

Delivery Unit Optimization (DUO)

Guidelines

December 2010

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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TABLE OF CONTENTS

| | |
|--------------------------------------------------------|----|
| THE DELIVERY UNIT OPTIMIZATION PROCESS | 3 |
| Overview..... | 3 |
| Strategy | 4 |
| Process Steps..... | 5 |
| Process Checklist | 8 |
| NOTIFICATION TOOLS | 13 |
| Community | 13 |
| Letter to Congress..... | 13 |
| Letter to Mailers..... | 15 |
| Delivery Unit Optimization Talking Points..... | 16 |
| Delivery Unit Employees..... | 17 |
| Service Talk | 17 |
| Postmaster | 18 |
| NALC Position | 18 |
| Subj: Transfer of City Route | 19 |
| EMPLOYEE OPTIONS | 20 |
| NRLCA Position..... | 21 |
| Route Transfer Seniority Rank template..... | 25 |
| Notice of Potential Reclassification of Position | 26 |
| ANALYSIS TOOLS..... | 27 |
| FACILITIES PLANNING MAP TOOL GUIDE | 30 |
| District Wizard | 55 |
| Small Office Variance..... | 62 |
| Form 150..... | 66 |
| Delivery Unit Optimization Workbook Summary..... | 67 |

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

| STEPS | OFFICE | RESPONSIBILITY | REQUIRED DATE OF ACTION | DATE COMPLETED |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------------------------------------------------|----------------|
| 1 | Determine method of transporting PO Box Mail and previous days attempted items. Transportation is not craft specific. Contact DUO Coordinator options. (See Attachment) | Receiving PM | Prior to relocation. Final approval of transportation method must be received by POOMS/OPS | |
| 2 | Prepare WOS report to establish new window staffing requirements in the giving Post Office. Determine whether lobby hours need to be changed/adjusted to community needs and/or prepare method to open lobby. If lobby hours need to stay the same, timed locks may need to be ordered and installed. | Giving PM/POOM | 30 Days Prior to Relocation. | |
| 3 | MY PO responsibilities | Giving PM and Receiving PM | Both offices 1st week/ Marketing Department | |
| 4 | Arrow locks and keys | Receiving PM | 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 Application , then Route ; there should not be anything "In Progress". | Giving PM and Receiving PM | Friday afternoon prior to relocation | |
| 12 | Go to " 3999 Data Transfer " in DOIS. Verify that all 3999's are on the Mainframe, not on the Workstation (check all computers). Make sure all 3999's have been uploaded into DOIS (not left in DCD). | Giving PM and Receiving PM | Friday afternoon prior to relocation | |
| 13 | Go to " Special Office Mail Counts Data Transfer " in DOIS. Verify that all 1838's are on the Mainframe, not on the Workstation (check all computers) | Giving PM and Receiving PM | Friday afternoon prior to relocation | |
| 14 | Make sure that all Volumes and Carrier Assignments are accurate for the day. | Giving PM and Receiving PM | Friday afternoon prior to relocation | |
| 15 | All carrier clock rings must be perfect at COB, on the day prior to relocation. The DOIS Coordinator will be waiting for a phone call to advise that the clock rings are good. The coordinator cannot proceed with the merge until they hear from both the giving and receiving offices! | Giving PM and Receiving PM | Friday afternoon prior to relocation | |

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

NOTIFICATION TOOLS

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

Community

Letter to Congress

[Date]

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

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

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

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

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

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

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

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

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

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

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

Sincerely,

[District Manager's Name]
District

bcc: HQ Government Relations

Letter to Mailers

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

Dear [NAME]:

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

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

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

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

[ADD ADDITIONAL MAILER INFORMATION AS NEEDED]

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

Sincerely,

[NAME]
Marketing Manager

Delivery Unit Optimization Talking Points

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

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

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:

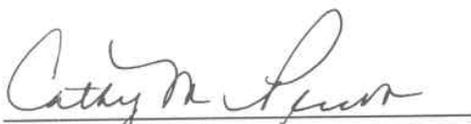
- All leave replacements will be reassigned to the new office and “seniority” will be merged accordingly.
- When identifying “the longest period of continuous service in the office” for leave replacements in the new office, the time will include the period of assignment in the original office. However, 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.

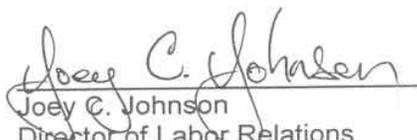
- If there is no leave replacement assigned to serve the auxiliary route that is relocated to the new office, the assignment will be offered in accordance with Article 30.2.G.
- All leave replacements will be provided an opportunity to add their name to the list indicating their desire to work on Sunday.

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

| | | | |
|---------------------|-----------|--|-----------------------------------------------------------------------------------------------------|
| Contact Info | 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

Notice of Potential Reclassification of Position

Date

Postmaster's Name

Address

City, State, ZIP+4

Dear (Name):

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

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

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

Sincerely,

(POOM Name)

(Title)

ANALYSIS TOOLS

GUIDE FOR REQUESTING eFMS ACCESS FOR MAPPING PROGRAM THROUGH eACCESS

UNITED STATES POSTAL SERVICE eACCESS

Home Request Access MGR Reports My Profile My Access IT Self Help FAQs Log Off

My eAccess Manager: Thomas J Russell Update Manager Johnny L Miller

No New Messages.

Pending Actions

Type of Action
No Pending Actions

My Pending Access

| Request | Status of Request | Action |
|-------------------|-------------------|--------|
| No Pending Access | | |

Wednesday, August 4, 2010 9:10 AM EDT

This site is brought to you by your Information Technology Organization.

Login to eAccess using your ACE ID and Password.

UNITED STATES POSTAL SERVICE eACCESS

Home Request Access MGR Reports My Profile My Access IT Self Help FAQs Log Off

Frequently Requested Applications

- ACE (ACTIVE DIRECTORY)
- Outlook
- PostalOne!
- ETRAVEL
- Cellular
- Laptop/Mobile Media
- eAwards
- ACE WEB CONFERENCING (MEETINGPLACE)
- eBuy2
- WebVPN
- Unix Personal Account

Search for an Application for yourself

Click here to request access for another person

Application Database Resource Unix
 Distribution List Special Request

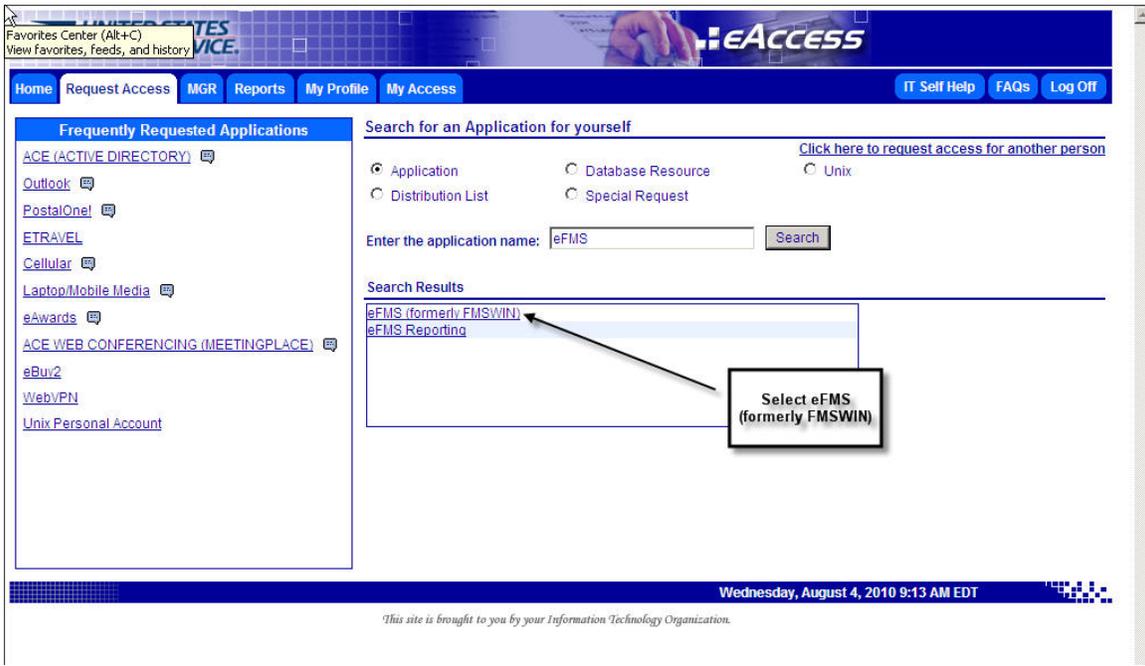
Enter the application name: eFMS Search

Enter eFMS, click search.

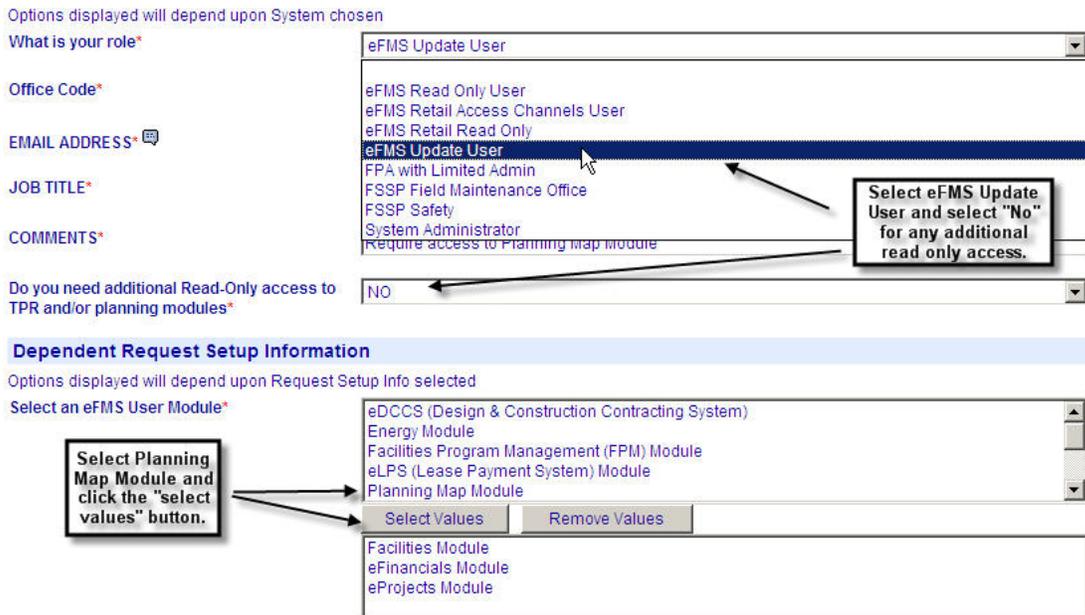
Wednesday, August 4, 2010 9:12 AM EDT

This site is brought to you by your Information Technology Organization.

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

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

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

Special Instructions

Is this request associated with a detail assignment?

No
 Yes

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

Submitted To Manager

RUSSELL, THOMAS J

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)

| 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)

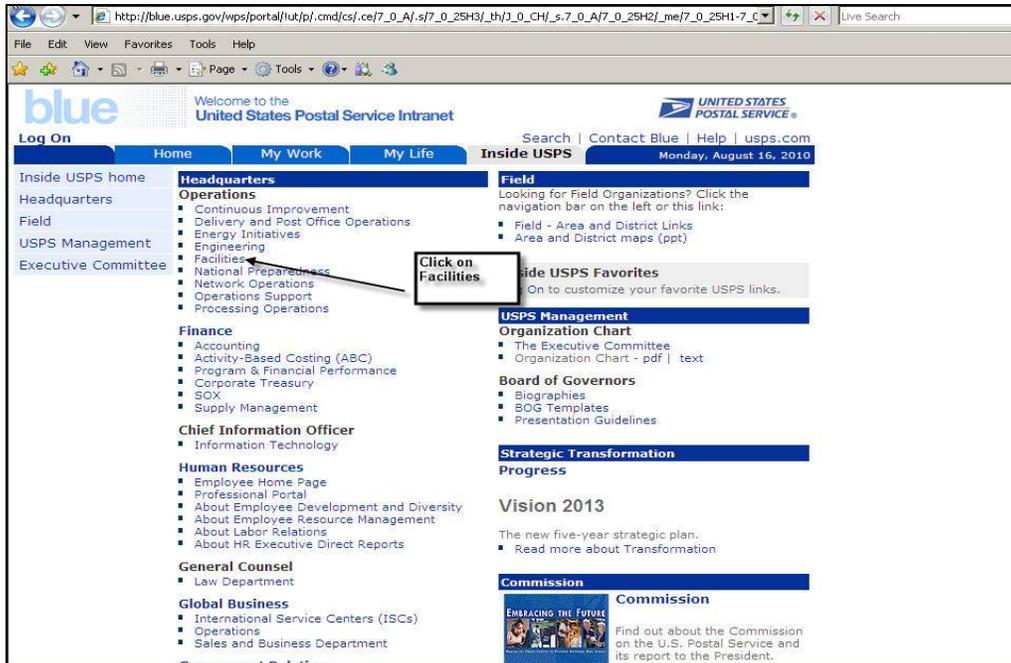
Verify Information is correct and click Submit Request button.

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

FACILITIES PLANNING MAP TOOL GUIDE



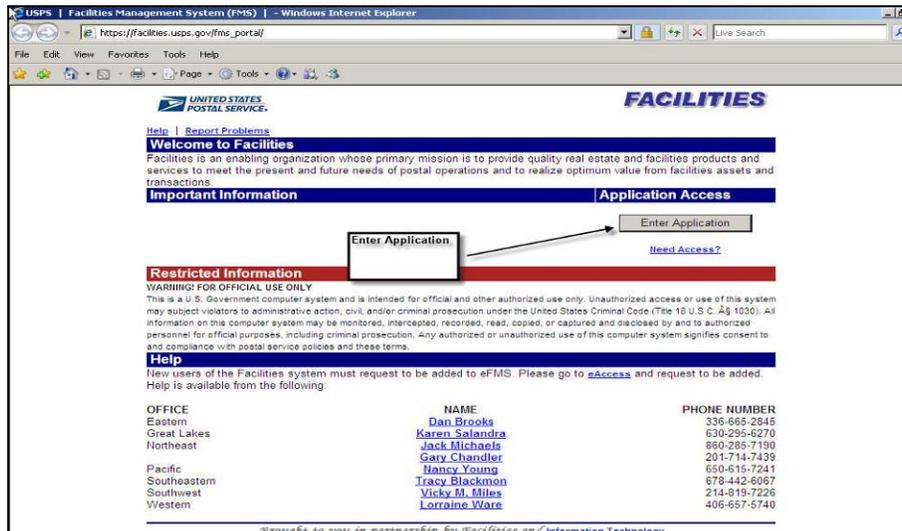
Start by selecting **Inside USPS**.



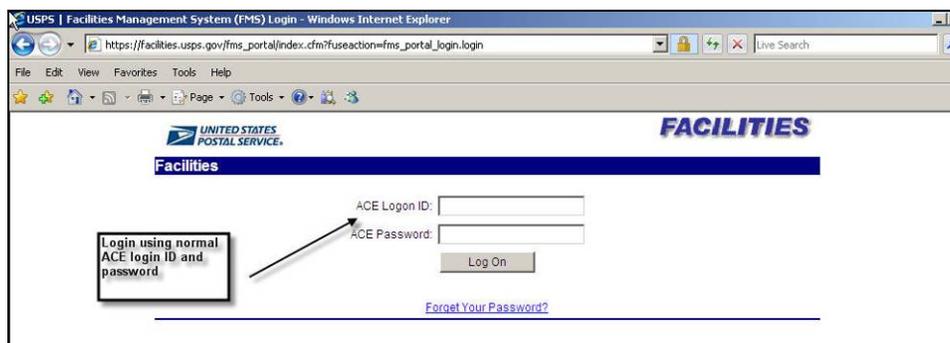
Select **Facilities**.



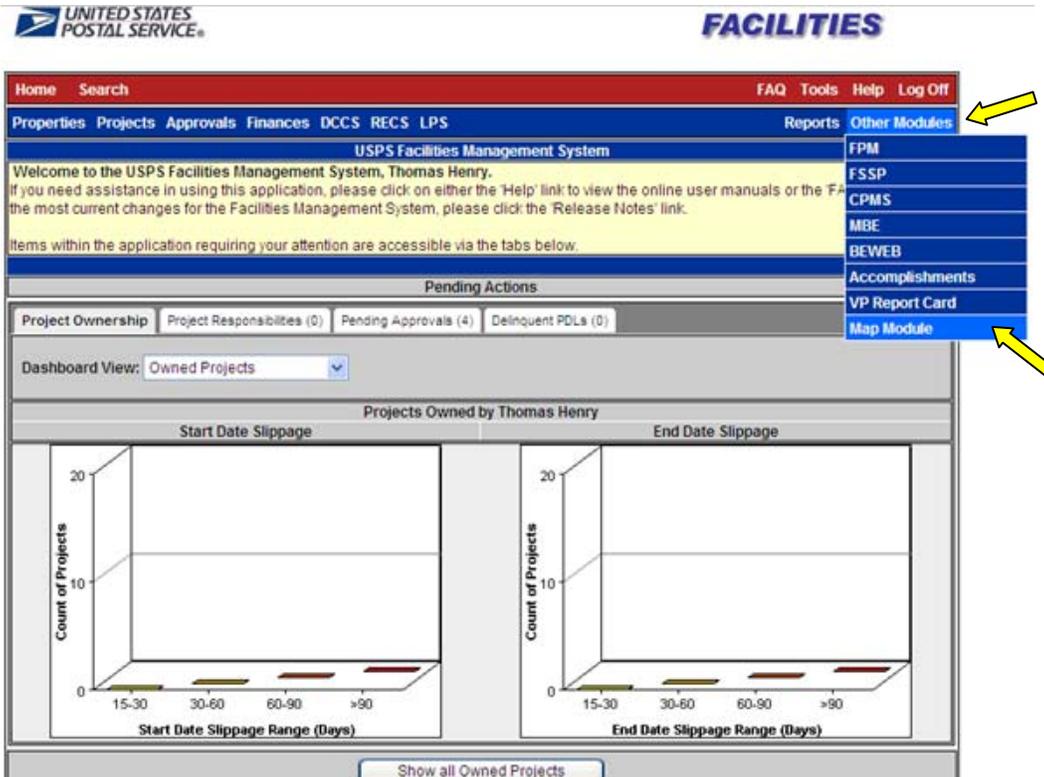
Select eFMS.



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



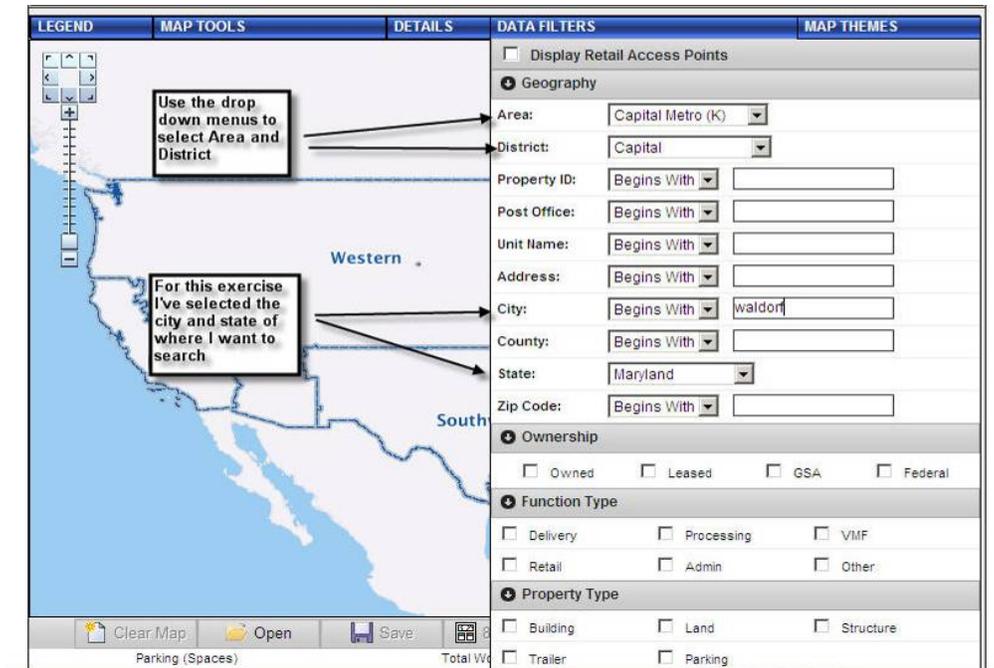
Login using your **ACE ID & ACE Password**.



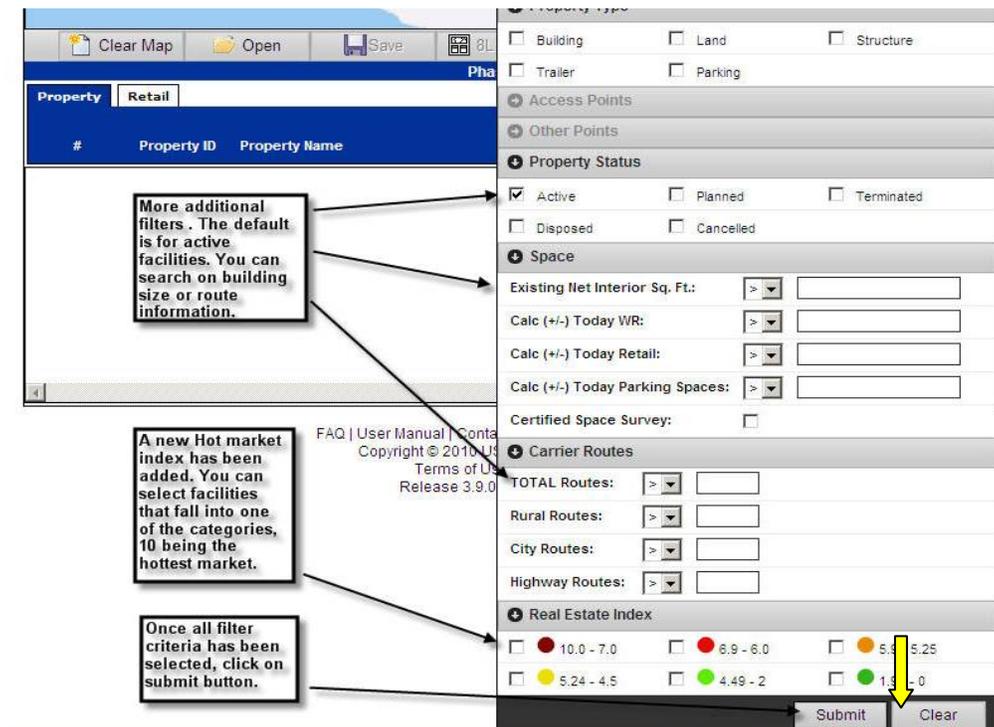
eFMS Home screen select **Other Modules** to open the drop down menu, & then select **Map Module**. We will begin by conducting a manual search for facilities.



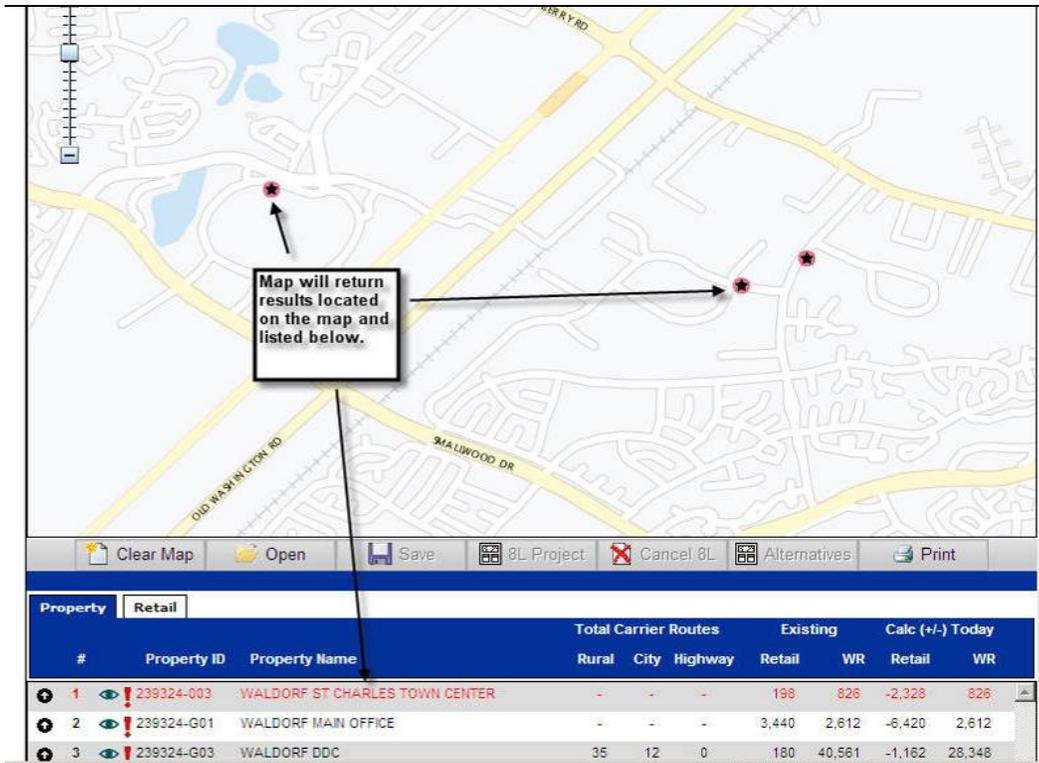
The first part covers a manual analysis of excess facility space & proposed use. The Map Module opens to the National Map, with menu items across the top. Start by clicking on Data Filters.



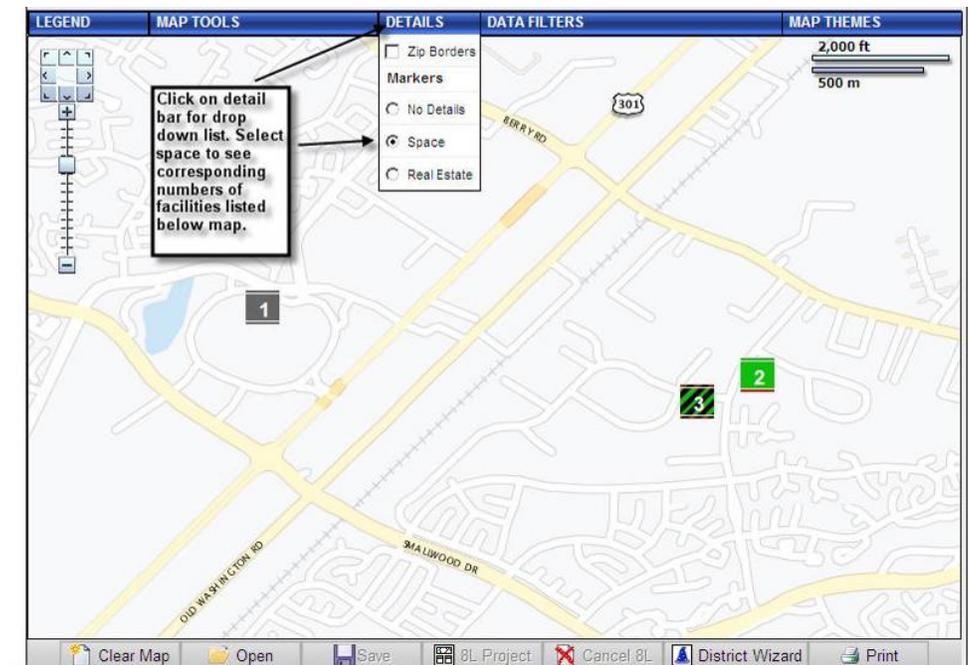
You can filter down to any Area, City, State, 3-digit ZIP, or single facility ID. You can request leased or owned facilities, & by function or property type.



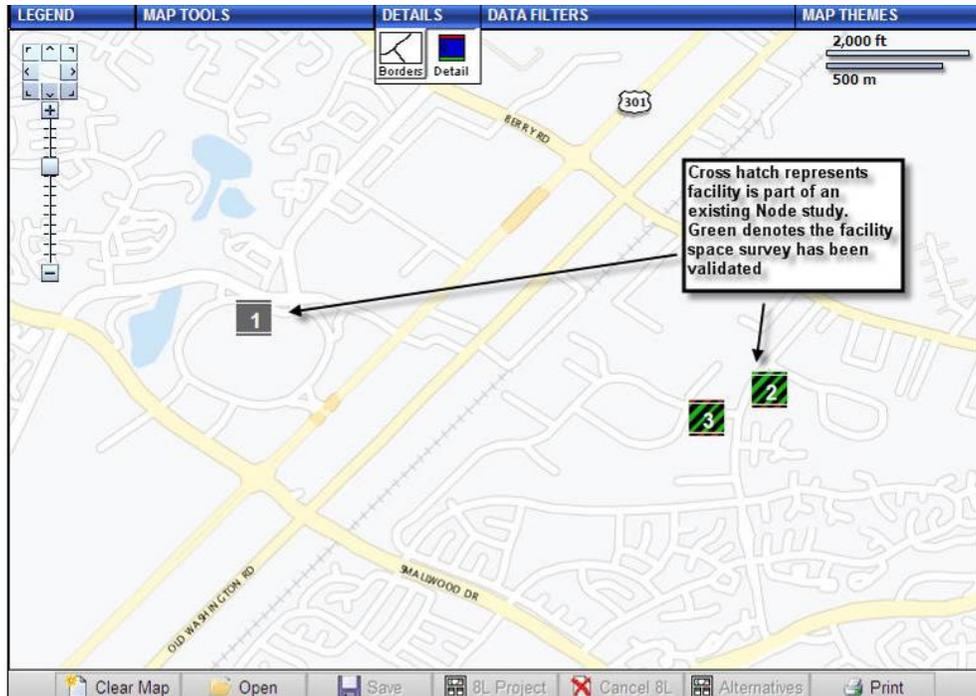
Additional filters at the bottom allow you to look for facilities with specific square footage, number of carrier routes, or hot real estate markets. Just remember, the more filters you add, the more restrictive the results. Click on **Submit** to begin search.



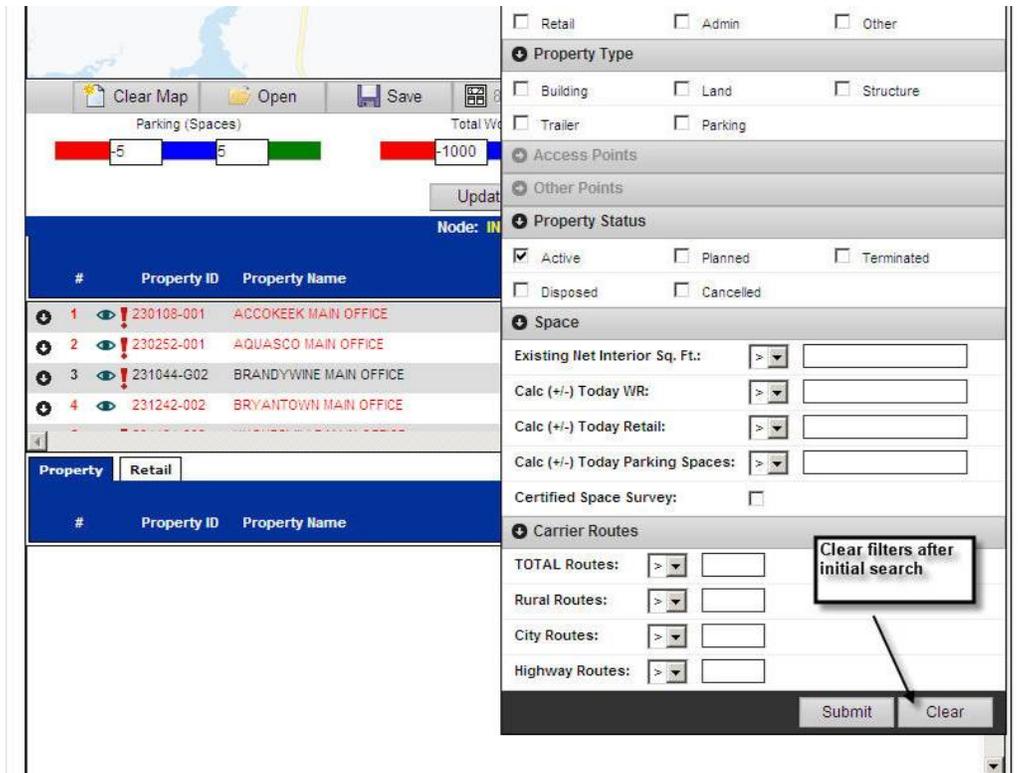
Search results display facilities as a red dot with black star on the map & listed below.



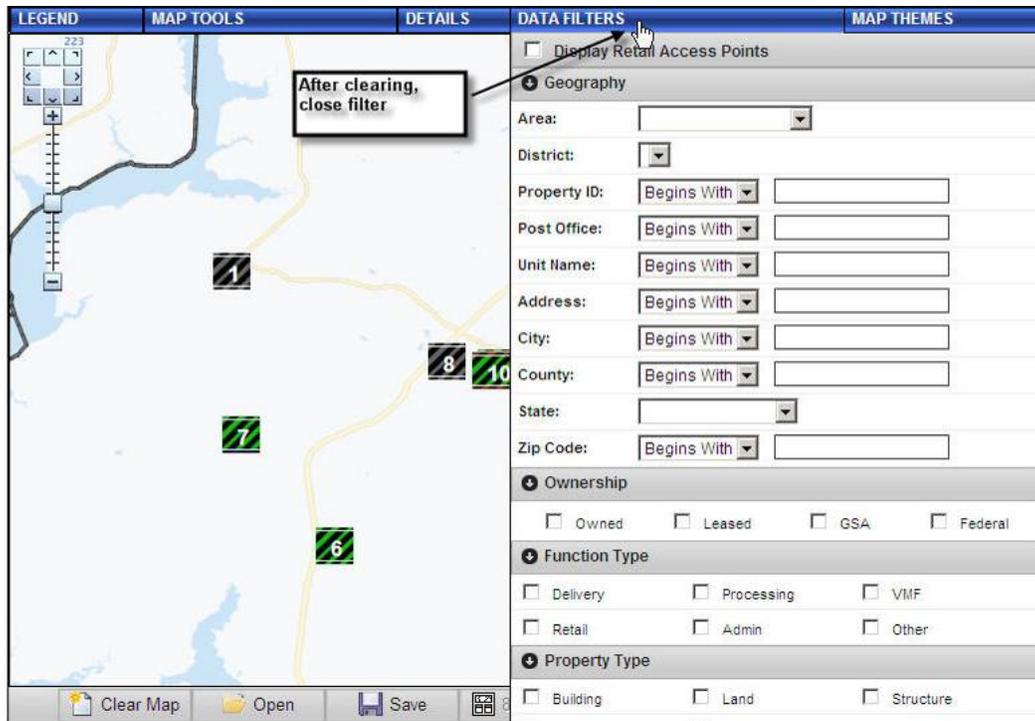
By selecting details, each icon will appear with the number of the corresponding facility name on the list below.



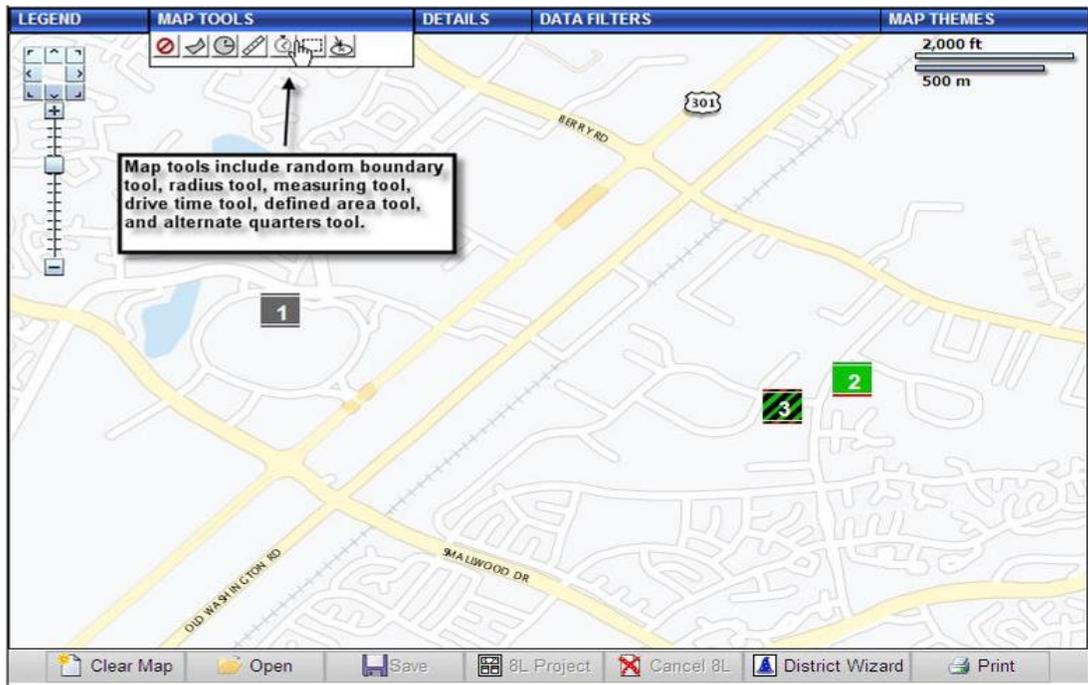
Facilities now are identified by number. Green indicates their space survey numbers have been validated, & the cross hatch indicates the facility is part of a Node Study.



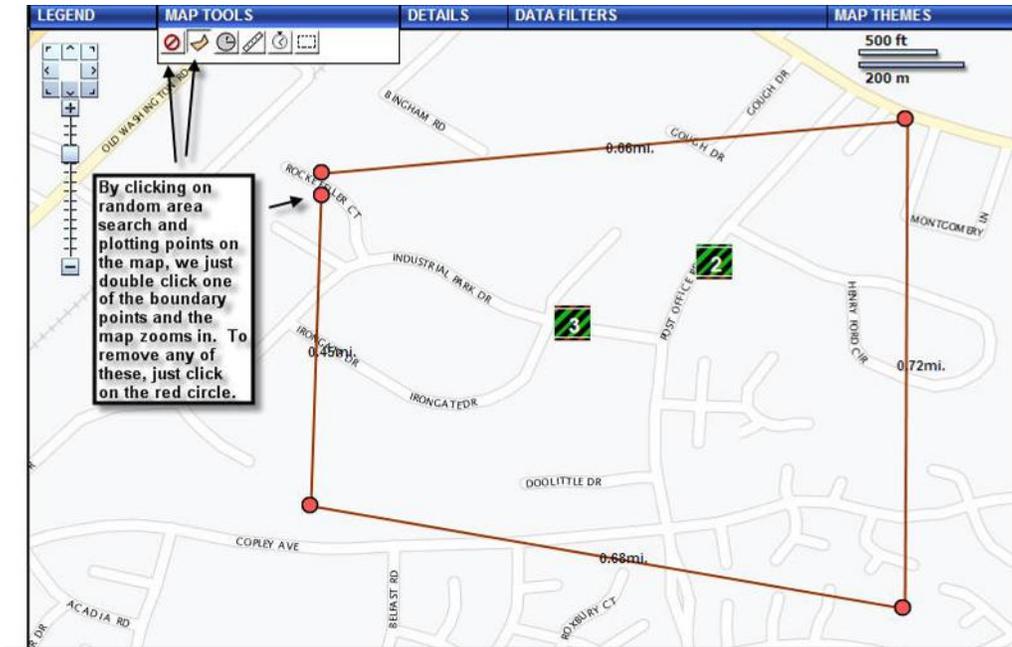
Before you move on you should clear the filter.



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



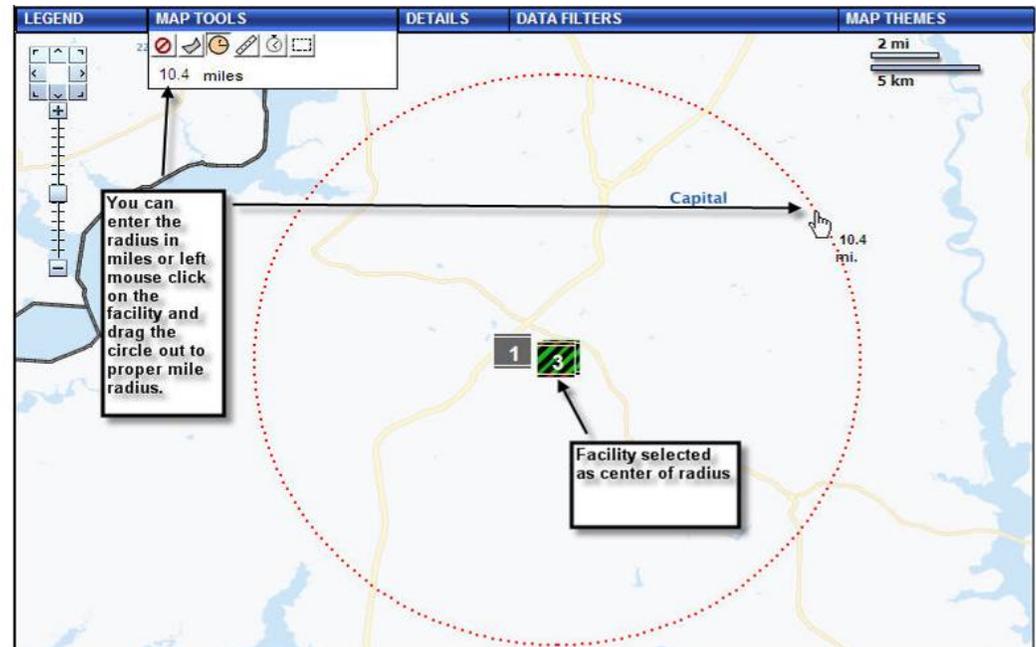
There are several tools available to refine your search area. The two most popular are the **Radius Tool** & **Drive Time** tool. However, you need to be sure you have cleared the filter before proceeding.



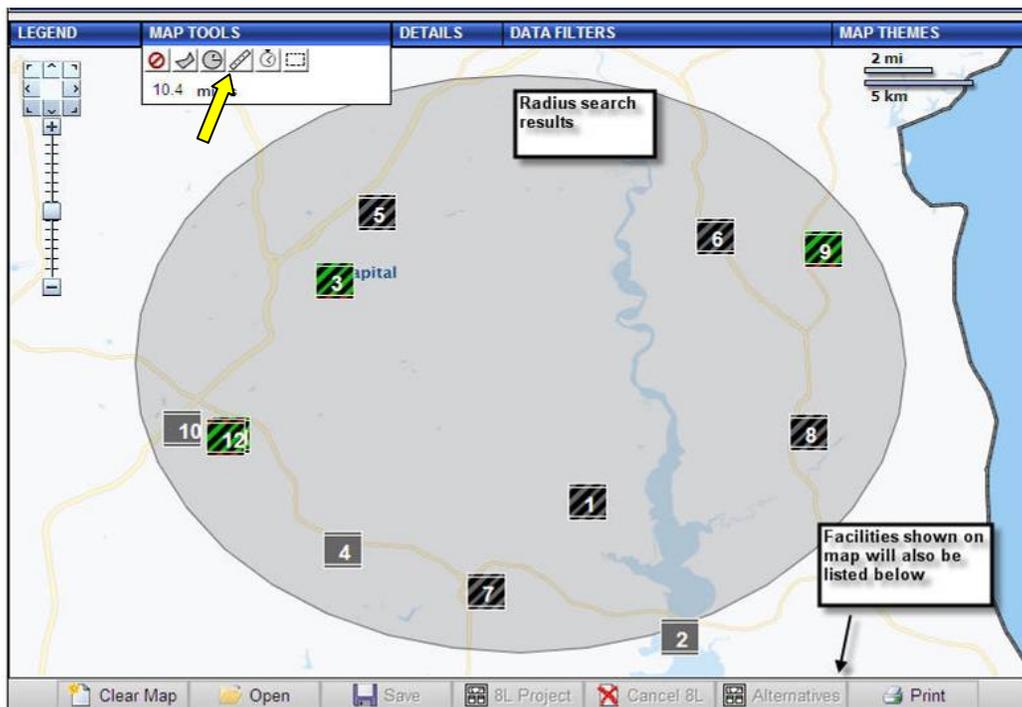
The random area works by clicking on specific spots on the map, then double click one of the markers to zoom in. To remove the points click on the red circle with the line through it.



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 |

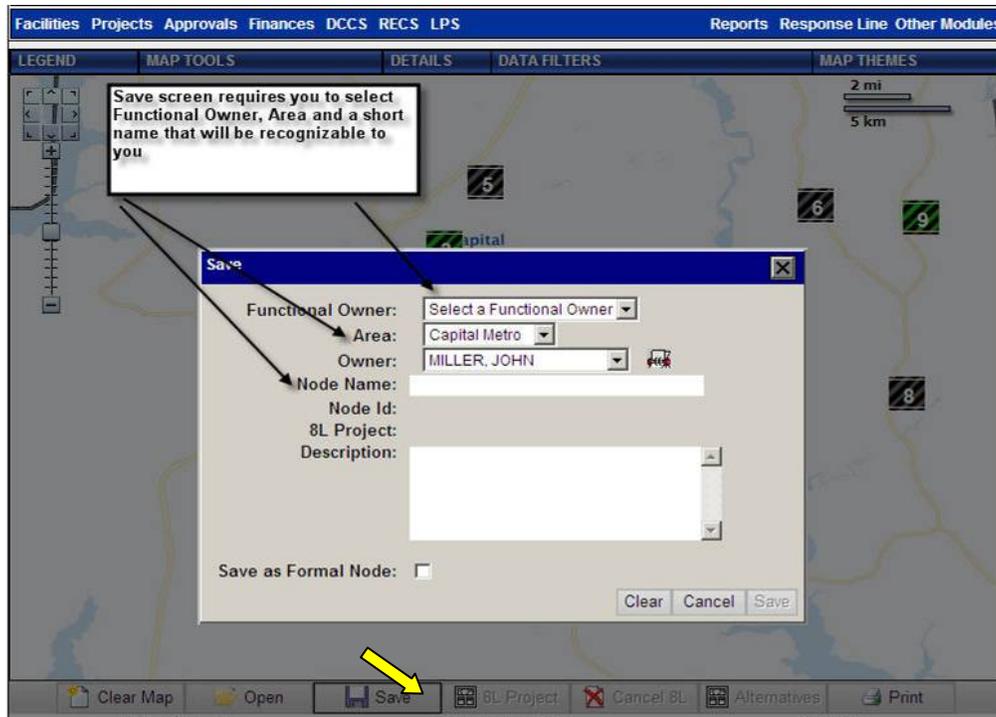
You are now ready to bring up the facilities you want to save in your study area (Node). Begin by clicking the up arrow beside the facilities you want to include.

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.

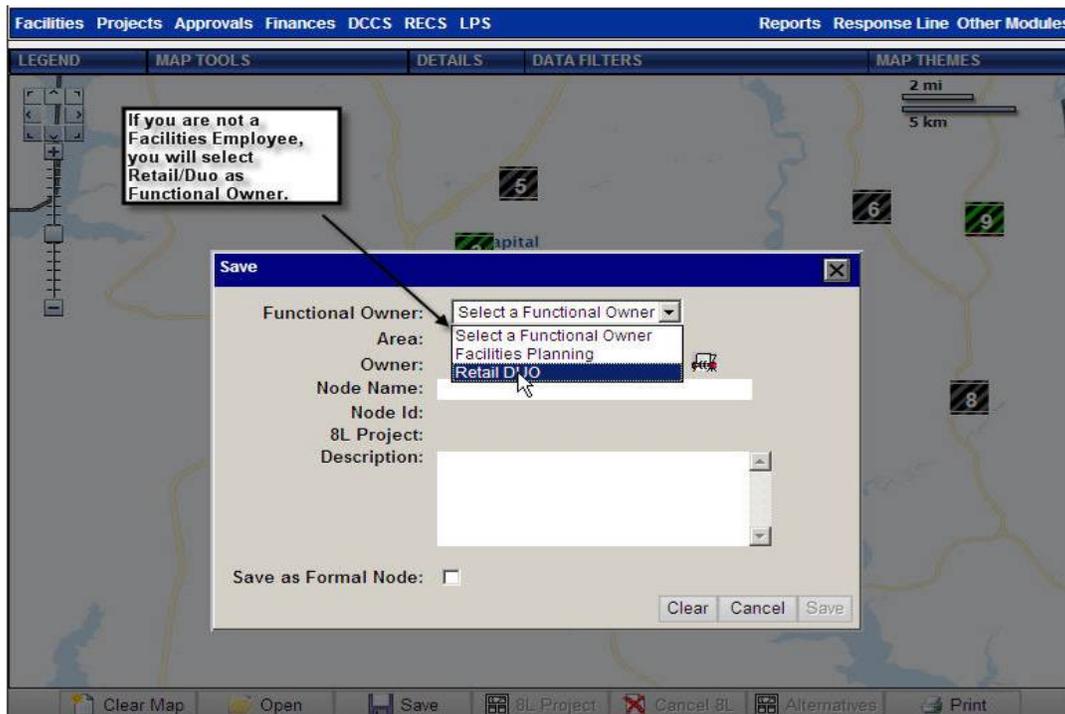
| # | Property ID | Property Name | Total Carrier Routes | | | Existing | | Calc (+/-) Today | |
|----|-------------|--------------------------------|----------------------|------|---------|----------|-------|------------------|-------|
| | | | Rural | City | Highway | Retail | WR | Retail | WR |
| 4 | 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 |

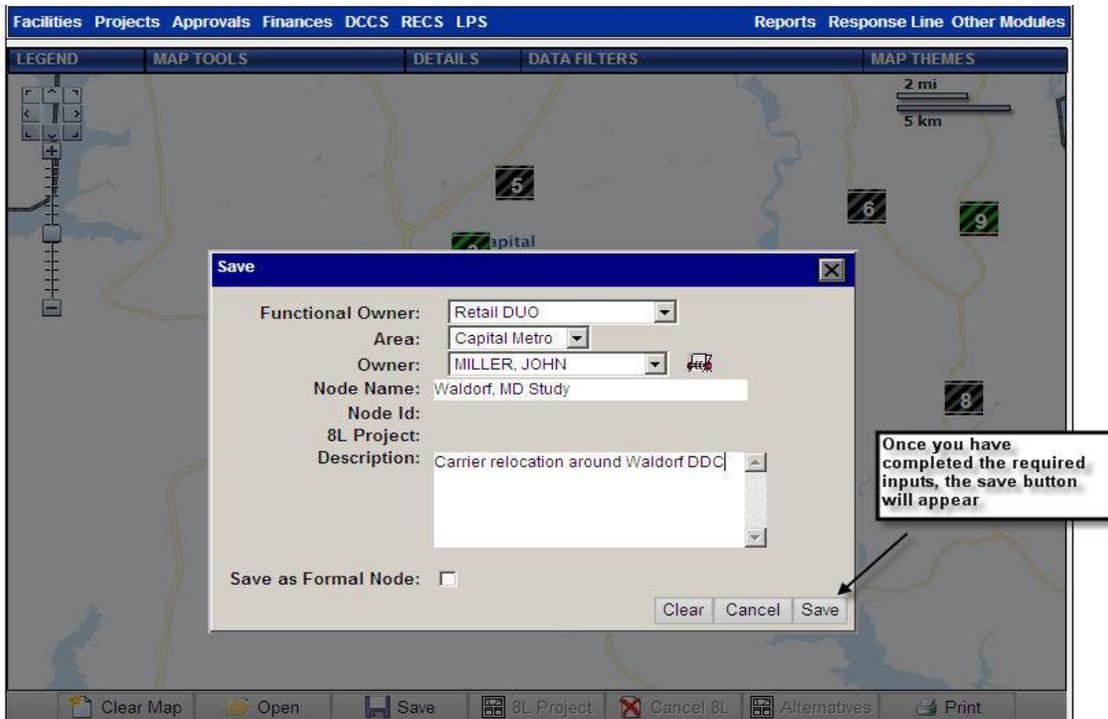
The selected facilities will now move "above the line". These will be the facilities saved in your Node. You can deselect any facilities by clicking on the down arrow. This will move them back below the line.



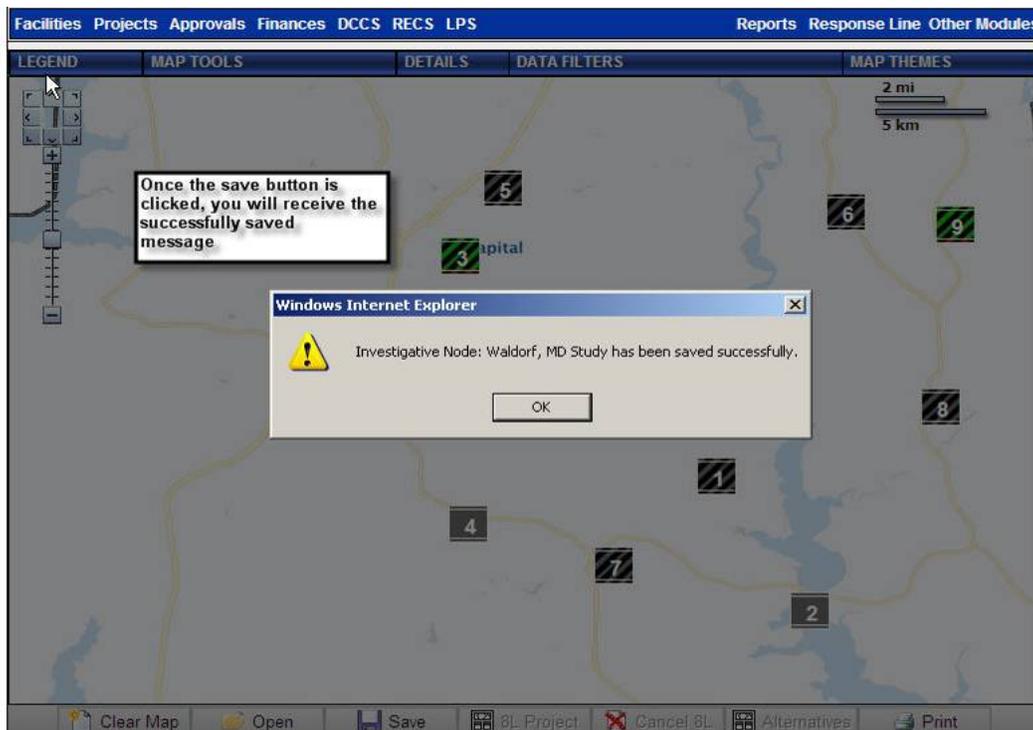
Select the **Save** button. The "**Save**" screen has several required data inputs.



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.



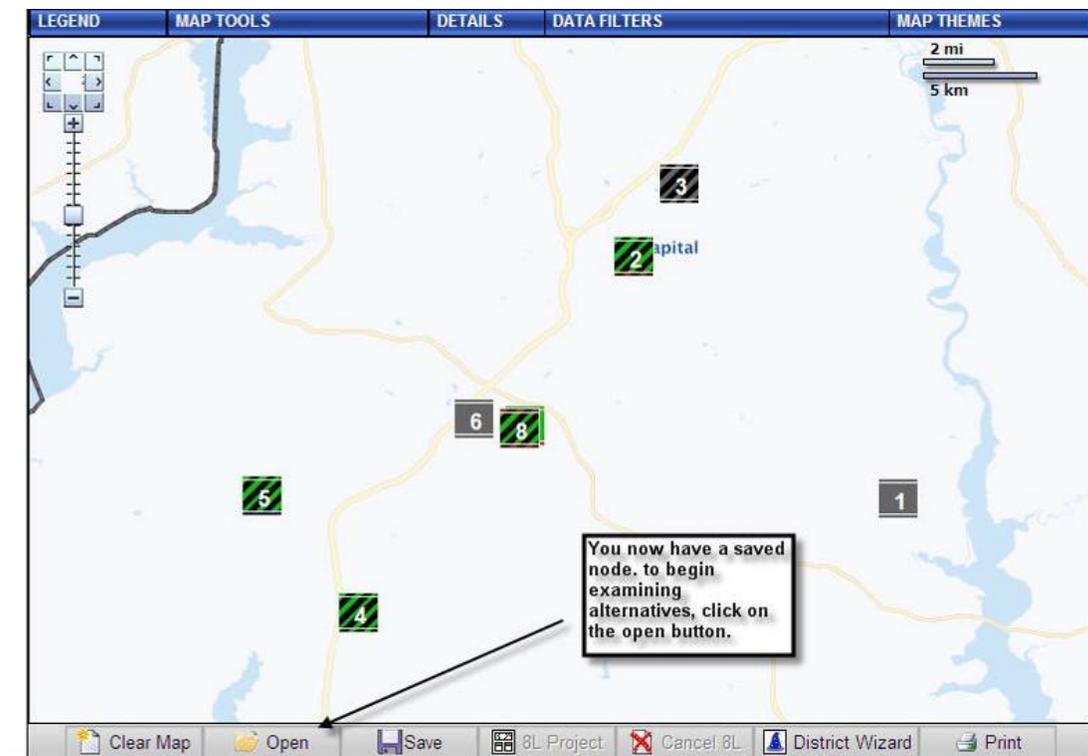
Select the Area for your study & provide a short descriptive node name. You may want to enter some notes in the description block. Once you have supplied the required information, the save button will appear.



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 2 mi

Open

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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th rowspan="2"># Routes</th> <th rowspan="2">Zone</th> <th colspan="4">Daily Drive Time (min.)</th> <th colspan="3">Mileage (mi.)</th> <th colspan="3">Annual \$ Variance</th> <th rowspan="2">Total</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>∇Rt</th> <th>Delta</th> <th>∇Rt</th> <th>Labor</th> <th>Vehicle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20608</td> <td>0</td> <td>1</td> <td>0</td> <td>1</td> <td>2</td> <td>2</td> <td>0.0</td> <td>0.00</td> <td>0.0</td> <td>0.00</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> Facility Cost Variance: \$ 0 | | | # Routes | Zone | Daily Drive Time (min.) | | | | Mileage (mi.) | | | Annual \$ Variance | | | Total | C | R | H | T | Now | New | Delta | ∇Rt | Delta | ∇Rt | Labor | Vehicle | 1 | 20608 | 0 | 1 | 0 | 1 | 2 | 2 | 0.0 | 0.00 | 0.0 | 0.00 | 0 | 0 | 0 |
| # Routes | Zone | Daily Drive Time (min.) | | | | Mileage (mi.) | | | Annual \$ Variance | | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | C | R | H | T | Now | New | Delta | ∇Rt | Delta | ∇Rt | | Labor | Vehicle | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | 20608 | 0 | 1 | 0 | 1 | 2 | 2 | 0.0 | 0.00 | 0.0 | 0.00 | 0 | 0 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Notes: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th rowspan="2"># Routes</th> <th rowspan="2">Zone</th> <th colspan="4">Daily Drive Time (min.)</th> <th colspan="3">Mileage (mi.)</th> <th colspan="3">Annual \$ Variance</th> <th rowspan="2">Total</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>∇Rt</th> <th>Delta</th> <th>∇Rt</th> <th>Labor</th> <th>Vehicle</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>20613</td> <td>0</td> <td>8</td> <td>0</td> <td>8</td> <td>91</td> <td>91</td> <td>0.0</td> <td>0.00</td> <td>0.0</td> <td>0.00</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> Facility Cost Variance: \$ 0 | | | # Routes | Zone | Daily Drive Time (min.) | | | | Mileage (mi.) | | | Annual \$ Variance | | | Total | C | R | H | T | Now | New | Delta | ∇Rt | Delta | ∇Rt | Labor | Vehicle | 2 | 20613 | 0 | 8 | 0 | 8 | 91 | 91 | 0.0 | 0.00 | 0.0 | 0.00 | 0 | 0 | 0 |
| # Routes | Zone | Daily Drive Time (min.) | | | | Mileage (mi.) | | | Annual \$ Variance | | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | C | R | H | T | Now | New | Delta | ∇Rt | Delta | ∇Rt | | Labor | Vehicle | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | 20613 | 0 | 8 | 0 | 8 | 91 | 91 | 0.0 | 0.00 | 0.0 | 0.00 | 0 | 0 | 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 INVESTIGATIVE **Alternative** **Alternative Cost Variance** \$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 \$ | | | | |
|---|--------|-------------------------|---|---|---|---------------|-----|-----------|------|-------|------|------|
| | | 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 |

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 | | | | | | |
|---|--------|-------------------------|---|---|---|---------------|-----|--------------------|------|-------|------|-------|---------|-------|
| | | 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

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 INVESTIGATIVE **Alternative** **Alternative Cost Variance** \$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 | | | | | | |
|---|--------|-------------------------|---|---|---|---------------|-----|--------------------|------|-------|------|-------|---------|-------|
| | | 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 | | | | | | |
|---|--------|-------------------------|---|---|---|---------------|-----|--------------------|------|-------|------|-------|---------|-------|
| | | 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

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: | | | | | | | | | |
| # 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 | 0 | 0 |
| 1 | 20608 | 0 | 1 | 0 | 1 | 2 | 47 | 45 | 45 | 22.6 | 9,327 | 6,891 | 16,218 |
| 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: | | | | | | | | | |
| # 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 | 0 | 0 |
| 1 | 20608 | 0 | 1 | 0 | 1 | 2 | 47 | 45 | 45 | 22.6 | 9,327 | 6,891 | 16,218 |
| 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: * ← You must enter whether the alternative is viable, or non-viable, and provide an alternative description.
Alternative Name: * ←

* Field is Required for Save

Clear Cancel Save

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 |
| 2 | 20613 | 0 | 8 | 0 | 8 | | | | | | | | 0 | 0 | 0 |
| 1 | 20608 | 0 | 1 | 0 | 1 | | | | | | | | 9,327 | 6,891 | 16,218 |

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:

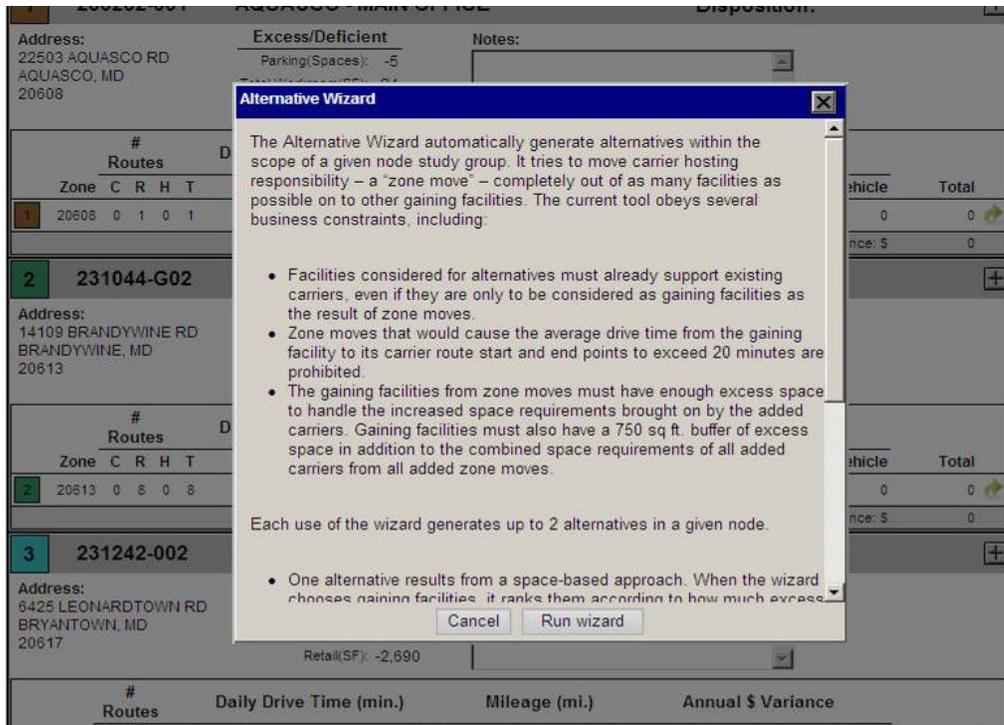
Once you save the alternative, you should receive the save successful message.

SHOW MAP

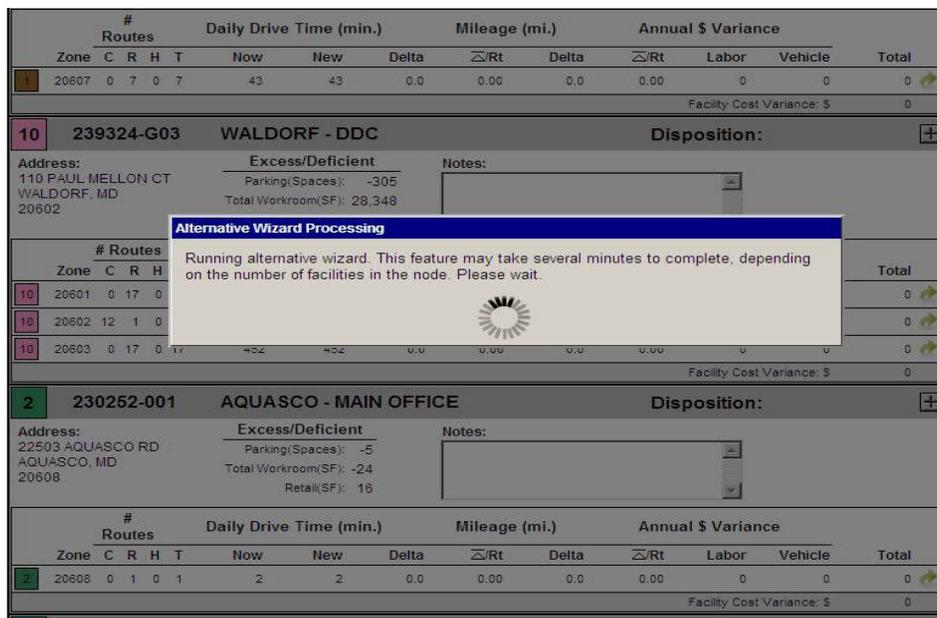
Open Save Delete Alternative Wizard Return to Node Print

| Node | Alternative | Alternative Cost Variance | | | | | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------------------------------------------------------|---------------------|--------------------|-----|-----|-------|------|-------|------|-------|----------------------------|-------|
| INVESTIGATIVE | A | \$0 | | | | | | | | | | | |
| 1 | 230252-001 | AQUASCO - MAIN OFFICE | | | | | | | | | | | |
| 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 |
| 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 | 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;"> Alternative Wizard Results 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;">Ok</div> </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 | |
| 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 | | | | | | |
| 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 |

Area: Capital Metro

Vehicle Total

0 0

ance: \$ 0

Retained

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

Vehicle Total

0 0

0 0

0 0

ance: \$ 0

Retained

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 |

Cancel Create New Alternative Open Alternative

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 | | | | | | | | | | |
| 2 | 231044-G02 | BRANDYWINE - MAIN OFFICE | Disposition: Retained | | | | | | | | | | |
| Address: 14109 BRANDYWINE RD BRANDYWINE, MD 20613 | | Excess/Deficient Parking(Spaces): 8 Total Workroom(SF): 1,107 Retail(SF): -2,411 | <div style="border: 1px solid black; padding: 2px;"> 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. </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 |
| 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 |
| 4 | 235112-G01 | LA PLATA - MAIN OFFICE | Disposition: Retained | | | | | | | | | | |
| Address: 100 CENTENNIAL ST LA PLATA, MD 20646 | | Excess/Deficient Parking(Spaces): 43 Total Workroom(SF): 1,850 Retail(SF): 4,484 | <div style="border: 1px solid black; padding: 2px;"> Notes: Each suggested move shows the drive time and mileage variance. </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 |
| 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.

| 9 239324-G01 WALDORF - MAIN OFFICE Disposition: Retained | | | | | | | | | | | | | | |
|------------------------------------------------------------|----------|----|-----------------------------------------------------------------------------------------------|---|-------------------------|----------------------------------------------------------------------------------------------------|-------|-------|---------------|-------|--------------------|---------|--------|---------|
| Address: 150 POST OFFICE RD WALDORF, MD 20602 | | | Excess/Deficient Parking(Spaces): 47 Total Workroom(SF): 1,013 Retail(SF): -6,420 | | | Notes: While most carrier moves result in a cost, there are some that generate a savings | | | | | | | | |
| 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 | | |
| 10 239324-G03 WALDORF - DDC Disposition: Disposed | | | | | | | | | | | | | | |
| Address: 110 PAUL MELLON CT WALDORF, MD 20602 | | | Excess/Deficient Parking(Spaces): -211 Total Workroom(SF): 34,129 Retail(SF): -1,162 | | | 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 | |
| Facility Cost Variance: \$ | | | | | | | | | | | | 0 | | |
| Inactive | | | | | | | | | | | | | | |
| 1 230108-001 ACCOKEEK - MAIN OFFICE Disposition: Retained | | | | | | | | | | | | | | |
| 2 230252-001 AQUASCO - MAIN OFFICE Disposition: Retained | | | | | | | | | | | | | | |
| 4 231242-002 BRYANTOWN - MAIN OFFICE Disposition: 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

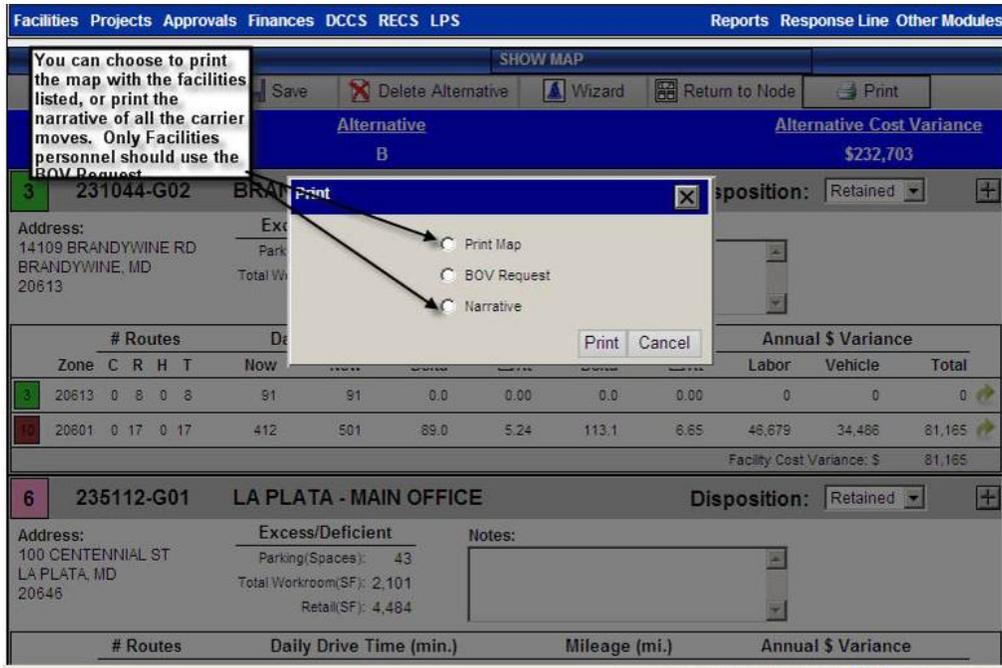
Open Save Delete Alternative Wizard Return to Node **Print**

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

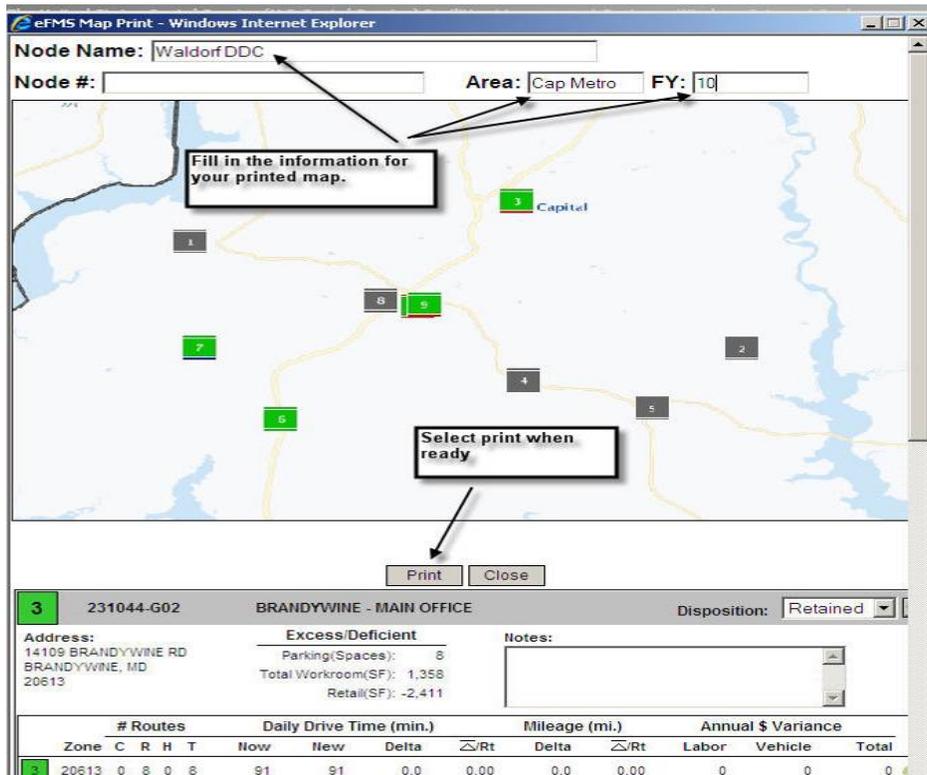
| 3 231044-G02 BRANDYWINE - MAIN OFFICE Disposition: Retained | | | | | | | | | | | | | | |
|-------------------------------------------------------------|----------|---|-------------------------------------------------------------------------------------------|---|-------------------------|--------|-------|------|---------------|-------|--------------------|---------|--------|--------|
| 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 |
| 10 | 20601 | 0 | 17 | 0 | 17 | 412 | 501 | 89.0 | 5.24 | 113.1 | 6.65 | 46,679 | 34,486 | 81,165 |
| Facility Cost Variance: \$ | | | | | | | | | | | | 81,165 | | |

You can print the results of the carrier moves.

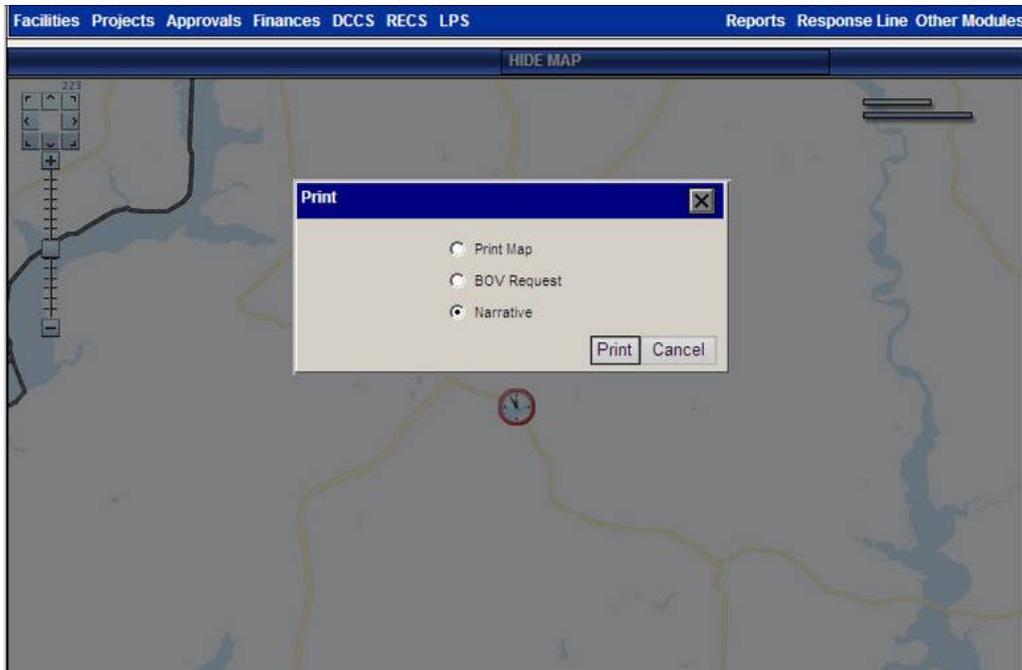
You have the option of printing the map, or the narrative of the carrier moves. The print BOV request is reserved for Facilities employee's use.



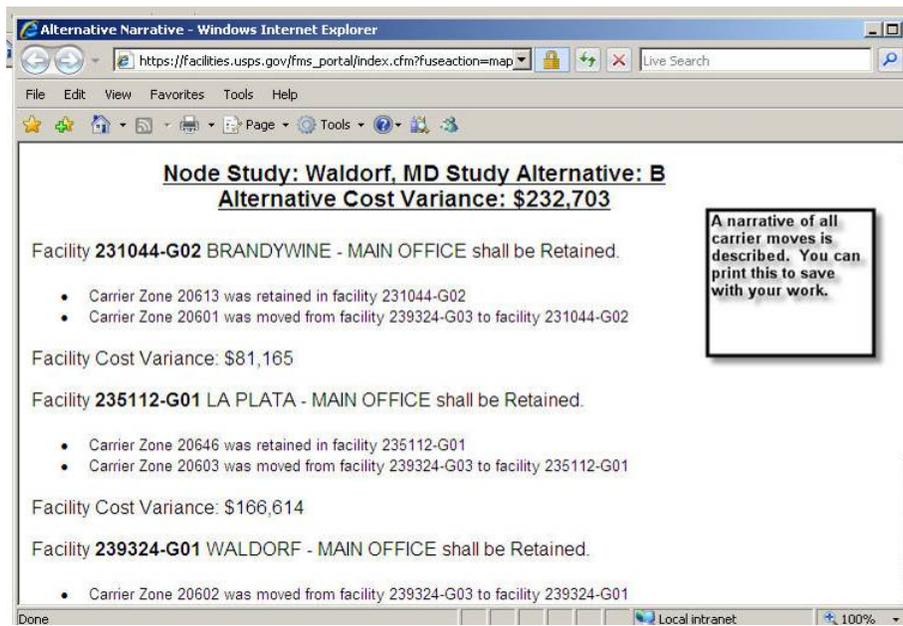
Select **Print Map**.



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:

| 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 |

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

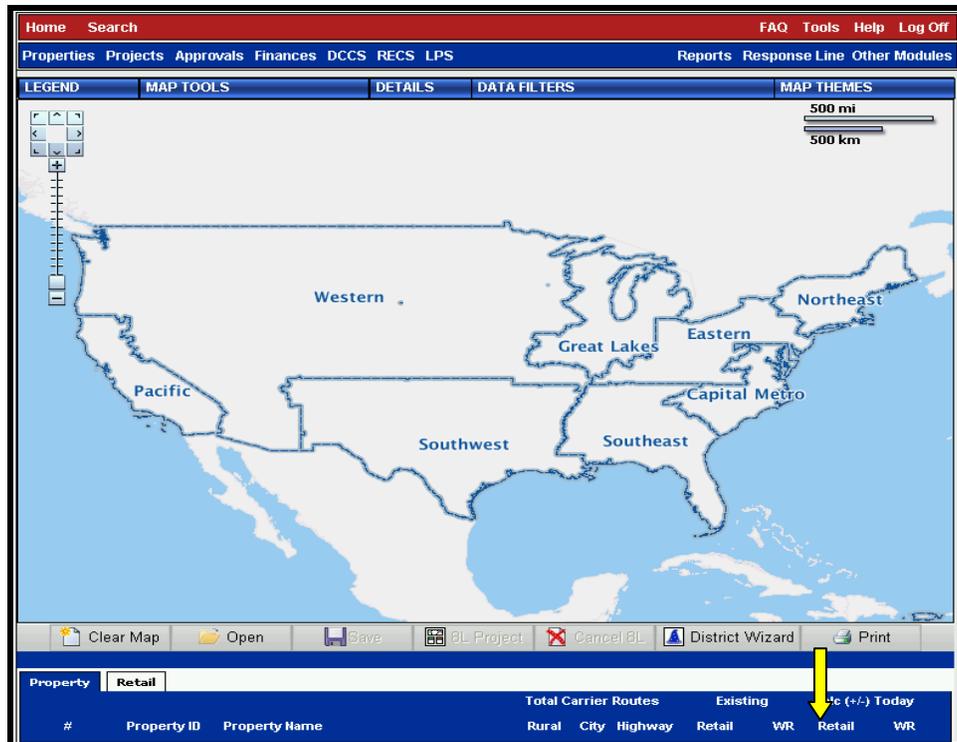
Start Date Slippage End Date Slippage

Count of Projects

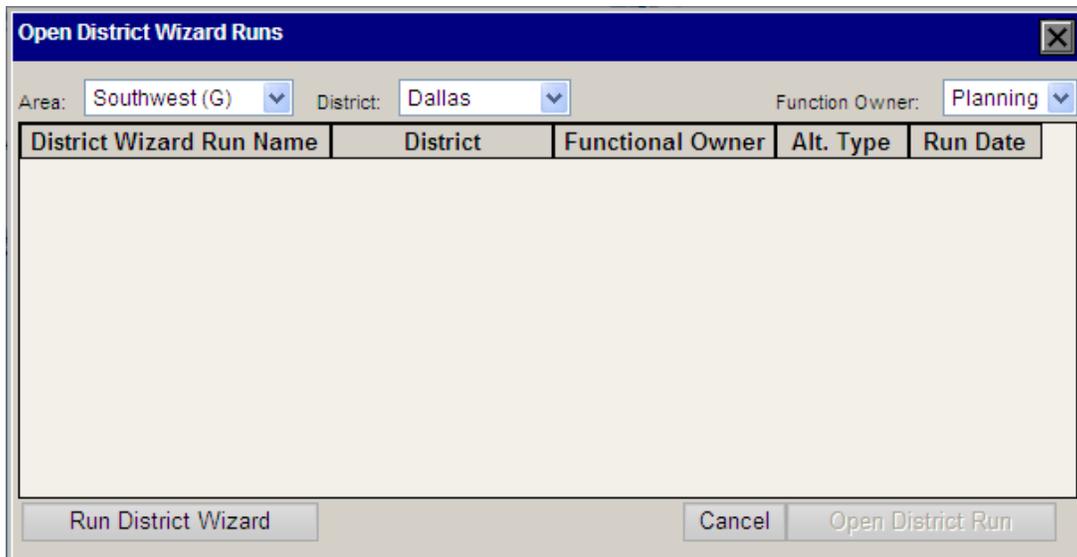
Start Date Slippage Range (Days) End Date Slippage Range (Days)

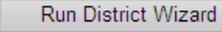
Show all Owned Projects

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.



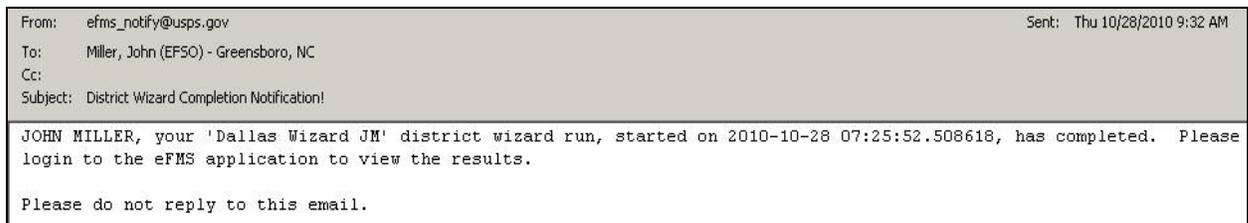
Open District Wizard Runs: Select the applicable **Area, District, & Function Owner** (DUO Users will select will select Retail). Select the  **Run District Wizard** button.

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**.

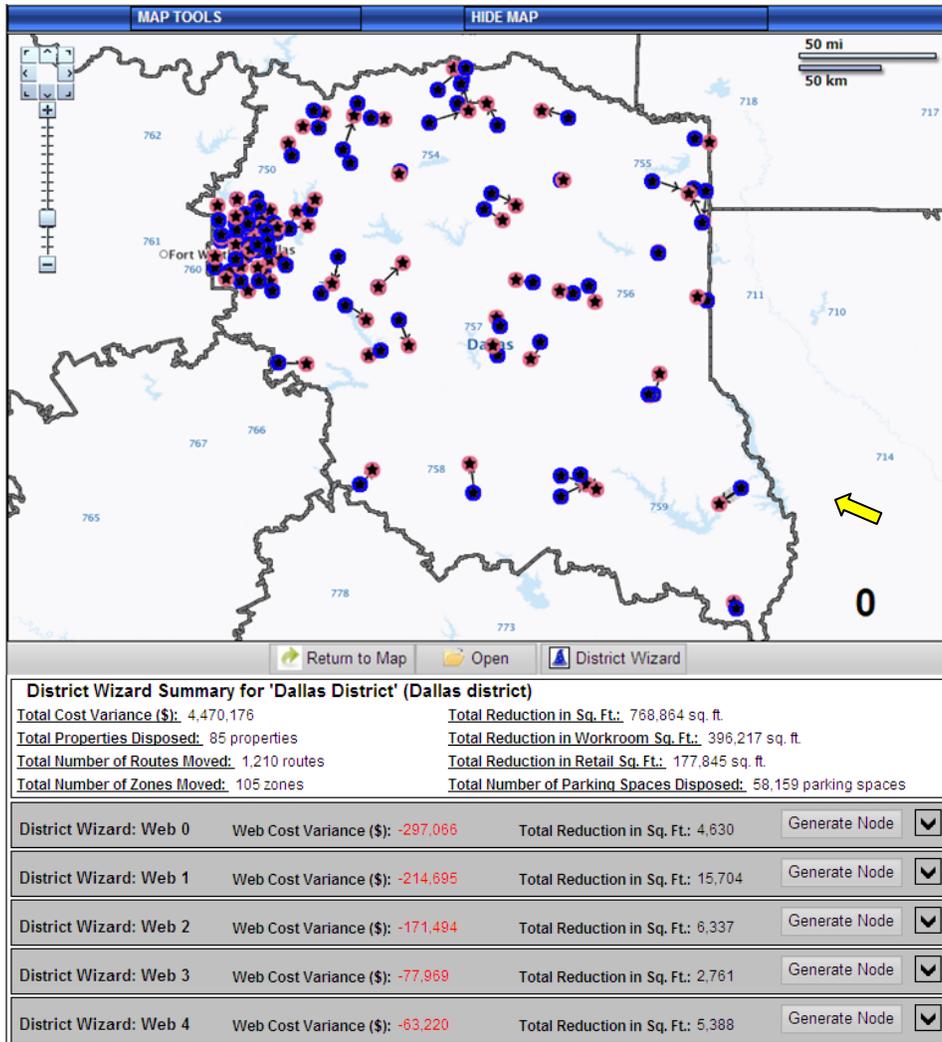


Sample email notification.

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 |

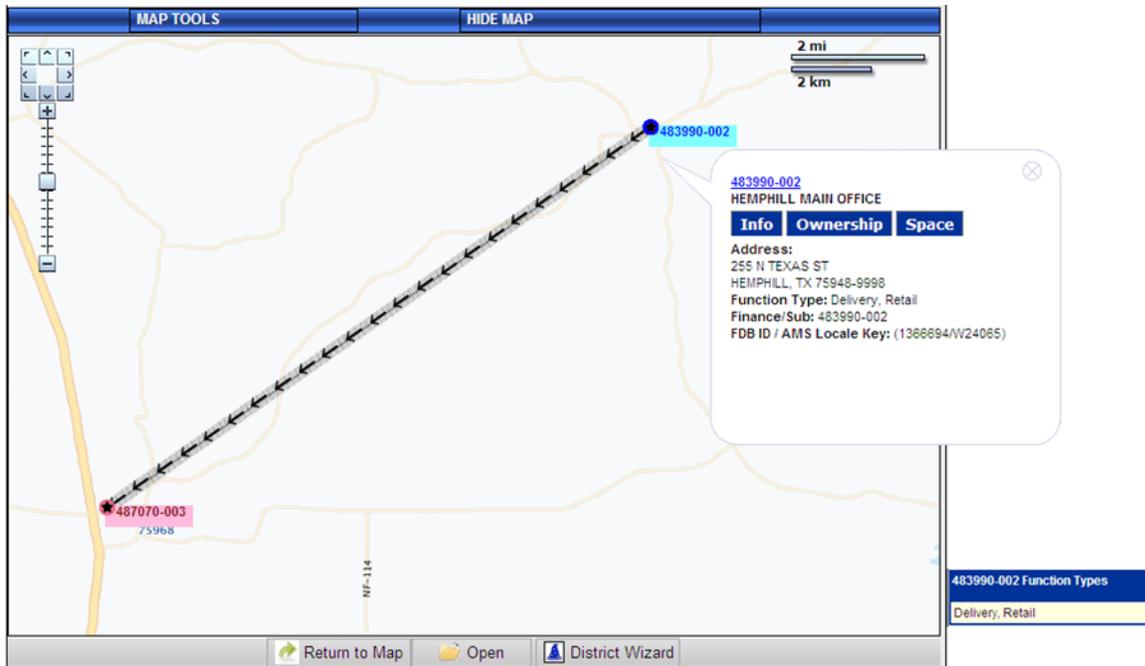
After email notification, return to the Map Module & select District Wizard. Select the applicable Area & District from the Open District Wizard Runs pop-up window. Two alternatives are available for analysis; cost-based & space-based. Highlight the alternative & select the **Open District Run** button.



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.



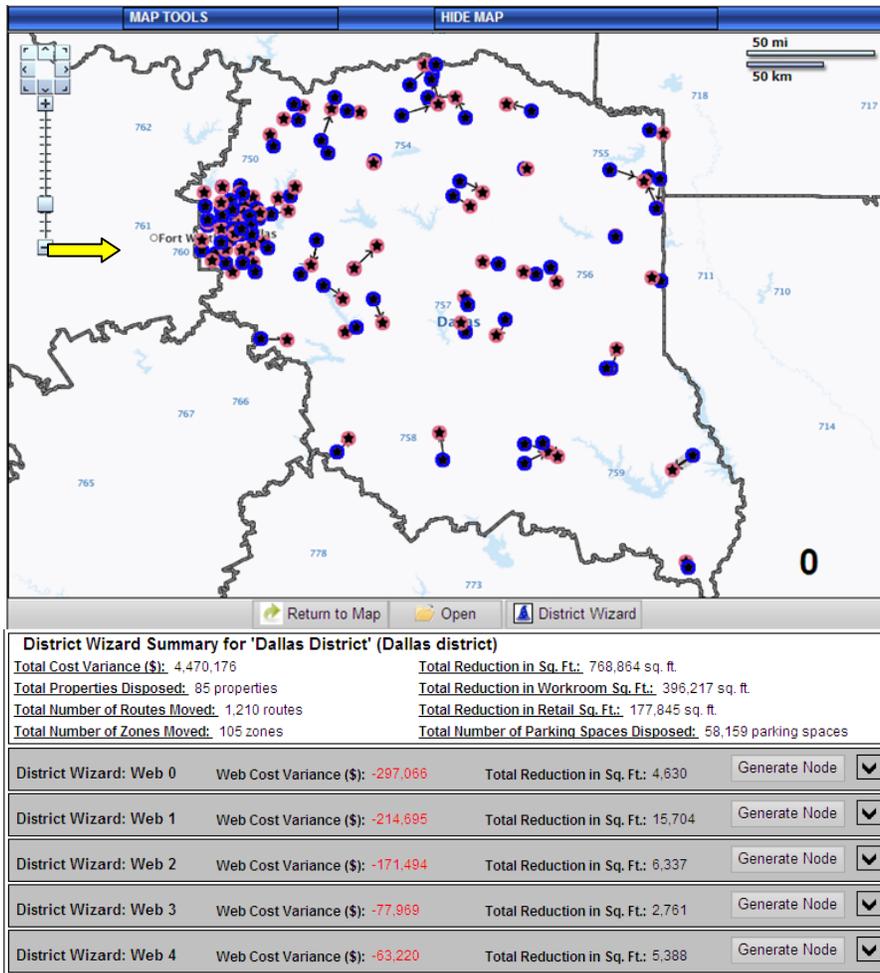
| | | | | | | | | | | | | | |
|------------------------|-------|----------------------------------|---|-----------------------------------|---|--------------------|-----|--------------------|---------|--------|----------|----------|----------|
| District Wizard: Web 0 | | Web Cost Variance (\$): -297,089 | | Total Reduction in Sq. Ft.: 4,630 | | Generate Node | | | | | | | |
| 483990-002 | | HEMPHILL - MAIN OFFICE | | Disposition: Disposed | | | | | | | | | |
| Excess/Deficient: | | Parking (Spaces): -9 | | Total Workroom (SF): 1454 | | Retail (SF): -6599 | | | | | | | |
| 487070-003 | | PINELAND - MAIN OFFICE | | Disposition: Retained | | | | | | | | | |
| 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
- 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

| | |
|--------|--------------------------|
| MPOO 3 | 380405 - BAINBRIDGE PO |
| MPOO 4 | 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 Variance | Retail Trans 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 |
| Automation/Mechanized | | | | | |
| Auto/Mech Ltrs Hours | 0 | 0 | | | |
| Auto/Mech Flts Hours | 0 | 0 | | | |
| Total Auto/Mech Hours | 0 | 0 | | | |
| Manual | | | | | |
| 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 | | | |
| Retail/Admin | | | | | |
| 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 | 756 | | 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.

| | | | |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|--------------------------|
| WORKLOAD SERVICE CREDITS | | 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) | | | |
| Press CONTROL AND B TO BEGIN ENTRY | | NUMBER | FACTOR |
| | | TOTAL | |
| 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 | |
| TOTAL EXCEPTION CREDITS: | | 0 | |
| PS FORM 150 | PREPARED BY: | | |
| | PRINT DATE: | 7-Oct-10 | |
| TOTAL REVENUE UNITS: | | No. | Factor |
| | | | Total |
| | | 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: | | | |
| UPGRADE THE OFFICE IF THE FOLLOWING CONDITIONS ARE MET: | | | |
| GRADE & THE WSCS ARE & TOTAL EXCEPTION CREDITS ARE | | | |
| NOV | GREATER THAN | CREDITS ARE | |
| 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 | |
| ZONE OF TOLERANCE | | | ZONE OF TOLERANCE |
| FOR DOWNGRADE | | WSC RANGE | FOR UPGRADE |
| 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?

Link to SWC Instructions:

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

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

