FUNCTION 4 BUSINESS PLAN

ON-SITE REVIEW AND EXIT PACKAGE

SPONSORED BY HQ-CUSTOMER SERVICE SUPPORT --- Release Version 2.87.9.10.2006.21.32

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PLEASE COMPLETE THE GENERAL HEADER INFORMATION BELOW BEFORE PRINTING

|	
Performance Cluster:	▓▓▓▓▓▓▓
Unit to be Reviewed:	▓▓▓▓▓
5 Digit ZIP code:	▓▓▓▓
Start Date of Review:	February 6, 2007
Fiscal Year (i.e. 2005):	2007
Finance Number:	▓▓▓
Pay Location:	000
SFAS Number:	▓▓▓
Area:	▓▓▓▓▓
F4 Team Leader:	▓▓▓▓▓
Earliest Start Time:	02:00

Use the time format hh:mm when entering the earliest start time. This "Earliest Start Time" is determined by the earliest time one of your Function 4 employees reports for work.

INSTRUCTIONS

1. The objective of this file is to create a Standardized Function 4 On-Site Review Exit Package. It contains forms to assist the F4 On-Site Review team in planning the review, collecting data, and organizing the results in an easy to use format.

2. The package is a set of forms used to collect necessary data for the on-site review. The forms can be printed out and completed manually or completed electronically from your computer.

3. Use the Master Control Panel to help guide you through the process and workbook.

4. Be sure to complete all general header information FIRST.

5. Use the "Checklist" to help you manage the task associated with an on-site review; and track the collection of data.

6. Complete the Unit Fact Sheet before starting the review to aid with the staffing and scheduling of the review team.

7. Inside the Master Control Panel use the selector buttons and choose which forms you wish to print. Some of the worksheets print out more than one page.

8. Do not alter the structure of this workbook application by deleting worksheet tabs.

9. Control-Shift-J will call up the Sheet Jumper
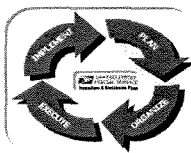
ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ~~████████~~

UNIT: ~~████████~~ **FINANCE #:** ~~████~~ **DATE:** 02/06/07

Unit Profile Fact Sheet - Back Office
Prepare a separate sheet for each station or branch

Address: ~~████████████████~~

PM/Station Mgr: ~~████████~~ (A) Phone Number: ~~████████~~

MPOO: ~~████████~~ (A) Phone Number: ~~████████~~

Number of Supervisors: 3 First Supervisor Arrives at: 4:00 AM

List Clerical Pay Location(s), include description:

Number of Zones: 1 ZIP Codes Covered: ~~████~~

Host Post Office Name: [ ] Host Post Office Finance Number: [ ]

Number of Clerks:

		REG		PTF		PTR		Other	
Authorized:	REG:	8	PTF:	1	PTR:	1	Other:		
On-Rolls:	REG:	8	PTF:	2	PTR:	1	Other:	1	

Number of Mail Handlers:

		REG		PTF		PTR		Other	
Authorized:	REG:		PTF:		PTR:		Other:		
On-Rolls:	REG:		PTF:		PTR:		Other:		

Actual: LDC 68 (Clerical): [ ] LDC 69 (Clerical): [ ] LDC 79: [ ]

VOMA Authorized? [ ] Does VOMA perform clerical duties? [ ]

Hours of Operation:

		OPEN	CLOSE			OPEN	CLOSE
	Mon:	4:00 AM	5:30 PM	Tues-Fri:		4:00 AM	5:30 PM
	Sat:	4:00 AM	5:30 PM	Sun:			

	Mon:	Tues-Fri:	Sat:	Sun:
Time First Clerk Arrives:	4:00 AM	4:00 AM	4:00 AM	
Time First Truck Arrives:	4:00 AM	4:00 AM	4:00 AM	6:30 AM
Number of Trips:	4	4	4	1

Other Trip Times: 5:00 AM 6:30 AM 1:35 PM [ ]

Posted Box Up Time: 10:00 AM Walling Begins: 8:00 AM Is WebBATS current? Yes

Is Timekeeping TACS or Manual?: TACS Dutch Door? Yes/No YES

Type (s) Service Provided at Dutch Door:

Caller Service

Dutch Door Hours of Operation: Mon-Fri: 9:00 AM 10:00 AM Sat: 9:00 AM 10:00 AM Sun: [ ]

List Any Unique Situations in this Office:

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ▓▓▓▓▓▓▓▓

UNIT: ▓▓▓▓▓▓▓   FINANCE #: ▓▓▓▓▓   DATE: 02/06/07

Unit Profile Fact Sheet - Retail

Prepare a separate sheet for each station or branch

Retail Mgr: ▓▓▓▓▓▓

POS ONE Office Yes/ No | Yes | If Yes, NCR OR IBM? | NCR |

If IRT Office Provide Clerks Names with IRT ID #s:

Name	IRT ID	Name	IRT ID	Name	IRT ID

Window Hours:

	OPEN	CLOSE		OPEN	CLOSE		OPEN	CLOSE
Mon-Fri:	7:30 AM	5:00 PM	Sat:	7:30 AM	3:00 PM	Sun:		

Is the Window Closed for Lunch: Yes/No | No | If Yes, How Long (minutes): | |

Time Window Closed:

	CLOSE	OPEN		CLOSE	OPEN		CLOSE	OPEN
Mon-Fri:			Sat:			Sun:		

Number of Windows Available Including Cashwrap: | 4 | Is hold mail staged at carrier cases?   Yes/No | Yes |

Number of Windows Staffed Daily: Mon: | 3 | Tue-Fri: | 3 | Sat: | 3 | Sun: | |

Number of SSA's Working Window Daily: Mon: | 5 | Tue-Fri: | 5 | Sat: | 4 | Sun: | |

Do SSA's have Scheduled Lunches: Yes/No | Yes | How Long (minutes): | 60 |

Do SSA's have Scheduled Breaks: Yes/No | No | How Long (minutes): | |

Does This Office Have Lunch Relief SSA's?:   Yes/No | Yes | Does This Office Have a T-6?:   Yes/No | Yes |

How Many Hours Per Day Does T-6 Work On the Window?:

Mon: | | Tue-Fri: | | Sat: | | Sun: | |

Does This Office do an Advance Deposit?:   Yes/No | Yes | Time Advance Deposit Started: | 12:00 PM |

Does this Office Have a Drive-up Window?   Yes/No | No | Does this Office Have a Mobile Unit?   Yes/No | No |

Does this Office Have a Stamps by Mail Unit?   Yes/No | No |

3930 WIR REVENUE

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
SPLY week of WOS								0
SPLY week after WOS								0

WIR Plan Week of WOS | |

Total WIR of the PRIOR Month | | Total WIR of the SPLY PRIOR Month | |

LDC 45 WORKHOURS   SPLY Week of WOS | | PLAN Week of WOS | |

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ▬▬▬▬▬▬

UNIT: ▬▬▬▬▬▬   **FINANCE #:** ▬▬▬▬   **DATE:** ▬▬▬▬

Unit Profile Fact Sheet - Retail

Prepare a separate sheet for each station or branch

DAILY WALK IN REVENUE (WIR)

Month	Week	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
OCT	1								0.00
OCT	2								0.00
OCT	3								0.00
OCT	4								0.00
OCT	5								0.00
MAR	1								0.00
MAR	2								0.00
MAR	3								0.00
MAR	4								0.00
MAR	5								0.00
AVERAGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

DAILY LDC 45 WORKHOURS

Month	Week	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	TOTAL
OCT	1								0.00
OCT	2								0.00
OCT	3								0.00
OCT	4								0.00
OCT	5								0.00
MAR	1								0.00
MAR	2								0.00
MAR	3								0.00
MAR	4								0.00
MAR	5								0.00
AVERAGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

List Any Unique Retail Situations in this Office (such as regular LARGE Stamp Sales):

ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER: ▄▄▄▄▄▄▄

UNIT: ▄▄▄▄▄▄   FINANCE #: ▄▄▄▄▄   DATE: 02/06/07

ROVER INPUT SHEET- Cell Separation Worksheet

LDC 43 - The productivity rates assigned to the unit are established based on the number of valid separations on the letter and flat cases. The number of separations also allocates the set up time, spread time, and pull down time for the unit. For AWPS Authorized Cells, 500 rented PO boxes equal 1 Route Equivalent (RTE). Each firm/caller/ other separation must receive 50+ pieces of mail per day to qualify for an authorized cell on the distribution case.

PRIMARY (LDC 43)	Actual Cells		AWPS Authorized Cells	
	Letter Case	Flat Case	Letter Case	Flat Case
Number of city routes	45	45	45	45
Number of rural routes				
Number of highway contract routes				
Number of PO box route equivalents (1 cell for every 500 rented)	3	3	2	2
Number of firms/caller/other separations receiving 50+ pieces a day*	3	1	3	1
Total Cell Separations for LDC 43	51	49	50	48

PO Box "route equivalents" are separations into which clerks distribute mail to be walled in the Po Box section.

*If there is more than one distribution case, add pieces from each case to determine if that cell receives 50+ pieces. ON BACK OF THIS SHEET RECORD THE NAMES OF ALL PAID CALLER FIRMS AND OTHER SEPARATION THAT CELL SEPARATION CREDIT IS GIVEN

SECONDARY (LDC 43)	Actual Cells		AWPS Authorized Cells	
	Letter Case	Flat Case	Letter Case	Flat Case
Number of city routes				
Number of rural routes				
Number of highway contract routes				
Number of PO box route equivalents (1 cell for every 500 rented)				
Number of firms/caller/other separations receiving 50+ pieces a day*				
Total Cell Separations for LDC 43				

In large offices where different zips are apportioned to different cases, you may use the secondary designator in AWPS to establish specific productivities and provide for allied time. In offices where a true secondary operation exists ascertain the authorized cells based on the number of separations receiving 50+ pieces a day. To improve efficiency, every effort should be made to eliminate secondary cases.

LDC 44 - Record the number of letter and flat separations used on a case located specifically in the box section to separate the box sections after letter and flats are received from LDC 43. This information is used to establish productivity rates for letter and flat distribution in the box section. A dedicated LDC 44 Distribution case should be discouraged. In most instances, all pieces should be finalized on the first handling in LDC 43. If one is authorized you must eastablish a spread and pull down time.**Do not count cells previously counted in LDC 43**.

PRIMARY (LDC 44)	Actual Cells		AWPS Authorized Cells	
	Letter Case	Flat Case	Letter Case	Flat Case
Number of active box sections				
Total Cell Separations for LDC 44				

Pull Down Time in Minutes [ ]   **Spread Time in Minutes** [ ]

Comments:
Firms: For letters; Bank Of America, Two separations for 12 callers and flats 1 separation for all callers.
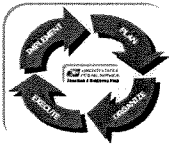
ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER:

UNIT: ⬛⬛⬛⬛   FIN #: ⬛⬛⬛⬛   DATE: 02/06/07

CUSTOMER SERVICE VOLUME RECORDING WORKSHEET

MANUAL VOLUME RECORDING WORKSHEET

		INCHES	FEET	Total PIECES
Letters	DAY 1	275	22.92	5,202
	DAY 2	296	24.67	5,599
Flats	DAY 1	211	17.58	2,022
	DAY 2	345	28.75	3,306

DAY 1 - Parcel Post		Full	3/4	1/2	1/4	Pieces
For Manual Entry, use conversion factors shown at bottom of page 2.						
Hamper (1046)	Number of Containers					
	Total Pieces					
Gurney (1033)	Number of Containers					
	Total Pieces					
U-Cart (1075)	Number of Containers					
	Total Pieces					
GPMC (APC)	Number of Containers			1		
	Total Pieces			51.00		51.00
Wire Container	Number of Containers					
	Total Pieces					
OTR/BMC	Number of Containers		2	2		
	Total Pieces		391.60	261.00		652.60
Cardboard (Gaylord)	Number of Containers		1	1		
	Total Pieces		195.80	130.50		326.30
#1 Sack	Number of Containers					
	Total Pieces					
					Total Pieces	1,029.90

DAY 2 - Parcel Post		Full	3/4	1/2	1/4	Pieces
Hamper (1046)	Number of Containers					
	Total Pieces					
Gurney (1033)	Number of Containers					
	Total Pieces					
U-Cart (1075)	Number of Containers					
	Total Pieces					
GPMC (APC)	Number of Containers	1				
	Total Pieces	102.00				102.00
Wire Container	Number of Containers	3				
	Total Pieces	354.00				354.00
OTR/BMC	Number of Containers			4	1	
	Total Pieces			522.00	65.20	587.20
Cardboard (Gaylord)	Number of Containers			1		
	Total Pieces			130.50		130.50
#1 Sack	Number of Containers					
	Total Pieces					
					Total Pieces	1,173.70
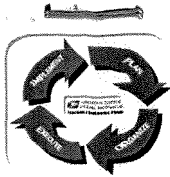
ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER: ▓▓▓▓▓▓▓▓

UNIT: ▓▓▓▓▓▓▓   FIN #: ▓▓▓▓▓   DATE: 02/06/07

CUSTOMER SERVICE VOLUME RECORDING WORKSHEET

MANUAL VOLUME RECORDING WORKSHEET

Volume Comparison	F4 Team	PS 3930	+/-	%	Historical Volume Analysis	Adjustment Volume (Pcs)	Adjusted Volume (AWPS) Pcs
Letters (Pcs)	5,401	5,860	-459	-7.84%	5,658	-443	**5,214**
Flats (Pcs)	2,664	3,692	-1,028	-27.84%	3,960	-1,103	**2,858**
Parcels (Pcs)	1,180	1,044	136	13.03%	1,356	177	**1,532**

If adjustment percentage exceeds plus or minus 100%, PS 3930 volumes are suspect.

Average Daily Nbr Parcels from 8125:   78

DPS percentage: 88.37%

AFSM 100 Sortation (Y or N):   y

Historical Volume Analysis	Adjustment Percent	Adj Vol Based on Team Knowledge
5,658		**5,658**
3,960	-17.84%	**3,254**
1,356	3.03%	**1,397**

Outlier Comparison Pcs per RTET	F4 Team	PS 3930	Historical Volume Analysis	Adj Vol Based on Team Knowledge
Letters (Pcs)	108	117	113	113
Flats (Pcs)	56	77	83	68
Parcels (Pcs)	24	21	27	28

Route Equivelent
50
48
50

OBSERVATION OF RECORDING METHODS -

No measuring devise is used, all mail is eye balled. All total curtailed volume is included in the total recorded volumes, the office counts SPR'S as flat volume.
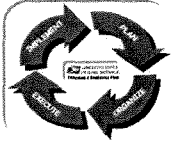
ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER: ▓▓▓▓▓▓
UNIT: ▓▓▓▓▓▓▓   FIN #: ▓▓▓▓   DATE: 02/06/07

CUSTOMER SERVICE VOLUME RECORDING WORKSHEET

BOX VOLUME RECORDING WORKSHEET

		INCHES	FEET	Total PIECES	
Primary Letters	DAY 1				
	DAY 2				
Walled Letters	DAY 1	15	1.25	284	189.5 avg
	DAY 2	5	0.42	95	
DPS	DAY 1			893	
	DAY 2			817	
Primary Flats	DAY 1				
	DAY 2				
Walled Flats	DAY 1	43	3.58	412	
	DAY 2	19	1.58	182	
Parcel Post	DAY 1			35	27
	DAY 2			19	

Volume Comparison	F4 Team	PS 3930	+/-	%	Historical Volume Analysis	Adjustment Volume (Pcs)	Adjusted Volume Pcs
Letters (Pcs)	1,044	1,055	-11	-1.03%	1,227	-13	1,215
Flats (Pcs)	297	403	-106	-26.28%	543	-143	400
Parcels (Pcs)	27	22	5	22.73%	10	2	12

If adjustment percentage exceeds plus or minus 100%, PS 3930 volumes are suspect.

Adjusted Letter Volume (AWPS) in pieces	% of Total	Adjusted Volume (AWPS) Pcs
Primary Letters		-
Walled Letters	18.12%	220
DPS	81.88%	995

Adjusted Flat Volume (AWPS) in pieces	% of Total	Adjusted Volume (AWPS) Pcs
Primary Flats		-
Walled Flats	100.00%	400

National Container Conversion Rate (Parcels)

	Full	3/4	1/2	1/4
Hamper (1046)	39.70	29.80	20.00	10.00
Gurney (1033)	15.27	11.40	7.60	3.80
U-Cart (1075)	12.31	9.23	6.20	3.10
GPMC (APC)	102.00	76.50	51.00	25.50
Wire Container	118.00	88.50	59.00	29.50
OTR/BMC	261.00	195.80	130.50	65.20
Cardboard (Gaylord)	261.00	195.80	130.50	65.20
#1 Sack	8.79	6.60	4.40	2.20

ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER: ▓▓▓▓▓▓
UNIT: ▓▓▓▓▓▓ FIN #: ▓▓▓▓ DATE: 2/6/07

Remote Office Verification Electronic Retrieval (R.O.V.E.R.)

Office Information	Present	Proposed
Finance Number/Pay Location		351018
Zip Code (5 Digit)		14224
Fiscal Year Quarter this records is for IE:19974		20072
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
SFAS Number	.	224
Number of City Delivery Routes		
Number of Rural Routes		
Number of Box Delivery Highway Contract Routes		
Number of routes with clerk withdrawal time		
Possible City Deliveries		
Possible Rural Route Deliveries		
Possible HCR Deliveries		
Number of PO Boxes		
Number of PO Boxes Rented		621
Avg. Number of General Deliveries		1
Avg. Number of Firm Holdouts		13
Time last Dispatch Must Be Ready (HHMM)		
This office performs SCF/DDC/DDU operations		
Mail to Carriers - (HHMM)		
Box Up Time - (HHMM)		
Window Opening Time Monday - Friday (HHMM)		
Window Closing Time Monday - Friday (HHMM)		
Window Opening Time Saturday (HHMM)		
Window Closing Time Saturday (HHMM)		
Window Closed for Lunch		
Length of Lunch (In Minutes)		
Number of Holidays Mail is Sorted		
Length of Office Breaks (In Minutes)		10
Number of Breaks Authorized		2
Length of Wash Up Periods (In Minutes)		5
Number of Wash Up Periods Authorized		1
Time Distribution Operation Opens (HHMM)		
Do you have Centralize Distribution:		
Letter Distribution Amount:		
Flat Distribution Amount:		
Parcel Post Distribution Amount:		
SCF Downstream Offices:		
SCF Downstream Routes:		
SCF Downstream Deliveries:		
SCF Downstream Rented PO Boxes:		
SCF Dock Transfers:		
SCF Cancellations:		
SCF Manual Distribution:		
SCF Hashing:		
Comments (60 Characters or less)		

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: �█████

UNIT: ████████ FIN #: ████ DATE: 2/6/07

Remote Office Verification Electronic Retrieval (R.O.V.E.R.)

LDC 41	Present	Proposed
Finance Number/Pay Location		
Zip Code (5 Digit)		
Fiscal Year Quarter this records is for IE:19974		
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
Operation Number		
Letter Volume - In Pieces		
Equipment Type		
Number of Equipment		
Number of Stackers		
Time Operation Ends (HHMM)		
Other Time (In Minutes)		
Comments (60 Characters or less)		

LDC 43	Present	Proposed
Finance Number/Pay Location		351018
Zip Code (5 Digit)		14224
Fiscal Year Quarter this records is for IE:19974		20072
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
Daily Average number of hours management performs LDC 43 Work		
Percent of DPS Mail		
Total Manual - Letter (In Pieces)		
Total Manual - Flat (In Pieces)		
Total Manual - Parcel Post (In Pieces)		
% Manual ACO (Letter) - IE: Enter 20% as 20 Not .2		
% Manual ACO (Flat) - IE: Enter 20% as 20 Not .2		
% Manual ACO (PP) - IE: Enter 20% as 20 Not .2		
Secondary - Letter (In Pieces)		
Secondary - Flat (In Pieces)		
Secondary (Parcel Post)		
SCF Manual - Letter (In Pieces)		
SCF Manual - Flat (In Pieces)		
SCF Manual - Parcel Post		
Primary Separations (Letter)		
Primary Separations (Flat)		
Secondary Separations (Letter)		
Secondary Separations (Flat)		
Set-Up/Staging Time (In Minutes)		
Spread Time (In Minutes)		
Pouch Racks Time (In Minutes)		
Number of Pouches		
Other Time (In Minutes)		
Comments (60 Characters or less)		

ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER: ▓▓▓▓▓▓▓
UNIT: ▓▓▓▓▓▓▓   FIN #: ▓▓▓▓▓   DATE: 2/6/07

Remote Office Verification Electronic Retrieval (R.O.V.E.R.)

LDC 44	Present	Proposed
Finance Number/Pay Location		351018
Zip Code (5 Digit)		14224
Fiscal Year Quarter this records is for IE:19974		20072
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
Daily Average number of hours management performs LDC 44 Work		
Walling Box - Letter (In Pieces) Excluding DPS		
Walling Box - Flat (In Pieces) Excluding DPS		
Walling Box - Parcel Post (In Pieces)		
% Box ACO (Letter)		
% Box ACO (Flat)		
% Box ACO (Parcel Post)		
DPS for Box - Letter (In Pieces)		
Primary Box - Letter (In Pieces)		
Primary Box - Flat (In Pieces)		
No. of Box Primary Letter Separation:		
No. of Box Primary Flat Separation:		
No. of Box Parcel Post:		
Pull Down Time (in minutes):		
Spread Time (in minutes):		
Other Time (In Minutes)		
Comments (60 Characters or less)		

LDC 45	Present	Proposed
Finance Number/Pay Location		351018
Zip Code (5 Digit)		14224
Fiscal Year Quarter this records is for IE:19974		20072
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
Daily Average number of hours management performs LDC 45 Work		
POS or Non-POS Office		POS
Total Transactions		
Daily Average # of Clerks on Window		5
Total Minutes Earned		
Business Days		
Other Time (In Minutes)		
Comments (60 Characters or less)		

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ▨▨▨▨▨

UNIT: ▨▨▨▨▨   FIN #: ▨▨▨▨   DATE: 2/6/07

Remote Office Verification Electronic Retrieval (R.O.V.E.R.)

LDC 46	Present	Proposed
Finance Number/Pay Location		
Zip Code (5 Digit)		
Fiscal Year Quarter this records is for IE:19974		
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
Daily Average number of hours management performs LDC 46 Work		
Number Clerks w/Vending Credits		
Total Value of Clerk Vending Credits		
Avg. Daily Travel Time (In Minutes)		
Bill Counter		
Coin Counter		
Other Time (In Minutes)		
Comments (60 Characters or less)		
Machine Type ID - Multi-Commodity Machine		
Number Machines Serviced this type		
Frequency Machines Serviced per AP		
Other Time (In Minutes)		
Frequency Machines Serviced per AP		
Number Machines Serviced this type		
Frequency Machines Serviced per AP		
Number Machines Serviced this type		
Frequency Machines Serviced per AP		
Comments (60 Characters or less)		

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ▓▓▓▓▓▓▓
UNIT: ▓▓▓▓▓▓▓　　　　FIN #: ▓▓▓▓▓　　　DATE: 2/6/07

Remote Office Verification Electronic Retrieval (R.O.V.E.R.)

LDC 48	Present	Proposed
Finance Number/Pay Location		351018
Zip Code (5 Digit)		14224
Fiscal Year Quarter this records is for IE:19974		20072
Man Year Office (0 < 100, 1 100-199, 2 => 200)		
CAG		
Hours Management performs LDC 48 Work (in Hours)		
BRM/PD Average # of pieces each day		115
BRM/PD Average # of accounts posted daily		11
BRM/PD Actual Time (In Minutes)		
Cancellation Processing Time (In Minutes)		
Cancellation Volume (Pieces)		
Express/Priority scans		
Stamps by Mail/Fax		
Number Trust Accts Posted (By Clerks)		
Do Clerks Verify Other Clerks' Deposits?		yes
Do Clerks Consolidate/Validate 1412's Daily?		yes
Clerk(s) have daily RCU duties?		
Clerks Collection Time (In Minutes)		4
Average Daily Number Parcels from Form 8125		161
Average Number of Mailings per AP		
BMEU M-F Open Time (HHMM)		
BMEU M-F Close Time (HHMM)		
BMEU Sat Open Time (HHMM)		
BMEU Sat Close Time (HHMM)		
BMEU Sun Open Time (HHMM)		
BMEU Sun Close Time (HHMM)		
Authorized 79 Hours		
# of hours to support Plant Loads:		
# of Full Time employees to support Plant Loads		
# of Part Time employees to support Plant Loads		
Other Time (In Minutes)		
Comments (60 Characters or less)		

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ~~████████~~

UNIT: ~~████████~~ FIN #: ~~████~~ DATE: 2/6/07

Remote Office Verification Electronic Retrieval (R.O.V.E.R.)

LDC 48 continued	Present	Proposed
#1 Sack 1		
#1 Sack 0.75		
#1 Sack 0.5		
#1 Sack 0.25		
U-Cart 1		
U-Cart 0.75		
U-Cart 0.5		
U-Cart 0.25		
Gurney 1		
Gurney 0.75		
Gurney 0.5		
Gurney 0.25		
Hamper 1		
Hamper 0.75		
Hamper 0.5		
Hamper 0.25		
GPMC 1		
GPMC 0.75		
GPMC 0.5		
GPMC 0.25		
OTR 1		
OTR 0.75		
OTR 0.5		
OTR 0.25		
Wire Container 1		
Wire Container 0.75		
Wire Container 0.5		
Wire Container 0.25		
Extended Hamper 1		
Extended Hamper 0.75		
Extended Hamper 0.5		
Extended Hamper 0.25		
WestPac 1		
WestPac 0.75		
WestPac 0.5		
WestPac 0.25		
SCF Cancellation Detail		
Letters Amount		
Letters Daily Time:		
Letters # Days:		
Flats Amount:		
Flats Daily Time:		
Flats # Days:		
Parcel Amount:		
Parcel Daily Time:		
Parcel # Days:		
Comments (60 Characters or less)		

ON-SITE FUNCTION 4 REVIEW PROCESS
PERFORMANCE CLUSTER: ▬▬▬▬▬▬
UNIT: ▬▬▬▬▬   Fin#: ▬▬▬▬   Date: 02/06/07

Mail Arrival Profile

Day 1 or 2 : | 1 |

TRIP # | 1 | Please Enter the Date this Data was Collected: | 6-Feb |

SCHEDULED	ACTUAL	Container Type	Mail Type	Full 3/4 1/2 1/4	General Comments Container Contents
4:00	4:00	BMC / OTR	Parcel	0.75	Prior Day
		Cardboard / Gaylord	Parcel	0.50	Prior Day
================= GENERAL INSTRUCTIONS =================		GPMC /APC	Flats	Full	AFSM
		GPMC /APC	Flats	Full	AFSM
When completing the Mail Arrival limit your entries to		GPMC /APC	Flats	0.75	AFSM
the list of containers and mail types.		GPMC /APC	Flats	0.75	AFSM
		GPMC /APC	Flats	Full	AFSM
--------------- CONTAINER TYPES ---------------		GPMC /APC	Flats	0.50	Manual
BMC/OTR Cardboard/Gaylord		GPMC /APC	Letters	0.50	Manual
GPMC/APC Gurney		HAMPER (1046)	Flats	Full	Carrier Route
Hamp		HAMPER (1046)	Mixed	0.75	LTRS/FLTS

The header of the table reads "ARRIVAL TIME" spanning SCHEDULED and ACTUAL.

DATA COLLECTION SHEET   ~~....~~

Mail Arrival Profile

TRIP # | 2 | Please Enter the Date this Data was Collected: | 6-Feb |

| ARRIVAL TIME | | Container Type | Mail Type | Full 3/4 1/2 1/4 | General Comments   Container Contents |
SCHEDULED	ACTUAL				
5:00	5:00	HAMPER (1046)	Flats	0.75	Carrier Route
================= GENERAL INSTRUCTIONS =================					
When completing the Mail Arrival limit your entries to the list of containers and mail types.					
-------------- CONTAINER TYPES --------------					
BMC/OTR Cardboard/Gaylord GPMC/APC Gurney Hamp					

DATA COLLECTION SHEET

Mail Arrival Profile

TRIP #   3   Please Enter the Date this Data was Collected: 2/6/2007

| ARRIVAL TIME | | Container Type | Mail Type | Full 3/4 1/2 1/4 | General Comments   Container Contents |
SCHEDULED	ACTUAL				
6:30	6:44	Cardboard / Gaylord	Priority	0.75	
		GPMC /APC	Letters	0.75	DPS
================== GENERAL INSTRUCTIONS ================== When completing the Mail Arrival limit your entries to the list of containers and mail types. ------------ CONTAINER TYPES ------------ BMC/OTR Cardboard/Gaylord GPMC/APC Gurney Hamp		GPMC /APC	Letters	0.75	DPS
		GPMC /APC	Letters	0.75	DPS
		GPMC /APC	Letters	0.75	DPS
		GPMC /APC	Flats	Full	AFSM
		GPMC /APC	Flats	0.25	AFSM
		GPMC /APC	Flats	0.50	AFSM
		GPMC /APC	Flats	0.75	AFSM
		GPMC /APC	Flats	0.75	AFSM
		GPMC /APC	Mixed	0.50	Manual
		GPMC /APC	Flats	0.75	Manual
		GPMC /APC	Parcel	0.50	
		BMC / OTR	Parcel	0.50	
		BMC / OTR	Parcel	0.50	
		BMC / OTR	Parcel	0.75	

DATA COLLECTION SHEET

Mail Arrival Profile

TRIP # [   ]   Please Enter the Date this Data was Collected: [   ]

| ARRIVAL TIME | | Container Type | Mail Type | Full 3/4 1/2 1/4 | General Comments   Container Contents |
SCHEDULED	ACTUAL				
===================== GENERAL INSTRUCTIONS ===================== When completing the Mail Arrival limit your entries to the list of containers and mail types. --------------- CONTAINER TYPES --------------- BMC/OTR Cardboard/Gaylord GPMC/APC Gurney Hamp					

Mail Arrival Profile

TRIP # [   ]   Please Enter the Date this Data was Collected: [   ]

| ARRIVAL TIME | | Container Type | Mail Type | Full 3/4 1/2 1/4 | General Comments   Container Contents |
SCHEDULED	ACTUAL				

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GENERAL INSTRUCTIONS
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When completing the Mail Arrival limit your entries to the list of containers and mail types.

CONTAINER TYPES
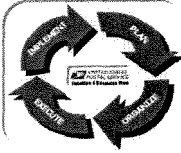-------------

BMC/OTR
Cardboard/Gaylord
GPMC/APC
Gurney
Hamp

ON-SITE FUNCTION 4 REVIEW PROCESS

PERFORMANCE CLUSTER: ~~████████~~

UNIT: ~~████████~~   Fin#: ~~████~~   Date: 02/06/07

Mail Arrival Profile

Day 1 or 2 : | 1 |

TRIP # | 1 | Please Enter the Date this Data was Collected: | 7-Feb |

| ARRIVAL TIME | | Container Type | Mail Type | Full 3/4 1/2 1/4 | General Comments   Container Contents |
SCHEDULED	ACTUAL				
4:00	4:00	GPMC /APC	Parcel	Full	
		Wire Container	Parcel	Full	
		Cardboard / Gaylord	Priority	0.75	
		Cardboard / Gaylord	Parcel	0.50	
		Wire Container	Flats	0.75	Carrier Route
		BMC / OTR	Parcel	0.50	Prior Day
		BMC / OTR	Parcel	0.50	Prior Day
		HAMPER (1046)	Flats	0.75	Carrier Route
		GPMC /APC	Flats	0.75	Manual
		GPMC /APC	Letters	0.50	Manual

GENERAL INSTRUCTIONS

When completing the Mail Arrival limit your entries to the list of containers and mail types.

CONTAINER TYPES

BMC/OTR
Cardboard/Gaylord
GPMC/APC
Gurney
Hamper
Pallets
Sack #1
U-Cart
Wire Containers

MAIL TYPES

Letters
Flats
Parcels
Priority
SPRs