM

- 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:
  - Locked Pouch Allowance,
  - Dismount and dismount distance along with a regular box, or
  - 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 all 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 all 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 all 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 all 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.

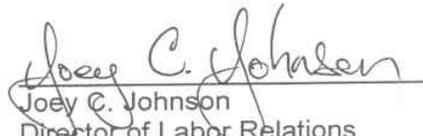
- If there is no leave replacement assigned to serve the auxiliary route that is relocated to the new office, the assignment will be offered in accordance with Article 30.2.G.
- All leave replacements will be provided an opportunity to add their name to the list indicating their desire to work on Sunday.

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)



Joey C. Johnson  
Director of Labor Relations  
National Rural Letter Carriers'  
Association

Date: 8-27-2010

Date: 8-27-2010

## Route Transfer Seniority Rank template

<b>Contact Info</b>	Name:		Submit this worksheet when transferring ALL rural routes from one office or cost center to another.
	Title:		
	District:		
	Phone:		

Submit worksheet to: 1) HRSSC Rural Carrier (Area); 2) Romans, Debra M-Eagan MN; and 3) Woodford, Jean M-Eagan MN

Use standard subject line: (District)-Rural-Route Transfers effective MM/DD/YYYY

\*An Org Unit is an organizational entity within a cost center. In WebCOINS it is found in the Employee/Job List and is called "HCES 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: [http://blue.usps.gov/delret/L4RuralDel\\_Resources.htm](http://blue.usps.gov/delret/L4RuralDel_Resources.htm)**

## 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).

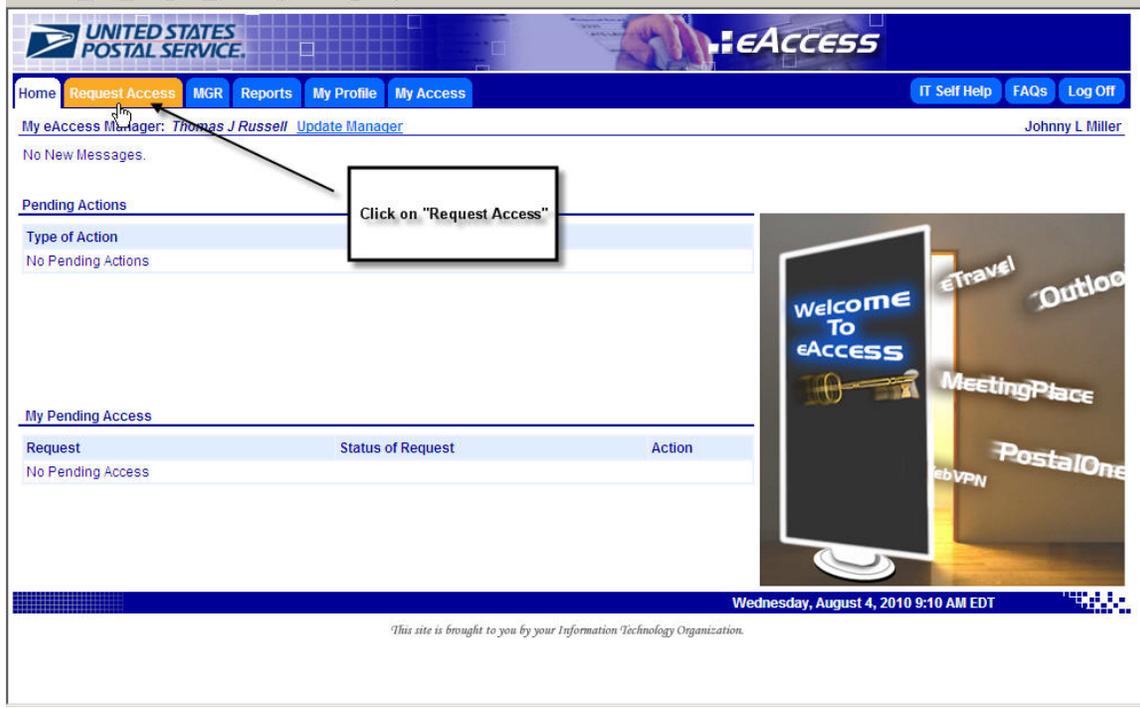
Sincerely,

(POOM Name)

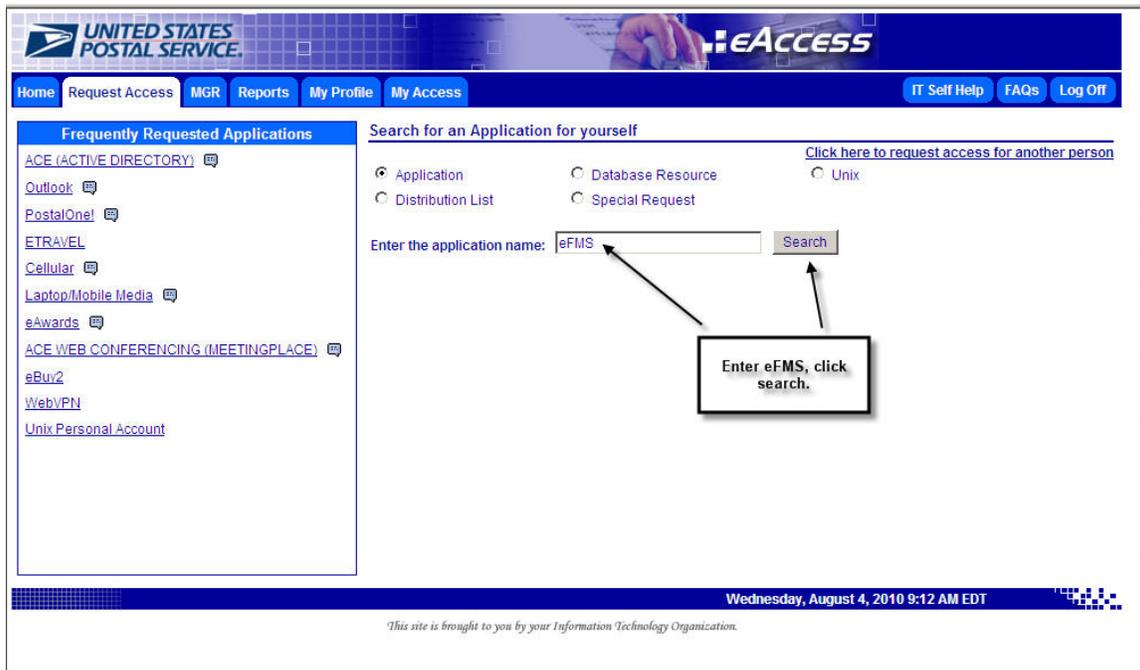
(Title)

# ANALYSIS TOOLS

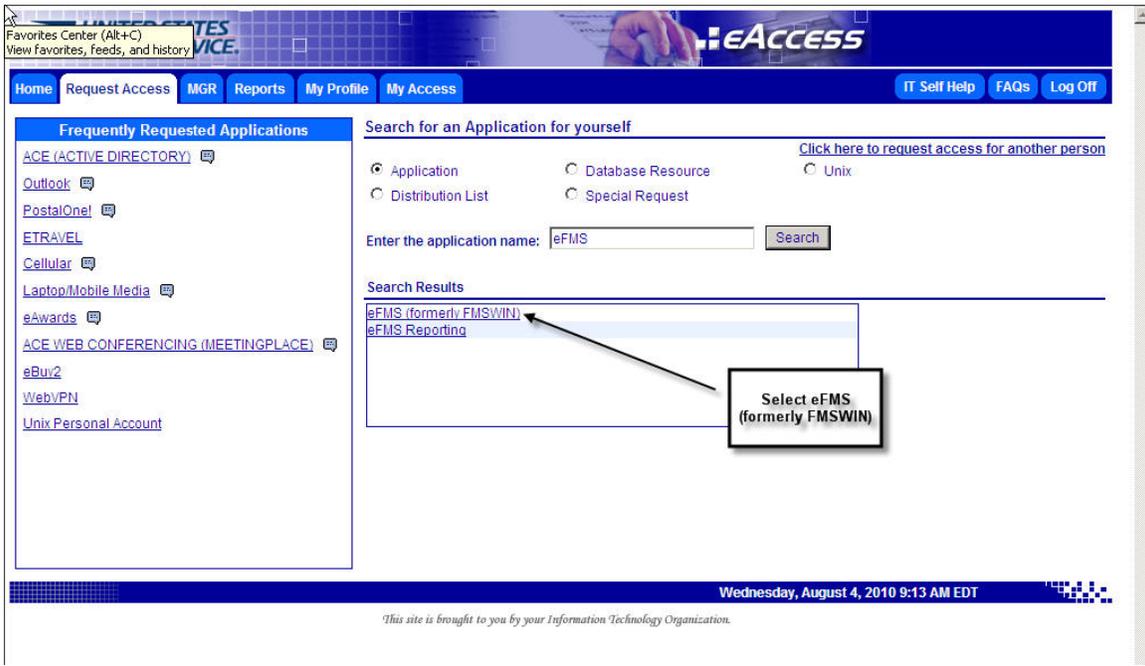
## GUIDE FOR REQUESTING eFMS ACCESS FOR MAPPING PROGRAM THROUGH eACCESS



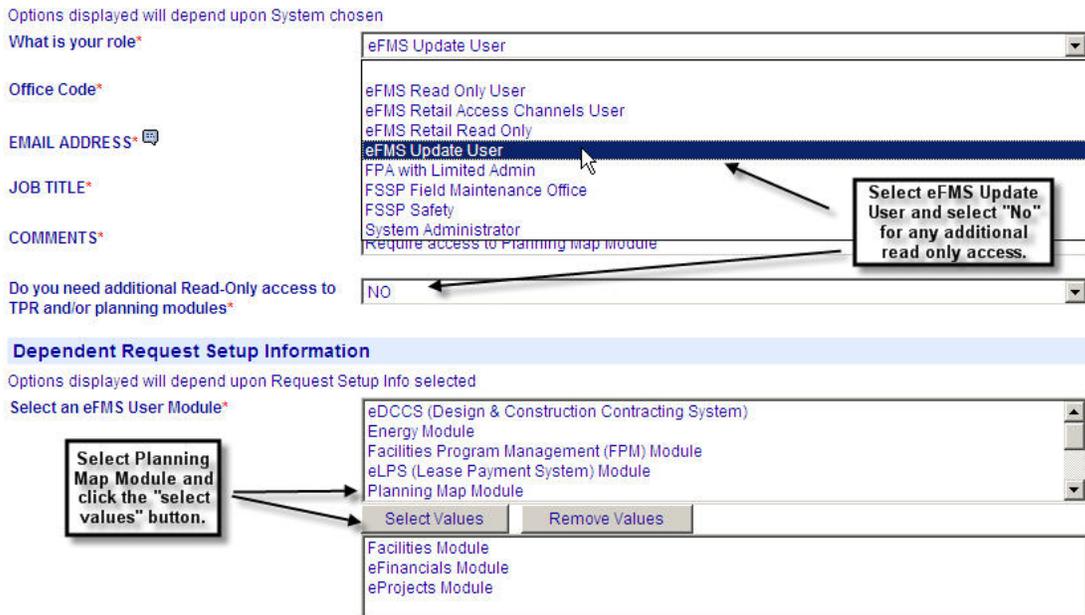
Login to eAccess using your ACE ID and Password.



Enter eFMS into application name block, hit search.



Select “eFMS (Formerly FMSWIN)”



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.

**Dependent Request Setup Information**

Options displayed will depend upon Request Setup Info selected

Select an eFMS User Module\*

Planning Map Module selection should now appear below the selection line.

- eFinancials Module
- Facilities Program Management (FPM) Module
- eLPS (Lease Payment System) Module
- eProjects Module
- Real Asset Management Program (RAMP) Module

Select Values Remove Values

Planning Map Module

**Request Related Processing Instructions**

Date needed (mm/dd/yyyy) 08/04/2010 [Clear Date](#)

Enter date needed, and provide your name and phone number in the Special Instructions block below.

Special Instructions

Please provide access to the eFMS Planning Map Module only. Please contact "Your Name" at "Your phone number" if you have any questions.

Is this request associated with a detail assignment?

No  
 Yes

**Submitted To Manager**

RUSSELL, THOMAS J

When items above are completed, click on "Next" button.

[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
MILLER, JOHNNY L	KCW41K	01106273	Postal	RUSSELL, THOMAS J	11/01/2010

**Request Summary for Request #17377035**

Resource: eFMS (formerly FMSWIN) [Edit](#) [Delete](#)

Action	FSC Approval	COR Approval	Date Needed
Modify	Y	N	01-NOV-10

**Special Instructions**

**Additional Information**

What is your role	eFMS Update User
Select an eFMS User Module	Facilities Module
Select an eFMS User Module	Planning Map Module
Select an eFMS User Module	eFinancials Module
Select an eFMS User Module	eProjects Module
Office Code	Greensboro District
EMAIL ADDRESS	jmille10@email.usps.gov
JOB TITLE	Facilities Planning Specialist
COMMENTS	Require access to Planning Map Module
Do you need additional Read-Only access to TPR and/or planning modules	NO

**Assigned Roles**

EFMS UPDATE USER (EFMS UPDATE USER)

Verify information is correct and click Submit Request button.

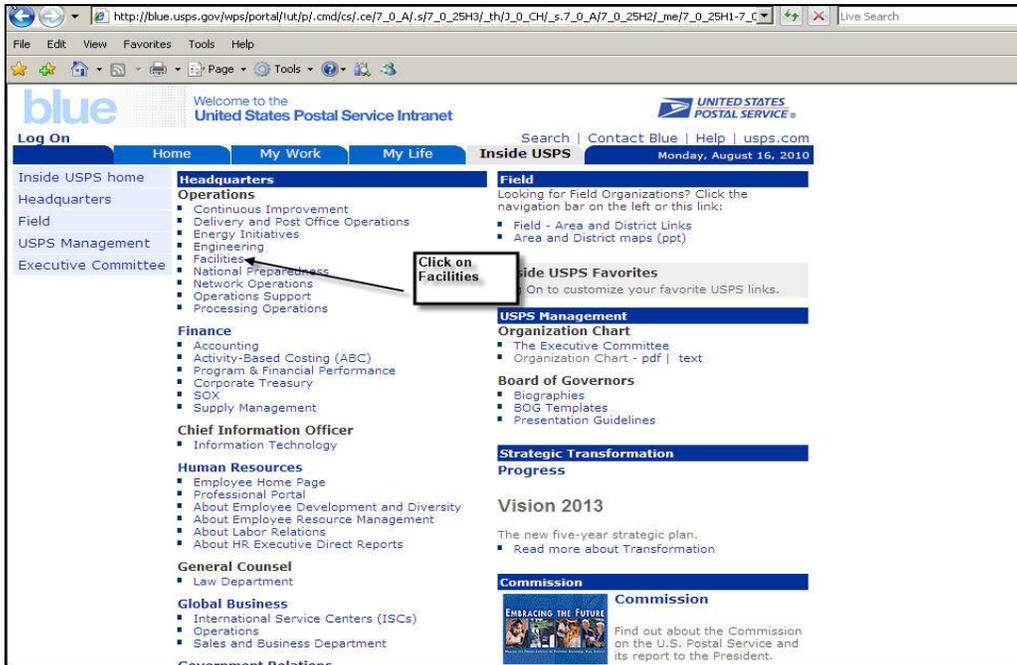
[Submit Request](#) [Add Application](#) [Cancel Request](#)

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

# FACILITIES PLANNING MAP TOOL GUIDE



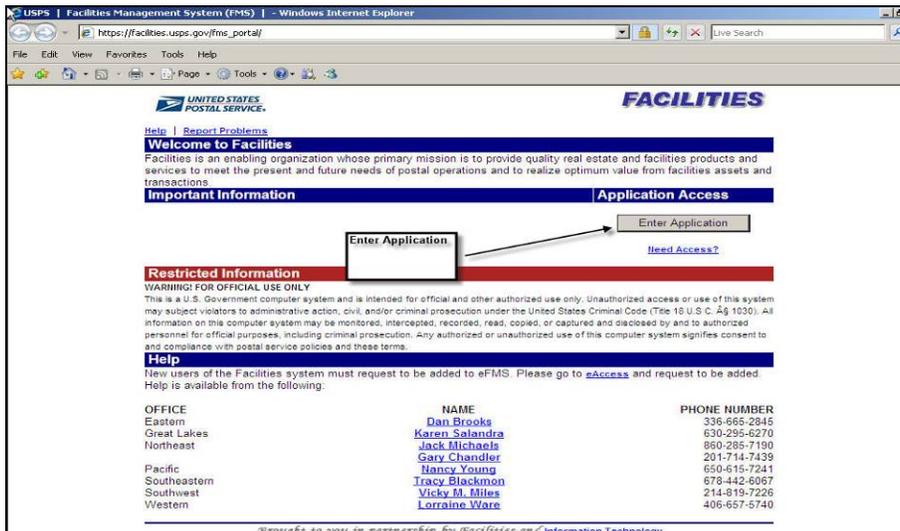
Start by selecting **Inside USPS**.



Select **Facilities**.



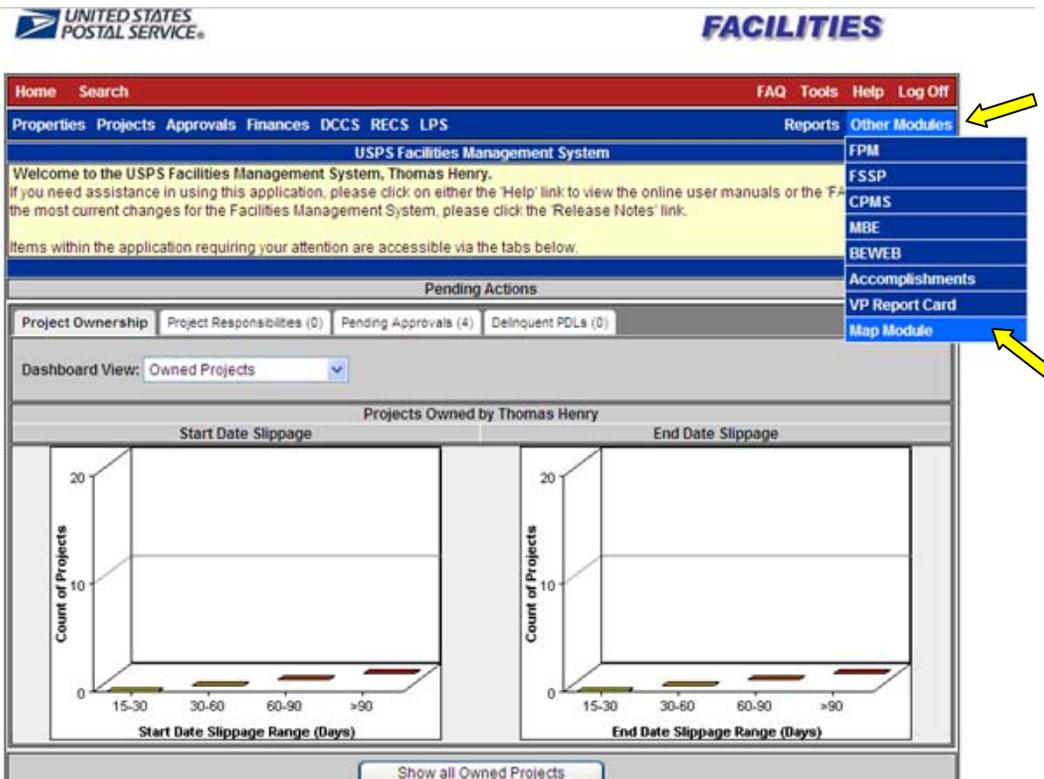
Select eFMS.



Welcome screen for eFMS. Select **Enter Application**.



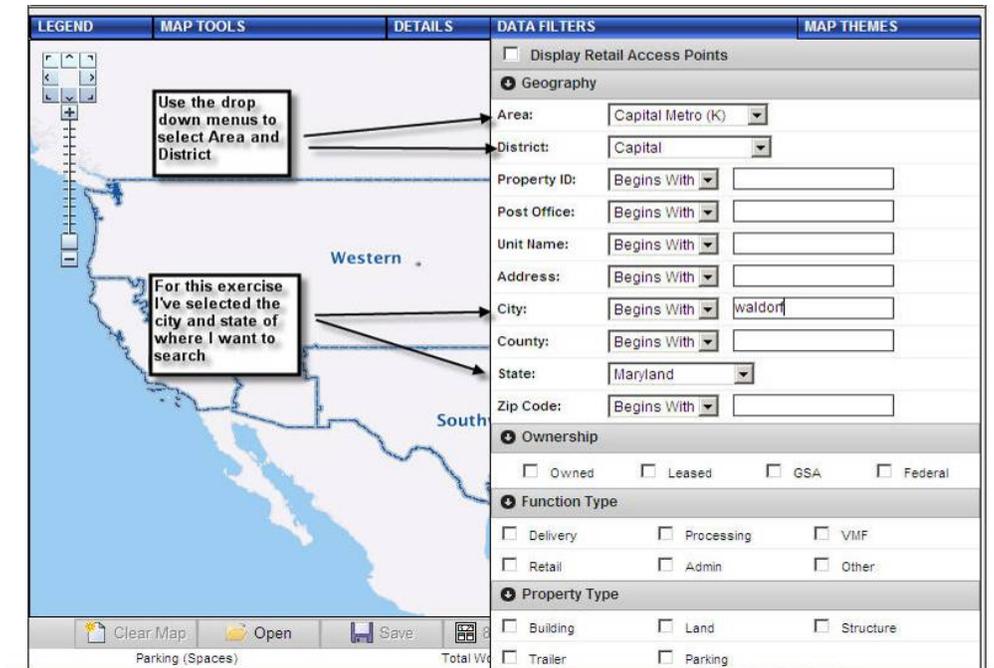
Login using your **ACE ID & ACE Password**.



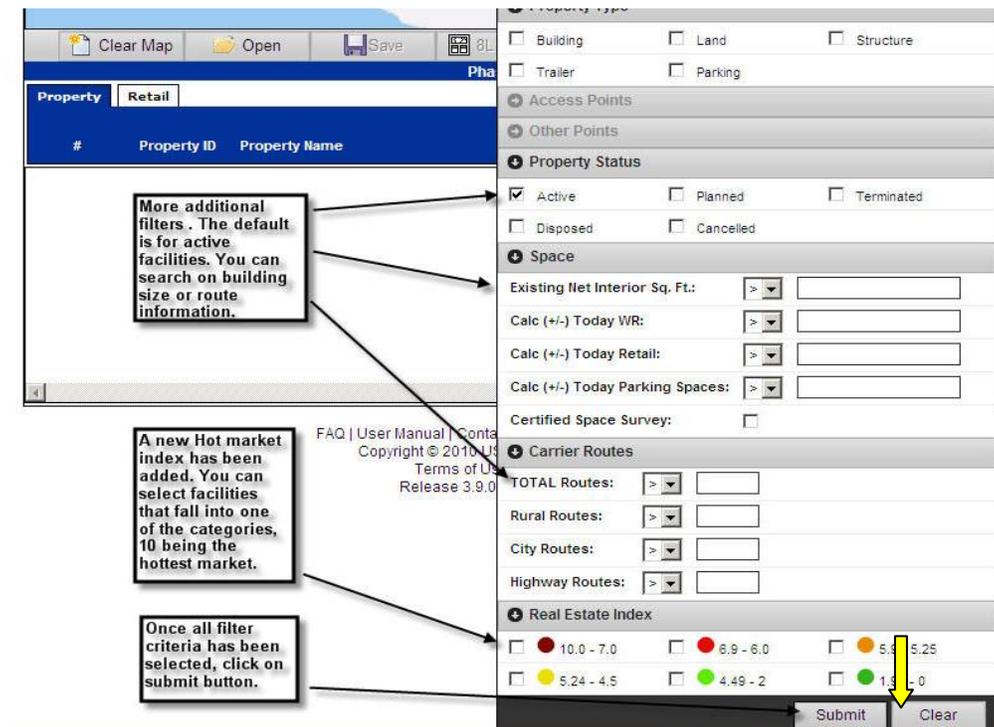
eFMS Home screen select **Other Modules** to open the drop down menu, & then select **Map Module**. We will begin by conducting a manual search for facilities.



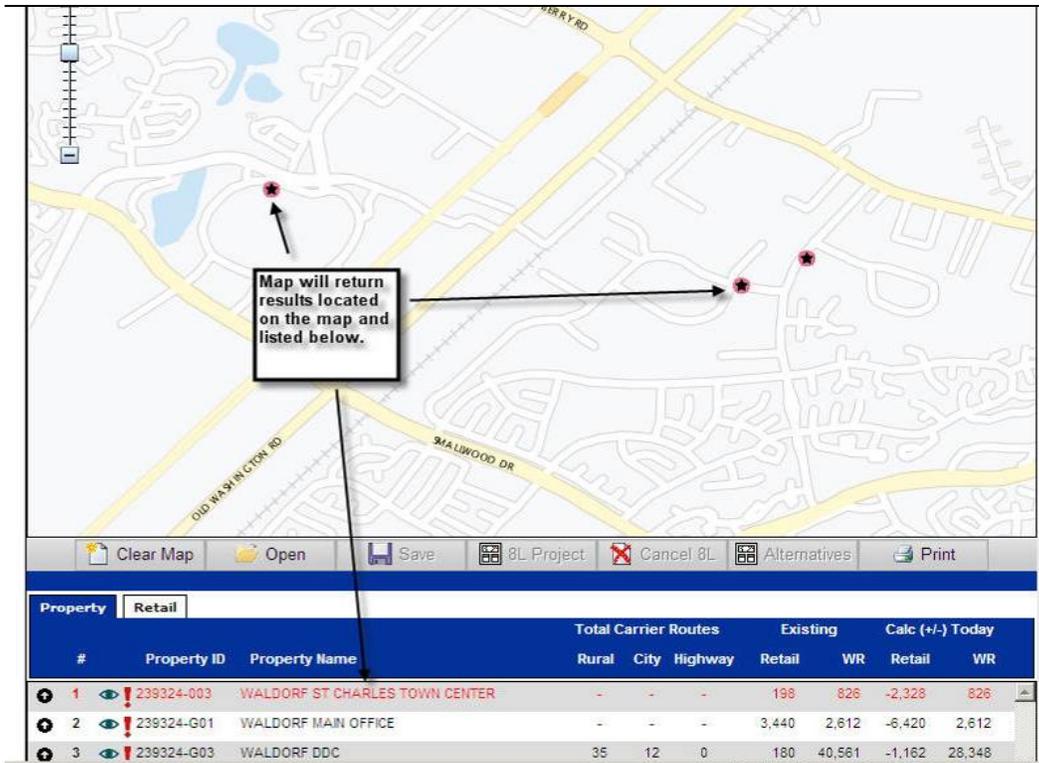
The first part covers a manual analysis of excess facility space & proposed use. The Map Module opens to the National Map, with menu items across the top. Start by clicking on Data Filters.



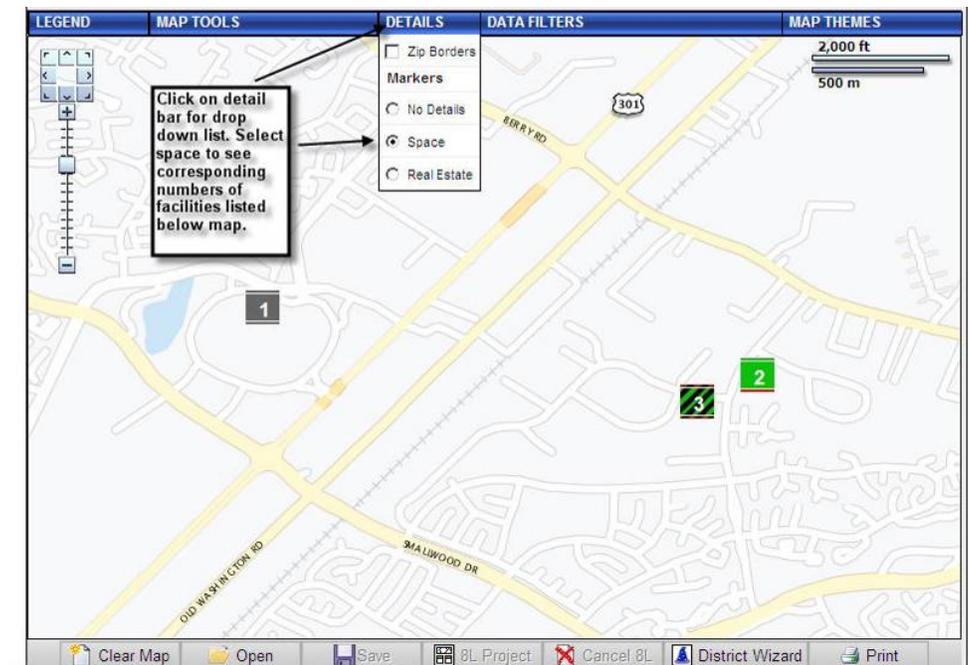
You can filter down to any Area, City, State, 3-digit ZIP, or single facility ID. You can request leased or owned facilities, & by function or property type.



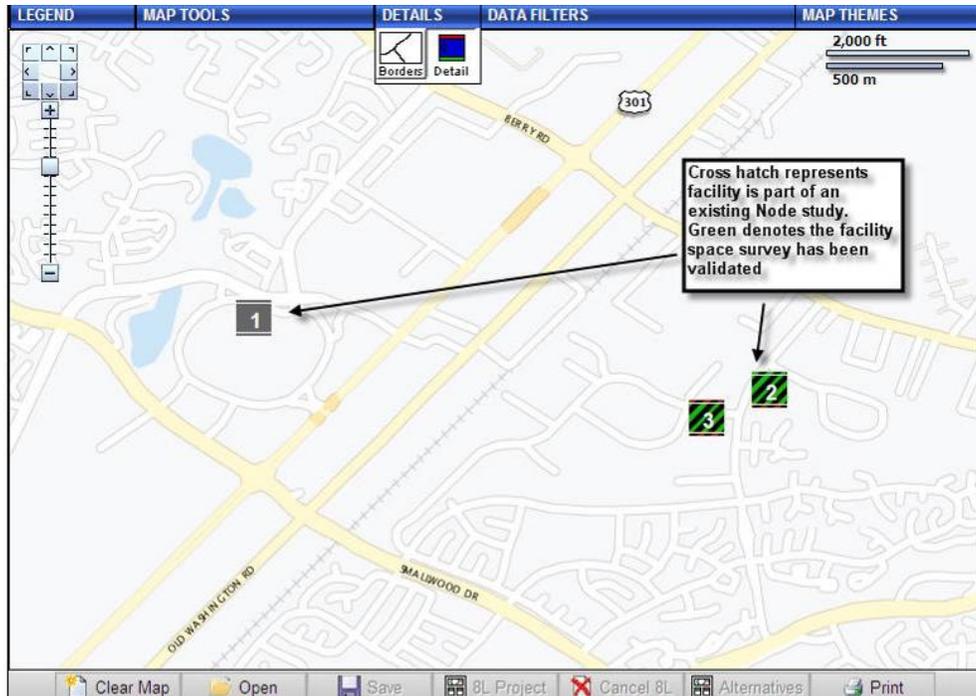
Additional filters at the bottom allow you to look for facilities with specific square footage, number of carrier routes, or hot real estate markets. Just remember, the more filters you add, the more restrictive the results. Click on **Submit** to begin search.



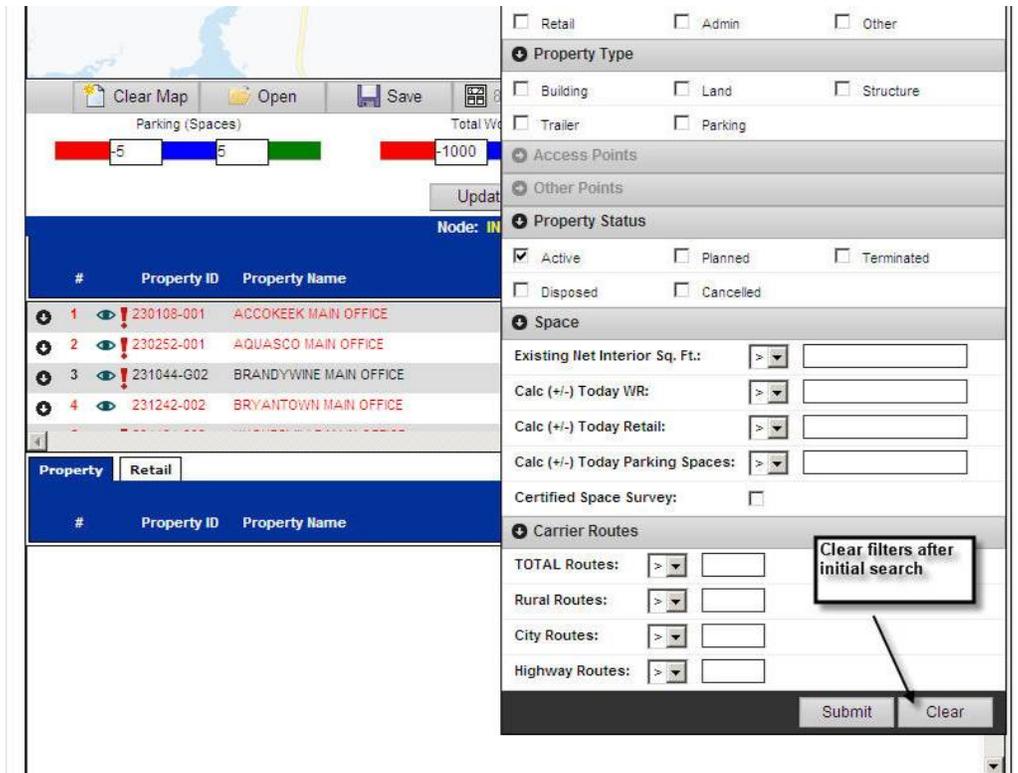
Search results display facilities as a red dot with black star on the map & listed below.



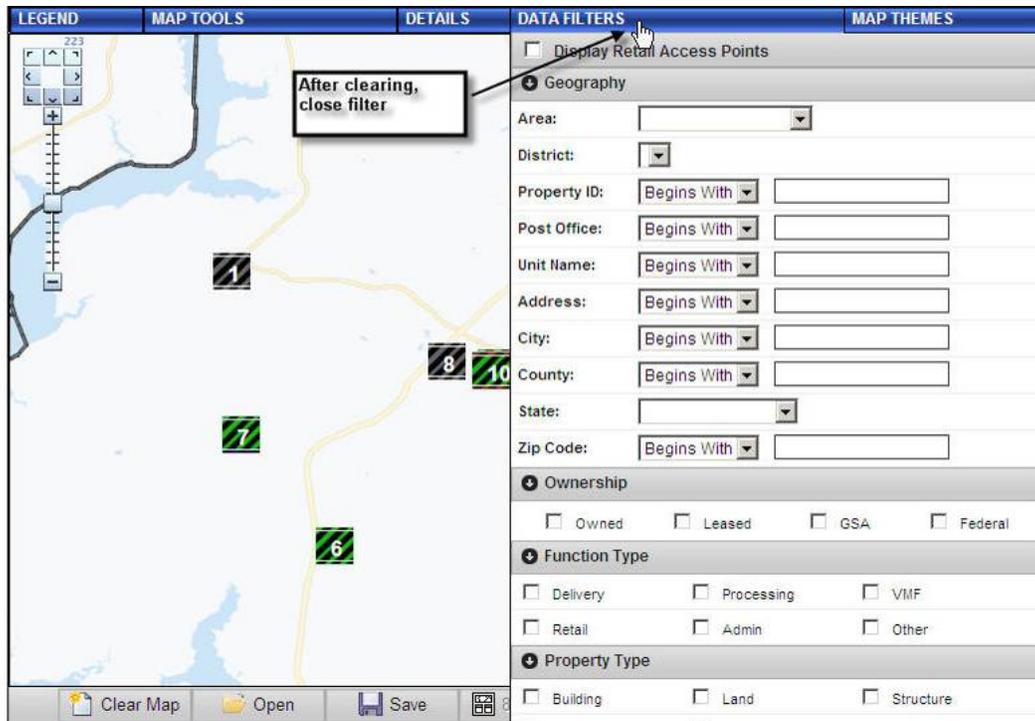
By selecting details, each icon will appear with the number of the corresponding facility name on the list below.



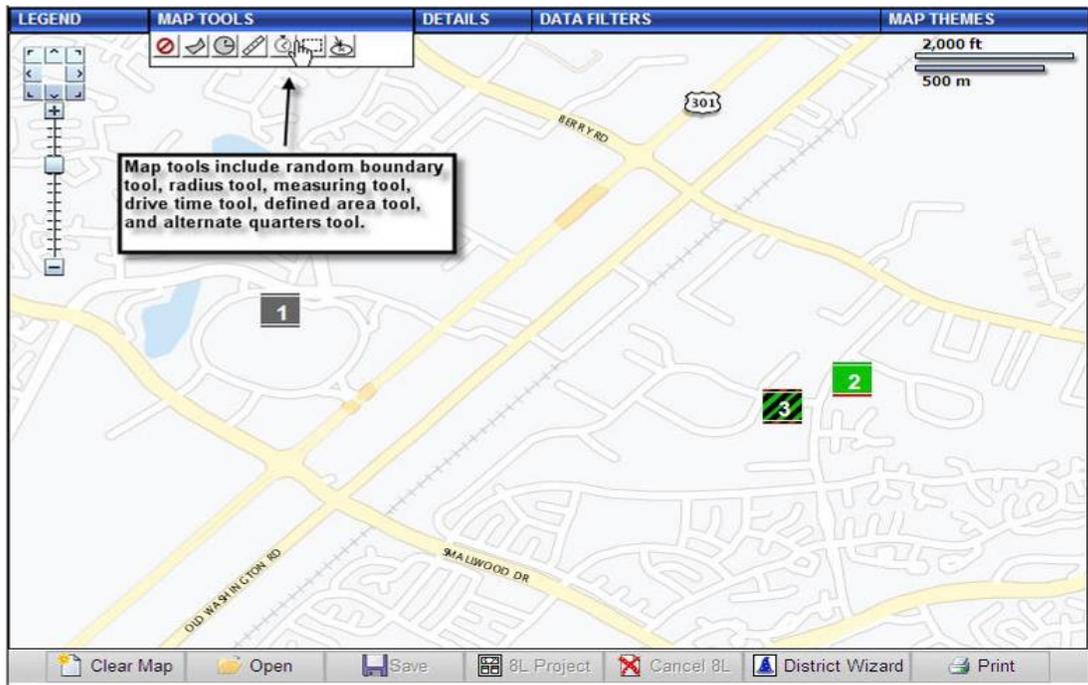
Facilities now are identified by number. Green indicates their space survey numbers have been validated, & the cross hatch indicates the facility is part of a Node Study.



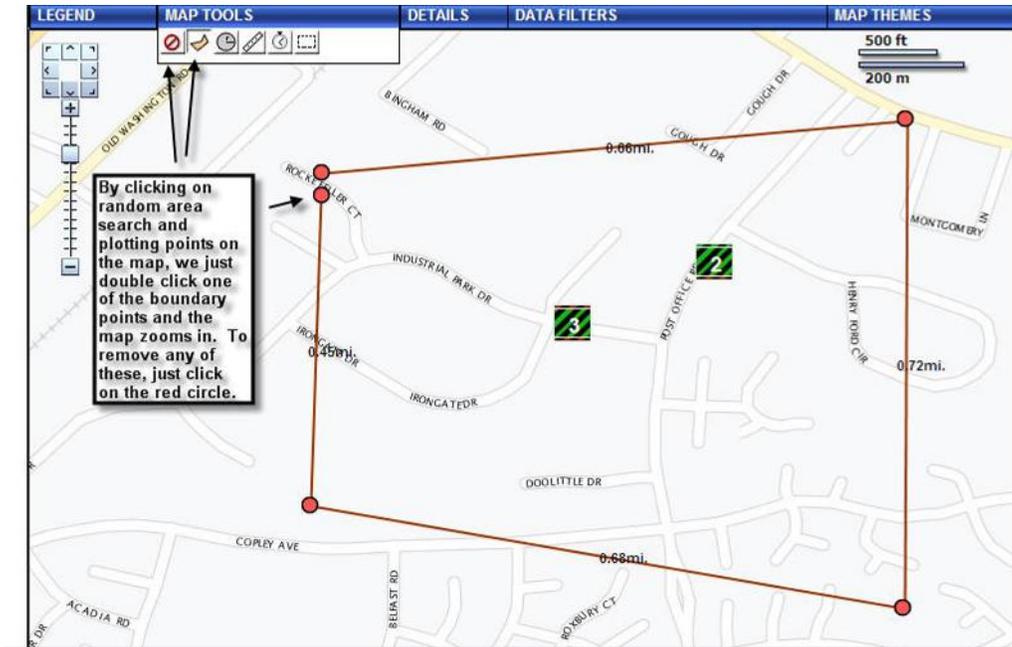
Before you move on you should clear the filter.



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



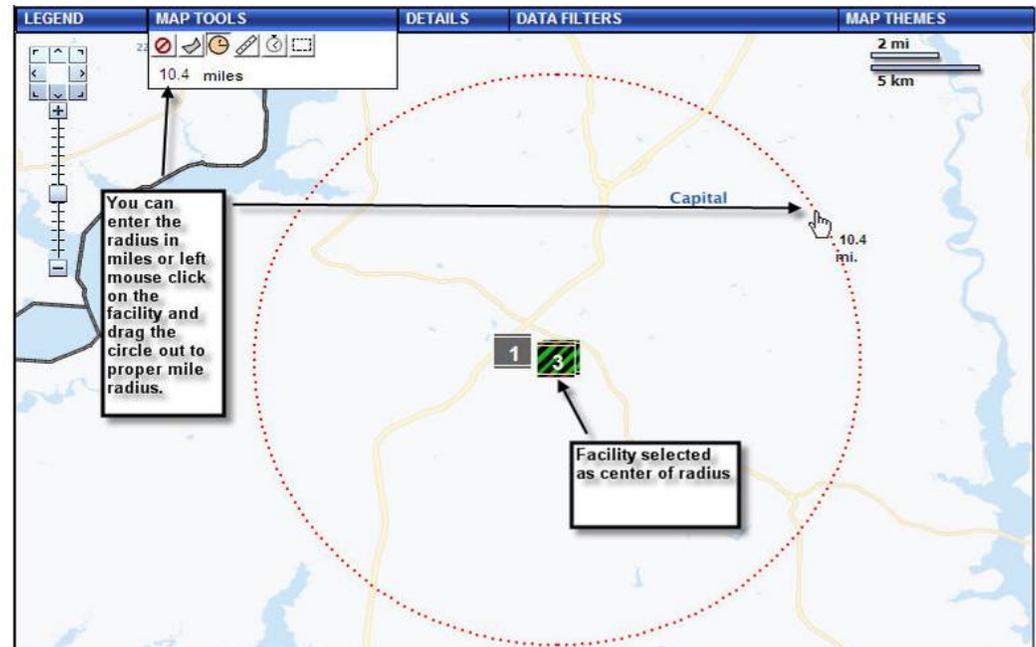
There are several tools available to refine your search area. The two most popular are the **Radius Tool** & **Drive Time** tool. However, you need to be sure you have cleared the filter before proceeding.



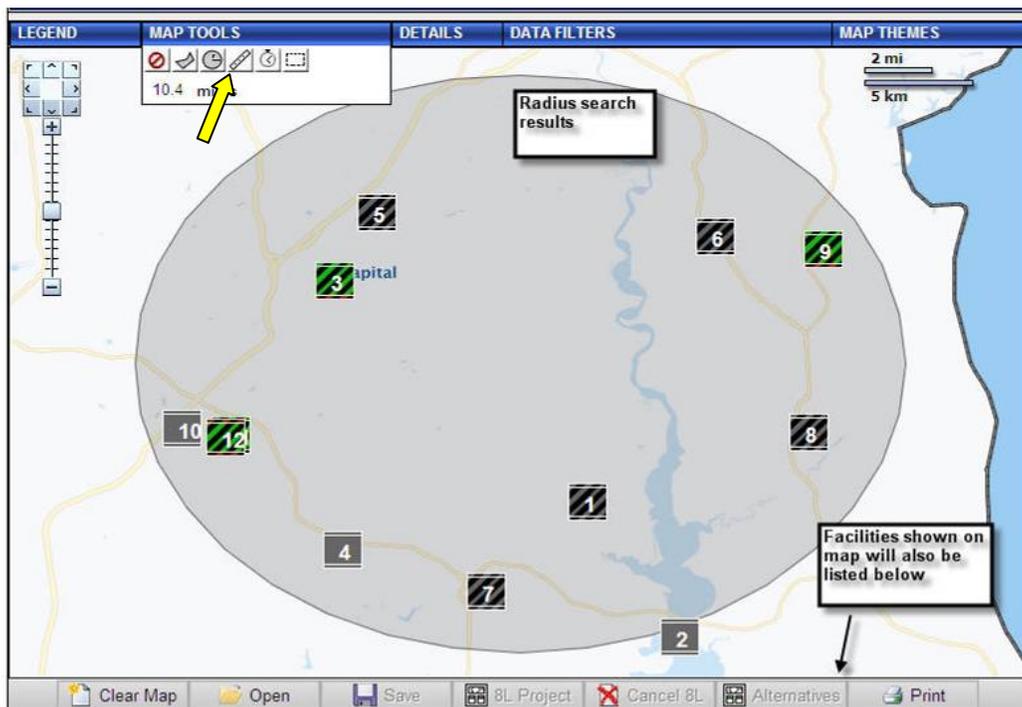
The random area works by clicking on specific spots on the map, then double click one of the markers to zoom in. To remove the points click on the red circle with the line through it.



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.

From the list below, you can select which facilities you want to include in your study by clicking on the up arrow beside each facility

#	Property ID	Property Name	Total Carrier Routes			Existing		Calc (+/-) Today	
			Rural	City	Highway	Retail	WR	Retail	WR
1	230252-001	AQUASCO MAIN OFFICE	1	0	0	24	99	16	-24
2	230594-001	BENEDICT MAIN OFFICE	-	-	-	134	557	-7	557
3	231044-G02	BRANDYWINE MAIN OFFICE	8	0	0	1,980	4,433	-2,411	3,449
4	231242-002	BRYANTOWN MAIN OFFICE	-	-	-	169	704	-2,690	704
5	231692-G02	CHELTENHAM MAIN OFFICE	0	2	0	307	1,279	-2,752	1,033
6	232772-003	DUNKIRK MAIN OFFICE	5	0	0	545	2,270	-3,180	1,655
7	234464-002	HUGHESVILLE MAIN OFFICE	4	0	0	278	1,160	-2,481	668
8	234482-002	HUNTINGTOWN MAIN OFFICE	4	0	9	564	2,352	-3,927	753

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.

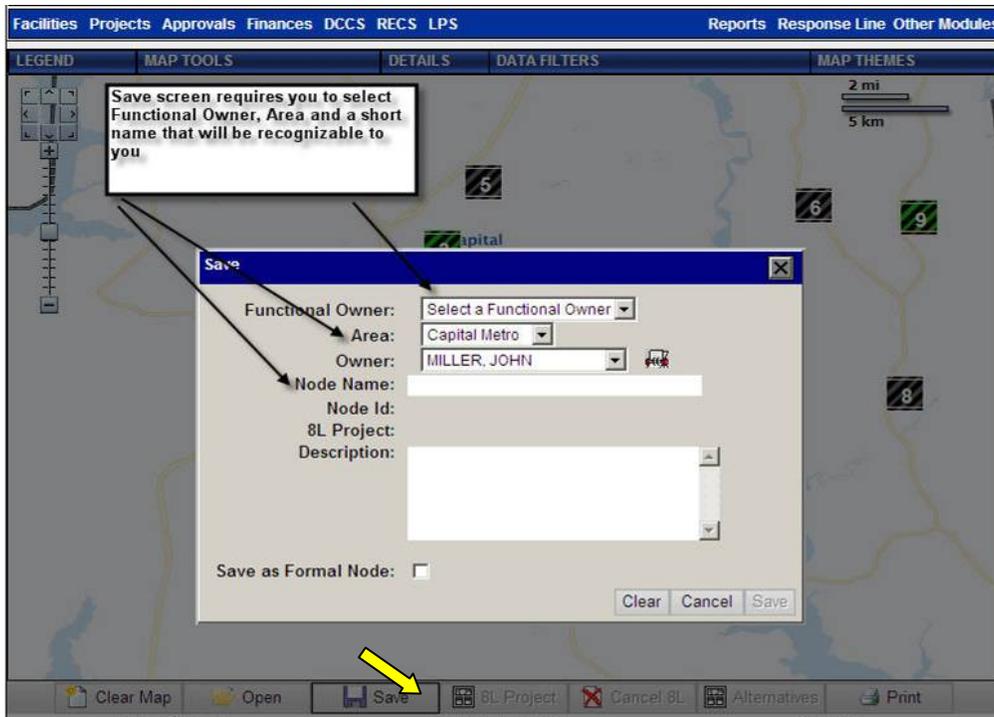
Selected facilities will be moved above the line. You can move them back by using the down arrow. The facilities above the line will be saved in your Node.

#	Property ID	Property Name	Total Carrier Routes			Existing		Calc (+/-) Today	
			Rural	City	Highway	Retail	WR	Retail	WR
4	231242-002	BRYANTOWN MAIN OFFICE	-	-	-	169	704	-2,690	704
7	234464-002	HUGHESVILLE MAIN OFFICE	4	0	0	278	1,160	-2,481	668
10	239324-003	WALDORF ST CHARLES TOWN CENTER	-	-	-	198	826	-2,326	826
11	239324-G01	WALDORF MAIN OFFICE	-	-	-	3,440	2,612	-6,420	2,612

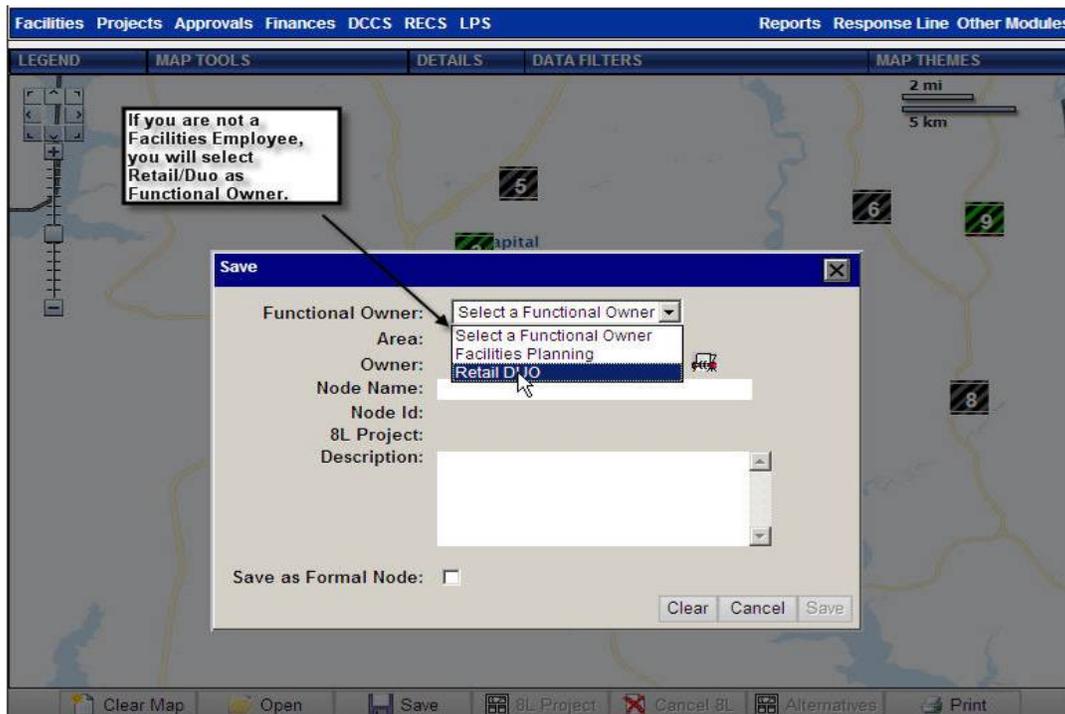
  

#	Property ID	Property Name	Total Carrier Routes			Existing		Calc (+/-) Today	
			Rural	City	Highway	Retail	WR	Retail	WR
2	230594-001	BENEDICT MAIN OFFICE	-	-	-	134	557	-7	557
5	231692-G02	CHELTENHAM MAIN OFFICE	0	2	0	307	1,279	-2,752	1,033
6	232772-003	DUNKIRK MAIN OFFICE	5	0	0	545	2,270	-3,180	1,655
8	234482-002	HUNTINGTOWN MAIN OFFICE	4	0	9	564	2,352	-3,927	753
9	236894-002	OWINGS MAIN OFFICE	0	0	9	2,085	3,948	-2,306	2,841

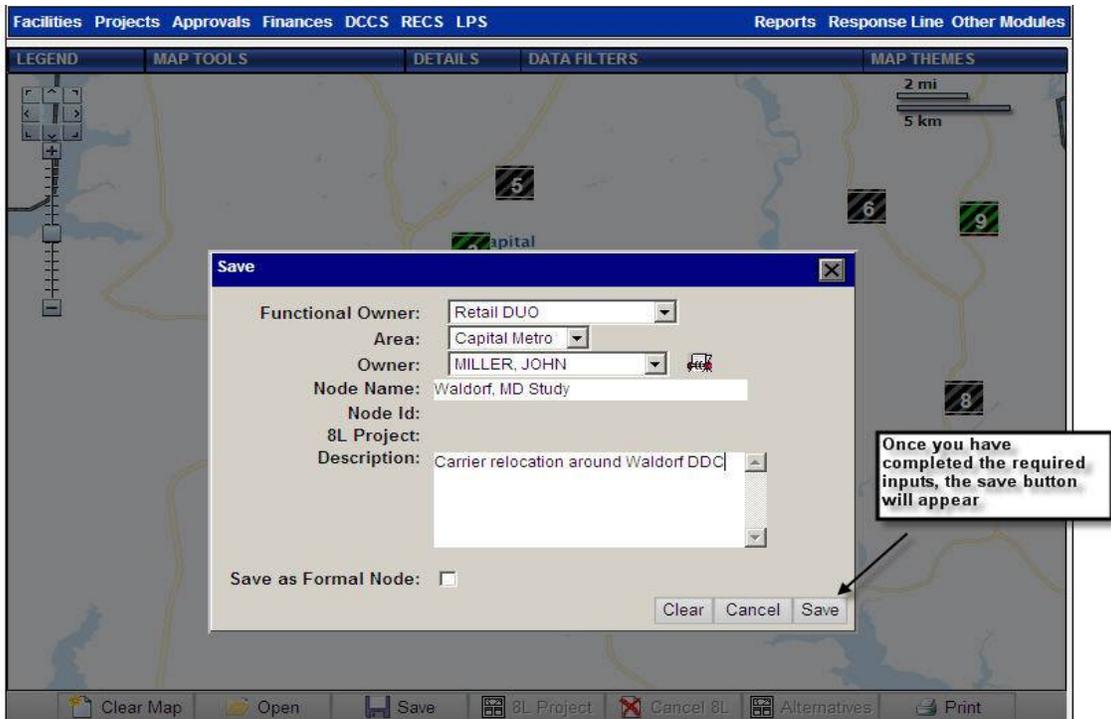
The selected facilities will now move "above the line". These will be the facilities saved in your Node. You can deselect any facilities by clicking on the down arrow. This will move them back below the line.



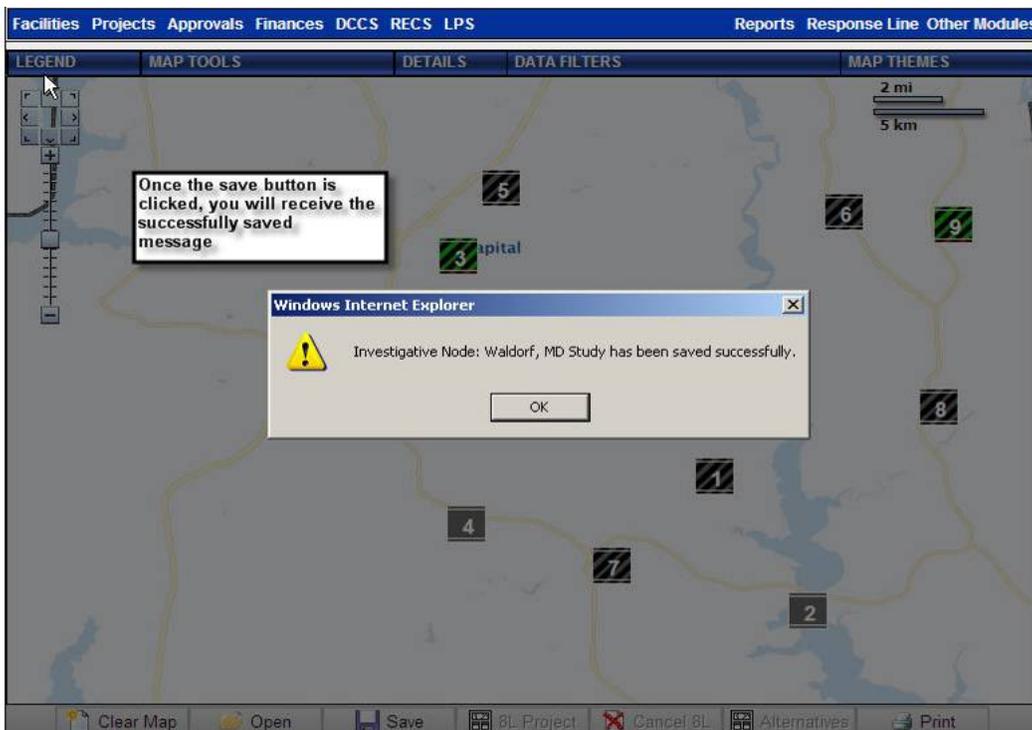
Select the **Save** button. The "**Save**" screen has several required data inputs.



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.



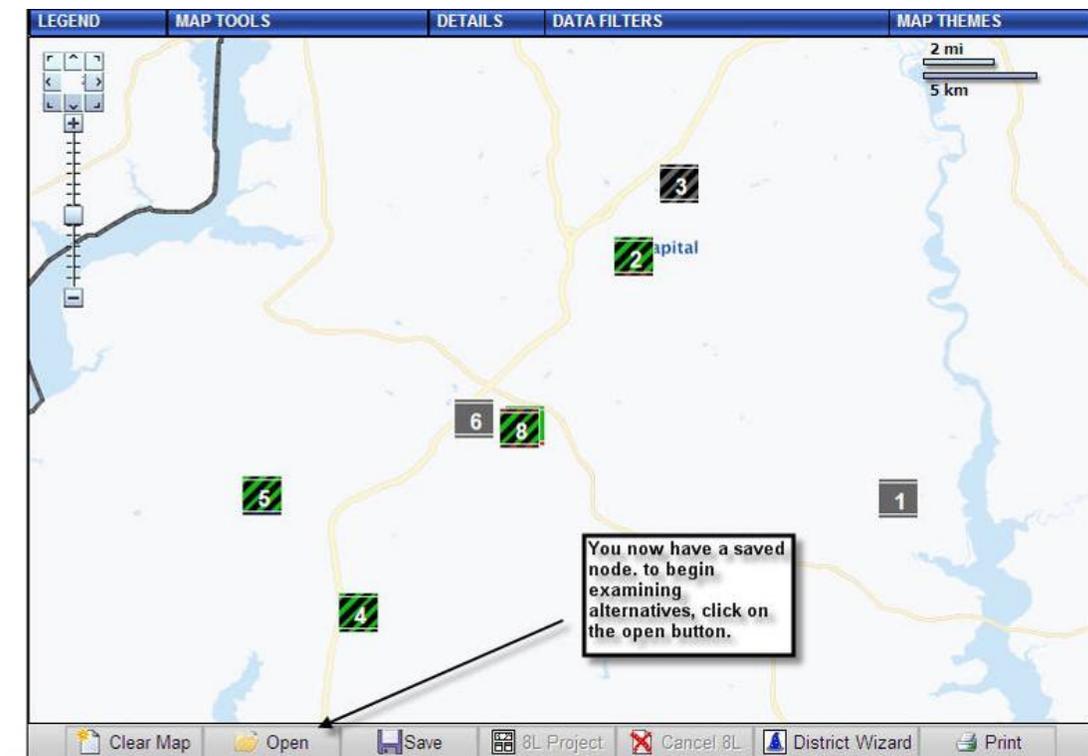
Select the Area for your study & provide a short descriptive node name. You may want to enter some notes in the description block. Once you have supplied the required information, the save button will appear.



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.

LEGEND MAP TOOLS DETAILS DATA FILTERS MAP THEMES

Open 2 mi

Area: Capital Metro Phase: All Function Owner: All

Owner	Number	Name	8L Number	Phase	Func. Owner
MILLER, JOHN	CM-11-006	Gaithersburg Investiga...	K60864	N/A	Planning
MILLER, JOHN		Waldorf Investigative	Investigative	N/A	Planning
MITCHELL, ANTHONY	CM-09-048	CM-10-29, Severna Park...	C74989	Complete	Planning
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
MOSS, ANITA	CM-10-095	CM-10-03 Bowie MD - W...	C10268	Field Work	Planning
MOSS, ANITA	CM-10-000	CM-10-42 Charlottesville...	C32866	Last Implementation Action	Planning
MOSS, ANITA	CM-10-910	EA-10-22 Bristol VA -...	C10423	Field Work	Planning

Show nodes for all users Open Node

Node Notes:

Alternatives for Node:

You are now ready to create alternatives.

This screen will appear with all saved nodes within the selected area. If you wish to only see your saved nodes, uncheck the show all nodes box.

Delete Alternative(s) Cancel Create New Alternative Open Alternative

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

Home Search FAQ Tools Help Log Off

Facilities Projects Approvals Finances DCCS RECS LPS Reports Response Line Other Modules

SHOW MAP

Open Save Delete Alternative Wizard Return to Node Print

Node	Alternative	Alternative Cost Variance																																								
INVESTIGATIVE		\$0																																								
1	230252-001 AQUASCO - MAIN OFFICE	Disposition: Retained																																								
Address: 22503 AQUASCO RD AQUASCO, MD 20608																																										
Excess/Deficient: Parking(Spaces): -5 Total Workroom(SF): -24 Retail(SF): 16																																										
Notes:																																										
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# Routes	Zone	Daily Drive Time (min.)				Mileage (mi.)			Annual \$ Variance																																	
		C	R	H	T	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	231044-G02 BRANDYWINE - MAIN OFFICE	Disposition: Retained																																								
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613																																										
Excess/Deficient: Parking(Spaces): 42 Total Workroom(SF): 3,449 Retail(SF): -2,411																																										
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# Routes	Zone	Daily Drive Time (min.)				Mileage (mi.)			Annual \$ Variance																																	
		C	R	H	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																																										

Alternatives screen with each facility, and information listed

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.

**Node** **Alternative** **Alternative Cost Variance**  
**INVESTIGATIVE** **\$0**

**1 230252-001 AQUASCO - MAIN OFFICE** **Disposition:** Retained

Address: 22503 AQUASCO RD  
 AQUASCO, MD  
 20608

Excess/Deficient  
 Parking(Spaces): -5  
 Total Workroom(SF): -24  
 Retail(SF): 16

#	Routes				Daily Drive Time (min.)			Mileage (mi.)		Annual \$	mi.				
	Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta		Δ/Rt			
1	20608	0	1	0	1	2	2	0.0	0.00	0.0	0.00	0.00	4	234464-002 HUGHESVILLE - MAI...	4.8
													3	231242-002 BRYANTOWN - MAIN ...	9.7
													2	231044-G02 BRANDYWINE - MAIN...	11.6
													3	239324-G01 WALDORF - MAIN OF...	11.8
													7	239324-G03 WALDORF - DC	12
													6	239324-003 WALDORF - ST CHAR...	13

**2 231044-G02 BRANDYWINE - MAIN OFFICE** **Disposition:** Retained

Address: 14109 BRANDYWINE RD  
 BRANDYWINE, MD  
 20613

Excess/Deficient  
 Parking(Spaces): 42  
 Total Workroom(SF): 3,449  
 Retail(SF): -2,411

#	Routes				Daily Drive Time (min.)			Mileage (mi.)		Annual \$ Variance				
	Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/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

**3 231242-002 BRYANTOWN - MAIN OFFICE** **Disposition:** Retained

**By clicking on arrow, a pop up screen with mileage variance to other facilities appears**

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.

**Node** **Alternative** **Alternative Cost Variance**  
**INVESTIGATIVE** **\$0**

**1 230252-001 AQUASCO - MAIN OFFICE** **Disposition:** Retained

Address: 22503 AQUASCO RD  
 AQUASCO, MD  
 20608

Excess/Deficient  
 Parking(Spaces): -3  
 Total Workroom(SF): 99  
 Retail(SF): 16

#	Routes				Daily Drive Time (min.)			Mileage (mi.)		Annual \$ Variance				
	Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/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	2	0.0	0.00	0.0	0.00	0	0	0

Facility Cost Variance: \$ 0

**2 231044-G02 BRANDYWINE - MAIN OFFICE** **Disposition:** Retained

Address: 14109 BRANDYWINE RD  
 BRANDYWINE, MD  
 20613

Excess/Deficient  
 Parking(Spaces): 40  
 Total Workroom(SF): 3,326  
 Retail(SF): -2,411

#	Routes				Daily Drive Time (min.)			Mileage (mi.)		Annual \$ Variance				
	Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/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	2	0.0	0.00	0.0	0.00	0	0	0

Facility Cost Variance: \$ 0

**By selecting to move carriers from Aquasco to Brandywine, the program begins calculating the costs**

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.

Node		Alternative		Alternative Cost Variance									
INVESTIGATIVE				\$16,218									
1	230252-001	AQUASCO - MAIN OFFICE		Disposition: Retained									
Address: 22503 AQUASCO RD AQUASCO, MD 20608		Excess/Deficient Parking(Spaces): -3 Total Workroom(SF): 99 Retail(SF): 16		Notes:									
# Routes		Daily Drive Time (min.)			Mileage (mi.)		Annual \$ Variance						
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
Facility Cost Variance: \$ 0													
2	231044-G02	BRANDYWINE - MAIN OFFICE		Disposition: Retained									
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613		Excess/Deficient Parking(Spaces): 40 Total Workroom(SF): 3,326 Retail(SF): -2,411		Notes:									
Facility Cost Variance: \$ 16,218													

The resulting costs of moving the carries will appear. The mapping tool calculates the mileage variance for each first and last stop on the routes moved.

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

Node		Alternative		Alternative Cost Variance									
INVESTIGATIVE				\$16,218									
1	230252-001	AQUASCO - MAIN OFFICE		Disposition: Retained									
Address: 22503 AQUASCO RD AQUASCO, MD 20608		Excess/Deficient Parking(Spaces): -3 Total Workroom(SF): 99 Retail(SF): 16		Notes:									
# Routes		Daily Drive Time (min.)			Mileage (mi.)		Annual \$ Variance						
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
Facility Cost Variance: \$ 0													
2	231044-G02	BRANDYWINE - MAIN OFFICE		Disposition: Retained									
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613		Excess/Deficient Parking(Spaces): 40 Total Workroom(SF): 3,326 Retail(SF): -2,411		Notes:									
Facility Cost Variance: \$ 16,218													

Once you have completed all carrier moves, you can see the alternatives total cost. At this point, you should save the alternative.



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 OFFICE 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	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
1	20608	0	1	0	1								0	0	0

Save

Functional Owner: \* Facilities Planning  
Area: \* Capital Metro  
Owner: \* MILLER, JOHN

Node Name: \* Waldorf Investigative  
Node Id:  
8L Project:

Alternative Status: \*  ←

Alternative Name: \*  ←

\* Field is Required for Save

Clear Cancel Save

You must enter whether the alternative is viable, or non-viable, and provide an alternative description.

2 231044-G02 Disposition: Retained

Address: 14109 BRANDYWINE RD  
BRANDYWINE, MD  
20613

Excess/Deficient  
Parking(Spaces): -7  
Total Workroom(SF): 1,033  
Retail(SF): -2,752

Notes:

#	Routes	Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance					
		Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
2	20613	0	8	0	8								0	0	0

3 231692-G02 Disposition: 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					
		Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
2	20613	0	8	0	8								0	0	0

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

Facilities Projects Approvals Finances DCCS RECS LPS Reports Response Line Other Modules

SHOW MAP

Open Save Delete Alternative Wizard Return to Node Print

Node Alternative Alternative Cost Variance

INVESTIGATIVE \$16,218

1 230252-001 AQUASCO - MAIN OFFICE 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	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
1	20608	0	1	0	1								0	0	0

Windows Internet Explorer

The alternative A has been saved

OK

Successful save message

2 231044-G02 BRANDYWINE - MAIN OFFICE Disposition: Retained

Address: 14109 BRANDYWINE RD  
BRANDYWINE, MD  
20613

Excess/Deficient  
Parking(Spaces): 40  
Total Workroom(SF): 3,326  
Retail(SF): -2,411

Notes:

#	Routes	Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance				
		Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle
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

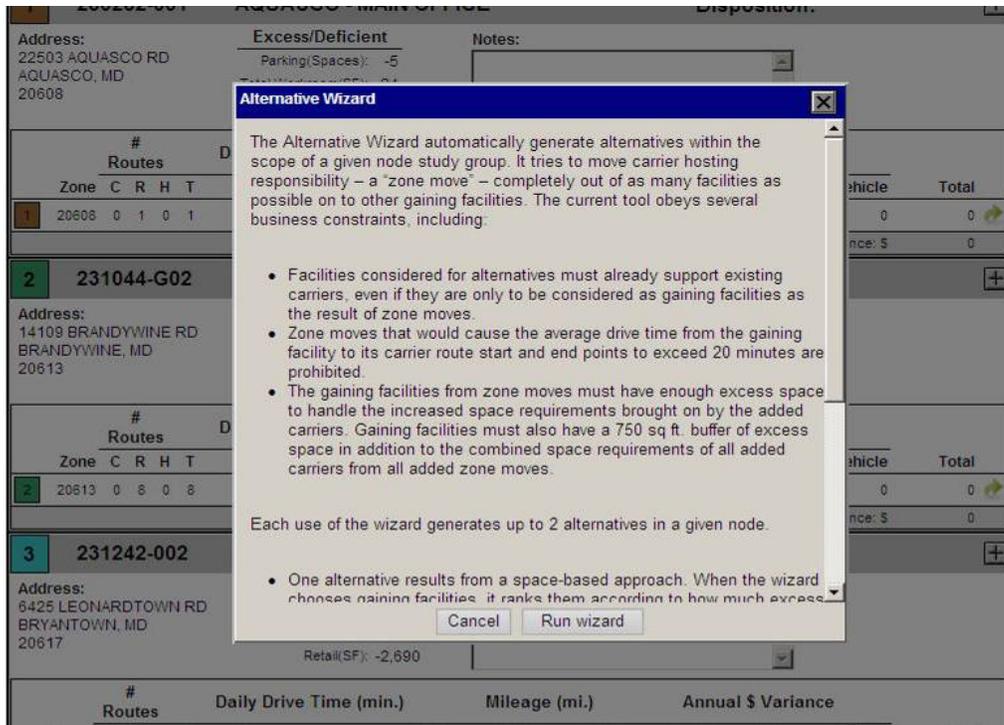
Once you save the alternative, you should receive the save successful message.

SHOW MAP

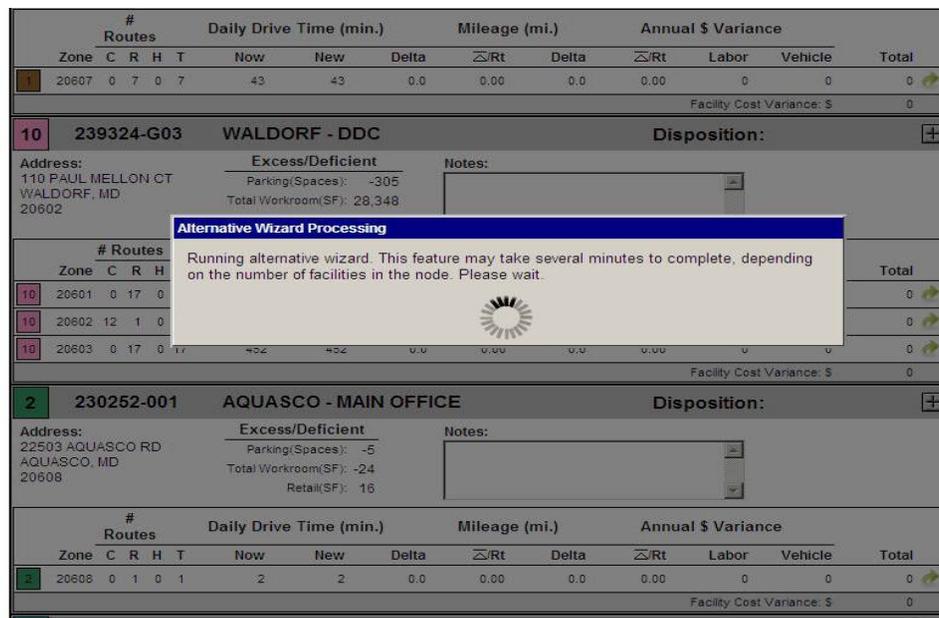
Open Save Delete Alternative Wizard Return to Node Print

Node	Alternative	Alternative Cost Variance											
INVESTIGATIVE	A	\$0											
<b>1</b>	<b>230252-001</b>	<b>AQUASCO - MAIN OFFICE</b>											
Address: 22503 AQUASCO RD AQUASCO, MD 20608		Excess/Deficient Parking(Spaces): -5 Total Workroom(SF): -24 Retail(SF): 16											
Notes:													
<div style="border: 1px solid black; padding: 5px; width: fit-content;">             You could elect to run the Wizard, which will analyze all the available space and which carriers will fit best. This algorithm also considers drive time and costs.           </div>													
# Routes		Daily Drive Time (min.)	Mileage (mi.)	Annual \$ Variance									
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
20608	0	1	0	1	2	2	0	0	0	0	0	0	0
Facility Cost Variance: \$												0	
<b>2</b>	<b>231044-G02</b>	<b>BRANDYWINE - MAIN OFFICE</b>	Disposition: Retained										
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613		Excess/Deficient Parking(Spaces): 42 Total Workroom(SF): 3,449 Retail(SF): -2,411	Notes:										
# Routes		Daily Drive Time (min.)	Mileage (mi.)	Annual \$ Variance									
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0
Facility Cost Variance: \$												0	

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.



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



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.

#	Routes				Daily Drive Time (min.)			Mileage (mi.)			Annual \$ Variance					
	Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total		
1	20607	0	7	0	7	43	43	0.0	0.00	0.0	0.00	0	0	0		
Facility Cost Variance: \$ 0																
10	239324-G03	WALDORF - DDC				Disposition: Retained										
Address:		Excess/Deficient			Notes:											
110 PAUL MELLON CT WALDORF, MD 20602		Parking(Spaces): -305 Total Workroom(SF): 28,348														
<div style="border: 1px solid black; padding: 5px;"> <b>Alternative Wizard Results</b>            The alternative wizard generated 2 alternatives under investigative node study "Waldorf, MD Study". The space-based approach produced alternative "B". The cost-based approach produced alternative "C".  <div style="text-align: center; margin-top: 5px;">Ok</div> </div>																
#	Routes	Daily Drive Time (min.)			Mileage (mi.)			Annual \$ Variance			Vehicle	Total				
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total			
10	20601	0	17	0	17						0	0	0			
10	20602	12	1	0	13						0	0	0			
10	20603	0	17	0	17	452	452	0.0	0.00	0.0	0.00	0	0	0		
Facility Cost Variance: \$ 0																
2	230252-001	AQUASCO - MAIN OFFICE				Disposition: Retained										
Address:		Excess/Deficient			Notes:											
22503 AQUASCO RD AQUASCO, MD 20608		Parking(Spaces): -5 Total Workroom(SF): -24 Retail(SF): 16														
#	Routes	Daily Drive Time (min.)			Mileage (mi.)			Annual \$ Variance			Vehicle	Total				
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/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.

Owner	Number	Name	8L Number
ANDERSON, DANIEL	CM-10-811	Huntingtown S DUO/Reta...	C33507
ANDERSON, DANIEL	CM-10-810	Huntingtown1 DUO/Reta...	C33506
ANDERSON, DANIEL	CM-10-800	Maryland DUO/Retail Op...	C32807
ANDERSON, DANIEL	CM-10-802	Maryland DUO/Retail Op...	C33109
ANDERSON, DANIEL	CM-10-899	Maryland DUO/Retail Op...	C33110
ANDERSON, DANIEL	CM-10-898	Maryland DUO/Retail St...	C33508
BUSS, STEVEN	CM-10-002	CM-10-02 McLean VA - W...	C83199
BUSS, STEVEN	CM-10-017	CM-10-17 Vienna VA	C07991
BUSS, STEVEN	CM-09-019	CM-10-19 Annapolis MD ...	C83274
HOWARD, BRENDA	CM-10-022	DUO/Retail Study - NH #4	Q40132

Node Notes:  
Carrier relocation around Waldorf DDC

Alternatives for Node:

A	Moved carriers from Aquasco to Brandywine
B	wizard-generated alternative using SPACE_BASED approach
C	wizard-generated alternative using COST_BASED approach

Wizard found 2 results, one based on space, one based on cost.

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



Node	Alternative	Status	Alternative Cost Variance										
INVESTIGATIVE	A	Viable	\$232,743										
<b>2</b>	<b>231044-G02</b>	<b>BRANDYWINE - MAIN OFFICE</b>	Disposition: Retained										
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613		Excess/Deficient Parking(Spaces): 8 Total Workroom(SF): 1,107 Retail(SF): -2,411											
<p>Wizard's suggested carrier moves; The individual costs are shown beside each facility, the total of all suggested carrier moves is shown at the top.</p>													
# Routes		Daily Drive Time (min.)			Mileage (mi.)			Annual \$ Variance					
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0
20601	0	17	0	17	412	501	89	5.24	113.1	6.65	46,675	34,484	81,159
												Facility Cost Variance: \$	81,159
<b>4</b>	<b>235112-G01</b>	<b>LA PLATA - MAIN OFFICE</b>	Disposition: Retained										
Address: 100 CENTENNIAL ST LA PLATA, MD 20646		Excess/Deficient Parking(Spaces): 43 Total Workroom(SF): 1,850 Retail(SF): 4,484											
<p>Notes: Each suggested move shows the drive time and mileage variance.</p>													
# Routes		Daily Drive Time (min.)			Mileage (mi.)			Annual \$ Variance					
Zone	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total
20646	0	4	12	16	200	200	0.0	0.00	0.0	0.00	0	0	0
20603	0	17	0	17	452	766	314	18.47	232.2	13.66	95,814	70,788	166,602
												Facility Cost Variance: \$	166,602

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.

<b>9</b>	<b>239324-G01</b>	<b>WALDORF - MAIN OFFICE</b>	<b>Disposition:</b> Retained																																																										
Address: 150 POST OFFICE RD WALDORF, MD 20602		<b>Excess/Deficient</b> Parking(Spaces): 47 Total Workroom(SF): 1,013 Retail(SF): -6,420	Notes: <b>While most carrier moves result in a cost, there are some that generate a savings</b>																																																										
<table border="1"> <thead> <tr> <th rowspan="2">Zone</th> <th colspan="4"># Routes</th> <th colspan="4">Daily Drive Time (min.)</th> <th colspan="4">Mileage (mi.)</th> <th colspan="3">Annual \$ Variance</th> </tr> <tr> <th>C</th> <th>R</th> <th>H</th> <th>T</th> <th>Now</th> <th>New</th> <th>Delta</th> <th>Δ/Rt</th> <th>Delta</th> <th>Δ/Rt</th> <th>Labor</th> <th>Vehicle</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>20602</td> <td>12</td> <td>1</td> <td>0</td> <td>13</td> <td>191</td> <td>145</td> <td>-46.0</td> <td>-3.54</td> <td>-15.3</td> <td>-1.18</td> <td>-10,411</td> <td>-4,685</td> <td>-15,076</td> </tr> <tr> <td colspan="13">Facility Cost Variance: \$</td> <td>-15,076</td> </tr> </tbody> </table>				Zone	# Routes				Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance			C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total	10	20602	12	1	0	13	191	145	-46.0	-3.54	-15.3	-1.18	-10,411	-4,685	-15,076	Facility Cost Variance: \$													-15,076
Zone	# Routes				Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance																																																
	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total																																																
10	20602	12	1	0	13	191	145	-46.0	-3.54	-15.3	-1.18	-10,411	-4,685	-15,076																																															
Facility Cost Variance: \$													-15,076																																																
<b>10</b>	<b>239324-G03</b>	<b>WALDORF - DDC</b>	<b>Disposition:</b> Disposed																																																										
Address: 110 PAUL MELLON CT WALDORF, MD 20602		<b>Excess/Deficient</b> Parking(Spaces): -211 Total Workroom(SF): 34,129 Retail(SF): -1,162	Notes:																																																										
<table border="1"> <thead> <tr> <th rowspan="2">Zone</th> <th colspan="4"># Routes</th> <th colspan="4">Daily Drive Time (min.)</th> <th colspan="4">Mileage (mi.)</th> <th colspan="3">Annual \$ Variance</th> </tr> <tr> <th>C</th> <th>R</th> <th>H</th> <th>T</th> <th>Now</th> <th>New</th> <th>Delta</th> <th>Δ/Rt</th> <th>Delta</th> <th>Δ/Rt</th> <th>Labor</th> <th>Vehicle</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="13">Facility Cost Variance: \$</td> <td>0</td> </tr> </tbody> </table>				Zone	# Routes				Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance			C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total	Facility Cost Variance: \$													0															
Zone	# Routes				Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance																																																
	C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total																																																
Facility Cost Variance: \$													0																																																
<b>Inactive</b>																																																													
<b>1</b>	<b>230108-001</b>	<b>ACCOKEEK - MAIN OFFICE</b>	<b>Disposition:</b> Retained																																																										
<b>2</b>	<b>230252-001</b>	<b>AQUASCO - MAIN OFFICE</b>	<b>Disposition:</b> Retained																																																										
<b>4</b>	<b>231242-002</b>	<b>BRYANTOWN - MAIN OFFICE</b>	<b>Disposition:</b> Retained																																																										

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

**UNITED STATES POSTAL SERVICE** **FACILITIES**

Home Search FAQ Tools Help Log Off

Facilities Projects Approvals Finances DCCS RECS LPS Reports Response Line Other Modules

SHOW MAP

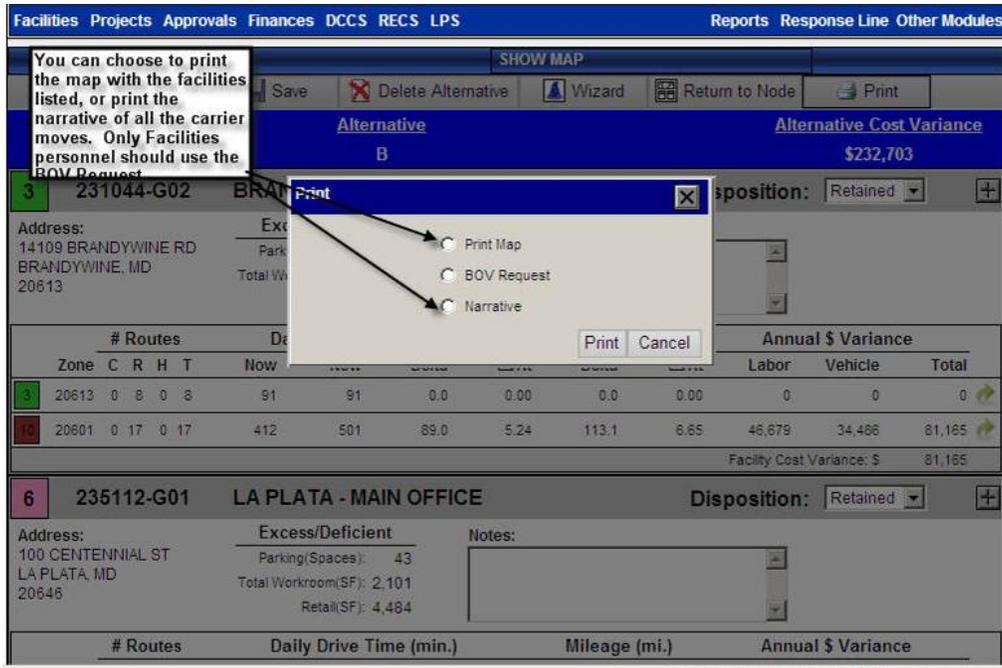
Open Save Delete Alternative Wizard Return to Node **Print**

**Node** Alternative **Alternative Cost Variance**

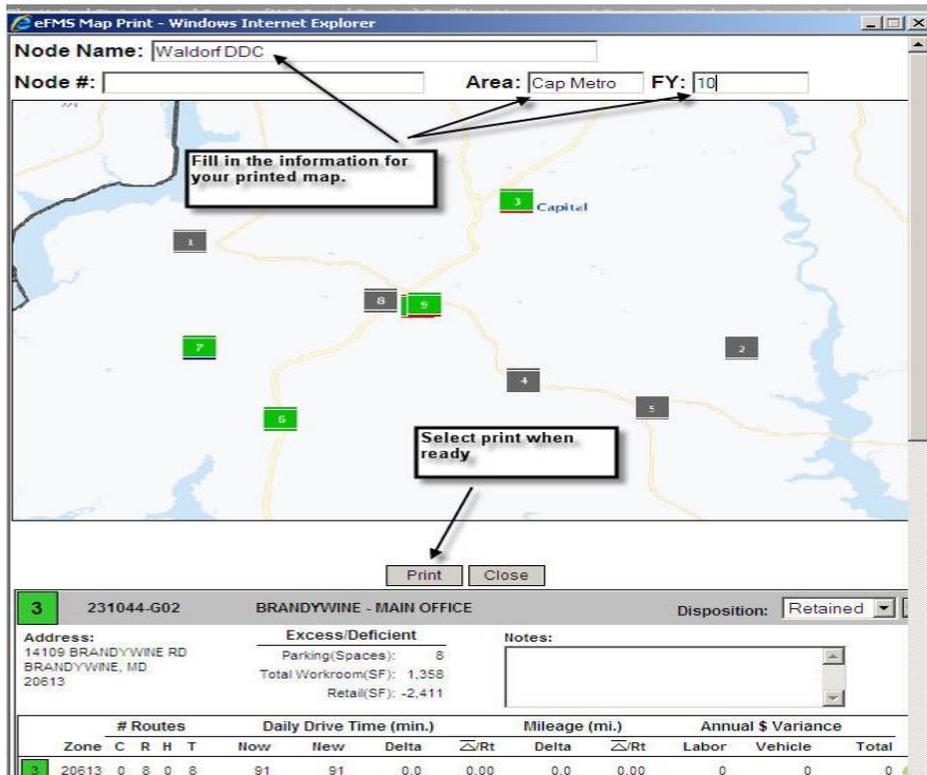
INVESTIGATIVE B **\$232,703**

**3**	**231044-G02**	**BRANDYWINE - MAIN OFFICE**	**Disposition:** Retained																																																																																																						
Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613		**Excess/Deficient** Parking(Spaces): 8 Total Workroom(SF): 1,358 Retail(SF): -2,411	Notes:																																																																																																						
	Zone	# Routes				Daily Drive Time (min.)				Mileage (mi.)				Annual \$ Variance				----------------------------	----------	---	----	---	-------------------------	-----	-------	------	---------------	-------	-------	---------	--------------------	--------	--			C	R	H	T	Now	New	Delta	Δ/Rt	Delta	Δ/Rt	Labor	Vehicle	Total				3	20613	0	8	0	8	91	91	0.0	0.00	0.0	0.00	0	0	0			16	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						

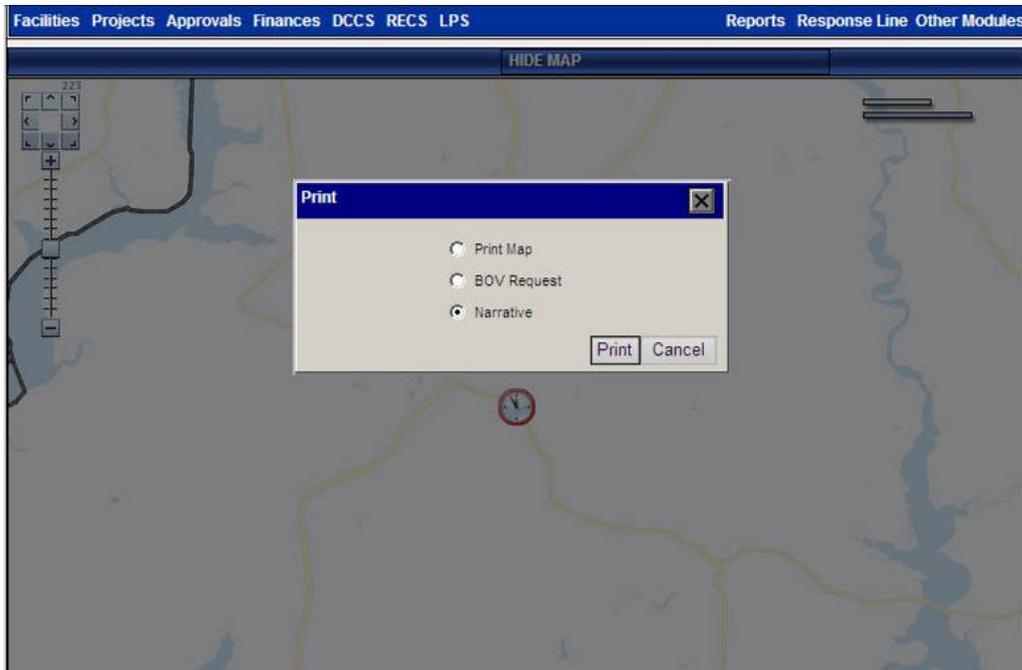
You have the option of printing the map, or the narrative of the carrier moves. The print BOV request is reserved for Facilities employee's use.



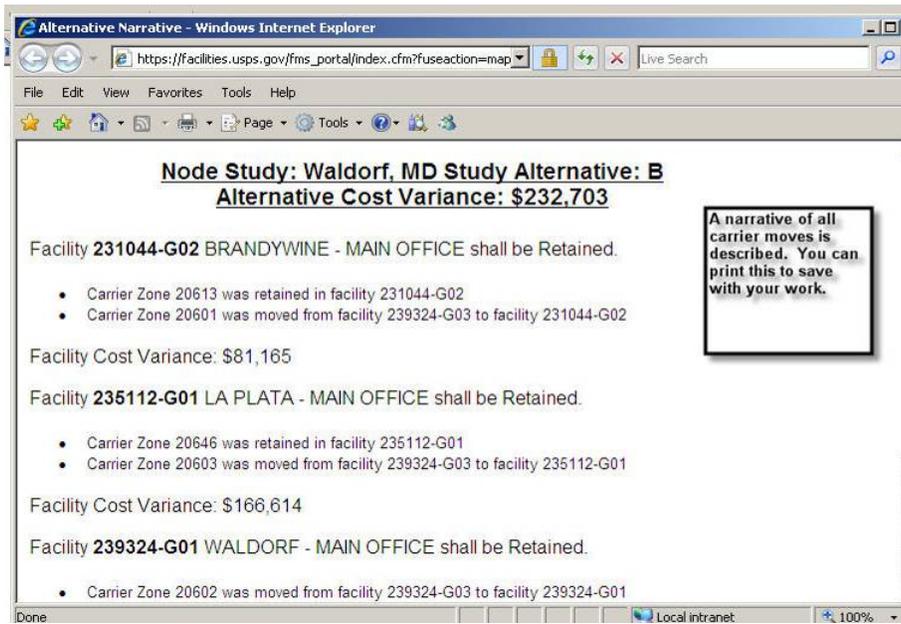
Select **Print Map**.



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



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.

Home Search FAQ Tools Help Log Off

Facilities Projects Approvals Finances DCCS RECS LPS Reports Response Line Other Modules

SHOW MAP

Open Save Delete Alternative Wizard Return to Node Print

Node	Alternative	Alternative Cost Variance
INVESTIGATIVE	B	\$232,703

**3** 231044-G02 **BRANDYWINE - MAIN OFFICE** Disposition: Retained

Address: 14109 BRANDYWINE RD  
BRANDYWINE, MD 20613

Excess/Deficient: Parking(Spaces): 8  
Total Workroom(SF): 1,358  
Retail(SF): -2,411

Notes:

When finished running alternative, return to Node or log out. The wizard results are automatically saved

Zone	# Routes				Daily Drive Time (min.)			Mileage (mi.)			Annual \$ Variance			
	C	R	H	T	Now	New	Delta	Σ Rt	Delta	Σ 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

**6** 235112-G01 **LA PLATA - MAIN OFFICE** Disposition: Retained

Address: 100 CENTENNIAL ST  
LA PLATA, MD 20646

Excess/Deficient: Parking(Spaces): 43  
Total Workroom(SF): 2,101  
Retail(SF): 4,484

Notes:

# Routes	Daily Drive Time (min.)	Mileage (mi.)	Annual \$ Variance
----------	-------------------------	---------------	--------------------

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

Home Search FAQ Tools Help Log Off

Facilities Projects Approvals Finances DCCS RECS LPS Reports Response Line Other Modules

LEGEND MAP TOOLS DETAILS DATA FILTERS MAP THEMES

At this point you can clear map and start another study area or log off system.

Clear Map Open Save 8L Project Cancel 8L Alternatives Print

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.

Home Search FAQ Tools Help Log Off

Properties Projects Approvals Finances DCCS RECS LPS Reports Other Modules

USPS Facilities Management System

Welcome to the USPS Facilities Management System, Thomas Henry.  
If you need assistance in using this application, please click on either the 'Help' link to view the online user manuals or the 'FAQ' link to view the most current changes for the Facilities Management System, please click the 'Release Notes' link.  
Items within the application requiring your attention are accessible via the tabs below.

Pending Actions

Project Ownership Project Responsibilities (0) Pending Approvals (4) Delinquent PDLs (0)

Dashboard View: Owned Projects

Projects Owned by Thomas Henry

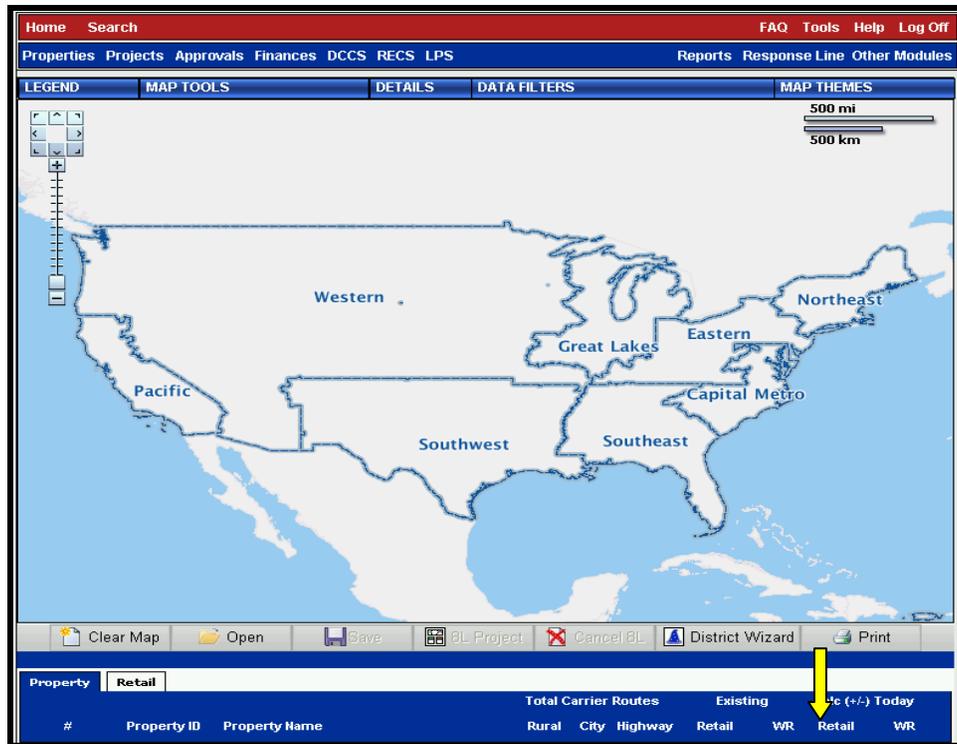
Start Date Slippage End Date Slippage

Count of Projects

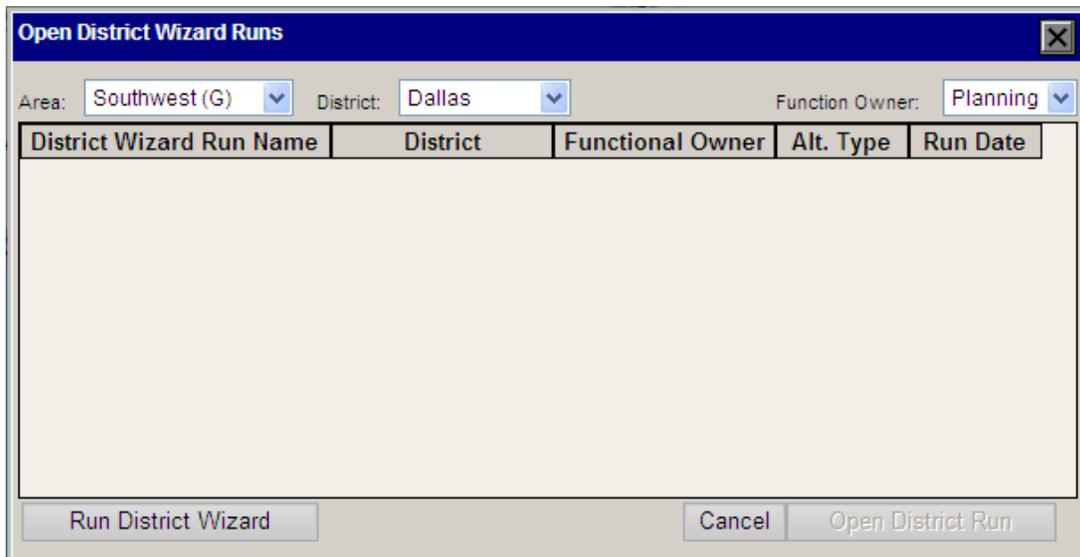
Start Date Slippage Range (Days) End Date Slippage Range (Days)

Show all Owned Projects

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  **District Wizard** button.



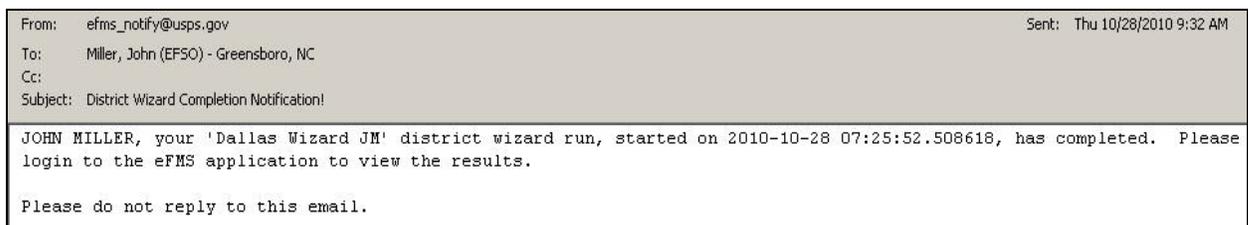
Open District Wizard Runs: Select the applicable **Area, District, & Function Owner** (DUO Users will select will select Retail). Select the  **Run District Wizard** button.

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

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 **OK**.

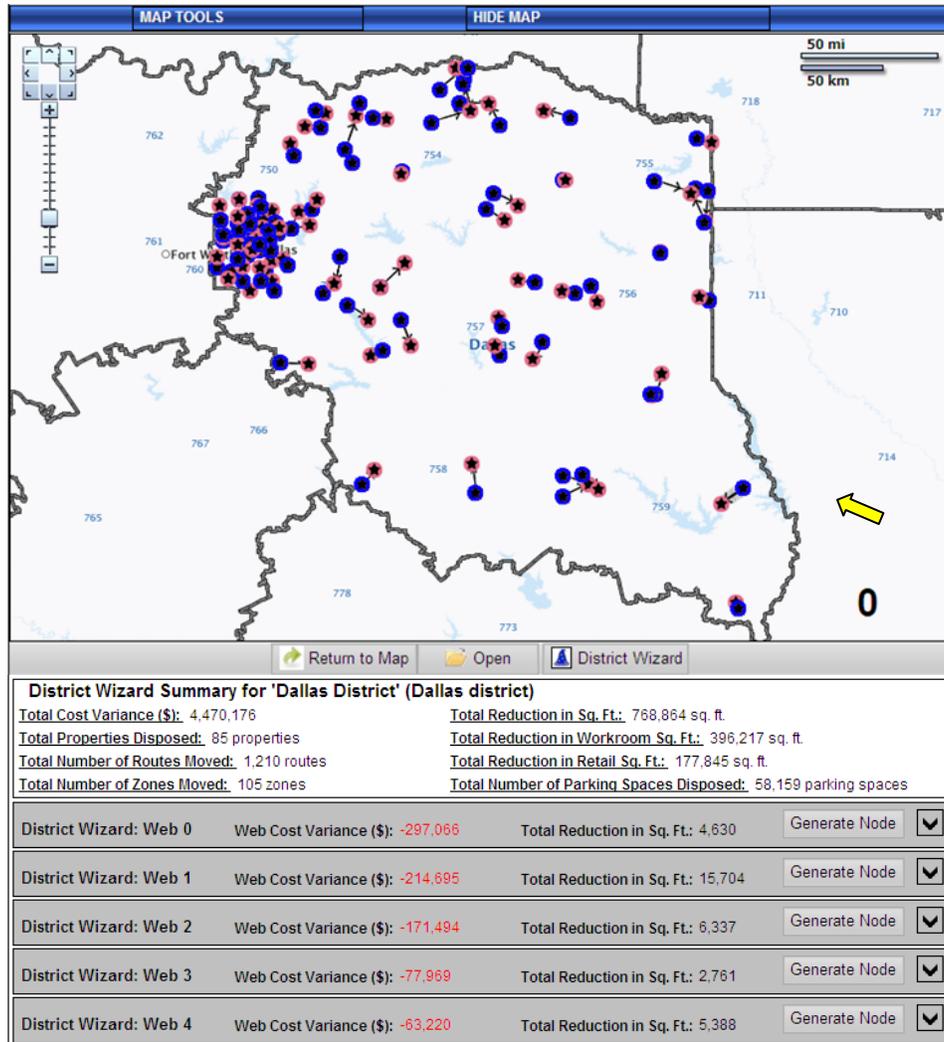


Sample email notification.

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.

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

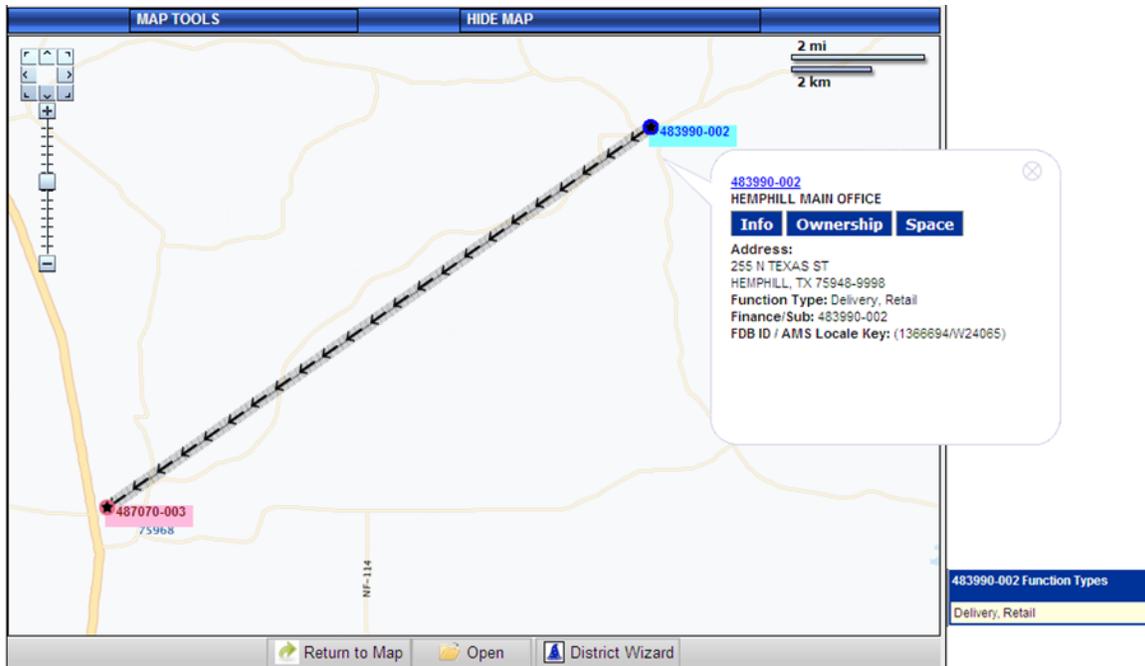
After email notification, return to the Map Module & select District Wizard. Select the applicable Area & District from the Open District Wizard Runs pop-up window. Two alternatives are available for analysis; cost-based & space-based. Highlight the alternative & select the **Open District Run** button.



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.



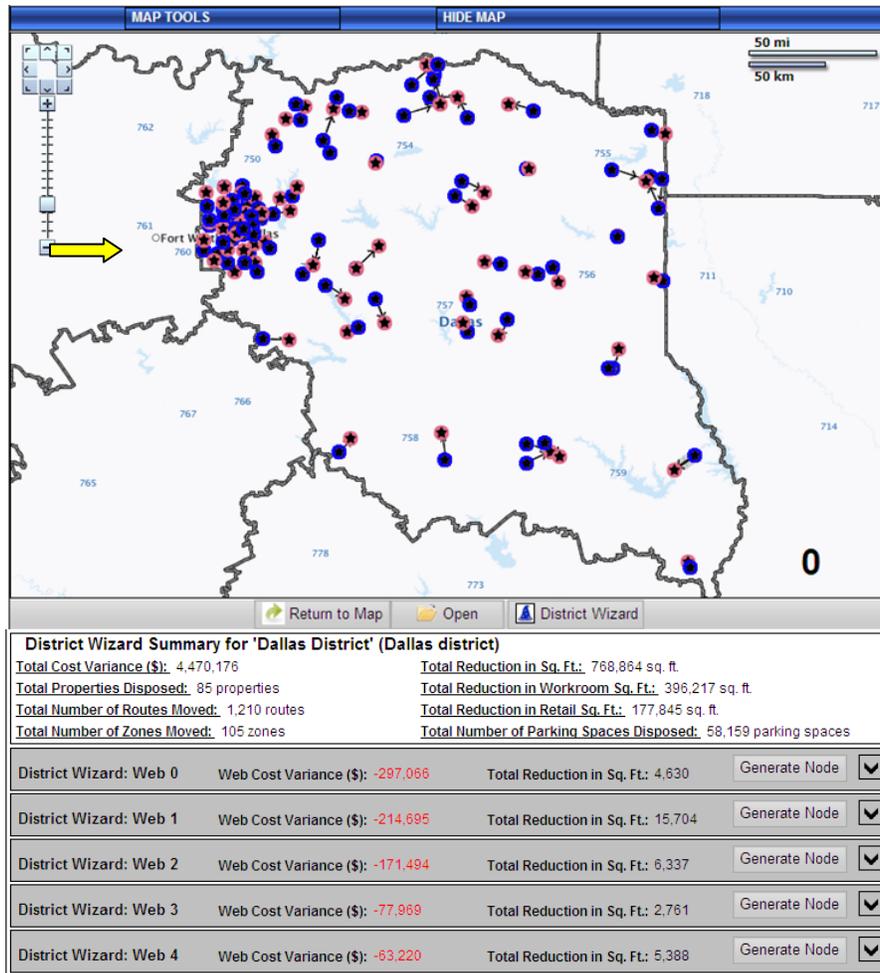
District Wizard: Web 0		Web Cost Variance (\$): -297,089		Total Reduction in Sq. Ft.: 4,630		Generate Node							
<b>483990-002</b>		<b>HEMPHILL - MAIN OFFICE</b>		<b>Disposition: Disposed</b>									
Excess/Deficient:		Parking (Spaces): -9		Total Workroom (SF): 1454		Retail (SF): -6599							
<b>487070-003</b>		<b>PINELAND - MAIN OFFICE</b>		<b>Disposition: Retained</b>									
Excess/Deficient:		Parking (Spaces): -2		Total Workroom (SF): 1957		Retail (SF): 491							
		# Routes		Daily Drive Time (min.)		Mileage (mi.)		Annual \$ Variance					
Src Property	Zone	C	R	H	I	Now	New	Delta	Delta	Δ / Rt	Labor	Vehicle	Total
483990-002	75948	0	3	4	7	1336	508	-828	-413.95	-59.14	-170,845	-126,221	-297,066

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.

**UNITED STATES POSTAL SERVICE®**

### Welcome to Variance Programs

Variance Programs are management models that provide complement, workhour, productivity, workload, and route and delivery analysis. Variance models calculate actual versus earned performance against standardized target productivity expectations and trends performance from national results to the unit level. Variance models utilize integrated data to identify savings opportunity in a relevant and actionable performance management platform. Variance models enhance the ability to proactively manage a dynamic workload environment in a standardized, intuitive format. The database from Variance programs facilitates the creation of additional performance management models used to target specific savings opportunities.

#### Application Access

**VARIANCE PROGRAM'S UTILITIES**

Mail Processing F-1	City Delivery F2B	Customer Services F-4	Customer Services F-4
MPV	CDV	CSV	SOV
MPSOM	CDPOM	CSSOM	CFV
MPSOMD	LEAN MATRIX	LEAN MATRIX	
MPES		CSAW	
		BUSINESS PLAN	

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

### VARIANCE PROGRAMS

( ) 4B ( ) 4C ( ) 4E ( ) 4F ( ) 4G ( ) 4H ( ) 4J ( ) 4K ( ) 4Z

AREA ACTIVATED: **NATIONAL**

VARIANCE SELECT: ( ) CFV ( ) CSV ( ) **SOV** ( ) C.S.A.W.

DATA FILES: (AMS: 02/26/2010) (BENCHMARK: 09/25/2009) (eFLASH: 02/26/2010) (EOR: 03/05/2010) (FDB: 02/26/2010) (FLEX TIME: 03/03/2010) (WEB COINS: 02/26/2010) (WOS: 02/27/2010)



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.

**VARIANCE PROGRAMS**

(  4B) (  4C) (  4E) (  4F) (  4G) (  4H) (  4J) (  4K) (  4Z) 📅

AREA ACTIVATED: **EASTERN**

VARIANCE SELECT:  CFV  CSV  SOV  C.S.A.W.

DATA FILES: (AMS: 02/26/2010) (BENCHMARK: 09/25/2009) (eFLASH: 02/26/2010) (EOR: 03/05/2010)  
(FDB: 02/26/2010) (FLEX TIME: 03/03/2010) (WEB COINS: 02/26/2010) (WOS: 02/27/2010)

**Choose Scope...** ▼

DART.03022009

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) (  4J) (  4K) (  4Z) 📅

AREA ACTIVATED: **EASTERN**

VARIANCE SELECT:  CFV  CSV  SOV  C.S.A.W.

DATA FILES: (AMS: 02/26/2010) (BENCHMARK: 09/25/2009) (eFLASH: 02/26/2010) (EOR: 03/05/2010)  
(FDB: 02/26/2010) (FLEX TIME: 03/03/2010) (WEB COINS: 02/26/2010) (WOS: 02/27/2010)

**Choose Scope...** ▼

- Choose Scope...
- APPALACHIAN PFC
- CENTRAL PENNSYLVANIA PFC
- CINCINNATI PFC
- COLUMBUS PFC**
- EASTERN AREA PFC
- KENTUCKIANA PFC
- NORTHERN OHIO PFC
- PHILADELPHIA METROPO PFC
- SOUTH JERSEY PFC
- WESTERN NEW YORK PFC
- WESTERN PENNSYLVANIA PFC

DART.03022009

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

**VARIANCE PROGRAMS**

( 4B ) ( 4C ) ( 4E ) ( 4F ) ( 4G ) ( 4H ) ( 4J ) ( 4K ) ( 4Y ) ( 4Z )

AREA ACTIVATED: **EASTERN**

VARIANCE SELECT:  CFV  CSV  SOV  C.S.A.W.

DATA FILES: (AMS: 11/26/2010) (BENCHMARK: 09/24/2010) (FLASH: 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 ACTIVATED - COLUMBUS PFC SELECTED** )

Select an MPOO

380056 - ADELPHI PO
380057 - ANNIS PO
<b>380405 - BAINBRIDGE PO</b>
380560 - BEAVER PO
380668 - BLOOMINGBURG PO
380896 - BLUE CREEK PO
380945 - BOURNEVILLE PO
381015 - BREMEN PO
381337 - CARBON HILL PO
381372 - CARROLL PO
381519 - CHERRY FORK PO
381526 - CHESAPEAKE PO
381533 - CHESHIRE PO
381631 - CLARKSBURG PO

**SELECT VIEW RANGE**     Canned Reports     Ad Hoc Reports

Available Begin Dates		Available End Dates	
Wk:11	Fy:2010 - 12/05/2009	Wk:09	Fy:2011 - 11/26/2010
Wk:10	Fy:2010 - 11/28/2009	Wk:08	Fy:2011 - 11/19/2010
Wk:09	Fy:2010 - 11/21/2009	Wk:07	Fy:2011 - 11/12/2010
Wk:08	Fy:2010 - 11/14/2009	Wk:06	Fy:2011 - 11/05/2010
Wk:07	Fy:2010 - 11/07/2009	Wk:05	Fy:2011 - 10/29/2010

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 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 Variance: - 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 47 Percent Achieved	LDC 80 Percent Achieved	Total SOV Percent Achieved	FTES Actual	FTES Earned	FTES Variance ±
BAINBRIDGE PO	18	-23.46	-15.41	-5.86	6.00	0.14	122.54	86.96	99.81	1.81	1.81	0.00

SEND TO EXCEL

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

SMALL OFFICE VARIANCE - [430]-COLUMBUS PFC					
BAINBRIDGE PO 380406 MPO0 3			Unit Level: 18 CAG: H		
Analysis Period: 08/01/2009 to 08/07/2009			Benchmark FY 2009 WK 2 - FY 2009 WK 24		
Customer Service Days: 6 - Date: 09/20/2009			[ 380406 ] BAINBRIDGE PO		
FTE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Postmaster	1	1	1	0	100.00%
PM Replacement (PMR)	0	0	0	0	0%
Full Time Clerk	0.00	0.00	0	0	0%
Part Time Flexible Clerk	1.14	0.93	2	1	0%
Part Time Regular Clerk	0.00	0.00	0	0	0.00%
Full Time Equivalent Emp	2.14	1.93	3	1.07	64.46%
Full Time Equivalent Hrs	1870	1870	1208		
WORKHOUR ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
<b>Automation/Mechanized</b>					
Auto/Mech Ltrs Hours	0	0			
Auto/Mech Flts Hours	0	0			
Total Auto/Mech Hours	0	0			
<b>Manual</b>					
Dist Ltr Hours	4	3			
Dist Flt Hours	5	4			
Dist PP Hours	2	2			
Dist Allied Hours	4	4			
Dist Total	16	14			
PO Box Hours	10	8			
Total Manual Hours	27	22			
<b>Retail/Admin</b>					
Bus Scv Hours	0	0			
Retail Hours	16	13			
Admin Hours	8	8			
PM Admin Hours	29	29			
Total Retail/Admin Hours	53	50			
Workload Value Hours	79.56	71.86			
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	86.56%
Total Hours	79.56	71.86	72	0	99.81%
← 1 WKS workload exceeded unit open hours					
WORKLOAD ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
TPF Ltrs Vol Pcs	0		0	0	0%
TPF Flts Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
Dist Vol Ltrs (F)	30.11		29.01	-1.09	-3.63%
Dist Vol Flts (F)	62.77		43.02	-19.76	-31.47%
Dist Vol PP/Spr	7.56		679	-77.00	-10.19%
Box Ltrs (F)	30.11		22.75	-7.35	-24.41%
Box Flts (F)	15.89		11.50	-4.38	-27.59%
Manual Vol (w/o PP/Spr)	138.87		106.29	-32.58	-23.46%
Transactions	615		521	-94	-15.28%
Retail Transaction Volume	615		521	-94	-15.28%
PRODUCTIVITY ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Auto Ltr PPH	0	0			
Mech Flt PPH	0	0			
Dist Vol Ltrs FPH	8.39	8.39			
Dist Vol Flts FPH	10.48	10.48			
Dist PP/Spr PPH	303	303			
Allied Hrs per day	0.70	0.68			
Box L&F FPH	4.38	4.41			
Min. per Trans	1.53	1.53			
Trans per 1412	1.49.99		150.00		
UNIT ROUTE AND DELIVERIES ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	0		0	0	0%
Rural Routes	3		3	0	0.00%
CDS Routes	0		0	0	0%
POB Equivalent Routes	5		5	0	0.00%
City Deliveries	0		0	0	0%
Rural Deliveries	1471		1466	-5	-0.34%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	548		547	-1	-0.18%
FTE'S DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/PM/PMR	2.00	1.81	1.81	0.00	

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.

<b>WORKLOAD SERVICE CREDITS</b>		DISTRICT: _____	Type of Review:
POST OFFICE, STATE, AND ZIP: _____		_____	Vacancy
_____		_____	3 yr Mgmt Review
_____		_____	Postmaster Initiated
Date of Postmaster Vacancy: (Or Today's Date if not vacant)			
<b>Press CONTROL AND B TO BEGIN ENTRY</b>		<b>NUMBER</b>	<b>FACTOR</b>
		<b>TOTAL</b>	
1 CURRENT POSTMASTER LEVEL			
2 FINANCE NUMBER			
3 NO. GENERAL DELIVERY FAMILIES SERVED	X	1.00	0
4 NO. POST OFFICE BOXES/CALL BOXES SERVED	X	1.00	0
5 NO. POSSIBLE CITY DELIVERIES	X	1.33	0
6 NO. ADMINISTRATIVE RURAL ROUTES BOXES SERVED	X	1.00	0
7 NO. INTERMEDIATE RURAL BOXES SERVED	0 X	0.70	0
8 NO. ADMIN RESP INTERM RURAL BOXES OTHER OFC	X	0.30	0
9 NO. ADMINISTRATIVE HCR BOXES SERVED	0 X	1.00	0
10 NO. INTERMEDIATE HCR BOXES SERVED	X	0.70	0
11 NO. ADMIN RESP FOR INTERM HCR BOXES FOR OTHER OFFICES	X	0.30	0
12 NO. CARRIER STATION BRANCHES	X	3	0
13 NO. FINANCE STATION BRANCHES	X	2	0
14 NO. CONTRACT STATIONS BRANCHES & COMMUNITY POST OFFICES	X	1	0
15 MAIL PROCESSING CENTER? (YES OR NO)			
16 SEPARATE INCOMING LETTER SIZE MAIL? (YES OR NO)			
17 SEPARATE ALL INCOMING FLAT SIZE FLAT SIZE MAIL? (YES OR NO)			
18 RESPONSIBLE FOR VMF? (YES OR NO)			
19 ADMINISTRATIVE RESPONSIBILITY FOR AMF/ATC? (YES OR NO)			
20 LESSOR FOR GOVERNMENT OWNED BUILDING? (YES OR NO)			
21 AUTOMATION OFFICE HAS MPLS/MSPLSM? (YES OR NO)			
22 DISTRIBUTE FOOD STAMPS? (YES OR NO)			
23 EXPERIENCE SEASONAL N			
24 SEASONAL WORKLOAD DURATION (NO. OF WEEKS)		0	
<b>TOTAL EXCEPTION CREDITS:</b>		<b>0</b>	
PS FORM 150	PREPARED BY:		
	PRINT DATE:	7-Oct-10	
TOTAL REVENUE UNITS:		No.	Factor
		0 x	1
		0 x	0.5
		0 x	0.25
		0 x	0.1
		0 x	0.01
		TOTAL:	0.00
TOTAL WSC'S AND REVENUE CREDITS:			0.00
NEW POST OFFICE LEVEL:			
<b>UPGRADE THE OFFICE IF THE FOLLOWING CONDITIONS ARE MET:</b>			
<b>GRADE &amp; THE WSCS ARE &amp; TOTAL EXCEPTION CREDITS ARE</b>			
<b>NOV</b>	<b>GREATER THAN</b>	<b>CREDITS ARE</b>	
A	37	1 or more	
C	77	1 or more	
E	118	1 or more	
11	319	3 or more	
13	784	3 or more	
15	1992	5 or more	
18	5300	5 or more	
20	12,600	8 or more	
21	25,300	8 or more	
22	66,900	13 or more	
24	164,000	13 or more	
<b>ZONE OF TOLERANCE</b>			<b>ZONE OF TOLERANCE</b>
<b>FOR DOWNGRADE</b>	<b>WSC RANGE</b>		<b>FOR UPGRADE</b>
A	none	up to 40	41 - 45
C	36 - 40	41 - 82	83 - 93
E	73 - 82	83 - 125	126 - 141
11	111 - 125	126 - 335	336 - 376
13	298 - 335	336 - 820	821 - 914
15	736 - 820	821 - 2075	2076 - 2291
18	1869 - 2075	2076 - 5500	5501 - 6049
20	4951 - 5500	5501 - 13,000	13,001 - 14,299
21	11,701 - 13,000	13,001 - 26,000	26,001 - 28,599
22	23,401 - 26,000	26,001 - 68,200	68,201 - 75,020
24	61,381 - 68,200	68,201 - 167,200	167,201 - 183,919
26	150,481 - 167,200	167,201 - and up	none
Offices that are either below or above the Zone of Tolerance range are immediately upgraded.			
Complete the worksheets for exception credits, add-on credits, or reduction credits if any of the following apply:			
Seasonal workload increase, mail processing centers, plant loads, offices that do not perform their own secondary distribution.			

Link to automated Form 150:

[http://blue.usps.gov/humanresources/professionalportal/directreports/staffingandfieldpolicy/operations%20complement%20management/ocm1\\_tools\\_ps150.shtml?](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?](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.



