

“Basic eWhep ” or

**“Mech and Tech for
those who are Staffing
illiterate!”**

Current WHEP Package Status: Working

Current MS47 Package Status: Working

eMARS Staffing
version 1.0

STAFFING DIRECT

FACILITY INFORMATION

MAIL PROCESSING EQUIPMENT

INVENTORY AND SCHEDULING

BLDG & BUILDING EQUIPMENT

PS FORM 4776 (ROUTES)

BUILDING SERVICE/FMO/MOS

SYSTEM

WORK HOUR SUMMARY

MS47 REPORTS

WHEP REPORTS

STAFFING PACKAGE SUBMISSION/APPROVAL



This WHEP Staffing Package was last Submitted on NONE by NONE.

This WHEP Staffing Package was last Approved on NONE by NONE.

eWhep

- ◆ The electronic workhour estimator program or eWhep, is the program the USPS uses to estimate Maintenance Staffing.
- ◆ It is made up of several modules but for this presentation we will concern ourselves with only two.
- ◆ BLDG and Building Equipment and Mail Processing Equipment.

BLDG and Building Equipment

- ◆ BEM or Building Equipment Mechanics positions are derived from the Building and Building Equipment module.
- ◆ The BLDG and BLDG Equipment modules contain the forms 4897, 4896, 4896A, 4894S, 4894T, 4895, and an allowances module.

BLDG and Building Equipment

BUILDING EQUIPMENT (PART BDC-017)

4896A
 4894-S
 4894-T
 4895
 4896
 4897
 Allowances

DATE OF LAST MODIFICATION: 11/06/2010 08:46 AM

	Guide No	Description	Qty	Frequency	Hrs Freq	Total
1	A-1	A-C Machine Package Units - Over 15	0	1	10	0
2	A-1	A-C Machine Package Units - 7-1-2 to	0	1	9.25	0
3	A-1	A-C Machine - Package Units - Less	0	1	8.75	0
4	A-2	A-C Window Units	0	1	1	0
5	A-3	Air Cooled Condensers - 0 to 10 Ton	2	1	.75	1.5
6	A-3	Air Cooled Condensers - Over 30 Ton	0	1	1.75	0
7	A-3	Air Cooled Condensers - Over 10 Ton	1	1	1	1
8	A-4	Air Handlers - Up to 4 HP	1	1	2	2
9	A-4	Air Handlers - Over 15 HP	0	1	4.75	0
10	A-4	Air Handlers - 4 HP to 15 HP	14	1	2.75	38.5
11	A-5	Boilers Gas Fired - (Cleaning fire side	0	1	0	0
12	A-5	Boilers Oil Fired - (Cleaning fire side	0	1	5	0
13	A-6	Boilers Cast Iron and Steel - Oil Fired	0	1	10	0
14	A-6	Boilers Cast Iron and Steel - Gas Fired	2	1	10	20
15	A-7	Burner Gas	2	1	5	10
16	A-8	Burner Oil	0	1	5	0
17	A-9	Coils Preheat Reheat - Over 2 SQ FT	0	1	.75	0
18	A-9	Coils Preheat Reheat - Over 5 SQ FT	0	1	1	0

Sub Total 1304.51

BLDG and Building Equipment

- ◆ There is really only one way to insure your BLDG and BLDG Equipment staffing is correct!
- ◆ YOU MUST ,verify your 4897 also known as the Building Inventory! If this is not correct than neither is your Building and Building Equipment staffing! It's that simple!
- ◆ This form is optional according to MM0-074-00, but by filling it out you will have an accurate inventory of what is in your facility.

BLDG and Building Equipment

- ◆ So, how do you know what is supposed to be on the 4897?
- ◆ MM0-074-00 Appendix A is the answer!

BLDG and Building Equipment

[Click to search across one or more PDF files](#)

APPENDIX A

EQUIPMENT INVENTORY REFERENCE GUIDE

ITEM	VMARS	DESCRIPTION AND REMARKS (PS 4897)	PM GUIDE NO(S)	OPERATING GUIDE		PS 4772 Reqmt
	ACRO.		Appendix B	App. C	PS 4894 LINE #	
Air Compressors	AIR (6)	Give MFR, tank capacity motor hp, and pressure(psig)	M-1	C-7a	14	(3)
Air-Conditioning Machine Package Unit	HVACP	Give tonnage	A-1, A-20	C-7c	1, 32	(3)
Air-Conditioning, Window Units	HVACP	Give tonnage or BTU/hr	A-2, A-20			(3)
Air Handlers	HVACU	Give motor hp and CFM	A-4, A-16 thru A-19, E-29	C-7b4	2, 33	(3)
Alarms, Misc., Burglar, Civil Defense, Trespass, etc	EMSYS	Give make, no. of stations and receiving points	E-1			(3)
Backflow Preventers on HVACB or HVACC	PLUMB	Give mfr. and model no.	P-16			(3)
Batteries, Edison nickel-iron-alkaline	ELEC	Give number of cells and use	E-6	C-7d	53-55	(3)
Batteries, lead-acid	ELEC	Give number of cells and use	E-5	C-7d	53-55	(3)
Battery Chargers	BCR	Give mfr., rating and use	E-2			(3)

BLDG and Building Equipment

- ◆ To complete a building inventory use Appendix A, and blank 4897's.
- ◆ Start with the A's and work your way around the facility.
- ◆ Inventory each item separately to ensure management's counts are correct.
- ◆ The information used on the inventory is what is "Supposed to be used" to build the rest of the building inventory.

Mail Processing Equipment

- ◆ ET's , MPE's as well as MM's are derived from the Mail Processing Equipment module in the eWhep.
- ◆ The Mail Processing Equipment contains modules for 2A, 2B, 2C, worksheets and a summary.

Mail Processing Equipment

- ◆ Unlike the BLDG and BLDG Equipment section there is not just one inventory sheet to verify.
- ◆ The 2A, 2B and 2C all need to be thoroughly reviewed for accuracy!

Mail Processing Equipment

- ◆ The 2A is Miscellaneous Equipment:
 - 2A can be verified by simply checking management's counts against what is in the building!

Mail Processing Equipment

- ◆ The 2B is Major Equipment
- ◆ 2B is a bit easier than 2C to verify because it tends to be the most visible equipment in your facility. Although your not just checking to see if you have it or not.

Mail Processing Equipment

- ◆ What you will need for the 2B is :
 - WebEIS report showing the Total Pieces Fed for the Last Fiscal year.
 - How many days and tours is the equipment used
 - How many components i.e. stackers are on this equipment

Mail Processing Equipment

- ◆ WebEIS report showing the total pieces fed for the last fiscal year.

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MACHINE OPERATIONAL PERFORMANCE

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Site: ALL

Calendar Date: 10/01/2009 00:00:00 thru 9/30/2010 00:00:00

<u>MTYPE</u>	<u>MNO</u>	<u>FED</u>	<u>ACCEPTED</u>	<u>PERCENT ACCEPTED</u>	<u>REJECT</u>	<u>RUN THRPT</u>	<u>WLCLK THRPT</u>	<u>OPER TIME</u>	<u>RUN TIME</u>	<u>STOPS</u>	<u>JAMS</u>
DBCS	1	73,169,383	70,760,436	96.7%	2,408,947	38,052	28,643	2,554.6	1,922.9	25,888	12,078
DBCS	2	41,754,314	41,012,191	98.2%	742,123	37,908	25,901	1,612.1	1,101.5	15,280	7,306
DBCS	3	48,166,761	47,103,172	97.8%	1,063,589	38,191	27,583	1,746.3	1,261.2	16,772	8,048
DBCS	4	58,977,556	58,329,145	98.9%	648,411	36,856	26,142	2,256.1	1,600.2	24,678	11,314
DBCS	5	56,729,771	56,120,756	98.9%	609,015	36,159	25,205	2,250.7	1,568.9	29,615	14,054
DBCS	6	51,641,145	51,277,105	99.3%	364,040	37,111	26,232	1,968.6	1,391.5	21,304	9,765
DBCS	7	39,846,261	39,479,419	99.1%	366,842	36,926	26,330	1,513.3	1,079.1	15,944	7,989
DBCS	10	62,349,777	61,321,008	98.4%	1,028,769	38,918	27,057	2,304.4	1,602.1	27,008	12,575
DBCS	11	56,452,578	54,864,125	97.2%	1,588,453	37,052	25,398	2,222.7	1,523.6	22,376	12,638
DBCS	12	109,748	109,195	99.5%	553	37,396	32,054	3.4	2.9	20	4
DBCS	13	44,178,164	43,257,035	97.9%	921,129	56,200	24,771	1,783.5	1,220.4	15,045	5,750
DBCS	14	64,563,084	64,117,614	99.3%	445,470	37,833	29,244	2,207.8	1,706.5	19,682	8,759
TOTAL		597,938,542	587,751,201	98.3%	10,187,341	37,416	26,666	22,423.5	15,980.8	233,612	110,280

Mail Processing Equipment

- ◆ The WebEIS information is used to determine what tier assignment the equipment will be placed in. The tier assignments are usually:
 - TIER ONE
UNDER 55,000,000 PIECES FED LAST FISCAL YEAR
 - TIER TWO
55,000,000 - 80,000,000 PIECES FED LAST FISCAL YEAR
 - TIER THREE
OVER 80,000,000 PIECES FED LAST FISCAL YEAR

Mail Processing Equipment

- ◆ The number of components along with the number of tours combined with the pieces fed determine the maintenance hours given for that piece of equipment.
- ◆ The current MM0 for each piece of equipment provides those hours based upon the pieces fed, components count, and the number of days and tours used.

Mail Processing Equipment

Hours based on tier assignment and days operated

SUMMARY WORK LOAD ESTIMATES FOR PHASE-I DBCS									
TIER ONE BASED ON UNDER 55,000,000 PIECES FED LAST FISCAL YEAR									
Operation Days	Routine Servicing per Machine (Hrs/Yr)	Repair Time per Machine (Hrs/Yr) *	Routine Servicing + Repair Time (Hrs/Yr)	Non-Productive Time per Machine (Hrs/Yr) **	Total Servicing per DBCS (Hrs/Yr)	Operational Maint. Time (Hrs/Yr)	Operational Maintenance (OpMt) + Total Servicing		
							1 Tour Hrs/Yr OpMt x 1	2 Tours Hrs/Yr OpMt x 2	3 Tours Hrs/Yr OpMt x 3
5 Days	438.38	131.51	569.89	56.99	626.88	156.00	782.88	938.88	1094.88
6 Days	491.01	147.30	638.32	63.83	702.15	187.20	889.35	1076.55	1263.75
7 Days	543.65	163.09	706.74	70.67	777.41	218.40	995.81	1214.21	1432.61
*Repair maintenance estimates based on 30% of preventive maintenance.									
**Based on 10% of total PM and repair.									
PM TIME SUMMARY IN MINUTES									
				Thresholds Pieces Fed	MIN.				
				Sev. 1 <90K	52				
				Sev. 2 90-180K	60				
				Sev. 3 >180K	65				
				1,300,000.00	180				
				5,600,000.00	198				
				16,900,000.00	247				
				67,500,000.00	183				
PM HOURS PER YEAR					PM HOURS PER YEAR SENIOR				
Percentage of Utilization	5 Day Wk	6 Day Wk	7 Day Wk			Thresholds	# times Completed	Hours Yr per DBCS	
Sev. 1-14%	31.55	37.86	44.17			1,300,000	42.31	126.92	
Sev. 2-49%	127.40	152.88	178.36			5,600,000	9.82	32.41	
Sev. 3-37%	104.22	125.06	145.90			16,900,000	3.25	13.40	

Mail Processing Equipment

Adjustments based on stackers and days used

Maintenance Technical Support Center

MMO-004-08



TIER ONE HOURS PER YEAR ACCORDING TO STACKER CONFIGURATION									
Op Day	Routine Service hr/yr	Repair time 30%	Routine + Repair time	Non-Productive Time 10%	Total Servicing	Operational Maint. hrs	Ops Maint. + Total Servicing		
							OpMt x 1	OpMt x 2	OpMt x 3
110 Stacker Machine									
5 Days	438.38	131.51	569.89	56.99	626.88	156.00	782.88	938.88	1094.88
6 Days	491.01	147.30	638.32	63.83	702.15	187.20	889.35	1076.55	1263.75
7 Days	543.65	163.09	706.74	70.67	777.41	218.40	995.81	1214.21	1432.61
126 Stacker Machine									
5 Days	452.93	135.88	588.81	58.88	647.70	156.00	803.70	959.70	1115.70
6 Days	507.31	152.19	659.51	65.95	725.46	187.20	912.66	1099.86	1287.06
7 Days	561.69	168.51	730.20	73.02	803.22	218.40	1021.62	1240.02	1458.42
142 Stacker Machine									
5 Days	467.97	140.39	608.36	60.84	669.20	156.00	825.20	981.20	1137.20
6 Days	524.16	157.25	681.40	68.14	749.54	187.20	936.74	1123.94	1311.14
7 Days	580.34	174.10	754.45	75.44	829.89	218.40	1048.29	1266.69	1485.09
158 Stacker Machine									
5 Days	483.51	145.05	628.56	62.86	691.42	156.00	847.42	1003.42	1159.42
6 Days	541.56	162.47	704.03	70.40	774.43	187.20	961.63	1148.83	1336.03
7 Days	599.61	179.88	779.49	77.95	857.44	218.40	1075.84	1294.24	1512.64

Mail Processing Equipment

- ◆ 2C is Other Requirements
- ◆ 2C will need the most work as this is where new equipment is placed that does not have an MMO yet. It also will be where locally purchased items that pertain to mail processing will be placed.
- ◆ Other Items placed on the 2C will be updated MMO's that make adjustments or provide time that has not been accounted for in the eWhep program yet.

This Concludes

“eWhep for Dummies”