

RECEIVED  
JUN 29 2023

LABOR RELATIONS



June 27, 2023

Mr. Ivan D. Butts  
President  
National Association of Postal  
Supervisors  
1727 King Street, Suite 400  
Alexandria, VA. 22314-2753

Dear Mr. Butts:

As a matter of general interest, the Postal Service is revising and renaming Handbook PO-408, *Area Mail Processing*.

The purpose of the revisions is to reflect changes in the Postal Service's organizational structure and align with the facility objectives in the Delivering for America (DFA) Plan. The handbook is being separated into two Handbooks; one for the policies, Handbook PO-408, *Mail Processing Facility Review*, and one for the procedures, Handbook PO-408, *Mail Processing Facility Review Procedures*. There are no anticipated impacts to bargaining unit employees as a result of the revisions.

Enclosed on compact disc are the following documents:

- A copy of the current Handbook PO-408, *Area Mail Processing*;
- A final copy of Handbook PO-408, *Mail Processing Facility Review Policy*;
- A final copy of Handbook PO-408, *Mail Processing Facility Review Procedures*; and
- An excel spreadsheet identifying the revisions and reasons for the changes.

Please contact James Timmons at extension 2324 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Nicholson".

Bruce A. Nicholson  
Director  
Labor Relations Policies and Programs

Enclosure

# Contents

- 1 Introduction..... 1**
  - 1-1 Definitions..... 1
  - 1-2 Benefits of Consolidation..... 2
  - 1-3 Evolution of AMP..... 2
  - 1-4 Overview of the AMP Process..... 3
  
- 2 Feasibility Study..... 7**
  - 2-1 Purpose..... 7
  - 2-2 Exclusions..... 7
  - 2-3 Getting Started..... 8
  - 2-4 Notification of Intent..... 9
  - 2-5 Completing Worksheets..... 9
  - 2-6 Supporting Documentation..... 9
  - 2-7 Public Disclosure..... 10
  - 2-8 Canceling a Feasibility Study..... 10
  
- 3 Area Mail Processing Proposal..... 11**
  - 3-1 Definition..... 11
  - 3-2 Summary Narrative..... 11
  - 3-3 Geographical Description..... 12
  - 3-4 Protocol for an AMP Proposal..... 12
  
- 4 Communications..... 15**
  - 4-1 Introduction..... 15
  - 4-2 Responsibilities..... 15
  - 4-3 Postal Service Accountability and Enhancement Act..... 15
  - 4-4 Communications Plan Overview..... 16
  - 4-5 Use of Public Input in Decision Making..... 16
  - 4-6 Public Disclosure..... 17
  
- 5 AMP Worksheets..... 19**
  - 5-1 Overview..... 19
  - 5-2 Protocol..... 19
  
- 6 Implementation..... 21**
  - 6-1 Definition..... 21

- 6-2 Implementation Date. . . . . 21
- 6-3 Transition Period. . . . . 21
- 6-4 Impact Statement for Complement Adjustment. . . . . 22
- 6-5 Area and Local Coordination . . . . . 22
- 6-6 Responsibilities. . . . . 22
- 6-7 Proposal Modifications. . . . . 23
- 6-8 Facility Reclassification. . . . . 23
  
- 7 Post-Implementation Reviews . . . . . 25**
  - 7-1 Overview . . . . . 25
  - 7-2 Time Frames . . . . . 25
  - 7-3 Conducting a Post-Implementation Review . . . . . 25
  - 7-4 Public Disclosure . . . . . 26
  
- 8 Reversal of Area Mail Processing. . . . . 27**
  - 8-1 Circumstances . . . . . 27
  - 8-2 Process. . . . . 27
  
- Appendix A – Area Mail Processing Worksheets . . . . . 29**
  - A-1 AMP Data Entry Page. . . . . 29
  - A-2 Summary Narrative . . . . . 33
  - A-3 Approval Signatures . . . . . 35
  - A-4 Executive Summary . . . . . 37
  - A-5 Stakeholders Notification . . . . . 40
  - A-6 Service Standard Impacts . . . . . 43
  - A-7 Workhour Costs - Current . . . . . 45
  - A-8 Workhour Costs - Proposed. . . . . 50
  - A-9 Staffing - Craft . . . . . 53
  - A-10 Staffing - PCES/EAS. . . . . 55
  - A-11 Transportation - HCR . . . . . 58
  - A-12 Transportation - PVS . . . . . 61
  - A-13 MPE Inventory . . . . . 64
  - A-14 Maintenance . . . . . 66
  - A-15 Distribution Changes . . . . . 69
  - A-16 Customer Service Issues . . . . . 72
  - A-17 Space Evaluation and Other Costs. . . . . 75
  
- Appendix B – Post-Implementation Review Worksheets. . . . . 79**
  - B-1 PIR Data Entry Page. . . . . 79
  - B-2 Summary Narrative . . . . . 83
  - B-3 Approval Signatures . . . . . 85
  - B-4 Executive Summary . . . . . 87
  - B-5 Service Performance and Customer Satisfaction Measurement . . . . . 90

Contents

B-6 Workhour Costs - Combined Facilities.....	92
B-7 Workhour Costs Losing Facility .....	94
B-8 Workhour Costs - Gaining Facility .....	97
B-9 Staffing Craft.....	100
B-10 Staffing - PCES/EAS.....	103
B-11 Transportation - HCR Losing Facility .....	106
B-12 Transportation - HCR Gaining Facility .....	110
B-13 Transportation - PVS .....	114
B-14 MPE Inventory .....	117
B-15 Maintenance .....	119
B-16 Distribution Changes .....	122
B-17 Customer Service Issues .....	125
B-18 Space Evaluation and Other Costs.....	128
<b>Appendix C – Acronyms .....</b>	<b>131</b>

This page intentionally left blank

# Exhibits

Exhibit 1-4	
Area Mail Processing Process.....	4
Exhibit A-1	
AMP Data Entry Page .....	32
Exhibit A-2	
Summary Narrative .....	34
Exhibit A-3	
Approval Signatures .....	36
Exhibit A-4	
Executive Summary.....	39
Exhibit A-5	
Stakeholders Notification .....	42
Exhibit A-6	
Service Standard Impacts.....	44
Exhibit A-7	
Workhour Costs - Current.....	49
Exhibit A-8	
Workhours - Proposed .....	52
Exhibit A-9	
Staffing - Craft.....	54
Exhibit A-10	
Staffing - PCES/EAS .....	57
Exhibit A-11	
Transportation - HCR .....	60
Exhibit A-12	
Transportation - PVS.....	63
Exhibit A-13	
MPE Inventory.....	65
Exhibit A-14	
Maintenance .....	68
Exhibit A-15	
Distribution Changes.....	71
Exhibit A-16	
Customer Service Issues.....	74
Exhibit A-17	
Space Evaluation and Other Costs .....	77
Exhibit B-1	
PIR Data Entry Page .....	82

Exhibit B-2  
Summary Narrative ..... 84

Exhibit B-3  
Approval Signatures ..... 86

Exhibit B-4  
Executive Summary..... 89

Exhibit B-5  
Service Performance and Customer Satisfaction Measurement ..... 91

Exhibit B-6  
Workhour Costs - Combined Facilities ..... 93

Exhibit B-7  
Workhour Costs - Losing Facility ..... 96

Exhibit B-8  
Workhour Costs - Gaining Facility ..... 99

Exhibit B-9  
Staffing - Craft..... 102

Exhibit B-10  
Staffing - PCES/EAS ..... 105

Exhibit B-11  
Transportation - HCR-Losing Facility ..... 109

Exhibit B-12  
Transportation - HCR-Gaining Facility ..... 113

Exhibit B-13  
Transportation - PVS..... 116

Exhibit B-14  
MPE Inventory..... 118

Exhibit B-15  
Maintenance ..... 121

Exhibit B-16  
Distribution Changes..... 124

Exhibit B-17  
Customer Service Issues..... 127

Exhibit B-18  
Space Evaluation and Other Costs ..... 130

# 1 Introduction

## 1-1 Definitions

---

### 1-1.1 Area Mail Processing

Area mail processing (AMP) is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices™/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.

### 1-1.2 Facilities

The “gaining” facility obtains additional volume, workhours, and in many instances, mail processing equipment with the consolidation of operations from one or more sites. The gaining facility assumes responsibility and accountability for the distribution of mail from those operations that were processed by another facility. Most often, the gaining facility is a processing and distribution center having an array of mail processing equipment.

The “losing” facility has volume, workhours, and mail processing equipment removed when selected operations are transferred to the gaining facility. Often, the losing facility is a Post Office that retains customer service operations or specific mail processing operations, such as delivery point sequencing. The naming convention for an AMP feasibility study or proposal is associated with the losing facility.

### 1-1.3 Postmarks

A postmark is an official Postal Service™ imprint applied in black ink on the address side of a stamped mailpiece. A postmark indicates the location and date the Postal Service accepted custody of a mailpiece, and it cancels affixed postage. Since 1979, the Postal Service’s *Postal Operations Manual* (POM) has provided standards for postmarks applied to single-piece First-Class Mail®. Letters and flats that need to be postmarked come from carrier pick-up, collection boxes, retail counters, or lobby drop boxes. Postmarks are not required for mailings bearing a permit, meter, or precanceled stamp for postage, nor to pieces with an indicia applied by various postage evidencing systems.

The postmarking process uses the following three basic methods of imprinting:

1. **Automated:** Advanced facer canceller systems used by processing distribution centers cancel letters quickly. These machines are



equipped with biohazard detection systems so letters postmarked by automation benefit from added safety measures.

2. **Mechanized:** A variety of older devices apply postmarks to flat-size mailpieces and to philatelic pieces.
3. **Manual:** Hand-stamp devices are used by Postal Service employees for local cancellation or philatelic requests.

A “local” postmark shows the full name of the Post Office, a two-letter state abbreviation, ZIP Code™, and date of mailing. Because the Postal Service is sensitive to the importance some customers place upon these postmarks, each Post Office is required to make a local postmark available. Lobby drops should be designated for this purpose with clear signage signifying its use.

## 1-2 Benefits of Consolidation

---

The Postal Service is able to keep pace with the needs of a changing nation by using a flexible network approach. These efforts support improvements in process consistency, equipment standardization, economies of scale, achievement of service objectives, and customer satisfaction.

The benefits of AMP are as follows:

1. AMP centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation.
2. AMP takes advantage of state-of-the-art technologies available at the gaining facility so originating and/or destinating mail can be processed more efficiently.
3. AMP supports network rationalization and reduces redundancies.
4. AMP should have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. Local postmarks will continue to be available at Post Offices. ZIP Codes will not change as a result of AMP.

## 1-3 Evolution of AMP

---

The advantages of consolidation were recognized decades ago by the Post Office Department. A variety of factors in the 1960s, including the advent of the ZIP Code system, the institution of sectional center facilities, and the nationwide deployment of mechanized equipment contributed to major changes in the procedures for processing and distributing mail. Increasing operational efficiencies and maintaining good customer service continue as important goals for today’s Postal Service. AMP provides opportunities for the Postal Service to reduce costs and/or improve service and operate as a leaner, more efficient organization.

Over the last three decades as mail processing evolved from manual and mechanized to automated processes, the AMP process evolved too. By

1978, nearly 400 AMP centers handled mail throughout the nation. The first guidelines for AMP appeared in Handbook M-82, *Developing Area Mail Processing Proposals* (June 1979). Handbook M-82 was replaced in May 1984 with Handbook PO-408, *Developing and Implementing Area Mail Processing*. In April 1995, Handbook PO-408 was re-issued as *Area Mail Processing Guidelines* and updates to this handbook were released electronically in 2008.

The process of initiating consolidations has evolved too. Initially, AMP was a local initiative that managers used to save money and to gain efficiencies by consolidating operations from a smaller facility into a larger facility. Advantages to this bottom-up approach include limited risk, expertise of local management about site-specific data, and ownership of consolidation. Recently, identification of consolidation opportunities expanded to include a top-down approach. This latter approach provides certain advantages including use of computer modeling, increased flexibility, and more consistent and standardized data analysis. Both AMP approaches focus on better use of Postal Service resources.

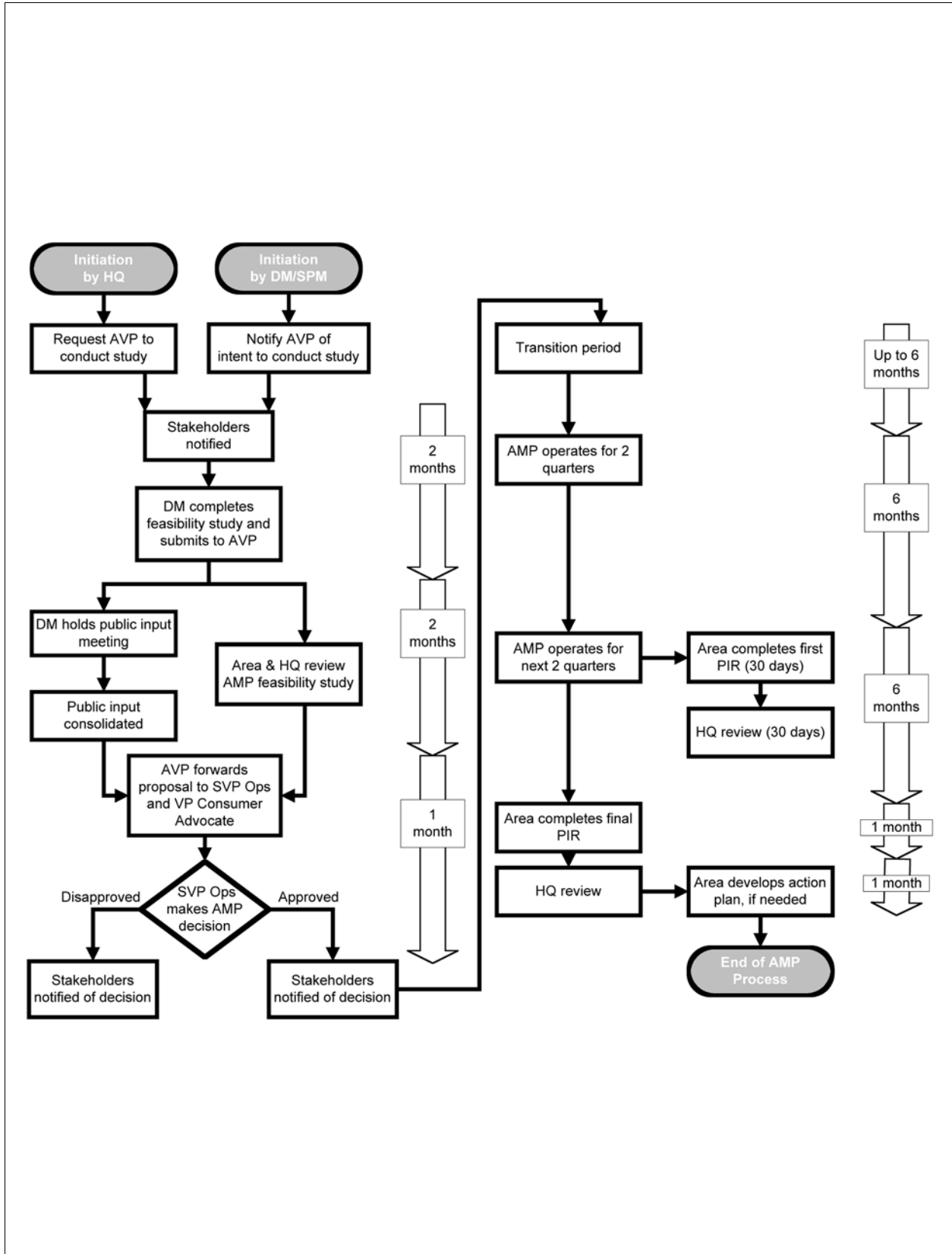
## 1-4 Overview of the AMP Process

---

The major events that occur during the AMP process are summarized below in sequence and in Exhibit 1-4.

1. With the bottom-up approach, the process begins when the district manager or senior plant manager notifies the area vice president (AVP) about their intention to conduct an AMP feasibility study. The AVP informs Headquarters' senior vice president (SVP) Operations. With the top-down approach, the SVP Operations contacts the AVP about initiating a feasibility study.
2. When either one of the approaches is used, communication to stakeholders must occur when there is a clear intent to proceed with an AMP feasibility study. The notification of intent to perform the study will include an invitation to the public to submit any comments or concerns to a Postal Service representative.
3. Within two months, the AMP feasibility study is completed, approved by the district manager (DM), and submitted to the AVP along with the required documentation.
4. Within 45 days after submission of the study, the DM must conduct a public input meeting. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the district's summary of the meeting.
5. Also, after the DM's submission of the study, a 60-day review is conducted concurrently by the area and Headquarters management. Every AMP worksheet is verified and issues are resolved; after which, the study is provided to the AVP for consideration.

Exhibit 1-4  
**Area Mail Processing Process**



6. Following receipt of public comments and finalized AMP worksheets, the AVP determines if the AMP proposal should advance to Headquarters. If the AMP is supported, the AVP must sign the Approval Signatures page and submit the AMP proposal to the SVP Operations. Generally, this step should be completed within two weeks. If the AMP is not supported, the AVP must submit an explanation to the SVP Operations.
7. The Vice President Consumer Advocate also receives a copy of the complete AMP proposal. A review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution were given to the public input at the district and area levels prior to the consideration of the AMP by the SVP Operations.
8. The SVP Operations takes into account costs and benefits outlined in the AMP proposal along with summaries of public input when making the final decision to approve or disapprove the consolidation. A decision is expected within two weeks of receipt of the proposal.
9. Prior to the implementation of an approved AMP, national-level employee organizations must be notified and local employee organizations must be briefed in accordance with current employee agreements.
10. The area must conduct two post-implementation reviews (PIRs) to assess whether planned savings, workhours, and levels of service are met. The first PIR will cover the first and second full quarters after implementation, and the final PIR will cover the first full four quarters following implementation.
11. The AMP process is completed once the final PIR has been evaluated by Headquarters and feedback is provided to the area.

This page intentionally left blank

# 2 Feasibility Study

## 2-1 Purpose

---

An area mail processing (AMP) feasibility study determines whether there is a business case for relocating processing and distribution operations from one location to another. An AMP feasibility study must be conducted when a new facility project incorporates operations from two or more offices. An AMP feasibility study is completed within two months of the notification of intent to conduct the study. With input from management at both the losing and gaining facilities, the designated area AMP coordinator is responsible for preparing the AMP feasibility study and gathering supporting documentation.

The objectives of an AMP feasibility study are identified as follows:

1. Evaluate service standard impacts for all classes of mail.
2. Consider issues important to local customers.
3. Identify impacts to Postal Service staffing, both craft and management positions.
4. Analyze savings and costs associated with moving mail processing operations.

## 2-2 Exclusions

---

Not all transfers of mail require an AMP feasibility study. Mail processing shifts in volumes, workhours, or operations from one facility to another that do not fall under the AMP process include the following:

1. Aggregation of automation candidate mail (letters, flats, or parcels) for processing at a facility using automated equipment.
2. Centralization of mail processing activities over a weekend. However, area In-Plant Support must be notified prior to consolidations and Headquarters Processing Operations must be notified when implemented.
3. Consolidation of outgoing 2-day or 3-day volumes.

## 2-3 Getting Started

---

### 2-3.1 Initial Considerations

Before undertaking an AMP feasibility study, consider the following:

1. The service impact that consolidation will have on the community as measured by service indicators, such as (but not limited to) Customer Satisfaction Measurement, External First-Class (EXFC), and other service performance reports.
2. Service standard changes, including upgrades or downgrades for First-Class Mail<sup>®</sup>, Priority Mail<sup>®</sup>, and other mail classes.
3. Impacts on customer services, such as collection box pick-up times, location and hours for acceptance by the business mail entry unit (BMEU), retail availability, and drop shipment changes.
4. Impacts to the operating plan at the gaining and losing facilities associated with the 24-hour clock indicators.
5. Future equipment deployment.
6. Likelihood of potential savings and efficiencies.

### 2-3.2 First Steps

The area office will appoint an area AMP coordinator to act as the liaison between Headquarters, the district, and gaining and losing facilities. This person is responsible for providing assistance and guidance during the development of an AMP feasibility study. The area AMP coordinator establishes an area functional review team to assist during the entire AMP process and provides validation of data contained in the feasibility study. The AMP coordinator is the primary contact for Headquarters and resolves issues associated with an AMP proposal.

The area AMP coordinator contacts the manager Network Alignment Implementation (NAI) and requests data on all service standard impacts. The request must include information for addresses, finance numbers, type of distribution to consolidate, and ZIP Code pairs for facilities under consideration. The service standard impacts are returned to the area AMP coordinator within 15 days. Based on the outcome of initial considerations, the area determines whether to proceed with an AMP feasibility study.

### 2-3.3 AMP Coordination

State, district, and area boundaries must be disregarded when it is advantageous in the development of a sound AMP plan. Any proposal involving Post Offices/facilities located in adjacent areas or districts must be coordinated with the appropriate AVP. Inter-area transportation changes must be reviewed and approved by Headquarters Network Operations.

## 2-4 Notification of Intent

---

After a preliminary determination is made that service and/or efficiency may be effectively improved with the consolidation of mail processing operations, the district manager and/or the senior plant manager from the gaining facility sends a letter to the AVP stating the intent to conduct an AMP feasibility study. The AVP must inform Headquarters' SVP Operations that an AMP feasibility study is to be prepared. The date of this letter represents the starting date for the AMP feasibility study.

## 2-5 Completing Worksheets

---

The business case for consolidation of operations is compiled from information entered into various electronic worksheets. Use of electronic worksheets significantly improves the consistency and accuracy of AMP information. Formulas automatically calculate data in specific cells and populate information in other cells. The electronic worksheets are linked to recognized data sources, such as the enterprise data warehouse (EDW) and web complement information system (webCOINS).

In special circumstances, such as two or more facilities consolidating into one gaining facility or operations from one facility are transferred to two or more gaining facilities, the area AMP coordinator should contact the manager NAI for specific guidance.

## 2-6 Supporting Documentation

---

All supporting documentation must be kept on file at the area office for at least three years after the HQ approval of the final post-implementation review or after the last step taken in the AMP process, if the AMP is not approved. Examples of documentation include the following:

1. Operating plans for the gaining facility.
2. Reports used to determine mail volumes and workhours.
3. Analyses of service, staffing, and transportation impacts.
4. Copies of communications to stakeholders identified in the AMP worksheet, Stakeholders Notification.
5. Any other related reports or data used to develop the worksheets.
6. Impact statement for complement adjustments at the losing facility.
7. AMP worksheet checklist.

These documents are also used as reference during the post-implementation reviews.



## 2-7 Public Disclosure

---

Both draft and final AMP worksheets can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. This information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of AMP worksheets should be publicly disclosed before those worksheets have been reviewed and sensitive data redacted from copies intended for disclosure in accordance with guidance from the Headquarters' manager NAI.

## 2-8 Canceling a Feasibility Study

---

If for any reason the AMP feasibility study is canceled within the two-month study period, the AVP must send a letter to the Headquarters' SVP Operations stating the reasons why the feasibility study could not be continued at that time. Communications about a change in the status of a feasibility study must be provided to those identified on the Stakeholders Notification worksheet.

# 3 Area Mail Processing Proposal

## 3-1 Definition

---

An area mail processing (AMP) proposal is a feasibility study that has been validated by the area and Headquarters, supported by the area vice president (AVP), and submitted to the senior vice president (SVP) Operations for a decision on the consolidation. An AMP proposal consists of a summary narrative, finalized worksheets, a geographical map of the area, and a summary of the public meeting and comments. The AMP proposal requires approvals from designated local, district, and area management.

## 3-2 Summary Narrative

---

The summary narrative highlights savings and costs associated with the consolidation along with other impacts. The narrative should include, but is not limited to, the following elements:

1. The header section contains the following information:
  - a. City, state, and facility type, such as Post Office or processing and distribution center.
  - b. Three-digit ZIP Codes served by the gaining and losing facilities.
  - c. Type of distribution proposed for consolidation.
2. The background information should contain the following:
  - a. Distance in miles between gaining and losing facilities.
  - b. Average daily volume of mail to be shifted.
  - c. Reason(s) for consolidating the mail into another office.
  - d. Changes that affect the operating plan(s) at either the gaining or losing facilities, explained in terms of the 24-hour clock indicators.
3. Financial summary with expected first-year savings.
4. Customer and service impacts as follows:
  - a. Explanation of service standard changes.
  - b. Summary of customer service changes.
  - c. Analysis of present service performance, such as External First-Class (EXFC), based on the most current quarter's data.
5. Staffing impacts.

6. Equipment relocation and maintenance impacts.
7. Transportation changes.
8. Other significant cost-saving programs occurring during the AMP process but not associated with consolidation must be noted. Identify any initiative expected to have a financial impact to the losing or gaining facility.

## 3-3 Geographical Description

---

In addition to the narrative and required worksheets, an 8½-inch by 11-inch colored map of the area where the consolidation will occur is required. The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.

## 3-4 Protocol for an AMP Proposal

---

### 3-4.1 District Responsibilities

Local and district responsibilities include the following:

1. Management must review all worksheets and indicate approval with signature on the Approval Signatures worksheet.
2. Management must retain copies of all worksheets completed at the local level and any supporting documentation for at least three years after the HQ approval of the final post-implementation review (PIR) or after the last step taken in the AMP process, if the AMP is not approved.
3. The district manager has overall responsibility for the public input meeting, which occurs within 45 days after submission of a feasibility study to the area vice president (AVP).

### 3-4.2 Area Responsibilities

Area responsibilities include the following:

1. The area AMP coordinator, in conjunction with the area functional review team, has up to 60 days to validate worksheets from the AMP feasibility study and finalize the business case that will be sent to the AVP. The area AMP coordinator must ensure all supporting documentation provided by the local facilities is retained for three years after the HQ approval of the final PIR or after the last step taken in the AMP process, if the AMP is not approved.
2. The AVP evaluates the business case along with public comments, then:
  - a. Concurs with the proposal, signs the Approval Signatures worksheet, mails a copy of the original document to the SVP

Operations, and sends an electronic copy to manager Network Alignment Implementation (NAI), or

- b. Does not concur with the proposal, returns the study to the district manager of the gaining facility, and mails a copy to the SVP Operations along with an explanation for this decision.

### 3-4.3 **Headquarters Responsibilities**

Headquarters responsibilities include the following:

1. Within 60 days of receipt of the feasibility study, the manager NAI will complete a review with other Headquarters functional organizations. If substantive changes are made to the AMP study during this review, a copy of the study will be returned to the area AMP coordinator who will obtain concurrences on a new Approval Signatures worksheet.
2. A review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution was given to the public input at the district and area levels prior to the consideration of the AMP by the SVP Operations.
3. The SVP Operations makes the final decision for the consolidation of mail processing operations. Notice of the final decision will be sent to the AVP, along with an explanation if the AMP is disapproved.
4. For approved AMP proposals, the manager NAI maintains oversight through the post-implementation reviews.

This page intentionally left blank

# 4 Communications

## 4-1 Introduction

---

Communications is an integral part of the area mail processing (AMP) process. The need for clear, consistent, and accurate communications is especially important when announcing an AMP feasibility study, notifying stakeholders about the public input meeting, and relaying the final decision about a proposal. An AMP Communications Plan includes timelines and templates of the letters, *NewsBreaks*, service talks, and news releases used to disseminate information about an AMP event. The AMP Communications Plan is a separate document and not included in this handbook. Copies may be obtained from Headquarters' manager Network Alignment Implementation (NAI) or manager Field Communications or downloaded by authorized users from <http://blueshare.usps.gov/sites/proccops/amp>.

## 4-2 Responsibilities

---

District and plant management in each affected location, with support from their local area Public Affairs and Communications personnel, have lead responsibility for communicating to employees and customers. The Business Service Network (BSN) is responsible for communicating with national and premier managed accounts. Government Relations directs all messaging for members of Congress. District Consumers Affairs, working with Headquarters Government Relations, are responsible for communicating with state and local officials. Public Affairs employees manage all media activities.

## 4-3 Postal Service Accountability and Enhancement Act

---

AMP is affected by the Postal Service Accountability and Enhancement Act, which became effective December 20, 2006. Specifically, the Postal Service must do the following:

1. Provide adequate public notice to communities affected by a proposed network rationalization decision.
2. Make available information about any service changes in the affected communities, any other effects on customers, any effects on Postal Service employees, and any cost savings.

3. Afford affected persons ample opportunity to provide input on the proposed decision.
4. Take such comments into account in making a final decision.

## 4-4 Communications Plan Overview

---

The objective of the AMP Communications Plan is to communicate effectively to the public and Postal Service employees the fact that consolidation of operations improves efficiency and/or service. The AMP worksheet, Stakeholders Notification, identifies those local stakeholders who require timely and appropriate communications, including the following:

1. Employees.
2. Employee organizations.
3. Appropriate individuals at various levels of government.
4. Local media.
5. Community organizations.
6. Local mailers.

Communications to stakeholders must occur when the following milestones in the AMP process are reached:

1. Notice of intent to undertake an AMP feasibility study.
2. Scheduling of public meeting.
3. Final decision about the approval or disapproval of an AMP proposal.
4. Other events, such as placing a study on hold or resuming a feasibility study.

## 4-5 Use of Public Input in Decision Making

---

Immediately after the announcement of a feasibility study, the Postal Service initiates a comment period and solicits input from the public that will be discussed during the public meeting. At this stage, the feasibility study has not been completed, so only estimates and generalized information can be shared. A public meeting is scheduled within 45 days of the district's submission of the AMP study to the AVP. The audience has an opportunity to provide verbal comments during the meeting. Following the meeting, stakeholders have 15 days to submit additional written comments to the district's manager Consumer Affairs. Input from the public is summarized and submitted to the AVP for consideration. Additional review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution was given to the public input at the district and area level prior to final consideration by the senior vice president Operations.

## 4-6 Public Disclosure

---

Both draft and final AMP worksheets can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. This information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of AMP worksheets should be publicly disclosed before those worksheets have been reviewed and sensitive data redacted from copies intended for disclosure in accordance with guidance from the Headquarters' manager Network Alignment Implementation.



This page intentionally left blank

# 5 AMP Worksheets

## 5-1 Overview

---

To prepare the business case for consolidation of operations, area mail processing (AMP) coordinators must obtain AMP worksheets and other information online at <http://blueshare.usps.gov/sites/procops/amp>. Headquarters Network Alignment Implementation (NAI) approves access to this intranet site for the download of worksheets and instructions. Formulas and linkages to specific cells in a worksheet calculate data or carry forward information to other worksheets. The electronic features streamline completion of a worksheet and ensure data accuracy. Formulas are locked to prevent alteration.

Appendices [A](#) and [B](#) contain Worksheet Summaries with overviews of specific worksheets and examples.

## 5-2 Protocol

---

### 5-2.1 District Responsibilities

Stakeholders Notification must be the first worksheet prepared. Identifying the stakeholders who will receive information about a possible consolidation is fundamental to the communications process. Consulting with Consumer Affairs, Public Affairs and Communications, Government Relations, and Business Mail Acceptance to determine an appropriate list of stakeholders is recommended. Initial communications are required once there is clear intent to conduct a feasibility study.

Staffing worksheets are among the last to be finalized since information entered in the “proposed” columns should be considered after relevant data have been obtained from other worksheets, such as MPE Inventory, Maintenance, or Transportation.

### 5-2.2 Area AMP Coordinator Responsibilities

The area AMP coordinator finalizes or coordinates completion of all worksheets and/or supporting documentation required for specific worksheets. During the compilation of data for various worksheets, the area AMP coordinator must maintain a list with the name, office, electronic mail address, and telephone number of persons involved with the completion of

individual worksheets. This contact list remains at the area as part of the supporting documentation.

### 5-2.3 **Headquarters Responsibilities**

During the conceptualization phase for a potential consolidation, the manager Network Alignment Implementation provides the area with a 3-digit ZIP Code evaluation of current and proposed service standard changes for facilities under consideration. The impact of possible upgrades or downgrades to First-Class Mail, Priority Mail, Periodicals, Standard Mail, and Package Services will indicate the practicality of pursuing a feasibility study.

# 6 Implementation

## 6-1 Definition

---

Area mail processing (AMP) implementation occurs when the gaining facility attains all mail volumes, mail processing equipment, and staffing changes identified in the AMP proposal.

## 6-2 Implementation Date

---

After an AMP proposal has been approved, the area vice president (AVP) identifies the implementation date for the consolidation of operations. The AMP implementation date must coincide with the first day of a quarter and marks the first quarter in subsequent post-implementation reviews. Plans for transportation and staffing adjustments must be finalized prior to the implementation date. At the time of implementation, the AVP submits a letter to the senior vice president (SVP) Operations, validating the identified date and substantiating compliance with approved AMP proposal.

## 6-3 Transition Period

---

Six months or less is allocated to the transition period for an AMP consolidation.

For an originating AMP, the transition could begin with the first day the gaining facility cancels collection mail from the losing facility. Outgoing mail volumes, personnel, equipment, and transportation to support consolidated operations should be in place at the gaining facility.

For a destinating AMP, the transition could coincide with the first day that logistics for internal mail are in place for the gaining facility to process mail for the losing facility. Logistical changes affecting external mail from drop shipments will be reflected in *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM<sup>®</sup>) labeling list change(s) and published in the *Postal Bulletin*.

For an AMP involving both originating and destinating distribution, the transition period is limited to six months.

To ensure employees understand potential impacts and available protections, reassignments and/or excessing will be accomplished in accordance with the applicable provisions of the *Employee and Labor*

*Relations Manual* (ELM) and the applicable collective bargaining agreements between the Postal Service and its employee organizations. National-level employee organizations must be notified and local union representatives briefed during the transition period.

## 6-4 Impact Statement for Complement Adjustment

---

An operational impact statement must be prepared for the losing facility. The Automated Impact Report (AIR) allows nontechnical users to gather and input information necessary to create an impact statement for submission. AIR automates the gathering of the current work-hour usage and complement data. Using EAGAN Datakeeper's history files, AIR imports the current on-rolls, average work hours, and overtime data to assist in the completion of an Impact Statement. Reports are generated in Microsoft Word for editing and printing. Additional information can be found at [http://blue.usps.gov/lrinfo/ocm/AIR\\_v5a.htm](http://blue.usps.gov/lrinfo/ocm/AIR_v5a.htm).

## 6-5 Area and Local Coordination

---

Area and local Human Resources must coordinate closely throughout implementation to ensure that repositioning of bargaining and nonbargaining unit employees is accomplished in accordance with applicable provisions of the ELM and national agreements between the Postal Service and employee organizations. Compliance with the national agreement requires notification of bargaining unit employees who will be involuntarily reassigned between installations. After the national-level employee organizations have been notified, the district's Human Resources office ensures adherence to the various advance notice periods for the local employees.

## 6-6 Responsibilities

---

The organizational level that becomes responsible for implementation is dependent upon the type of consolidation taking place, in accordance with [Exhibit 6-6](#).

Exhibit 6-6

### Implementation Responsibilities

Losing Facility	Gaining Facility	Responsible for Implementation
Post Office	Post Office, P&DF, or P&DC	District of the gaining facility
P&DF or P&DC	P&DC	District of the gaining facility with area oversight
P&DF or P&DC closure or operations' transfer impacting 400+ employees	P&DC	Area with HQ's oversight

Network Alignment Implementation monitors implementation of all AMPs through telecom or meetings with the area AMP coordinator and gaining facility.

## 6-7 Proposal Modifications

---

Once approved and implemented, revisions to the proposed outcome are not expected to occur. But when substantive changes to the implemented AMP are warranted, the AVP must outline those changes and provide any necessary revised worksheets, along with supporting justification, to managers approving the original proposal and to Headquarters SVP Operations. Area management will be held accountable when the Postal Service Service's efforts to build confidence among stakeholders in network realignment activities are jeopardized with unauthorized deviations from an approved AMP.

## 6-8 Facility Reclassification

---

With an AMP implementation, the losing facility is reclassified with the appropriate management staffing and reporting structure. Headquarters' Address Management must be notified about the AMP implementation date so the facility type in Address Management System can be changed and then fed to other systems, such as the Facilities database.

This page intentionally left blank

# 7 Post-Implementation Reviews

## 7-1 Overview

---

Following implementation, an approved area mail processing (AMP) must be reviewed twice to assess whether planned savings, workhours, and levels of service are achieved. The post-implementation review (PIR) provides a process to evaluate the effectiveness of consolidating mail processing operations. The PIR measures actual data before and after AMP implementation. Additionally, the PIR compares the proposed savings or costs to the actual savings or costs after AMP implementation. Following the applicable quarters, local management and the area have 30 days following the close of a PIR quarter to complete, review, and submit a PIR to Headquarters. The area vice president (AVP) must ensure the accurateness of the PIR and service analysis and forward the documentation to the senior vice president (SVP) Operations.

## 7-2 Time Frames

---

The first PIR is completed within 30 days after the second full quarter following implementation and will indicate if the gaining facility is on the right track for achieving expected savings. The first PIR determines whether the AMP consolidation achieved necessary training, relocations, transportation, operational changes, and workhour adjustments. The review will alert the responsible parties of the necessity to change or correct any deficiencies, if these things were not accomplished. If needed, an action plan must be developed to ensure targets are met by the gaining facility.

The final PIR is completed within 30 days after the first full year of implementation, and it compares proposed against actual data. The final PIR determines the viability of the consolidation and allows management the opportunity for decision analysis concerning the AMP plan.

Within 30 days after receiving a PIR, the SVP Operations notifies the AVP of the final disposition of the PIR.

## 7-3 Conducting a Post-Implementation Review

---

The area AMP coordinator associated with the gaining facility is responsible for ensuring that a PIR is accurately completed within the given time frames.



A PIR will not be considered complete until it has been reviewed and approved by the SVP Operations. Other important items about conducting a PIR include the following:

1. For each PIR, a new set of worksheets must be completed. Actual PIR worksheets are available online at <http://blueshare.usps.gov/sites/procops/amp>. Formulas in specific cells of the worksheets calculate data or carry forward totals to other worksheets. The use of these formulas streamlines completion of a worksheet and ensures accuracy. Formulas are locked to prevent alteration. Each time a workbook is saved, the system automatically records the date and time to each individual worksheet within the workbook.
2. In general, the same methodology employed with the submission of the original AMP proposal is used for PIR worksheets.
3. As with an AMP proposal, a summary narrative must be included. The narrative must address all issues applicable to those quarters immediately following an AMP implementation and affirm the AMP was implemented as approved.
4. Obtain the necessary signatures on the Approval Signatures worksheet to ensure that all levels of management are aware of the success or deficiency resulting from the AMP.

## 7-4 Public Disclosure

---

Both draft and final PIR worksheets can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. This information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of PIR worksheets should be publicly disclosed before those worksheets have been reviewed and sensitive data redacted from copies intended for disclosure in accordance with guidance from the Headquarters' manager Network Alignment Implementation.

# 8 Reversal of Area Mail Processing

## 8-1 Circumstances

---

In spite of careful planning and stringent review processes, there may be circumstances when it is necessary to reverse an implemented area mail processing (AMP). Examples include the following scenarios:

1. Inability to maintain service standards.
2. Advances in automation technology.

## 8-2 Process

---

When it is deemed necessary to reverse an AMP, the gaining facility must complete a narrative statement and provide detailed information on the need to change. The narrative is sent to the area office for concurrence. The area vice president (AVP) will send a letter to the Headquarters senior vice president (SVP) Operations with an explanation of the reasons for the reversal and impacts expected from the change.

The narrative must address the following:

1. Service impact.
2. Community impact.
3. Staffing impact and requirements.
4. Replacing budget hours and volume back into an office formerly consolidated into the gaining facility.
5. Changes in automation utilization and impacts on the automation mailstream.
6. Replacement of equipment.
7. Impact of reinstating transportation.

The request must also include a detailed action plan, including a timeline of intended actions for accomplishing the reversal.

This page intentionally left blank

## Area Mail Processing Worksheets

### A-1 AMP Data Entry Page

---

#### A-1.1 Overview of the AMP Worksheet

Information from the AMP Data Entry Page will populate cells in the header sections and other areas of the AMP worksheets. The benefits from automatic input include simplification in the completion of worksheets and accuracy from standardization. See [Exhibit A-1, AMP Data Entry Page](#), for a sample.

#### A-1.2 Completing the AMP Data Entry Page

##### 1. Losing Facility Information

- **Type of Distribution to Consolidate:** Select whether the consolidation involves originating, destinating, or both types of mail processing operations.
- **Facility Name and Type:** Indicate the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database).
- **Street Address:** Enter the physical address of the facility that will lose operations. Do not enter a PO Box mailing address.
- **City:** Type the city of the facility that will lose operations.
- **State:** Select the 2-letter state abbreviation of the facility that will lose operations.
- **5D Facility ZIP Code:** Type the 5-digit ZIP Code of the losing facility.
- **District:** Select the district with which the facility is associated from the drop-down list.
- **Area:** The area with which the facility is associated is automatically populated based on the District.
- **Finance Number:** Type the 6-digit finance number of the losing facility. Do not use a dash to segment the number sequence.
- **Current 3D ZIP Code(s):** Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of the *Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation*.
- **Miles to Gaining Facility:** Enter the distance between the losing to gaining facilities.

- **EXFC office:** Use the drop-down box and select “Yes”, if this facility is part of the EXFC service performance measurement; otherwise choose “No.”
- **Postmaster or Plant Manager:** Select the title and enter the name of the person with overall management responsibility for the facility that will lose operations.
- **Senior Plant Manager:** Type the name of the senior plant manager of the losing facility.
- **District Manager:** Type the name of the district manager for the losing facility.
- **Facility Type after AMP:** Use the pull-down list to enter the facility type after the AMP is implemented.

## 2. Gaining Facility Information

- **Facility Name & Type:** Include the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database).
- **Street Address:** Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address.
- **City:** Type the city of the facility that will gain operations.
- **State:** Select the 2-letter state abbreviation of the facility that will gain operations.
- **5D Facility ZIP Code:** Type the 5-digit ZIP Code of the gaining facility.
- **District:** Select the district with which the facility is associated from the drop-down list.
- **Area:** The area with which the facility is associated is automatically populated based on the District.
- **Finance Number:** Type the 6-digit finance number of the gaining facility. Do not use a dash to segment the number sequence.
- **Current 3D ZIP Code(s):** Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of the Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.
- **EXFC Office:** Use the drop-down box and select “Yes” if this facility is part of the EXFC service performance measurement.
- **Plant Manager:** Type the name of the plant manager of the gaining facility.
- **Senior Plant Manager:** Type the name of the senior plant manager of the gaining facility.
- **District Manager:** Type the name of the district manager for the gaining facility.

## 3. Background Information

- **Start of Study:** Date of the memo from the area vice president (AVP) to the senior vice president (SVP) Operations announcing the start of an AMP feasibility study.

- **Date Range of Data:** The starting month/day/year and ending month/day/year for the most recently completed four quarters will be used for those AMP worksheets requiring a full year of data.
- **Processing Days per Year:** 310 days is the national number of processing days in a year. It is used to calculate the average daily volume transferred from the losing facility to the gaining facility.
- **Bargaining Unit Hours per Year:** Represents the number of bargaining unit workhours in a workyear. Data are automatically populated and come from the most current update of Decision Analysis Report Factors/Cost of Borrowing/New Facility Start-up Costs located at the Postal Service Intranet (blue page) at <http://blue.usps.gov/cape/> [under Finance, Capital and Program Evaluation (CAPE), Tools, Toolbox].
- **EAS Hours per Year:** Represents the number of EAS workhours in a workyear. Data come from the most current update of Decision Analysis Report Factors/Cost of Borrowing/New Facility Start-up Costs.
- **Date of HQ Memo** Decision Analysis Report Factors/Cost of Borrowing/New Facility Start-up Costs Update: This field will automatically be populated with the date of memo used.
- **Date and Time this Workbook Was Last Saved:** Each time a workbook is saved, the system automatically records the date and time into this cell. The date the workbook is last saved is automatically copied to each individual worksheet within the workbook.

#### 4. Other Information

- **Area Vice President:** Type the name of the AVP (<http://blue.usps.gov/wps/portal/InsideUSPS/USPSLeadership>).
- **Senior Vice President Operations:** Type the name of the SVP (<http://blue.usps.gov/wps/portal/InsideUSPS/USPSLeadership>).
- **Area AMP Coordinator:** Type the name of person with oversight of all AMP worksheets.
- **NAI Contact:** Headquarters will identify the staff member from Network Alignment Implementation who works as the liaison with the area AMP coordinator.

Exhibit A-1  
**AMP Data Entry Page**

*----- AMP Data Entry Page -----*

**1. Losing Facility Information**

Type of Distribution to Consolidate:  
 Facility Name & Type:  
     Street Address:  
         City:  
         State:  
     5D Facility ZIP Code:  
         District:  
         Area:  
     Finance Number:  
     Current 3D ZIP Code(s):  
     Miles to Gaining Facility:  
     EXFC office:  
 Postmaster or Plant Manager:  
     Senior Plant Manager:  
     District Manager:  
     Facility Type after AMP:

**2. Gaining Facility Information**

Facility Name & Type:  
     Street Address:  
         City:  
         State:  
     5D Facility ZIP Code:  
         District:  
         Area:  
     Finance Number:  
     Current 3D ZIP Code(s):  
     EXFC office:  
     Plant Manager:  
     Senior Plant Manager:  
     District Manager:

**3. Background Information**

Start of Study:  
 Date Range of Data:  
 Processing Days per Year:  
 Bargaining Unit Hours per Year:  
 EAS Hours per Year:  
 Date of HQ memo, *DAR Factors/Cost of Borrowing/  
     New Facility Start-up Costs Update*   
 Date & Time this workbook was last saved:

**4. Other Information**

Area Vice President:  
 Senior Vice President, Operations:  
 Area AMP Coordinator:  
     NAI contact:

## A-2 Summary Narrative

---

### A-2.1 Overview of the AMP Worksheet

The Summary Narrative highlights savings and costs associated with a consolidation along with other impacts. See [Exhibit A-2, Summary Narrative](#), for a sample. The narrative should include, but is not limited to, the following:

#### 1. Header section containing the following information:

- City, state, and facility type (Post Office, processing and distribution facility or center).
- 3-digit ZIP Codes served by the gaining and losing facilities.
- Type of distribution proposed for consolidation.

#### 2. Background information:

- Distance in miles between gaining and losing facilities.
- Average daily volume of mail to be shifted.
- Reason(s) for consolidating the mail into another office.
- Changes that affect the operating plan(s) at either the gaining or losing facilities, explained in terms of the 24 hour clock indicators.

#### 3. Financial summary with expected first-year savings.

#### 4. Customer and service considerations:

- Explanation of service standard changes.
- Summary of customer service changes.
- Analysis of present EXFC service performance based on the most current quarter's data.

#### 5. Staffing impacts.

#### 6. Equipment relocation and maintenance impacts.

#### 7. Transportation changes.

**8. Note other significant cost savings programs occurring during the AMP process but not associated with consolidation.** Identify other initiatives expected to have a financial impact to the losing or gaining facility.

**9. An 8½" x 11" colored map of the area where the consolidation will occur is required.** The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.

### A-2.2 Completing the AMP Worksheet

#### Header Section

The following information is populated from the information recorded on the AMP Data Entry Page: name of losing facility and type, current SCF ZIP Codes, type of distribution to consolidate, name of gaining facility and type, and current SCF ZIP Codes.

#### Narrative

Type and edit your narrative in an MS Word document. When the narrative is complete, copy it onto the Summary Narrative worksheet as an object.



Exhibit A-2  
**Summary Narrative**

## Summary Narrative

Last Saved:

**Losing Facility Name and Type:**

Current 3D ZIP Code(s):

Type of Distribution to Consolidate:

**Gaining Facility Name and Type:**

Current 3D ZIP Code(s):

## A-3 Approval Signatures

---

### A-3.1 **Overview of the AMP Worksheet**

Signatures indicate concurrence with information provided by the worksheets and approval of a proposed consolidation. Signatures acknowledge managements' understanding of volumes, workhours, and budget dollars expected to transfer from one facility into another facility because of the AMP. An entry is required on every signature line. See [Exhibit A-3, Approval Signatures](#), for a sample.

### A-3.2 **Completing the AMP Worksheet**

#### **Header Section**

The following information is populated from the information recorded on the AMP Data Entry Page: losing facility name and type, street address, city, state, facility ZIP Code, finance number, current 3-digit ZIP Codes for the losing facility, type of distribution to consolidate, gaining facility name and type, street address, city, state, facility ZIP Code, finance number, and current 3-digit ZIP Codes for the gaining facility.

#### **Signatures**

Signature lines should not be left blank.

A Postmaster or plant manager's signature is required for each office being consolidated. If more than one office is involved, the Postmaster or plant manager from each office must sign the approval sheet. If mail for an entire 3-digit ZIP Code area is being consolidated, only the Postmaster or plant manager responsible for processing must sign.

When the senior plant manager is the same for both the losing and gaining facilities, signatures are required in each section.

The signature(s) of the district manager of the losing and gaining facilities is required, even if the same.

An AVP signature is required to move the proposal to HQ for decision by the SVP Operations. If the AMP proposal is approved, the AVP will identify an implementation date which will fall on the first day of the first quarter following the transition period.

The signature of the SVP Operations is required when a final decision has been made to approve or disapprove an AMP proposal.

Exhibit A-3  
Approval Signatures

### Approval Signatures

Last Saved: \_\_\_\_\_

**Losing Facility Name and Type:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_  
**Facility ZIP Code:** \_\_\_\_\_  
**Finance Number:** \_\_\_\_\_  
**Current 3D ZIP Code(s):** \_\_\_\_\_

**Type of Distribution to Consolidate:** \_\_\_\_\_

**Gaining Facility Name and Type:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
**State:** \_\_\_\_\_  
**Facility ZIP Code:** \_\_\_\_\_  
**Finance Number:** \_\_\_\_\_  
**Current 3D ZIP Code(s):** \_\_\_\_\_

---

ACKNOWLEDGEMENT OF ACCOUNTABILITY - I acknowledge that I am accountable for respecting and supporting the integrity of all official postal reporting systems, including financial reports and those relating to compliance with contracting, complement, or similar efforts involving the investment and expenditure of funds, as well as all systems to service to our customers.

**LOSING FACILITY:**

**Postmaster or Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**Senior Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**District Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**GAINING FACILITY:**

**Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**Senior Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**District Manager:**

Printed Name	Signature	Date
--------------	-----------	------

---

**AREA OFFICE:**

**Area Vice President:**

Printed Name	Signature	Date
--------------	-----------	------

**Implementation Date:** \_\_\_\_\_

---

**HEADQUARTERS:**

Approved:       Disapproved:

**Senior Vice President Operations:**

Printed Name	Signature	Date
--------------	-----------	------

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## A-4 Executive Summary

---

### A-4.1 Overview of the AMP Worksheet

This worksheet summarizes data from supporting worksheets and provides an overview of savings, costs, staffing loss, average daily volume (ADV), and 3-digit ZIP Code service standard changes. Formulas for appropriate line items will automatically transfer all data from the supporting worksheets. See [Exhibit A-4, Executive Summary](#), for a sample.

### A-4.2 Completing the AMP Worksheet

#### Header Section

The following information is populated from the information recorded on the AMP Data Entry Page: name of losing facility and type, street address, city, state, current 3-digit ZIP Codes for the losing facility, type of distribution to consolidate, miles to gaining facility, name of gaining facility and type, and current 3-digit ZIP Codes for the gaining facility.

#### Summary of AMP Worksheets

**Note:** Savings will be expressed as positive (+) and costs as negative (-).

- **Function 1 Workhour Savings:** Formula brings forward total from the bottom of Workhour Costs Proposed.
- **PCES/EAS Workhour Savings:** Formula brings forward total from Staffing-PCES/EAS.
- **Transportation Savings:** Formula calculates and brings forward totals from bottom of Transportation - HCR and Transportation - PVS.
- **Maintenance Savings:** Formula brings forward total from the bottom of Maintenance.
- **Space Savings:** Formula brings forward total from Space Evaluation and Other Costs.
- **Total Annual Savings:** Formula sums the items above.
- **Total One-Time Costs:** Formula brings forward the total one-time costs from Space Evaluation and Other Costs.
- **Total First Year Savings:** Formula subtracts the total one-time cost from the total annual savings.
- **Craft Position Loss:** Formula brings forward the total from the bottom of Staffing-Craft.
- **PCES/EAS Position Loss:** Formula brings forward the total from the bottom of Staffing - PCES/EAS.
- **Total FHP to Be Transferred (Average Daily Volume):** Formula brings forward the average daily volume of first handling pieces (FHP) to be transferred to the gaining facility from Workhour Costs - Current.
- **Current FHP at Gaining Facility (Average Daily Volume):** Formula brings forward the average daily volume of first handling pieces at the gaining facility from Workhour Costs - Current.

- **3-Digit ZIP Code Service Standard Impacts:** Formula brings forward the total number of upgrades and downgrades, net change, and percent of net change for 3-digit ZIP Code pairs for all mail classes from Service Standard Impacts.

Exhibit A-4  
**Executive Summary**

## Executive Summary

Last Saved:

**Losing Facility Name and Type:**

Street Address:

City, State:

Current 3D ZIP Code(s):

Type of Distribution to Consolidate:

**Miles to Gaining Facility:**

**Gaining Facility Name and Type:**

Current 3D ZIP Code(s):

### Summary of AMP Worksheets

**Savings/Costs**

Function 1 Workhour Savings = \_\_\_\_\_ from *Workhour Costs - Proposed*  
 PCES/EAS Workhour Savings = \_\_\_\_\_ from *Staffing - PCES/EAS*  
 Transportation Savings = \_\_\_\_\_ from *Transportation (HCR and PVS)*  
 Maintenance Savings = \_\_\_\_\_ from *Maintenance*  
 Space Savings = \_\_\_\_\_ from *Space Evaluation and Other Costs*  
**Total Annual Savings = \_\_\_\_\_**

**Total One-Time Costs = \_\_\_\_\_** from *Space Evaluation and Other Costs*

**Total First Year Savings = \_\_\_\_\_**

**Staffing Positions**

Craft Position Loss = \_\_\_\_\_ from *Staffing - Craft*

PCES/EAS Position Loss = \_\_\_\_\_ from *Staffing - PCES/EAS*

**Service**

Total FHP to be Transferred (Average Daily Volume) = \_\_\_\_\_ from *Workhour Costs - Current*

Current FHP at Gaining Facility (Average Daily Volume) = \_\_\_\_\_ from *Workhour Costs - Current*

**3-Digit ZIP Code  
 Service Standard Impacts**

- First-Class Mail®
- Priority Mail®
- Periodicals
- Standard Mail
- Package Services

UPGRADES	DOWNGRADES	Net Change	% Net Change
Total	Total		

## A-5 Stakeholders Notification

---

### A-5.1 Overview of the AMP Worksheet

A vital aspect of AMP is timely, clear communication with all stakeholders. An announcement of an AMP feasibility study starts the communication with employees, employee organizations, local government officials, media, community groups and local mailers. A team approach should be used to communicate with all craft and management organizations.

Once headquarters SVP Operations has received the notification of intent for an AMP feasibility study, the manager Network Alignment Implementation will initiate planning with the area AMP coordinator for the announcement to stakeholders identified on the Stakeholders Notification worksheet.

Additional communications to stakeholders include the date, time and location of the public meeting, other events such as a study placed on hold, a study resumed, and when a decision on the AMP is reached. See [Exhibit A-5, Stakeholders Notification](#), for a sample.

Local facilities must follow the matrix and use templates from the current AMP Communications Plan when providing information about specific AMP benchmarks. The AMP Communications Plan is available electronically from <http://blueshare.usps.gov/sites/proccops/amp>.

### A-5.2 Completing the AMP Worksheet

#### Header Section

The name of losing facility is populated from the information recorded on the AMP Data Entry Page.

- **AMP Event:** Select a specific event from a pull down list for communication to stakeholders. Specific events include the start of study, the public meeting, other events such as study placed on hold or study resumed and final decision. When entering information for the public meeting, enter the location, date and time of the meeting.

#### Documentation of Communications

- **Employees:** Indicate the method, such as *NewsBreak*, service talks, or tour meetings, used to notify employees about an AMP event and the notification dates.
- **Employee Organizations:** Provide the names, titles, and dates that local union officials and management associations were notified of an AMP event.
- **Local Government Officials:** Provide the names, titles, office, and dates when local government officials were notified of an AMP event. Include the top city official, such as mayor, city manager, or township supervisor, and representatives to the state legislature.
- **Media:** Provide the names of contact persons for local print and broadcast media and dates of notification.
- **Community Organizations/Groups:** Indicate the name of person contacted, name of the organization, and notification dates.

Community organizations may include the Chamber of Commerce or other prominent groups within a local community.

- **Local Mailers:** Identify the person, name of company, and the date of contact. Local mailers belong to our “preferred” marketing segment, representing a diverse group of commercial customers. Average annual revenue to the Postal Service from these mailers ranges from \$5,000 to \$156,000. Local mailers could include the local utility company or other commercial businesses. Do not duplicate entities listed as community organizations.

If more lines are needed to document the communication contacts, please use additional sheets. Copies of all letters and the Stakeholder Notification worksheet showing the specific communication event must be provided to the area AMP coordinator after communication occurs and kept on file as supporting documentation.



Exhibit A-5  
Stakeholders Notification

## Stakeholders Notification

Last Saved: \_\_\_\_\_

**Losing Facility:** \_\_\_\_\_ **AMP Event:** \_\_\_\_\_

**Employees**

\_\_\_\_\_  
(Method) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Method) \_\_\_\_\_ (Date) \_\_\_\_\_

**Employee Organizations**

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/APWU) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/NPMHU) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/NAPS) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/NAPUS) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/NLP) \_\_\_\_\_ (Date) \_\_\_\_\_

**Local Government Officials**

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/Office) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/Office) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/Office) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Title/Office) \_\_\_\_\_ (Date) \_\_\_\_\_

**Media**

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Company) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Company) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Newspaper) \_\_\_\_\_ (Date) \_\_\_\_\_

**Community Organizations/Groups**

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Organization) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Organization) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Organization) \_\_\_\_\_ (Date) \_\_\_\_\_

**Local Mailers**

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Company) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_ (Name of Company) \_\_\_\_\_ (Date) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_

\_\_\_\_\_  
(Contact Person) \_\_\_\_\_

More lines provided in softcopy

## A-6 Service Standard Impacts

---

### A-6.1 Overview of the AMP Worksheet

Headquarters Network Integration Support will provide details of upgrades and downgrades between 3-Digit ZIP Code pairs by class of mail and volume. Data are derived from the "Exceptions Between Two ZIP Codes" report from <http://networks/ssd/Home.do> and Origin Destination Information System (ODIS) data for the most recent four postal quarters. This worksheet reflects the summary sheet from that report for First-Class Mail, Priority Mail, Periodicals, Standard Mail, and Package Services, along with notes from the area about any accommodations to upgrade service between specific ZIP Code pairs.

**Note:** Volume data obtained from ODIS is derived from sampling and may vary from actual volume.

### A-6.2 Completing the AMP Worksheet

#### Header Section

The following information is populated from the information recorded on the AMP Data Entry Page:

- Losing facility name and type.
- Losing facility 3-digit ZIP Code(s).
- Gaining facility 3-digit ZIP Code(s).

Enter the date the report on Service Standard Impacts was prepared by Headquarters Network Integration Support.

#### AMP Worksheet Sections

**1. Service Standard Changes Pairs:** Contains information on upgrades and downgrades between 3-Digit ZIP Codes for all classes of mail. Net changes in 3-digit ZIP Code service standard pairs for all mail classes will transfer to the Executive Summary.

**2. Service Standard Changes Average Daily Volume:** Contains average daily volume on upgrades and downgrades for all classes of mail.

**3. Notes:** If downgrades are identified, enter any area commitments to upgrade service if the AMP is implemented.

Exhibit A-6  
**Service Standard Impacts**

## Service Standard Impacts

Last Saved: \_\_\_\_\_

**Losing Facility:** \_\_\_\_\_

**Losing Facility 3D ZIP Code(s):** \_\_\_\_\_

**Gaining Facility 3D ZIP Code(s):** \_\_\_\_\_

Based on report prepared by Network Integration Support dated: \_\_\_\_\_

**(1) Service Standard Changes - Pairs**

	FCM		PRI		PER		STD		PSVC		ALL CLASSES	
	Overnight	% Change	All	% Change	All	% Change	All	% Change	All	% Change	All	% Change
UPGRADE												
DOWNGRADE												
TOTAL												
NET												

Selected summary fields are transferred to the Executive Summary

**(2) Service Standard Changes - Average Daily Volume (data obtained from ODIS is derived from sampling and may vary from actual volume)**

	FCM		PRI		PER		STD		PSVC		ALL CLASSES	
	Overnight	% Change	All	% Change	All	% Change	All	% Change	All	% Change	All	% Change
UPGRADE												
DOWNGRADE												
TOTAL												
NET												

**(3) Notes:**

## A-7 Workhour Costs - Current

---

### A-7.1 **Overview of AMP Worksheet for Function 1 Offices**

This worksheet represents the current annual workhour costs for affected Function 1 operations at the losing and gaining facilities prior to consolidation. When the losing facility uses only Function 4 operations, additional instructions are required prior to completing Workhour Costs - Current. See [Exhibit A-7, Workhour Costs - Current](#), for a sample.

### A-7.2 **Completing the AMP Worksheet**

#### **Header Section**

The following information is populated from the information recorded on the AMP Data Entry Page: name of losing facility, name of gaining facility and date range of data.

In the electronic workbook, the current workhour rate by LDC for both the losing and gaining facilities is populated by data from the Enterprise Data Warehouse (EDW) Labor Utilization Reporting System (LURS). The downloaded data is available in the spreadsheet tab titled "Losing LURS Data" for the losing facility and "Gaining LURS Data" for the gaining facility. The LURS data populating this worksheet is the average of data period shown in the header.

A download of EDW Management Operating Data System (MODS) data for the same data period is available in the spreadsheet tab titled "Losing MODS Data" for the losing facility and "Gaining MODS Data" for the gaining facility. The volume and workhour data from this download are used to populate the fields for both the losing and gaining facilities.

#### **AMP Worksheet Columns**

**1. Current Operation Numbers:** Shows all current operations with volume and workhours. The data come from the electronic spreadsheet tab titled "Losing MODS Summary" which includes all MODS data for the reported data range. The "Losing MODS Summary" tab provides the means to determine the operations that will transfer to the gaining facility and those that will remain.

**2. % Moved to Gaining:** Shows the percentage of volume and/or workhours that will move to the gaining facility. Data are entered in the "Losing MODS Summary." In cases where only partial volume or workhours may be transferred, such as allied and support operations, the estimated percentage that will be moved to the gaining facility is entered.

**3. Current Annual FHP Volume:** This column is populated based on the operation numbers listed in Column 1 and the data downloaded from EDW MODS.

**4. Current Annual TPH or NATPH Volumes:** This column is populated based on the operation numbers in Column 1 and the data downloaded from EDW MODS.

**5. Current Annual Workhours:** This column is populated based on the operation numbers in Column 1 and the data downloaded from EDW MODS.

**6. Current Productivity (TPH or NATPH):** This column is calculated based on volume and workhours.

**7. Current Annual Workhour Costs:** This column is calculated based on workhours and current local workhour rates by LDC for the losing facility.

**8. Current Operation Numbers:** This shows all current operations with volume and workhours. The data comes from the spreadsheet tab titled “Gaining MODS Summary” which includes all MODS data for the reported date range.

**9. % Moved to Losing:** If any operations will transfer to the losing facility, use the “Gaining MODS Summary” tab to enter the percentage of mail that will be moved.

**10. Current Annual FHP Volume:** This column is populated based on the operation numbers listed in Column 8.

**11. Current Annual TPH or NATPH Volumes:** This column is populated based on the operation numbers listed in Column 8.

**12. Current Annual Workhours:** This column is populated based on the operation numbers listed in Column 8.

**13. Current Productivity (TPH or NATPH):** This column is calculated based on volume and workhours.

**14. Current Annual Workhour Costs:** This column is calculated based on workhours and current local workhour rates by LDC for the gaining facility.

#### **Column Totals Losing Facility**

- **Moved to Gain (Moved to Gaining Facility):** Volume and workhours moved from the losing facility to the gaining facility. Note that 100% of volume and workhours are shown on this worksheet. The actual volume and workhours moved is reflected on Workhour Costs Proposed.
- **Impact to Lose (Impacted Operations at Losing Facility):** Reflects data for operations that are common to both facilities. The volume and/or workhours for the operations are impacted at the losing facility. The information shown in these columns reflect mail that stays in the losing facility but will be impacted after the consolidation.
- **Total Impact (Total Impacted Operations):** Equals sum of operations moved to gaining and those operations that are impacted at the losing facility.
- **Non-impacted:** These operations are not impacted by the consolidation.
- **All:** Equals sum of total impacted plus non-impacted.

#### **Column Totals Gaining Facility**

- **Impact to Gain (Impacted Operations at Gaining Facility):** Reflects data for operations that are common to both facilities. The volume and/or workhours for the operations are impacted at the gaining facility. The information shown in these columns reflect mail that stays in the gaining facility but will be impacted after the consolidation.
- **Moved to Lose (Moved to Losing Facility):** Volume and workhours moved from the gaining facility to the losing facility. Note that 100% of

volume and workhours are shown on this worksheet. The actual volume and workhours moved is reflected on the worksheet for the proposed workhour costs.

- **Total Impact (Total Impacted Operations):** Equals sum of operations moved to losing and those operations that are impacted at the gaining facility.
- **Non-impacted:** These operations are not impacted by the consolidation.
- **Gain Only:** Volume and workhours for operations that only exist at the gaining site and are not impacted by the consolidation.
- **All:** Equals sum of total impacted plus non-impacted plus gain only.

#### **Comb Totals (Combined Totals)**

- **Impact to Gain (Impacted Operations at Gaining Facility):** Reflects volume and/or workhours for operations that are impacted at the gaining facility.
- **Impact to Lose (Impacted Operations at Losing Facility):** Reflects volume and/or workhours for operations that are impacted at the losing facility.
- **Total Impact: (Total Impacted Operations):** Equals sum of operations impacted at both losing and gaining facilities.
- **Non-impacted:** Equals sum of operations at both facilities that are not impacted by the consolidation.
- **Gain Only:** Volume and workhours for operations that only exist at the gaining site and are not impacted by the consolidation.
- **All:** Equals sum of total impacted plus non-impacted plus gain only.

### A-7.3 **AMP Worksheet Summary**

- **Total FHP to be Transferred (Average Daily Volume):** This formula equals the total FHP volume that is moving from the losing facility to the gaining facility (Impact to Gain) divided by 310, the national number of processing days in a year. This number is carried forward to the Executive Summary.
- **Current FHP at Gaining Facility (Average Daily Volume):** This represents the Total from the bottom of Column 10 divided by 310 processing days per year. The current FHP average daily volume at the gaining facility is carried forward to the Executive Summary.
- **Combined Current Annual Workhour Cost:** This formula equals the bottom line totals of the Current Annual Workhour Costs for both the losing and gaining facilities. This number is carried forward to Workhour Costs - Proposed.

### A-7.4 **Overview of AMP Worksheet for Function 4 Offices**

When the losing facility is a Function 4 post office additional data gathering procedures are necessary prior to completing the worksheet. Since Function 4 offices do not utilize the same database for operations, volumes and workhours as Function 1 offices, special instructions to obtain data have

been developed. A separate worksheet for each office being consolidated must be completed. If more than one office is to be consolidated, complete a summary (roll-up) worksheet showing total cost by operation.

A Function 4 office must record volume (in feet) and work hours for specific operations for 14 consecutive days, beginning Saturday and ending Friday. Daily data collection sheets are available from the Manager, Network Alignment Implementation. The weekly spreadsheet correlates Function 4 operations to Function 1 operations and tracks daily volume and work hours for seven days. The spreadsheet for the final computation of the Function 4 survey will convert volume in feet to pieces and allocate a percentage for an operation's total annual volume and workhours.

#### A-7.5 **Completing the AMP Worksheet**

Headquarters NAI staff will assist the area AMP coordinator on completing the Function 4 survey and applying the data to the worksheet.

Exhibit A-7  
**Workhour Costs - Current**

**Workhour Costs - Current**

Last Saved: \_\_\_\_\_

**Losing Facility:** \_\_\_\_\_

Date Range of Data: \_\_\_\_\_

**Gaining Facility:** \_\_\_\_\_

**Losing Workhour Rate by LDC**

Loc	Function 1	Rate
11		
12		
13		
14		
15		
16		
17		
18		

**Gaining Workhour Rate by LDC**

Loc	Function 1	Rate
11		
12		
13		
14		
15		
16		
17		
18		

(1) Current Operation Numbers	(2) % Moved to Gaining	(3) Current Annual FHP Volume	(4) Current Annual TPH or NATPH Volume	(5) Current Annual Workhours	(6) Current Productivity (TPH or NATPH)	(7) Current Annual Workhour Costs
More lines provided in softcopy						
Totals						
	Moved to Gain					
	Impact to Lose					
	<b>Total Impact</b>					
	Non-impacted					
	All					

(8) Current Operation Numbers	(9) % Moved to Losing	(10) Current Annual FHP Volume	(11) Current Annual TPH or NATPH Volume	(12) Current Annual Workhours	(13) Current Productivity (TPH or NATPH)	(14) Current Annual Workhour Costs
More lines provided in softcopy						
Totals						
	Impact to Gain					
	Moved to Lose					
	<b>Total Impact</b>					
	Non-impacted					
	Gain Only					
	All					

<b>Comb Totals</b>						
	Impact to Gain					
	<b>Total Impact</b>					
	Non-impacted					
	Gain Only					
	All					

**Total FHP to be Transferred (Average Daily Volume):** \_\_\_\_\_  
(This number is carried forward to AMP Worksheet Executive Summary)

**Current FHP at Gaining Facility (Average Daily Volume):** \_\_\_\_\_  
(This number is carried forward to AMP Worksheet Executive Summary)

**Combined Current Annual Workhour Costs:** \_\_\_\_\_  
(This number is carried forward to the bottom of AMP Worksheet Workhour Costs-Proposed)



## A-8 Workhour Costs - Proposed

---

### A-8.1 Overview of the AMP Worksheet

This worksheet summarizes the volume and workhours that remain at the losing facility; the volume and workhours proposed for the gaining facility and the total workhour savings proposed for the AMP. The data for the worksheet columns are populated based on the data entered in Workhour Costs - Current.

### A-8.2 Completing the AMP Worksheet

#### Header Section

Names of the losing and gaining facilities are populated from the information recorded on the AMP Data Entry Page.

#### AMP Worksheet Columns

- 1. Proposed Operation Numbers:** This column is populated and based on the operations that will stay at the losing facility.
- 2. Proposed Annual FHP Volume:** This column is populated based on the operations that will stay at the losing facility.
- 3. Proposed Annual TPH or NATPH Volume:** This column is populated based on the operations that will stay at the losing facility.
- 4. Proposed Annual Workhours:** This column is populated based on the operations that will stay at the losing facility.
- 5. Proposed Productivity (TPH or NATPH):** This column is calculated based on volume and workhours. If no volumes or workhours are listed, then no calculation ("No Calc") will appear in this column.
- 6. Proposed Annual Workhour Costs:** This column is calculated based on workhours and average local workhour rates by LDC for the losing facility. No dollar amount will appear in this column if there are no corresponding workhours.
- 7. Proposed Operation Numbers:** This column is populated and based on the Function 1 operations that will be processed in the gaining facility.
- 8. Proposed Annual FHP Volume:** This column is populated based on the operations that will be processed in the gaining facility.
- 9. Proposed Annual TPH or NATPH Volume:** This column is populated based on the operations that will be processed in the gaining facility.
- 10. Proposed Annual Workhours:** This column is populated based on operations that will be processed in the gaining facility.
- 11. Proposed Productivity (TPH or NATPH):** This column is calculated based on volume and workhours. If no volumes or workhours are listed, then no calculation ("No Calc") will appear in this column.
- 12. Proposed Annual Workhour Costs:** This column is calculated based on workhours and current local workhour rates by LDC for the gaining facility. No dollar amount will appear in this column if there is no corresponding workhours.

**13. New Flow Adjustments at Losing Facility:** This section is populated based on flow adjustments for the losing facility recorded in the section titled “New Flow Adjustments at Losing Facility” in the “Losing MODS Summary” tab.

**14. New Flow Adjustments at Gaining Facility:** This section is populated based on flow adjustments for the gaining facility recorded in the section titled “New Flow Adjustments at Gaining Facility” in the “Gaining MODS Summary” tab.

### A-8.3 **AMP Worksheet Summary**

- **Combined Current Annual Workhour Cost:** This number was brought forward from Workhour Costs Current.
- **Proposed Annual Workhour Cost:** This formula equals the totals of the Proposed Annual Workhour Costs for both the losing and gaining facilities.
- **Minimum Function 1 Workhour Savings:** This number represents proposed workhour savings with no productivity improvement applied to operations at the gaining facility.
- **Function 1 Workhour Savings:** This formula equals the difference of the Combined Current Annual Workhour Cost and the Proposed Annual Workhour Costs and is carried forward to the Executive Summary

Exhibit A-8  
Workhours - Proposed

Workhour Costs - Proposed					
Losing Facility:			Gaining Facility:		
(1) Proposed Operation Numbers	(2) Proposed Annual FHP Volume	(3) Proposed Annual TPH or NATPH Volume	(4) Proposed Annual Workhours	(5) Proposed Productivity (TPH or NATPH)	(6) Proposed Annual Workhour Costs
More lines provided in softcopy					
Moved to Gain					
Impact to Lose					
Total Impact					
Non-impacted					
Gain Only					
All					

Workhour Costs - Proposed					
Losing Facility:			Gaining Facility:		
(7) Proposed Operation Numbers	(8) Proposed Annual FHP Volume	(9) Proposed Annual TPH or NATPH Volume	(10) Proposed Annual Workhours	(11) Proposed Productivity (TPH or NATPH)	(12) Proposed Annual Workhour Costs
More lines provided in softcopy					
Impact to Gain					
Moved to Lose					
Total Impact					
Non-impacted					
Gain Only					
All					

(13) New Flow Adjustments at Losing Facility			
Op#	FHP	TPH/NATPH	Workhour Cost
More lines provided in softcopy			
<b>Totals</b>			

(14) New Flow Adjustments at Gaining Facility			
Op#	FHP	TPH/NATPH	Workhour Cost
More lines provided in softcopy			
<b>Totals</b>			

Comb Totals	
Impact to Gain	
Impact to Lose	
Total Impact	
Non-impacted	
Gain Only	
Total Before Adj	
Lose Adj	
Gain Adj	
All	

Cost Impact	
Comb Current	
Proposed	
Change	
Change %	

**Combined Current Annual Workhour Cost :** \_\_\_\_\_  
(This number brought forward from *Workhour Costs - Current*)

**Proposed Annual Workhour Cost :** \_\_\_\_\_  
(Total of Columns 6 and 12 on this page)

**Minimum Function 1 Workhour Savings :** \_\_\_\_\_  
(This number represents proposed workhour savings with no productivity improvements applied to operations at the gaining facility)

**Function 1 Workhour Savings :** \_\_\_\_\_  
(This number equals the difference in the current and proposed workhour costs above and is carried forward to the *Executive Summary*)

## A-9 Staffing - Craft

---

### A-9.1 **Overview of the AMP Worksheet**

This worksheet represents craft staffing for the gaining and losing facilities. Data from WebCOINS is used to obtain on-rolls complement data by functional employee craft and category and the retirement eligibles. The date of data extraction must be recorded in the header section of this worksheet. See [Exhibit A-9, Staffing - Craft](#), for a sample.

### A-9.2 **Completing the AMP Worksheet**

#### **Header Section(s)**

- The losing and gaining facility names and finance numbers will populate from information entered on the AMP Data Entry Page.
- Enter the date the data was extracted from WebCOINS.

#### **AMP Worksheet Columns**

Column instructions are the same for both the losing and gaining facilities except for proposed positions. Columns 1 through 6 apply to the losing facility. Columns 7 through 12 apply to the gaining facility.

Employee categories by function/craft are listed. All craft positions that are currently assigned to the finance number are included. "Other Functions" includes all positions not specifically listed in the Craft Positions column.

- 1. Casuals On-Rolls:** Column reports the data from WebCOINS.
- 2. Part-Time On-Rolls:** Column reports the data from WebCOINS.
- 3. Full-Time On-Rolls:** Column reports the data from WebCOINS.
- 4. Total On-Rolls:** Formula calculates the total of all craft employees On-Rolls.
- 5. Total Proposed:** Prior to completing this column, review completed worksheets showing current and proposed workhours and equipment impacts to understand the proposed shift from the losing to the gaining facility and the operations that will be remaining in the losing facility.
- 6. Difference:** Formula calculates the difference between the Total Proposed and Total On-Rolls positions.

### A-9.3 **AMP Worksheet Summary**

- **Retirement Eligibles:** The number of retirement eligibles is derived from WebCOINS data as of the date of data extraction for both the losing and the gaining facility.
- **Total Craft Position Loss:** This formula equals the total difference at losing office plus the total difference at the gaining office. This number is carried forward to the Executive Summary.

Exhibit A-9  
Staffing - Craft

### Staffing - Craft

Last Saved: \_\_\_\_\_

**Losing Facility:** \_\_\_\_\_

**Finance Number:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

Craft Positions	(1) Casuals On-Rolls	(2) Part Time On-Rolls	(3) Full Time On-Rolls	(4) Total On-Rolls	(5) Total Proposed	(6) Difference
Function 1 - Clerk						
Function 4 - Clerk						
Function 1 - Mail Handler						
Function 4 - Mail Handler						
<b>Function 1 &amp; 4 Sub-Total</b>						
Function 3A - Vehicle Service						
Function 3B - Maintenance						
Functions 67-69 - Lmtd/Rehab/WC						
Other Functions						
<b>Total</b>						

Retirement Eligibles: \_\_\_\_\_

**Gaining Facility:** \_\_\_\_\_

**Finance Number:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

Craft Positions	(7) Casuals On-Rolls	(8) Part Time On-Rolls	(9) Full Time On-Rolls	(10) Total On-Rolls	(11) Total Proposed	(12) Difference
Function 1 - Clerk						
Function 1 - Mail Handler						
<b>Function 1 Sub-Total</b>						
Function 3A - Vehicle Service						
Function 3B - Maintenance						
Functions 67-69 - Lmtd/Rehab/WC						
Other Functions						
<b>Total</b>						

Retirement Eligibles: \_\_\_\_\_

**Total Craft Position Loss:** \_\_\_\_\_ (This number carried forward to the Executive Summary)

(13) Notes: \_\_\_\_\_

## A-10 Staffing - PCES/EAS

---

### A-10.1 **Overview of the AMP Worksheet**

This worksheet represents the staffing for Postal Career Executive Service (PCES) and Executive and Administrative Schedule (EAS) positions at both the gaining and losing facilities. The worksheet shows the authorized, on-rolls, and proposed staffing for each position, and the total annual workhours and costs associated with on-rolls and proposed staffing. Even if there is no change in staffing, the authorized, on-rolls, and proposed numbers are required. See [Exhibit A-10, Staffing - PCES/EAS](#), for a sample.

### A-10.2 **Completing the AMP Worksheet**

#### **Header Section**

- Losing facility name and finance number comes from information entered on the AMP Data Entry Page.
- Enter the date you extract data from WebCOINS. Enter this date for both the losing and gaining facility.
- Gaining facility name and finance number comes from information entered on the AMP Data Entry Page.

#### **AMP Worksheet Columns**

WebCOINS is used to obtain the authorized and on-rolls complement data by management position. Column instructions are the same for both losing and gaining facilities. Columns 1 through 11 apply to the losing facility. Columns 12 through 22 apply to the gaining facility.

- 1. Position Title:** Data is reported from WebCOINS. All management positions are reported.
- 2. Level:** Data is reported from WebCOINS. All management positions are reported.
- 3. Current Auth(orized):** Data is reported from WebCOINS. All management positions are reported.
- 4. Current On-Rolls:** Data is reported from WebCOINS. All management positions are reported.
- 5. Proposed Staffing:** Enter the number of proposed positions. Use 1:22 ratio or the current national criteria as a guideline in determining manager distribution operations (MDO), supervisor distribution operations (SDO), and supervisor transportation operations (STO) positions. For support positions, such as maintenance and in-plant, review existing authorized positions and determine proposed support staffing that will be required to maintain the operations retained at the losing facility.
- 6. Difference:** Formula calculates the difference between the “Proposed Staffing” and “Current On-Rolls” positions.
- 7. Current Annual Workhours:** This formula calculates the “Current Annual Workhours” based on the number of “Current On-Rolls” positions and the number of supervisor workhours in a workyear recorded on the AMP Data Entry Page.

**8. Proposed Annual Workhours:** This formula calculates the “Proposed Annual Workhours” based on the number of “Proposed Staffing” positions and the number of supervisor workhours in a workyear as indicated on the AMP Data Entry Page.

**9. Workhour Rate:** The workhour rate for each position is populated using the Current Fiscal Year National Average Fully Loaded Labor Rate or local rates if available.

**10. Current Annual Costs:** This formula calculates the “Current Annual Costs” based on the “Current Annual Workhours” and the “Workhour Rate”.

**11. Proposed Annual Costs:** This formula calculates the “Proposed Annual Costs” based on the “Proposed Annual Workhours” and the “Workhour Rate.”

### A-10.3 **AMP Worksheet Summary**

- **Retirement Eligibles:** The number of retirement eligibles is reported from WebCOINS as of the date of data extraction for both the losing and the gaining facility.
- **Total PCES/EAS Position Loss:** This formula equals the total position loss for the losing and gaining facilities. This number is carried forward to the Executive Summary.
- **Total Annual PCES/EAS Workhour Savings:** This formula equals the total workhour savings for the losing and gaining facilities. This number is carried forward to the Executive Summary.

Exhibit A-10  
Staffing - PCES/EAS

### Staffing - PCES/EAS

Last Saved: \_\_\_\_\_

---

**Losing Facility:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

**Finance Number:** \_\_\_\_\_

Line	(1) Position Title	PCES/EAS Positions				Annual Workhours		Annual Costs			
		(2) Level	(3) Current Auth Staffing	(4) Current On-Rolls	(5) Proposed Staffing	(6) Difference	(7) Current	(8) Proposed	(9) Workhour Rate	(10) Current	(11) Proposed
1											
2											
3											
4											
5											
6											
7											
8											
9											
<b>Totals</b>											

More lines provided in softcopy

**Retirement Eligibles:** \_\_\_\_\_

**Position Loss:** \_\_\_\_\_

**Annual Savings:** \_\_\_\_\_

**Gaining Facility:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

**Finance Number:** \_\_\_\_\_

Line	(12) Position Title	PCES/EAS Positions				Annual Workhours		Annual Costs			
		(13) Level	(14) Current Auth Staffing	(15) Current On-Rolls	(16) Proposed Staffing	(17) Difference	(18) Current	(19) Proposed	(20) Workhour Rate	(21) Current	(22) Proposed
1											
2											
3											
4											
5											
6											
7											
8											
9											
<b>Total</b>											

More lines provided in softcopy

**Retirement Eligibles:** \_\_\_\_\_

**Position Loss:** \_\_\_\_\_

**Annual Savings:** \_\_\_\_\_

**Total PCES/EAS Position Loss:** \_\_\_\_\_ (This number carried forward to the Executive Summary)

**Total Annual PCES/EAS Workhour Savings:** \_\_\_\_\_ (This number carried forward to the Executive Summary)



## A-11 Transportation - HCR

---

### A-11.1 Overview of the AMP Worksheet

This worksheet provides current and proposed data for mileage, cost per mile and annual costs for both the losing and gaining facilities for Highway Contract Routes (HCR). All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks. Data must come from the most currently completed four quarters. See [Exhibit A-11, Transportation - HCR](#), for a sample.

To effectively analyze the transportation requirements, the area must develop and retain the following supporting documentation:

- A brief narrative summarizing the transportation plan to include savings/costs to be incurred upon implementation.
- A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage). This would include trip utilization information obtained from Surface Visibility (SV) or the Transportation Information Management Evaluation System (TIMES) for affected routes both inbound and outbound percentages.
- A description of each affected route after proposed changes are made, as described above. This would include copies of the current and proposed schedule plates along with the cost of the new transportation or changes to existing transportation. Plate documentation should list any changes to equipment (i.e., additional trailers, tractors) needed.
- PS Form 5505, *Cost Evaluation - Postal Vehicle Service vs. Contract Service* (new service) must be provided when applicable.
- The area Distribution Networks' budget coordinator provides mileage and cost information using the HCR Data File. Please note these costs must include fuel costs and therefore, simply acquiring the cost from Transportation Contract Support System (TCSS) is not an approved method for obtaining this information.

### A-11.2 Completing the AMP Worksheet

#### Header Section

- Names of the losing and gaining facilities, plus type of distribution to consolidate come from information entered on AMP Data Entry Page.
- Data Extraction Date: Enter the date of the HCR Data File applicable to the mileage and costs for routes at the losing and gaining facilities.
- Enter the critical entry times (CET) and clearance time (CT) for designated operations from the facility operating plan. Additional comments regarding established bilateral agreements should be contained in the Summary Narrative.

**AMP Worksheet Columns**

Column instructions are the same for both the losing and gaining facilities. Columns 1 through 7 apply to the losing facility. Columns 8 through 14 apply to the gaining facility.

**1. Route Numbers:** List all current affected and proposed routes.

**2. Current Annual Mileage:** Enter the current mileage for the contract affected from the HCR Data file.

**3. Current Annual Cost:** Enter the current estimated annual cost from the HCR Data File, which includes the fuel costs, for the affected routes.

**4. Current Cost per Mile:** The current cost per mile is calculated for each route.

**5. Proposed Annual Mileage:** Enter the proposed annual mileage for the expected changes and for any new routes.

**6. Proposed Annual Cost:** The proposed annual costs are derived by determining the change in annual mileage multiplied by 85 percent of the current cost per mile and added to current annual costs.

**7. Proposed Cost per Mile:** The proposed cost per mile is calculated for each route.

**Proposed Trip Impacts:** The current annual and proposed trips are used to determine the workload for dock operations.

**A-11.3 AMP Worksheet Summary**

**HCR Annual Savings (Losing Facility):** Formula will calculate annual savings for the losing facility by subtracting the total Proposed Annual Cost (Column 6) from the Current Annual Cost (Column 3) for the losing facility.

**HCR Annual Savings (Gaining Facility):** Formula will calculate annual savings for the gaining facility by subtracting the total Proposed Annual Cost (Column 13) from the Current Annual Cost (Column 10) for the gaining facility.

**Total HCR Transportation Savings:** Formula will add the Annual Savings for the losing and gaining facilities and carry the result forward to the Executive Summary.



## A-12 Transportation - PVS

---

### A-12.1 **Overview of the AMP Worksheet**

This worksheet provides data for both the losing and gaining facilities for postal vehicle service (PVS) lease and craft workhour costs. It also includes information on PVS transportation and PVS equipment. All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks. See [Exhibit A-12, Transportation - PVS](#), for a sample.

### A-12.2 **Completing the AMP Worksheet**

#### **Header Section**

Losing and gaining facility names, finance numbers, and the date range of data come from information entered on the AMP Data Entry Page.

#### **AMP Worksheet Columns**

Column instructions are the same for both the losing and gaining facilities. Columns 1 through 3 apply to the losing facility. Columns 4 through 6 apply to the gaining facility.

**1. Current:** The columns show the current numbers for the losing and gaining facility for the categories shown.

**2. Proposed:** The columns show the proposed numbers for the losing and gaining facility for the categories shown.

**3. Difference:** The difference for both the losing and gaining facilities are automatically calculated.

#### **PVS-Owned Equipment**

Based on data from Vehicle Maintenance Accounting System (VMAS), enter the number for each type of PVS vehicle shown.

#### **PVS Transportation**

Record the Total Number of Schedules from the printed PVS schedules documented on PS Form 4533, *MVS Schedules*, from Vehicle Information Transportation Analysis Logistics System (VITALS). Determine and record the proposed totals. A formula calculates the difference between proposed and current.

Record the Total Annual Mileage by adding the annual mileage from the printed PVS schedules documented on PS Form 4533, *MVS Schedules*, from VITALS. Determine and record the total proposed annual miles. A formula calculates the difference between proposed and current.

Total Mileage Costs are calculated based on the cost of \$0.80 per mile.

#### **PVS Leases**

The manager of the local Vehicle Maintenance Facility (VMF) can provide the data for the PVS leases.

Enter the total current number of leased PVS vehicles. Determine and record the proposed number of leased vehicles. A formula calculates the difference between proposed and current.

Enter the current total lease costs. Determine and record the proposed annual lease costs. A formula calculates the difference between proposed and current.

#### **PVS Workhour Costs**

The current PVS workhour costs for both the losing and gaining facilities are based on EDW MODS and EDW LURS data. The proposed workhour costs are derived from determining the workhours required and then applying the cost per workhour from EDW LURS.

- LDC 31 The total annual workhour costs for operation numbers 617 (Stewards - MVS), 679 (Admin & Cler Trans & Networks), and 764 (Motor Vehicle Service).
- LDC 34 The total annual workhour costs for operation numbers 765 (Motor Vehicle Operators) and 766 (Tractor Trailer Operators).

### A-12.3 **AMP Worksheet Summary**

- **PVS Transportation Savings (Losing Facility):** Includes the costs/savings from PVS transportation, PVS leases and PVS workhour costs for the losing facility.
- **PVS Transportation Savings (Gaining Facility):** Includes the costs/savings from PVS transportation, PVS leases and PVS workhour costs for the gaining facility.
- **Total PVS Transportation Savings:** Formula will calculate annual savings for both the losing and gaining facility for the PVS lease and workhour costs. This number is included in the calculation for Transportation Savings which is carried forward to the Executive Summary.

Exhibit A-12  
**Transportation - PVS**

**Transportation - PVS**

Last Saved:

Losing Facility: \_\_\_\_\_  
 Finance Number: \_\_\_\_\_  
 Date Range of Data: \_\_\_\_\_

Gaining Facility: \_\_\_\_\_  
 Finance Number: \_\_\_\_\_

	(1) Current	(2) Proposed	(3) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			
Eleven Ton Trucks			
Single Axle Tractors			
Tandem Axle Tractors			
Spotters			
<b>PVS Transportation</b>			
Total Number of Schedules			
Total Annual Mileage			
<b>Total Mileage Costs</b>			
<b>PVS Leases</b>			
Total Vehicles Leased			
<b>Total Lease Costs</b>			
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)			
LDC 34 (765, 766)			
<b>Total Workhour Costs</b>			

PVS Transportation Savings (Losing Facility): \_\_\_\_\_

	(4) Current	(5) Proposed	(6) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			
Eleven Ton Trucks			
Single Axle Tractors			
Tandem Axle Tractors			
Spotters			
<b>PVS Transportation</b>			
Total Number of Schedules			
Total Annual Mileage			
<b>Total Mileage Costs</b>			
<b>PVS Leases</b>			
Total Vehicles Leased			
<b>Total Lease Costs</b>			
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)			
LDC 34 (765, 766)			
<b>Total Workhour Costs</b>			

PVS Transportation Savings (Gaining Facility): \_\_\_\_\_

Total PVS Transportation Savings: \_\_\_\_\_ (This number carried forward to the Executive Summary)

(7) Notes:

---



---



---

## A-13 MPE Inventory

---

### A-13.1 **Overview of the AMP Worksheet**

This worksheet details the changes in inventory of mail processing equipment (MPE) at the losing and gaining facilities and identifies relocation costs to move MPE from the losing facility to the gaining facility. See [Exhibit A-13, MPE Inventory](#), for a sample.

### A-13.2 **Completing the AMP Worksheet**

#### **Header Section**

Losing and gaining facility names will populate from information entered on AMP Data Entry Page. The Data Extraction Date is date that information on inventory is obtained from webEOR.

#### **AMP Worksheet Columns**

**Equipment Type:** A list of mail processing equipment is provided.

**1. Current Number:** Column shows the current number of each mail processing equipment type presently installed at the losing facility. If additional pieces of equipment are scheduled for deployment, notate in (9) the equipment and expected deployment date.

**2. Proposed Number:** Column shows the proposed number for each equipment type that will exist at the losing facility after the AMP is implemented.

**3. Difference:** A formula subtracts current from proposed equipment.

**4. Current Number:** Column shows the current number of each mail processing equipment type presently installed at the gaining facility. If additional pieces of equipment are scheduled for deployment, notate in (9) the equipment and expected deployment date.

**5. Proposed Number:** Column shows the proposed number for each equipment type that will remain at the gaining facility after the AMP is implemented.

**6. Difference:** A formula subtracts current from proposed equipment.

**7. Excess Equipment:** Formula will calculate the difference between current equipment at the losing and gaining facility and proposed equipment at the gaining facility.

**8. Relocation Costs:** Enter the expected cost(s) for equipment to be relocated from the losing facility to the gaining facility. The sum of these costs is carried forward to Space Evaluation and Other Costs. Identify equipment that moves to a facility other than the gaining facility in the Notes section (9).

**9. Notes:** Identify the new location for any excess equipment. Any costs associated with relocation of this equipment are not included in the AMP business case. Indicate the disposition of other equipment identified on PS Form 969, *Material Recycling and Disposal*. Also, list any equipment scheduled for deployment and the expected date of deployment at either the losing or gaining facility during the AMP process.

Exhibit A-13  
**MPE Inventory**

**Losing Facility:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

**MPE Inventory**

**Gaining Facility:** \_\_\_\_\_

Last Saved: \_\_\_\_\_

\_\_\_\_\_

Equipment Type	(1) Current Number	(2) Proposed Number	(3) Difference	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Excess Equipment	(8) Relocation Costs
AFCs								
AFSM 100								
AFSM-AI								
AFSM ATHS								
AFSM-ATHS/AI								
APPS								
CIOSS								
CSBCS								
DBCS								
DBCS-OSS								
DIOSS								
FSS								
SPBS								
UFSM								
FC / MICRO MARK								
ROBOT GANTRY								
HSTS / HSUS								
LCTS / LCUS								
LIPS								
MLOC-R-ISS								
MPBCS-OSS								
POWERED INDUSTRIAL EQUIPMENT								

**Mail Processing Equipment Relocation Costs from Losing to Gaining Facility:** \_\_\_\_\_

(9) Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(This number is carried forward to Space Evaluation and Other Costs)



## A-14 Maintenance

---

### A-14.1 Overview of the AMP Worksheet

This worksheet evaluates the total annual maintenance costs for the losing and gaining facilities, including mail processing equipment, building services, training, and other annual costs. All supporting documentation must be kept on file at the area office. See [Exhibit A-14, Maintenance](#), for a sample.

### A-14.2 Completing the AMP Worksheet

#### Header Section

The name of the losing and gaining facilities and the date range of data will automatically populate from the information recorded on the AMP Data Entry Page.

A maintenance staffing package must be done in order to populate the proposed costs for this worksheet. The area manager Maintenance Operations is the primary resource for completion of this worksheet.

#### AMP Worksheet Columns

Column instructions are the same for both the losing and gaining facilities, Columns 1 through 3 apply to the losing facility. Columns 4 through 6 apply to the gaining facility. Provide any other information relevant to the current or proposed costs at the losing or gaining facilities in Column 7, the notes section.

**1. Current:** The columns show the current numbers for the losing and gaining facility for the categories shown.

**2. Proposed:** The columns show the proposed numbers for the losing and gaining facility for the categories shown.

**3. Difference:** The difference for both the losing and gaining facilities are automatically calculated.

#### AMP Worksheet Sections

- **Workhour Activity:** Current costs for maintenance LDCs are automatically populated with site-specific LURS data from the Losing and Gaining LURS Summary data tabs in the AMP workbook. Proposed costs require review of the completed MPE Inventory worksheet and the completion of a maintenance staffing package. Record the costs from the completed staffing package into each LDC on the worksheet.

- **Parts and Supplies:** Enter the annual current and proposed costs for parts and supplies. Data for the current costs comes from the financial performance report (FPR).

While shown as a separate cost the Biohazard Detecton System (BDS) costs are a subset of the total costs for maintenance parts and supplies. The current and proposed costs for BDS are automatically populated and based on the following:

$\$30.00 \times 6$  (avg number of tests per day)  $\times 310$  (number of processing days per year) = \$55,800

BDS Testing Consumables Cost = \$55,800 x number of AFCs  
(current or proposed).

- **Grand Total:** The grand totals are automatically calculated. Annual Maintenance Savings is automatically calculated and carried forward to the Executive Summary

### A-14.3 **AMP Worksheet Summary**

- **Annual Maintenance Savings:** Formula adds the Grand Totals for the losing and gaining facilities and carries forward to the Executive Summary.
- **Note:** Provide any other information relevant to the current or proposed costs at the losing or gaining facility.

Exhibit A-14  
Maintenance

<b>Maintenance</b>		Last Saved:	
<b>Losing Facility:</b>	<b>Gaining Facility:</b>		
<b>Date Range of Data:</b>			
<b>(1) Current Cost</b>	<b>(2) Proposed Cost</b>	<b>(3) Difference</b>	<b>(4) Current Cost</b>
<b>(5) Proposed Cost</b>	<b>(6) Difference</b>		
<b>Workhour Activity</b>	<b>Workhour Activity</b>		
LDC 36 Mail Processing Equipment	LDC 36 Mail Processing Equipment		
LDC 37 Building Equipment	LDC 37 Building Equipment		
LDC 38 Building Services (Custodial Cleaning)	LDC 38 Building Services (Custodial Cleaning)		
LDC 39 Maintenance Operations Support	LDC 39 Maintenance Operations Support		
LDC 93 Maintenance Training	LDC 93 Maintenance Training		
Workhour Cost Subtotal	Workhour Cost Subtotal		
<b>Parts and Supplies</b>	<b>Parts and Supplies</b>		
Maintenance Stockroom and Supplies	Maintenance Stockroom and Supplies		
Non-Add BDS Testing Consumables Only	Non-Add BDS Testing Consumables Only		
<b>Grand Total</b>	<b>Grand Total</b>		
<b>Annual Maintenance Savings:</b>		(This number carried forward to the Executive Summary)	
(7) Notes:			

## A-15 Distribution Changes

---

### A-15.1 Overview of the AMP Worksheet

Using discount or “bulk” mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations. Labeling lists in the Domestic Mail Manual (DMM) provide information to mailers for various sortation levels and distribution of containers. See [Exhibit A-15, Distribution Changes](#), for a sample.

Generally, changes to DMM labeling lists are published six times per year. A specific DMM labeling list may need revision based on the type of AMP distribution proposed for consolidation.

- An AMP that involves the transfer of only destinating or both destinating and originating operations may require additional changes to other labeling lists, such as DMM L002, 3-Digit ZIP Code Prefix Matrix and L005, 3-Digit ZIP Code Prefix Groups-SCF Sortation.
- At a minimum, originating AMPs will require a change to the distribution labeling list in DMM L201, Periodicals Origin Split and First-Class Mail Mixed ADC/AADC.
- All DMM labeling lists must be reviewed to ensure appropriate changes are made. Following the decision to implement an AMP, staff from the area’s Distribution Networks Office is responsible for submitting requests for DMM labeling changes to headquarters Transportation Field Support. Forms are available from [http://blue.usps.gov/site/wcm/connect/network\\_operations/general/policy\\_and\\_guidance/dispatch\\_distribution\\_and\\_labeling](http://blue.usps.gov/site/wcm/connect/network_operations/general/policy_and_guidance/dispatch_distribution_and_labeling).

### A-15.2 Completing the AMP Worksheet

#### Header Section

The losing facility name and the type of distribution to consolidate are populated from the information recorded on the AMP Data Entry Page.

#### AMP Worksheet Sections

**Section 1.** Indicate each DMM labeling list that would be affected if the AMP proposal was approved. Upon approval of the AMP, the area Distribution Networks Office must complete the applicable change request forms.

**Section 2.** For a destinating AMP, indicate any changes that would be made to DMM L005, 3-Digit ZIP Code Prefix Groups-SCF Sortation.

**Section 3.** For an originating AMP, indicate the changes that would be made to DMM L201, Periodicals Origin Split and First-Class Mail Mixed ADC/AADC.

**Section 4.** Drop Shipments for Destination Entry Discounts: Use applicable NASS Codes for the losing and gaining facilities to obtain monthly data for the two most recently completed months from the Appointment Summary Report in the Facility Access and Shipment Tracking (FAST). Note: the start

date may not exceed 90 days prior to the current date, and the end date may not exceed the current date.

**Section 5. Notes:** Identify any changes to the hours for drop shipments or slot availability that would be made in FAST for any destination entry office affected by the AMP consolidation.

Exhibit A-15  
Distribution Changes

**Distribution Changes**

Last Saved: \_\_\_\_\_

Losing Facility: \_\_\_\_\_  
Type of Distribution to Consolidate: \_\_\_\_\_

(1) Indicate each DMM labeling list affected by placing an "X" to the left of the list.

_____	DMM L001	_____	DMM L011
_____	DMM L002	_____	DMM L201
_____	DMM L003	_____	DMM L601
_____	DMM L004	_____	DMM L602
_____	DMM L005	_____	DMM L603
_____	DMM L006	_____	DMM L604
_____	DMM L007	_____	DMM L605
_____	DMM L008	_____	DMM L606
_____	DMM L009	_____	DMM L607
_____	DMM L010	_____	DMM L801

(2) If revisions to DMM L005 or DMM L201 are needed, indicate proposed DMM label change below.

(2) DMM Labeling List L005 - 3-Digit ZIP Code Prefix Groups - SCF Sortation

From:	
Action Code*	Column A - 3-Digit ZIP Code Prefix Group
_____	_____
_____	Column B - Label to
To:	
Action Code*	Column A - 3-Digit ZIP Code Prefix Group
_____	_____
_____	Column B - Label to

\*Action Codes: A=add D=delete CF=change from CT=change to

(3) DMM Labeling List L201 - Periodicals Origin Split

From:		
Action Code*	Column A - Entry ZIP Codes	Column B - 3-Digit ZIP Code Destinations
_____	_____	Column C - Label to
To:		
Action Code*	Column A - Entry ZIP Codes	Column B - 3-Digit ZIP Code Destinations
_____	_____	Column C - Label to

\*Action Codes: A=add D=delete CF=change from CT=change to

(4) Drop Shipments for Destination Entry Discounts

FAST Appointment Summary Report

Month	NASS Code	Facility Name	Total Schd Appts	No-Show Count	%	Late Arrival Count	%	Open Count	%	Closed Count	%	Unschd Count
_____	_____	Losing Facility	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	Losing Facility	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	Gaining Facility	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	Gaining Facility	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

(5) Notes: \_\_\_\_\_

## A-16 Customer Service Issues

---

### A-16.1 **Overview of the AMP Worksheet**

This worksheet indicates any changes that may affect customers within the service area of the losing facility, such as changes in pick-up times for various collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark that will be applied to mail collected from the losing facility. See [Exhibit A-16, Customer Service Issues](#), for a sample.

### A-16.2 **Completing the AMP Worksheet**

#### **Header Sections**

- The losing facility name and 5-digit ZIP Code populates from information entered on PIR Data Entry Page.
- Enter the date when data was extracted for the losing facility.
- The gaining facility name at the bottom populates from information entered on PIR Data Entry Page.

#### **AMP Worksheet Entries**

**1. Collection Points:** Obtain information about posted pick-up times from the Collection Point Management System (CPMS). Use the Notes section to explain if any collection boxes will be removed from service because of the AMP.

**2. Local Delivery Boxes Designated:** Indicate how many collection boxes are designated for local delivery.

**3. Local Delivery Boxes Removed:** Indicate how many collection boxes may be removed as a result of AMP.

**4. Delivery Performance Report:** Enter data from the most recently completed four quarters (which corresponds to the date range of data on the AMP Data Entry Page) indicating the percentage of carriers in the performance cluster that returned from their routes before 5:00 p.m. (data source: webEIS).

**5. Retail Unit Inside the Losing Facility:** Enter the window service hours available for customers to conduct transactions at the retail unit inside the losing facility (data source: Facilities Database).

**6. Business (Bulk) Mail Acceptance:** Enter the hours available to customers to present presorted mailings for verification and acceptance. If no bulk mail entry unit is available at the losing facility, enter NA (not applicable) in these fields. (data source: Facilities Database)

**7. Local Postmark:** Indicate whether a local postmark will be available to customers.

**8. Notes:** Enter any relevant comments pertaining to customer services at the losing facility.

**9. Postmark:** Indicate the Line 1 and optional Line 2 information from postmarks applied by the advanced facer canceller system at the gaining facility. If an image of the postmark is available, import the image to the worksheet.



Exhibit A-16  
**Customer Service Issues**

**Customer Service Issues**

Last Saved: \_\_\_\_\_

Losing Facility: \_\_\_\_\_  
 5-Digit ZIP Code: \_\_\_\_\_  
 Data Extraction Date: \_\_\_\_\_

3-Digit ZIP Code:			3-Digit ZIP Code:			3-Digit ZIP Code:		
Current	Mon. - Fri.	Sat.	Current	Mon. - Fri.	Sat.	Current	Mon. - Fri.	Sat.

**1. Collection Points**  
 Number picked up before 1 p.m. \_\_\_\_\_  
 Number picked up between 1-5 p.m. \_\_\_\_\_  
 Number picked up after 5 p.m. \_\_\_\_\_  
 Total Number of Collection Points \_\_\_\_\_

**2. How many collection boxes are designated for "local delivery"?** \_\_\_\_\_

**3. How many "local delivery" boxes will be removed as a result of AMP?** \_\_\_\_\_

**4. Delivery Performance Report**

Quarter/FY	Percent

% Carriers returning before 5 p.m.

**5. Retail Unit Inside Losing Facility (Window Service Times)**

	Current		Proposed	
	Start	End	Start	End
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**6. Business (Bulk) Mail Acceptance Hours**

	Current		Proposed	
	Start	End	Start	End
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

**7. Can customers obtain a local postmark in accordance with applicable policies in the *Postal Operations Manual*?** \_\_\_\_\_

**8. Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Gaining Facility:** \_\_\_\_\_

**9. What postmark will be printed on collection mail?**  
 Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_

## A-17 Space Evaluation and Other Costs

---

### A-17.1 **Overview of the AMP Worksheet**

This worksheet provides a summary of space that may come available through the relocation of operations for either Postal Service-owned or leased facilities. It identifies savings and/or costs related to leased facilities. This worksheet is not intended to identify or capture savings from the sale of real estate. Additionally, this worksheet summarizes the one-time costs associated with the AMP. See [Exhibit A-17, Space Evaluation and Other Costs](#), for a sample.

### A-17.2 **Completing the AMP Worksheet**

Name of losing facility will populate from information entered on AMP Data Entry Page.

#### **Space Evaluation**

**1. Affected Facility:** Enter the name and complete delivery address of the facility whose space is impacted by the AMP. If multiple facilities are affected, provide requested information for each one.

**2. Lease Information:** If the facility is USPS owned, skip to number (3) below [data source: electronic Facilities Management System (eFMS also known as FMS WIN)].

- Record the annual lease cost.
- Record the lease expiration date.
- Record the lease options/terms.

**3. Current Square Footage:** Enter total interior square footage of the affected facility (either leased or owned) [data source: eFMS]. Do not include dock space or parking area. Enter the square footage of gained space expected with the approved AMP after operations are relocated.

**4. Planned Utilization of Acquired Space:** Provide detailed description of the plan to utilize space, if the AMP proposal is approved.

**5. Facility Costs:** Enter any projected one-time costs associated with lease termination.

- Included in this number are the depostalization costs, i.e., the costs necessary to return the leased premises to its original condition upon vacating. These modifications typically include the removal of conveyor systems and lookout galleries. It does not include the costs of relocating conveyor systems or other mail processing equipment. The relocation of mail processing equipment is included in the MPE Inventory worksheet. Refer to the lease agreement for actual conditions to be addressed.
- Additional one-time costs may include a year of lease payments if the lease does not have a cancellation clause.
- Sum all one-time costs and provide details of the costs in the notes section. The sum of the one-time facility costs are summarized in the One-Time Costs section of this worksheet.

**6. Savings Information:** List expected savings from terminating leases. Provide details of savings in the notes section. Space savings will be carried forward to the Executive Summary.

**7. Notes:** Enter the details of the projected one-time costs, space savings and any other explanatory notes.

#### **One-Time Costs**

- **Employee Relocation Costs:** Work with human resources to estimate how many employees may require relocation expenses and use an area average cost provided by finance.
- **Mail Processing Equipment Relocation Costs:** Comes from MPE Inventory.
- **Facility Costs:** Comes from the above section, Space Evaluation.
- **Total One-Time Costs:** Are calculated and carried forward to the Executive Summary.

#### **Remote Encoding Center Cost per 1000**

Column instructions are the same for the losing and gaining facilities. Columns 1 through 3 apply to the losing facility. Columns 4 through 6 apply to the gaining facility. (data source: WebROADS)

**1. Product:** Product types are identified.

**2. Associated REC:** Enter the name of the REC associated with the processing of the product shown.

**3. Current Cost Per 1000 Images:** Record the data as reported in the WebROADS report titled "National REC TOE Cost Per 1000 Ranking Report". Report period is for current fiscal Year to Date (YTD) and date of actual report is recorded in the header section (YTD Range of Report).

Exhibit A-17  
**Space Evaluation and Other Costs**

### Space Evaluation and Other Costs

Last Saved: \_\_\_\_\_

Losing Facility: \_\_\_\_\_

---

#### Space Evaluation

1. Affected Facility
 

Facility Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State ZIP: \_\_\_\_\_
  
2. Lease Information. (If not leased skip to 3 below.)
 

Enter annual lease cost: \_\_\_\_\_  
 Enter lease expiration date: \_\_\_\_\_  
 Enter lease options/terms: \_\_\_\_\_
  
3. Current Square Footage
 

Enter the total interior square footage of the facility: \_\_\_\_\_  
 Enter gained square footage expected with the AMP: \_\_\_\_\_
  
4. Planned use for acquired space from approved AMP
 

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
5. Facility Costs
 

Enter any projected one-time facility costs: \_\_\_\_\_  
 (This number shown below under One-Time Costs section.)
  
6. Savings Information
 

**Space Savings (\$):** \_\_\_\_\_  
 (This number carried forward to the *Executive Summary*)
  
7. Notes
 

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

#### One-Time Costs

Employee Relocation Costs: \_\_\_\_\_  
 Mail Processing Equipment Relocation Costs: \_\_\_\_\_  
(from MPE Inventory)  
 Facility Costs: \_\_\_\_\_  
(from above)  
**Total One-Time Costs:** \_\_\_\_\_  
(This number carried forward to *Executive Summary*)

---

#### Remote Encoding Center Cost per 1000

Losing Facility: \_\_\_\_\_      Gaining Facility: \_\_\_\_\_  
 YTD Range of Report: \_\_\_\_\_

(1) Product	(2) Associated REC	(3) Current Cost per 1,000 Images	(4) Product	(5) Associated REC	(6) Current Cost per 1,000 Images
Letters			Letters		
Flats			Flats		
PARS COA			PARS COA		
PARS Redirects			PARS Redirects		
APPS			APPS		

This page intentionally left blank

## Post-Implementation Review Worksheets

### B-1 PIR Data Entry Page

---

#### B-1.1 Overview

Information from the PIR Data Entry Page will populate cells in the header sections of other PIR worksheets. The benefits from automatic input include simplification in the completion of worksheets and accuracy from standardization. See [Exhibit B-1, PIR Data Entry Page](#), for a sample.

#### B-1.2 Completing the PIR Data Entry Page

##### Losing Facility Information

- **Type of Distribution Consolidated:** Select whether the planned consolidation transferred originating, destinating, or both types of mail processing operations.
- **Facility Name & Type:** Indicate the facility name, including type, such as post office, processing and distribution facility, or processing and distribution center. (data source: Facilities Database)
- **Street Address:** Enter the physical address of the facility that lost operations. Do not enter a PO Box mailing address. (data source: Facilities Database)
- **City:** Type the city of the facility that lost operations.
- **State:** Select the 2 letter state abbreviation of the facility that lost operations.
- **5D Facility ZIP Code:** Type the 5-digit ZIP Code of the losing facility.
- **District:** Select the district with which the facility is associated from the drop-down list.
- **Area:** The area with which the facility is associated is automatically populated based on the District.
- **Finance Number:** Type the 6 digit finance number of the losing facility. Do not use a dash to segment the number sequence.
- **Current 3D ZIP Code(s):** Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.
- **Miles to Gaining Facility:** Enter the distance between the losing to gaining facilities.

- **EXFC Office:** Use the drop-down box and select “Yes”, if this facility is part of the EXFC service performance measurement, otherwise choose “No”.
- **Postmaster or Plant Manager:** Select the title and enter the name of the person with overall management responsibility for the facility that lost operations.
- **Senior Plant Manager:** Type the name of the senior plant manager responsible for operations at the losing facility.
- **District Manager:** Type the name of the district manager for the losing facility.

## 2. Gaining Facility Information

- **Facility Name & Type:** Include the facility name, including type, such as processing and distribution facility, or processing and distribution center. (data source: Facilities Database)
- **Street Address:** Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address. (data source: Facilities Database)
- **City:** Type the city of the facility that gained operations.
- **State:** Select the 2 letter state abbreviation of the facility that gained operations.
- **5D Facility ZIP Code:** Type the 5-digit ZIP Code of the gaining facility.
- **District:** Select the district with which the facility is associated from the drop-down list.
- **Area:** The area with which the facility is associated is automatically populated based on the District.
- **Finance Number:** Type the 6 digit finance number of the gaining facility. Do not use a dash to segment the number sequence.
- **Current 3D ZIP Code(s):** Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of DMM labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.
- **EXFC Office:** Use the drop-down box and select “Yes”, if this facility is part of the EXFC service performance measurement.
- **Plant Manager:** Select the title and enter the name of the person with overall management responsibility of the gaining facility.
- **Senior Plant Manager:** Type the name of the senior plant manager of the gaining facility.
- **District Manager:** Type the name of the district manager for the gaining facility.

## 3. Background Information:

- **Approval Date:** Enter the date the SVP Operations approved the AMP proposal.
- **Implementation Date:** Enter the first day of the quarter and fiscal year corresponding to the implementation date listed on the AMP Approval Signature worksheet.

- **PIR Type:** Select either First PIR or Final PIR from the drop-down menu. Data will be annualized for the First PIR.
- **Date Range of Data:** Indicate the starting month/day/year and ending month/day/year for the most recently completed two or four quarters.
- **Processing Days per Year:** 310 days is the national number of processing days in a year. It was used to calculate the average daily volume transferred from the losing to the gaining facility.
- **Bargaining Unit Hours per Year:** Represents the number of bargaining unit workhours in a workyear. Data is automatically populated and based on the Decision Analysis Report Factors/Cost of Borrowing/New Facility Start up Costs memo used in the approved AMP proposal.
- **EAS Hours per Year:** Represents the number of EAS workhours in a workyear. Data is automatically populated and based on the Decision Analysis Report Factors/Cost of Borrowing/New Facility Start up Costs memo used in the approved AMP proposal.
- **Date of HQ memo, DAR Factors/Cost of Borrowing/New Facility Start-up Costs Update** will be automatically populated and is the same memo used in the approved AMP proposal.
- **Date & Time this workbook was last saved:** Each time a workbook is saved, the system automatically records the date and time into this cell. The date and time the workbook is last saved is automatically copied to each individual worksheet within the workbook.

#### 4. Other Information

- **Area Vice President:** Type the name of the AVP (<http://blue.usps.gov/wps/portal/InsideUSPS/USPSLeadership>)
- **Senior Vice President Operations:** Type the name of the SVP Operations (<http://blue.usps.gov/wps/portal/InsideUSPS/USPSLeadership>)
- **Area AMP Coordinator:** Type the name of person with oversight of all PIR worksheets
- **NAI Contact:** Headquarters will identify the staff member from Network Alignment Implementation who works as the liaison with the area AMP coordinator.



Exhibit B-1  
PIR Data Entry Page

----- PIR Data Entry Page -----

**1. Losing Facility Information**

Type of Distribution Consolidated:  
 Facility Name & Type:  
 Street Address:  
 City:  
 State:  
 5D Facility ZIP Code:  
 District:  
 Area:  
 Finance Number:  
 Current 3D ZIP Code(s):  
 Miles to Gaining Facility:  
 EXFC office:  
 Postmaster or Plant Manager:  
 Senior Plant Manager:  
 District Manager:

**2. Gaining Facility Information**

Facility Name & Type:  
 Street Address:  
 City:  
 State:  
 5D Facility ZIP Code:  
 District:  
 Area:  
 Finance Number:  
 Current 3D ZIP Code(s):  
 EXFC office:  
 Plant Manager:  
 Senior Plant Manager:  
 District Manager:

**3. Background Information**

Approval Date:  
 Implementation Date:  
 PIR Type:  
 Date Range of Data:  
 Processing Days per Year:  
 Bargaining Unit Hours per Year:  
 EAS Hours per Year:  
 Date of HQ memo, DAR Factors/Cost of Borrowing/  
 New Facility Start-up Costs Update  
 Date & Time this workbook was last saved:


**4. Other Information**

Area Vice President:  
 Senior Vice President, Operations:  
 Area AMP Coordinator:  
 NAI Contact:

## B-2 Summary Narrative

---

### B-2.1 **Overview of the PIR Worksheet**

The Summary Narrative addresses all issues applicable to the quarters immediately following an AMP implementation. Any deviations or modifications from the approved AMP proposal must be documented in this narrative. See [Exhibit B-2, Summary Narrative](#), for a sample.

### B-2.2 **Completing the PIR Worksheet**

#### **Header Section**

The following information is populated from the information recorded on the PIR Data Entry Page: name of losing facility and type, current 3-digit ZIP Codes for the losing facility, type of distribution consolidated, name of gaining facility and type, and current 3-digit ZIP Codes for the gaining facility.

#### **Narrative**

Refer to the AMP Summary Narrative worksheet for the list of items that should be included. Type and edit the narrative in a word document. When complete, copy it into the PIR workbook on the Summary Narrative worksheet (tab) as an object.

Exhibit B-2  
**Summary Narrative**

## Summary Narrative

Last Saved:

**Losing Facility Name and Type:**

Current 3D ZIP Code(s):

Type of Distribution to Consolidate:

**Gaining Facility Name and Type:**

Current 3D ZIP Code(s):

## B-3 Approval Signatures

---

### B-3.1 **Overview of the PIR Worksheet**

Signatures indicate concurrence with information provided by the worksheets. Signatures acknowledge managements' understanding of volumes, workhours, and budget dollars transferred from one facility into another facility because of the AMP. An entry is required on every signature line. See [Exhibit B-3, Approval Signatures](#), for a sample.

### B-3.2 **Completing the PIR Worksheet**

#### **Header Section**

The following information is populated from the information recorded on the PIR Data Entry Page: losing facility name and type, facility ZIP Code, finance number, current 3-digit ZIP Code(s) for the losing facility, type of distribution consolidated, gaining facility name and type, facility ZIP Code, finance number, and current 3-digit ZIP Code(s) for the gaining facility. Implementation date, PIR type, and date range of data also comes from the PIR Data Entry Page.

#### **Signatures**

A Postmaster or plant manager's signature is required for each office consolidated. If more than one office was involved, the postmaster or plant manager from each office must sign the approval sheet. If mail for an entire 3-digit ZIP Code area was consolidated, only the postmaster or plant manager responsible for processing must sign. Signature lines should not be left blank. When the senior plant manager is the same for both the losing and gaining facilities, signatures are still required in each section.

The signature(s) of the district manager of the losing and gaining facilities is required, even if the same.

The signature of the AVP is required. If an AMP involved more than one area, both area vice presidents must sign.

The signature of the SVP Operations is required.

Exhibit B-3  
Approval Signatures

### Approval Signatures

Last Saved: \_\_\_\_\_

**Losing Facility Name and Type:** \_\_\_\_\_  
**Facility ZIP Code:** \_\_\_\_\_  
**Finance Number:** \_\_\_\_\_  
**Current 3D ZIP Code(s):** \_\_\_\_\_

**Type of Distribution Consolidated:** \_\_\_\_\_

**Gaining Facility Name and Type:** \_\_\_\_\_  
**Facility ZIP Code:** \_\_\_\_\_  
**Finance Number:** \_\_\_\_\_  
**Current 3D ZIP Code(s):** \_\_\_\_\_

**Implementation Date:** \_\_\_\_\_

**PIR Type:** \_\_\_\_\_ **Date Range of Data:** \_\_\_\_\_

---

ACKNOWLEDGEMENT OF ACCOUNTABILITY - I acknowledge that I am accountable for respecting and supporting the integrity of all official postal reporting systems, including financial reports and those relating to compliance with contracting, complement, or similar efforts involving the investment and expenditure of funds, as well as all systems to service to our customers.

**LOSING FACILITY:**

**Postmaster or Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**Senior Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**District Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**GAINING FACILITY:**

**Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**Senior Plant Manager:**

Printed Name	Signature	Date
--------------	-----------	------

**District Manager:**

Printed Name	Signature	Date
--------------	-----------	------

---

**AREA OFFICE:**

**Area Vice President:**

Printed Name	Signature	Date
--------------	-----------	------

---

**HEADQUARTERS:**

**Senior Vice President Operations:**

Printed Name	Signature	Date
--------------	-----------	------

**Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## B-4 Executive Summary

---

### B-4.1 Overview of the PIR Worksheet

This worksheet summarizes data from supporting worksheets and provides an overview of savings, costs, staffing loss, and service performance as measured by External First Class (EXFC) and Customer Satisfaction Measurement (CSM). Formulas for appropriate line items will automatically transfer data from the supporting worksheets. See [Exhibit B-4, Executive Summary](#), for a sample.

### B-4.2 Completing the PIR Worksheet

#### Header Section

The following information is populated from the information recorded on the PIR Data Entry Page:

- Name of losing facility and type.
- Losing facility street address, city, state, and current 3-digit ZIP Code(s) for the losing facility.
- Type of distribution consolidated.
- Name of gaining facility and type.
- Gaining facility street address, city, state, and current 3-digit ZIP Code(s) for the gaining facility.
- PIR type.

#### Summary of Worksheets

**Note:** Savings will be expressed as positive (+) numbers and costs as negative (-) numbers. Data for workhours will be annualized in First PIRs.

The column labeled “PIR vs Pre AMP” reflects actual savings of the current data in the PIR (“PIR”) from the current data in the approved AMP proposal. The column labeled “PIR vs Proposed” contains the variance between current data in the PIR (“PIR”) and “Proposed” figures from the approved AMP proposal.

**1. Function 1 Workhour Savings** Formula brings forward “Variances Annual Workhour Costs” from the bottom of Workhour Costs Combined Facilities.

**2. PCES/EAS Workhour Savings** Formula brings forward “Total Annual PCES/EAS Savings” from Staffing PCES/EAS.

**3. Transportation Savings** Formula brings forward total annual costs from bottom of Transportation HCR and Transportation PVS for both the losing and gaining facilities.

**4. Maintenance Savings** Formula brings forward totals from the bottom of Maintenance.

**5. Space Savings** Formula brings forward totals from the bottom of Space Evaluation and Other Costs.

**6. Total Annual Savings** Formula adds savings from preceding line items.

**7. Total One-Time Cost** Formula brings forward the Total One-Time Costs from Space Evaluation and Other Costs.

**8. Total First Year Savings** Formula subtracts the Total One-Time Costs from the Total Annual Savings.

**9. Craft Position Loss** Formula brings forward the totals from the bottom of Staffing Craft.

**10. PCES/EAS Position Loss** Formula brings forward the totals from the bottom of Staffing PCES/EAS.

The column labeled “Losing Current Qtr” contains actual service performance for the losing facility for EXFC and CSM. The column labeled “Gaining Current Qtr” contains actual service performance for the gaining facility.

**11. First-Class Mail Service Performance (EXFC Overnight)** Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.

**12. First-Class Mail Service Performance (EXFC 2 Day)** Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.

**13. First-Class Mail Service Performance (EXFC 3 Day)** Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.

**14. Customer Satisfaction Measurement Residential** Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.

**15. Customer Satisfaction Measurement Business/Preferred** Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.

Exhibit B-4  
**Executive Summary**

<b>Executive Summary</b>		PIR Type: _____
Last Saved: _____		
<b>Losing Facility Name and Type:</b>	_____	
Street Address:	_____	
City:	_____	
State:	_____	
Current SCF ZIP Code(s):	_____	
Type of Distribution Consolidated:	_____	
<b>Gaining Facility Name and Type:</b>	_____	
Street Address:	_____	
City:	_____	
State:	_____	
Current SCF ZIP Code(s):	_____	

---

<b>Summary of Worksheets</b>		
------------------------------	--	--

<b><u>Savings/Costs</u></b>			
	<b>Actual Change</b>	<b>Proposed Change</b>	
	<b>PIR vs Pre AMP</b>	<b>PIR vs Proposed</b>	
Function 1 Workhour Savings	_____	_____	<i>from Workhour Costs - Combined</i>
PCES/EAS Workhour Savings	_____	_____	<i>from Staffing-PCES/EAS</i>
Transportation Savings	_____	_____	<i>from Transportation HCR and Transportation PVS</i>
Maintenance Savings	_____	_____	<i>from Maintenance</i>
Space Savings	_____	_____	<i>from Space Evaluation and Other Costs</i>
<b>Total Annual Savings</b>	_____	_____	
<b>Total One-Time Costs</b>	_____	_____	<i>from Space Evaluation and Other Costs</i>
<hr style="border: 1px solid black;"/>			
<b>Total First Year Savings</b>	_____	_____	
<hr style="border: 1px solid black;"/>			
<b><u>Staffing</u></b>			
Craft Position Loss	_____	_____	<i>from Staffing-Craft</i>
PCES/EAS Position Loss	_____	_____	<i>from Staffing-PCES/EAS</i>
<hr style="border: 2px solid black;"/>			
<b><u>Service</u></b>			
	<b>Losing Current Qtr</b>	<b>Gaining Current Qtr</b>	
First-Class Mail Service Performance (EXFC O/N)	_____	_____	<i>from Service Performance &amp; CSM</i>
First-Class Mail Service Performance (EXFC 2 Day)	_____	_____	<i>from Service Performance &amp; CSM</i>
First-Class Mail Service Performance (EXFC 3 Day)	_____	_____	<i>from Service Performance &amp; CSM</i>
Customer Satisfaction Measurement Residential	_____	_____	<i>from Service Performance &amp; CSM</i>
Customer Satisfaction Measurement Business/Preferred	_____	_____	<i>from Service Performance &amp; CSM</i>



## B-5 Service Performance and Customer Satisfaction Measurement

---

### B-5.1 Overview of the PIR Worksheet

This worksheet includes a service review providing External First Class (EXFC) performance and Customer Satisfaction Measurement (CSM) indicators by quarter, for the four quarters prior to and four quarters after the AMP implementation. Transit Time Measurement System (TTMS) EXFC data is reported at the facility (plant) level and is available from the Enterprise Data Warehouse (EDW), Global Project, Shared Reports directory. CSM data is reported at the performance cluster (district) level and is available at [http://blue.usps.gov/caweb/ckm/ckm\\_csm\\_report\\_menu.htm](http://blue.usps.gov/caweb/ckm/ckm_csm_report_menu.htm). See [Exhibit B-5, Service Performance and Customer Satisfaction Measurement](#), for a sample.

### B-5.2 Completing the PIR Worksheet

#### Header Section

The following information populates from the PIR Data Entry Page:

- PIR Type.
- Implementation date.
- Losing facility name and district.
- Gaining facility name and district.

#### PIR Worksheet Columns

Record the data for EXFC and CSM for four quarters prior to and four quarters after the AMP implementation date. Column instructions are the same for both facilities. Columns 1 through 6 apply to losing facility. Columns 7 through 12 apply to gaining facility. Provide any other information relevant to EXFC or CSM performance in section 13.

**1. Fiscal Quarter:** Data is for the most recently completed postal quarter based on four quarters prior to the implementation date and immediately after the implementation.

**2. EXFC Overnight Percentage:** Shows EXFC Overnight percentage of Ontime Composite for the facility.

**3. EXFC 2 Day Percentage:** Shows 2 Day percentage of Ontime Composite for the facility.

**4. EXFC 3 Day Percentage:** Shows 3 Day percentage of Ontime Composite for the facility.

**5. CSM Residential:** Shows the percentage of excellent, very good and good (% E/VG/G) responses for the postal quarters from our residential customers at the performance cluster (PC) level.

**6. CSM Business/Preferred:** Shows the percentage of excellent, very good and good (% E/VG/G) responses for the postal quarters from our Business/Preferred customers at the PC level.

Data for columns 7 through 12 are derived using the corresponding instructions for columns 1 through 6.

Exhibit B-5

**Service Performance and Customer Satisfaction Measurement**

**Service Performance and Customer Satisfaction Measurement**

Last Saved:

PIR Type: \_\_\_\_\_  
Implementation Date: \_\_\_\_\_

Losing Facility : \_\_\_\_\_  
District: \_\_\_\_\_

(1) Fiscal Quarter	EXFC O/D			CSM	
	(2) Overnight Percentage	(3) 2 Day Percentage	(4) 3 Day Percentage	(5) Residential %E/VG/G	(6) Bus/Prfd %E/VG/G
<b>Before AMP</b>					
<b>After AMP</b>					

Gaining Facility : \_\_\_\_\_  
District: \_\_\_\_\_

(7) Fiscal Quarter	EXFC O/D			CSM	
	(8) Overnight Percentage	(9) 2 Day Percentage	(10) 3 Day Percentage	(11) Residential %E/VG/G	(12) Bus/Prfd %E/VG/G
<b>Before AMP</b>					
<b>After AMP</b>					

(13) Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## B-6 Workhour Costs - Combined Facilities

---

### B-6.1 Overview of the PIR Worksheet

This worksheet represents the combined total annual volumes, workhours, productivities, and workhour costs for the losing and gaining facilities. It shows the proposed values as well as the actual values before and after the AMP consolidation. See [Exhibit B-6, Workhour Costs - Combined Facilities](#), for a sample.

### B-6.2 Completing the PIR Worksheet

#### Header Section

- **Type of Distribution Consolidated:** Field is populated from information entered on the PIR Data Entry Page.
- **PIR Type:** Field is populated based on information entered on the PIR Data Entry Page. The data for the First PIR is derived from two completed postal quarters and annualized for comparison.
- **Date Range of Data:** Field is populated based on information entered on the PIR Data Entry Page.
- **PIR Workhour Rate by LDC:** This field is populated based on the date range of data and EDW LURS.

#### PIR Worksheet Columns

All columns and fields in this worksheet are automatically populated based on data in Workhour Costs - Losing Facility and Workhour Costs - Gaining Facility.

Exhibit B-6  
**Workhour Costs - Combined Facilities**

**Combined Facilities**

Workhour Costs - Combined Facilities

Last Saved: \_\_\_\_\_

PIR Type\*: \_\_\_\_\_  
\*Data in PIR columns is annualized for First PIR.

Date Range of Data: \_\_\_\_\_

PIR Workhour Rate by LDC

Function 1	Function 4
11	41
12	42
13	43
14	44
15	45
16	46
17	47
18	48

(1) Operation Numbers	(2) Pre AMP		(3) Annual FHP Volume		(4) PIR		(5) Annual TPH or NATPH Volume		(6) Proposed		(7) PIR		(8) Pre AMP		(9) Annual Workhours		(10) PIR		(11) Pre AMP		(12) Annual Productivity		(13) PIR		(14) Pre AMP		(15) Annual Workhour Costs		(16) PIR		
	Change Analysis Units Percent	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed		
More lines provided in softcopy																															
Totals																															

(27) NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## B-7 Workhour Costs Losing Facility

---

### B-7.1 Overview of the PIR Worksheet

This worksheet represents the total annual volumes, workhours, productivities and workhour costs for the losing facility. It shows the proposed values as well as the actual values before and after the AMP consolidation. See [Exhibit B-7, Workhour Costs - Losing Facility](#), for a sample.

### B-7.2 Completing the PIR Worksheet

#### Header Section

- **Losing Facility:** Name will populate from information entered on the PIR Data Entry Page.
- **PIR Type:** This will populate based on information entered on the PIR Data Entry Page. The data for the First PIR reflects six months of data that is annualized.
- **Type of Distribution Consolidated:** Field is populated from information entered on the PIR Data Entry Page.
- **Date Range of Data:** This will populate based on information entered on the PIR Data Entry Page.
- **PIR Workhour Rate by LDC:** This field is populated based on the date range of data and EDW LURS.

#### PIR Worksheet Columns

“Pre AMP” corresponds to “Current” columns in the approved AMP proposal.

“Proposed” corresponds to “Proposed” columns in the approved AMP proposal.

“PIR” columns are annualized in the First PIR and represent actual data from the most recently completed two (for First PIR) or four (for Final PIR) quarters after the implementation date.

- 1. Operation Numbers:** The column contains operation numbers with volume and/or workhours that were affected or removed from the losing facility. (data source: AMP Workhour Costs - Current)
- 2. Annual FHP Volume Pre AMP:** Data comes from column labeled “Current Annual FHP Volume” for the losing facility in AMP Workhour Costs - Current.
- 3. Annual FHP Volume Proposed:** Data comes from column labeled “Proposed Annual FHP Volume” for the losing facility in AMP Workhour Costs - Proposed.
- 4. Annual FHP Volume PIR:** Column includes current annual first handling pieces (FHP) volume by operation (data source: EDW MODS).
- 5. Annual TPH or NATPH Volume Pre AMP:** Data comes from column labeled “Current Annual TPH or NATPH Volume” for the losing facility in AMP Workhour Costs - Current.

- 6. Annual TPH or NATPH Volumes Proposed:** Data comes from column labeled “Proposed Annual TPH or NATPH Volume” for the losing facility in AMP Workhour Costs - Proposed.
- 7. Annual TPH or NATPH Volume PIR:** Column includes current annual TPH or NATPH volume by operation. (data source: EDW MODS)
- 8. Annual Workhours Pre AMP:** Data comes from column labeled “Current Annual Workhours” for the losing facility in AMP Workhour Costs - Current.
- 9. Annual Workhours Proposed:** Data comes from column labeled “Proposed Annual Workhours” for the losing facility in AMP Workhour Costs - Proposed.
- 10. Annual Workhours PIR:** Column includes current total workhours by operation. The data is annualized for the First PIR (data source: EDW MODS).
- 11. Annual Productivity Pre AMP:** Data comes from column labeled “Current Productivity TPH or NATPH” for the losing facility in AMP Workhour Costs - Current.
- 12. Annual Productivity Proposed:** Data comes from column labeled “Proposed Productivity TPH or NATPH” for the losing facility in AMP Workhour Costs - Proposed.
- 13. Annual Productivity PIR:** Data is calculated based on volume and workhours.
- 14. Annual Workhour Costs Pre AMP:** Data comes from column labeled “Current Annual Workhour Costs” for the losing facility in AMP Workhour Costs - Current.
- 15. Annual Workhour Costs Proposed:** Data comes from column labeled “Proposed Annual Workhour Costs” for the losing facility in AMP Workhour Costs - Proposed.
- 16. Annual Workhour Costs PIR:** This column is populated based on workhours and current local workhour rates by LDC.

#### **Change Analysis**

The change analysis provides variances for volumes, workhours, productivities, and workhour costs. The columns labeled “PIR vs Pre AMP” reflects differences between current data in the PIR from the current data in the approved AMP proposal. The columns labeled “PIR vs Proposed” contain the variances between current data in the PIR and “Proposed” figures from the approved AMP proposal.

Exhibit B-7  
**Workhour Costs - Losing Facility**

**Workhour Costs - Losing Facility**  
Last Saved:

PIR Workhour Rate by LDC	
Function 1	41
Function 4	42
	43
	44
	45
	46
	47
	48

PIR Type\*: \_\_\_\_\_  
\*Data in PIR columns is annualized for First PIR.

Date Range of Data: \_\_\_\_\_

Losing Facility: \_\_\_\_\_

Type of Distribution Consolidated: \_\_\_\_\_

(1) Operation Numbers	(2) Annual FHP Volume		(3) Annual FHP Volume		(4) PIR		(5) Annual TPH or NATPH Volume		(6) Annual TPH or NATPH Volume		(7) PIR		(8) Annual Workhours		(9) Annual Workhours		(10) PIR		(11) Annual Productivity		(12) Annual Productivity		(13) PIR		(14) Annual Workhour Costs		(15) Annual Workhour Costs		(16) PIR	
	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed	Pre AMP	Proposed		
More lines provided in softcopy																														
(Additional rows would follow here)																														
<b>Totals</b>																														

Variances Annual FHP Volume	
Change	(17)
Analysis	(18)
Units	PIR vs Proposed
Percent	

Variances Annual TPH or NATPH Volume	
Change	(19)
Analysis	(20)
Units	PIR vs Proposed
Percent	

Variances Annual Workhours	
Change	(21)
Analysis	(22)
Units	PIR vs Proposed
Percent	

Variances Annual Productivity	
Change	(23)
Analysis	(24)
Units	PIR vs Proposed
Percent	

Variances Annual Workhour Costs	
Change	(25)
Analysis	(26)
Units	PIR vs Proposed
Percent	

(27) NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## B-8 Workhour Costs - Gaining Facility

---

### B-8.1 Overview of PIR Worksheet

This worksheet represents the total annual volumes, workhours, productivities, and workhour costs for the gaining facility. It shows the proposed values as well as the actual values before and after the AMP consolidation. See [Exhibit B-8, Workhour Costs - Gaining Facility](#), for a sample.

### B-8.2 Completing the PIR Worksheet

#### Header Section

- **Gaining Facility:** Name will populate from information entered on the PIR Data Entry Page.
- **PIR Type:** This will populate based on information entered on the PIR Data Entry Page. The data for the First PIR reflects six months of data that is annualized.
- **Type of Distribution Consolidated:** Field is populated from information entered on the PIR Data Entry Page.
- **Date Range of Data:** This will populate based on information entered on the PIR Data Entry Page.
- **PIR Workhour Rate by LDC:** This field is populated based on the date range of data and EDW-LURS.

#### PIR Worksheet Columns

“Pre AMP” corresponds to “Current” columns in the approved AMP proposal.

“Proposed” corresponds to “Proposed” columns in the approved AMP proposal.

“PIR” columns are annualized in the First PIR and represent actual data from the most recently completed two (for First PIR) or four (for Final PIR) quarters after the implementation date.

- 1. Operation Numbers:** The column contains operation numbers with volume and/or workhours that were affected or removed from the gaining facility. (data source: AMP Workhour Costs - Current)
- 2. Annual FHP Volume Pre AMP:** Data comes from column labeled “Current Annual FHP Volume” for the gaining facility in AMP Workhour Costs - Current.
- 3. Annual FHP Volume Proposed:** Data comes from column labeled “Proposed Annual FHP Volume” for the gaining facility in AMP Workhour Costs - Proposed.
- 4. Annual FHP Volume PIR:** Column includes current annual first handling pieces (FHP) volume by operation (data source: EDW MODS).
- 5. Annual TPH or NATPH Volume Pre AMP:** Data comes from column labeled “Current Annual TPH or NATPH Volume” for the gaining facility in AMP Workhour Costs - Current.



**6. Annual TPH or NATPH Volumes Proposed:** Data comes from column labeled “Proposed Annual TPH or NATPH Volume” for the gaining facility in AMP Workhour Costs - Proposed.

**7. Annual TPH or NATPH Volume PIR:** Column includes current annual TPH or NATPH volume by operation. (data source: EDW MODS)

**8. Annual Workhours Pre AMP:** Data comes from column labeled “Current Annual Workhours” for the gaining facility in AMP Workhour Costs - Current.

**9. Annual Workhours Proposed:** Data comes from column labeled “Proposed Annual Workhours” for the gaining facility in AMP Workhour Costs - Proposed.

**10. Annual Workhours PIR:** Column includes current total workhours by operation. The data is annualized for the First PIR. (data source: EDW MODS)

**11. Annual Productivity Pre AMP:** Data comes from column labeled “Current Productivity TPH or NATPH” for the gaining facility in AMP Workhour Costs - Current.

**12. Annual Productivity Proposed:** Data comes from column labeled “Proposed Productivity TPH or NATPH” for the gaining facility in AMP Workhour Costs - Proposed.

**13. Annual Productivity PIR:** Data is calculated based on volume and workhours.

**14. Annual Workhour Costs Pre AMP:** Data comes from column labeled “Current Annual Workhour Costs” for the gaining facility in AMP Workhour Costs - Current.

**15. Annual Workhour Costs Proposed:** Data comes from column labeled “Proposed Annual Workhour Costs” for the gaining facility in AMP Workhour Costs - Proposed.

**16. Annual Workhour Costs PIR:** This column is populated based on workhours and current local workhour rates by LDC.

#### **Change Analysis**

The change analysis provides variances for volumes, workhours, productivities, and workhour costs. The columns labeled “PIR vs Pre AMP” reflects differences between current data in the PIR from the current data in the approved AMP proposal. The columns labeled “PIR vs Proposed” contain the variances between current data in the PIR and “Proposed” figures from the approved AMP proposal.

Exhibit B-8  
**Workhour Costs - Gaining Facility**

Gaining Facility: \_\_\_\_\_ PIR Type: \_\_\_\_\_  
\*Data in PIR columns is annualized for First PIR.

Date Range of Data: \_\_\_\_\_

Workhour Costs - Gaining Facility  
Last Saved:

Function 1	Function 4
11	41
12	42
13	43
14	44
15	45
16	46
17	47
18	48

Type of Distribution Consolidated: \_\_\_\_\_

PIR Workhour Rate by LDC
41
42
43
44
45
46
47
48

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
Operation Numbers	Pre AMP	Annual FHP Volume Proposed	PIR	Pre AMP	Annual TPH or NATPH Volume Proposed	PIR	Pre AMP	Annual Workhours Proposed	PIR	Pre AMP	Annual Productivity Proposed	PIR	Pre AMP	Annual Workhour Costs Proposed	PIR
More lines provided in softcopy															
Totals															

Variances Annual FHP Volume (17)		Variances Annual TPH or NATPH Volume (19)		Variances Annual Workhours (21)		Variances Annual Productivity (23)		Variances Annual Workhour Costs (25)	
Change	Analysis	Change	Analysis	Change	Analysis	Change	Analysis	Change	Analysis
Units	Percent	Units	Percent	Units	Percent	Units	Percent	Units	Percent
PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed	PIR vs Pre AMP	PIR vs Proposed

(27) NOTES: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## B-9 Staffing Craft

---

### B-9.1 Overview of the PIR Worksheet

This worksheet represents craft staffing for the gaining and losing facilities before and after the AMP consolidation. Pre AMP and Proposed data comes from the approved AMP worksheet Staffing Craft. Current data for the PIR period comes from WebCOINS. See [Exhibit B-9, Staffing - Craft](#), for a sample.

### B-9.2 Completing the PIR Worksheet

#### Header Section

- **PIR Type:** This will populate based on information entered on the PIR Data Entry Page.
- **Losing Facility Name and Finance #:** Name and finance number will populate from information entered on the PIR Data Entry Page.
- **Gaining Facility Name and Finance #:** Name and finance number will populate from information entered on the PIR Data Entry Page.
- **Data Extraction Date:** Enter the date the data was extracted from WebCOINS for both the losing and gaining facilities.

#### Worksheet Columns

Column instructions are the same for both the losing and gaining facilities. Columns 1 through 11 apply to the losing facility. Columns 12 through 22 apply to the gaining facility. The numbers for the Pre AMP and Proposed columns come from the approved AMP Staffing Craft. The PIR numbers are those craft positions currently on-rolls at the time of the PIR.

- 1. Casuals On-Rolls Pre AMP:** Data comes from column labeled “Casuals On-Rolls” in AMP Staffing Craft.
- 2. Casuals On-Rolls PIR:** Column reports the data from WebCOINS.
- 3. Part-Time On-Rolls Pre AMP:** Data comes from column labeled “Part Time On-Rolls” in AMP Staffing Craft.
- 4. Part-Time On-Rolls PIR:** Column reports the data from WebCOINS.
- 5. Full-Time On-Rolls Pre AMP:** Data comes from column labeled “Full Time On-Rolls” in AMP Staffing Craft.
- 6. Full-Time On-Rolls PIR:** Column reports the data from WebCOINS.
- 7. Total On-Rolls Pre AMP:** Formula calculates the total of all Pre AMP craft employees On-Rolls.
- 8. Total On-Rolls Proposed:** Formula calculates the total of all craft employees proposed for the AMP.
- 9. Total On-Rolls PIR:** Formula calculates the total of all craft employees On-Rolls.
- 10. Variances Total On-Rolls PIR vs Pre AMP:** Reflects the variance between the current data in the PIR from the current data in the approved AMP proposal.

**11. Variances Total On-Rolls PIR vs Proposed:** Contains the variance between current data in the PIR from the “Proposed” figures in the approved AMP proposal.

Column instructions are the same for both losing and gaining facilities. Data for columns 12 through 22 are developed using the corresponding column instructions for columns 1 through 11.

### B-9.3 **AMP Worksheet Summary**

- **Total Craft Position Loss:** These formulas equal the total difference of “Total On-Rolls” at losing office plus the total difference at the gaining office for the PIR vs Pre AMP and the PIR vs Proposed AMP data. These numbers are carried forward to the Executive Summary.

Exhibit B-9  
Staffing - Craft

<b>Staffing - Craft</b>										
Losing Facility:		Finance #:								
PIR Type:		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Craft Positions		Casual On-Rolls		Part Time On-Rolls		Full Time On-Rolls		Total On-Rolls		
		Pre AMP	PIR	Pre AMP	PIR	Pre AMP	PIR	Pre AMP	Proposed	PIR
Function 1 - Clerk										
Function 4 - Clerk										
Function 1 - Mail Handler										
Function 4 - Mail Handler										
Function 3A - Vehicle Service										
Function 3B - Maintenance										
Functions 67-69 - Lmtd/Rehab/WC										
Other Functions										
<b>Total</b>										

<b>Variance Total On-Rolls</b>	
Change Analysis	(10)
PIR vs Pre AMP	(11)
Positions	PIR vs Proposed
Percent	Proposed

Data Extraction Date: _____										
Gaining Facility:		Finance #:								
PIR Type:		(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
Craft Positions		Casual On-Rolls		Part Time On-Rolls		Full Time On-Rolls		Total On-Rolls		
		Pre AMP	PIR	Pre AMP	PIR	Pre AMP	PIR	Pre AMP	Proposed	PIR
Function 1 - Clerk										
Function 1 - Mail Handler										
Function 3A - Vehicle Service										
Function 3B - Maintenance										
Functions 67-69 - Lmtd/Rehab/WC										
Other Functions										
<b>Total</b>										

<b>Variance Total On-Rolls</b>	
Change Analysis	(21)
PIR vs Pre AMP	(22)
Positions	PIR vs Proposed
Percent	Proposed

Data Extraction Date: _____	
(23)	(24)
PIR vs Pre AMP	PIR vs Proposed

(Above numbers are carried forward to the Executive Summary)

## B-10 Staffing - PCES/EAS

---

### B-10.1 **Overview of the PIR Worksheet**

This worksheet indicates the staffing, annual workhour, and annual workhour costs for Postal Career Executive Service (PCES) and Executive Administrative Schedule (EAS) positions at the losing and gaining facilities before and after the AMP consolidation. Data is pre-populated for Pre AMP and Proposed columns from Staffing - PCES/EAS worksheets in the approved AMP proposal. See [Exhibit B-10, Staffing - PCES/EAS](#), for a sample.

### B-10.2 **Completing the PIR Worksheet**

#### **Header Section**

- Losing facility name and finance number comes from information entered on the PIR Data Entry Page.
- Gaining facility name and finance number comes from information entered on the PIR Data Entry Page.
- Enter the date you extract data from WebCOINS for both the losing and gaining facilities.

#### **PIR Worksheet Columns**

Column instructions are the same for both losing and gaining facilities. Columns 1 through 18 apply to losing facility. Columns 19 through 36 apply to gaining facility. Data for the Pre AMP and Proposed columns is from approved AMP Staffing - PCES/EAS. Data for the PIR columns is from WebCOINS.

- 1. Position Title:** Data comes from WebCOINS and approved AMP Staffing - PCES/EAS.
- 2. Level:** Data comes from WebCOINS and approved AMP Staffing - PCES/EAS.
- 3. Authorized Staffing Pre AMP:** Data comes from column labeled "Current Auth Staffing" in AMP Staffing - PCES/EAS.
- 4. Authorized Staffing PIR:** Data comes from WebCOINS.
- 5. On-Rolls Pre AMP:** Data comes from column labeled "Current On-Rolls" in AMP Staffing - PCES/EAS.
- 6. On-Rolls Proposed:** Data comes from column labeled "Proposed Staffing" in AMP Staffing - PCES/EAS.
- 7. On-Rolls PIR:** Column reports the data from WebCOINS.
- 8. Annual Workhours Pre AMP:** Data comes from column labeled "Current Annual Workhours" in AMP Staffing - PCES/EAS.
- 9. Annual Workhours Proposed:** Data comes from column labeled "Proposed" Annual Workhours in AMP Staffing - PCES/EAS.
- 10. Annual Workhours PIR:** Column reports the data from WebCOINS. Data is annualized for the First PIR.

**11. Workhour Rate:** The workhour rate for each position is populated using the Current Fiscal Year National Average Fully Loaded Labor Rate or local rates if available.

**12. Annual Costs Pre AMP:** Data comes from column labeled “Current” Annual Costs in AMP Staffing - PCES/EAS.

**13. Annual Costs Proposed:** Data comes from column labeled “Proposed” Annual Costs in AMP Staffing - PCES/EAS.

**14. Annual Costs PIR:** This formula calculates the costs based on the PIR annual workhours and the workhour rate.

**15. Variances Total On-Rolls PIR vs Pre AMP** reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.

**16. Variances Total On-Rolls PIR vs Proposed** contains the variance between the current data in the PIR from the “Proposed” figures in the approved AMP proposal.

**17. Variances Total Annual Costs PIR vs Pre AMP** reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.

**18. Variances Total Annual Costs PIR vs Proposed** contains the variance between the current data in the PIR from the “Proposed” figures in the approved AMP proposal.

Data for the gaining facility in columns 19 through 36 are developed using the corresponding column instructions for columns 1 through 18.

### B-10.3 **PIR Worksheet Summary**

- **Total PCES/EAS Position Loss:** This formula calculates the position loss of the PIR to the Pre AMP (15 + 33) and the PIR to the Proposed AMP (16+34). These numbers are carried forward to the Executive Summary.
- **Total Annual PCES/EAS Workhour Savings:** This formula calculates the workhour savings of PIR to the Pre AMP (17+35) and the PIR to the Proposed AMP (18+36). These numbers are carried forward to the Executive Summary.

Exhibit B-10  
Staffing - PCES/EAS

### Staffing - PCES/EAS

Last Saved: \_\_\_\_\_

PIR Type\*: \_\_\_\_\_

Date Range of Data: \_\_\_\_\_

\*Data in PIR workhour columns is annualized for First PIR.

Finance Number: \_\_\_\_\_

**Losing Facility:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

Line	PCES/EAS Positions		Authorized Staffing		On-Rolls		Annual Workhours		Annual Costs					
	(1) Position Title	(2) Level	(3) Pre AMP	(4) PIR	(5) Pre AMP	(6) Proposed	(7) PIR	(8) Pre AMP	(9) Proposed	(10) PIR	(11) Whorl Rate	(12) Pre AMP	(13) Proposed	(14) PIR
1	More lines provided in softcopy													
2	More lines provided in softcopy													
3	More lines provided in softcopy													
4	More lines provided in softcopy													
5	More lines provided in softcopy													
6	More lines provided in softcopy													
7	More lines provided in softcopy													
8	More lines provided in softcopy													
<b>Totals</b>														

Variances Total On-Rolls (15)		Variances Total Annual Costs (17)	
Change Analysis	PIR vs Pre AMP	PIR vs Pre AMP	PIR vs Proposed
Positions	Percent	Positions	Percent

**Gaining Facility:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_

Line	PCES/EAS Positions		Authorized Staffing		On-Rolls		Annual Workhours		Annual Costs					
	(19) Position Title	(20) Level	(21) Pre AMP	(22) PIR	(23) Pre AMP	(24) Proposed	(25) PIR	(26) Pre AMP	(27) Proposed	(28) PIR	(29) Whorl Rate	(30) Pre AMP	(31) Proposed	(32) PIR
1	More lines provided in softcopy													
2	More lines provided in softcopy													
3	More lines provided in softcopy													
4	More lines provided in softcopy													
5	More lines provided in softcopy													
6	More lines provided in softcopy													
7	More lines provided in softcopy													
8	More lines provided in softcopy													
<b>Totals</b>														

Variances Total On-Rolls (33)		Variances Total Annual Costs (35)	
Change Analysis	PIR vs Pre AMP	PIR vs Pre AMP	PIR vs Proposed
Positions	Percent	Positions	Percent

Total PCES/EAS Position Loss (37)

PIR vs Pre AMP      PIR vs Proposed

Total Annual PCES/EAS Workhour Savings! (39)

PIR vs Pre AMP      PIR vs Proposed

(Above numbers are carried forward to the Executive Summary)



## B-11 Transportation - HCR Losing Facility

---

### B-11.1 Overview of the PIR Worksheet

This worksheet provides data for annual mileage, annual costs, and annual costs per mile for the losing facility. All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks (DN). A separate worksheet must be completed for the gaining facility. See [Exhibit B-11, Transportation - HCR-Losing Facility](#), for a sample.

The local Transportation and Network Specialist and the area Distribution Network Budget Coordinator can support completion of the data in this worksheet.

Use same fuel costs from approved AMP proposal in the PIR worksheets to keep the costs in constant dollars (data source: AMP Transportation - HCR).

To effectively analyze the transportation changes due to the AMP, the area is directed to retain the following supporting documentation:

- A brief narrative summarizing the transportation plan to include savings/costs to be incurred upon implementation.
- A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage). This would include trip utilization information obtained from Surface Visibility (SV) or the Transportation Information Management Evaluation System (TIMES) for affected routes both inbound and outbound percentages.
- A description of each affected route after proposed changes are made, as described above. This would include copies of the current and proposed schedule plates along with cost of the new transportation or changes to existing transportation. Plate documentation should list any changes to equipment (i.e. additional trailers, tractors, etc.) needed.
- PS Form 5505, *Cost Evaluation - Postal Vehicle Service vs. Contract Service* (new service) must be provided when applicable.
- A statement of compliance with Headquarters requirements for changes in air transportation routes must be included when applicable.
- Any information regarding impacts to postal vehicle service (PVS) operations at both losing and gaining facilities must be provided. This will include any changes in routes, personnel or equipment. Copies of PS Form 4533, *MVS Schedule*, must be provided, if applicable.
- A zero base analysis of PVS operations at both losing and gaining facilities should have been conducted within two years of the proposal. If not, the area should ensure this task is accomplished prior to submittal of the AMP proposal. The zero base results and the implemented improvements to operations will quantify the efficiency of PVS operations.

- To fill out data required (such as PIR Annual Mileage and PIR Costs), information should come from the area Distribution Networks' budget coordinator. The budget coordinator can provide the information using HCR Data File for the month data is requested. It should be noted that the annual cost must include fuel costs and therefore, simply acquiring the cost from Transportation Contract Support System (TCSS) is not an approved method for obtaining this information.

## B-11.2 **Completing the PIR Worksheet**

### **Header Section**

The following information will automatically populate from information entered on PIR Data Entry Page: name of the losing facility, PIR type, and type of distribution consolidated.

- **Data Extraction Date:** Enter the date of the HCR Data File used to enter PIR mileage and cost for the losing facility.
- **Enter the clearance time (CT) for Outbound Dock.** Additional comments regarding established bilateral agreements should be contained in the executive summary and in the notes section at the bottom of the worksheet.

### **PIR Worksheet Columns**

Refer to the columns for the losing facility in the approved AMP Transportation - HCR.

- 1. Route Numbers:** Use data from corresponding column in AMP Transportation - HCR.
- 2. Annual Mileage Pre AMP:** Data comes from column labeled "Current Annual Mileage" in AMP Transportation - HCR.
- 3. Annual Mileage Proposed:** Data comes from column labeled "Proposed Annual Mileage" in AMP Transportation - HCR.
- 4. Annual Mileage PIR:** Enter the current mileage for the contract from the HCR data file.
- 5. Annual Cost Pre AMP:** Data comes from column labeled "Current Annual Cost" in AMP Transportation - HCR.
- 6. Annual Cost Proposed:** Data comes from column labeled "Proposed Annual Cost" in AMP Transportation - HCR.
- 7. Annual Cost PIR:** Enter the current estimated annual cost from the HCR data file.
- 8. Annual Cost/Mile Pre AMP:** Data comes from column labeled "Current Cost per Mile" in AMP Transportation - HCR.
- 9. Annual Cost/Mile Proposed:** Data comes from column labeled "Proposed Cost per Mile" in AMP Transportation - HCR.
- 10. Annual Cost/Mile PIR:** Formula calculates the annual cost/mile based on current mileage and cost.
- 11. Variances Total Annual Costs PIR vs Pre AMP** reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.

**12. Variances Total Annual Costs PIR vs Proposed** contains the variance between the current data in the PIR from the “Proposed” figures in the approved AMP proposal.

Exhibit B-11  
**Transportation - HCR-Losing Facility**

Transportation - HCR									
Losing Facility:					PIR Type:				
Type of Distribution Consolidated:					Last Saved:				
Data Extraction Date:					CT for Outbound Dock:				
(1) Route #	(2) Pre AMP Annual Mileage	(3) Proposed Annual Mileage	(4) PIR Annual Mileage	(5) Pre AMP Annual Cost	(6) Proposed Annual Cost	(7) PIR Annual Cost	(8) Pre AMP Annual Cost/Mile	(9) Proposed Annual Cost/Mile	(10) PIR Annual Cost/Mile
More lines provided in softcopy									
Totals									

Variances Total Annual Costs			
Change Analysis	(11) PIR vs Pre AMP	(12) PIR vs Proposed	
Dollars			
Percent			

## B-12 Transportation - HCR Gaining Facility

---

### B-12.1 Overview of the PIR Worksheet

This worksheet provides data for annual mileage, annual costs, and annual costs per mile for the gaining facility. All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks (DN). A separate worksheet must be completed for the losing facility. See [Exhibit B-12, Transportation - HCR-Gaining Facility](#), for a sample.

The local Transportation and Network Specialist and the area Distribution Network Budget Coordinator can support completion of the data in this worksheet.

Use same fuel costs from approved AMP proposal in the PIR worksheets to keep the costs in constant dollars (data source: AMP Transportation - HCR).

To effectively analyze the transportation changes due to the AMP, the area is directed to retain the following supporting documentation:

- A brief narrative summarizing the transportation plan to include savings/costs to be incurred upon implementation.
- A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage). This would include trip utilization information obtained from Surface Visibility (SV) or the Transportation Information Management Evaluation System (TIMES) for affected routes both inbound and outbound percentages.
- A description of each affected route after proposed changes are made, as described above. This would include copies of the current and proposed schedule plates along with cost of the new transportation or changes to existing transportation. Plate documentation should list any changes to equipment (i.e., additional trailers and tractors) needed.
- PS Form 5505, *Cost Evaluation - Postal Vehicle Service vs. Contract Service* (new service) must be provided when applicable.
- A statement of compliance with Headquarters requirements for changes in air transportation routes must be included when applicable.
- Any information regarding impacts to postal vehicle service (PVS) operations at both losing and gaining facilities must be provided. This will include any changes in routes, personnel or equipment. Copies of PS Form 4533, *MVS Schedule*, must be provided, if applicable.
- A zero base analysis of PVS operations at both losing and gaining facilities should have been conducted within two years of the proposal. If not, the area should ensure this task is accomplished prior to submittal of the AMP proposal. The zero base results and the implemented improvements to operations will quantify the efficiency of PVS operations.
- To fill out data required (such as PIR Annual Mileage and PIR Costs), information should come from the area Distribution Networks' budget

coordinator. The budget coordinator can provide the information using HCR Data File for the month data is requested. It should be noted that the annual cost must include fuel costs and therefore, simply acquiring the cost from Transportation Contract Support System (TCSS) is not an approved method for obtaining this information.

## B-12.2 **Completing the PIR Worksheet**

### **Header Section**

The following information will automatically populate from information entered on PIR Data Entry Page: name of the gaining facility, PIR type, and type of distribution consolidated.

- Data Extraction Date: Enter the date of the HCR Data File used to enter PIR mileage and cost for the gaining facility.
- Enter the critical entry time (CET) for Inbound Dock, CET for Outgoing Primary (OGP), CET for cancellations and clearance time (CT) for Outbound Dock. Additional comments regarding established bilateral agreements should be contained in the executive summary and in the notes section at the bottom of the worksheet.

### **PIR Worksheet Columns**

Refer to the columns for the gaining facility in the approved AMP Transportation - HCR.

- 1. Route Numbers:** Use data from corresponding column in AMP Transportation - HCR.
- 2. Annual Mileage Pre AMP:** Data comes from column labeled "Current Annual Mileage" in AMP Transportation - HCR.
- 3. Annual Mileage Proposed:** Data comes from column labeled "Proposed Annual Mileage" in AMP Transportation - HCR.
- 4. Annual Mileage PIR:** Enter the current mileage for the contract from the HCR data file.
- 5. Annual Cost Pre AMP:** Data comes from column labeled "Current Annual Cost" in AMP Transportation - HCR.
- 6. Annual Cost Proposed:** Data comes from column labeled "Proposed Annual Cost" in AMP Transportation - HCR.
- 7. Annual Cost PIR:** Enter the current estimated annual cost from the HCR data file.
- 8. Annual Cost/Mile Pre AMP:** Data comes from column labeled "Current Cost per Mile" in AMP Transportation - HCR.
- 9. Annual Cost/Mile Proposed:** Data comes from column labeled "Proposed Cost per Mile" in AMP Transportation - HCR.
- 10. Annual Cost/Mile PIR:** Formula calculates the annual cost/mile based on current mileage and cost.
- 11. Variances Total Annual Costs PIR vs Pre AMP** reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.

**12. Variances Total Annual Costs PIR vs Proposed** contains the variance between the current data in the PIR from the “Proposed” figures in the approved AMP proposal.

B-12.3 **PIR Worksheet Summary**

- **Total PIR vs Pre AMP Transportation-HCR Savings:** Total PIR vs Pre AMP savings for the losing and gaining facility are added and then summed with the PVS savings for the losing and gaining facilities and carried forward to the Executive Summary.
- **Total PIR vs Proposed-HCR Savings:** Total PIR vs Pre AMP savings for the losing and gaining facility are added and then summed with the PVS savings for the losing and gaining facilities and carried forward to the Executive Summary.





## B-13 Transportation - PVS

---

### B-13.1 Overview of the PIR Worksheet

This worksheet provides data for both the losing and gaining facilities for postal vehicle service (PVS) leases, PVS equipment, annual mileage costs, and workhour costs for specific operations. See [Exhibit B-13, Transportation - PVS](#), for a sample. The local Transportation and Network Specialist and the area Distribution Network PVS Specialist can support completion of the data in this worksheet.

### B-13.2 Completing the PIR Worksheet

#### Header Section

Losing and gaining facility names, finance numbers, PIR type and the date range of data are populated from information entered on the PIR Data Entry Page.

#### PIR Worksheet Columns

Column instructions are the same for both the losing and gaining facilities. Columns 1 through 5 apply to the losing facility. Columns 6 through 10 apply to the gaining facility.

- 1. Pre AMP:** Use data from “Current” column in AMP Transportation - PVS.
- 2. Proposed:** Use data from “Proposed” column in AMP Transportation - PVS.
- 3. PIR:** Enter the current numbers applicable to the PIR. Data is developed as described below.
  - **PVS-Owned Equipment:** Based on data from Vehicle Maintenance Accounting System (VMAS), enter the number for each type of PVS vehicle shown.
  - **PVS Transportation:** Record the total number of schedules from the printed PVS schedules documented on PS Form 4533, *MVS Schedules*, from Vehicle Information Transportation Analysis Logistics System (VITALS).
  - **Record the Total Annual Mileage** by adding the annual mileage from the printed PVS schedules documented on PS Form 4533, *MVS Schedules*, from VITALS. The Total Annual Mileage Costs are automatically calculated by multiplying the Total Annual Mileage by \$0.85.
  - **PVS Leases:** The manager of the local VMF can provide the data for the PVS leases.
    - Enter the total number of leased PVS vehicles.
    - Enter the total annual lease costs.
  - **PVS Workhour Costs:** The PVS workhour costs are automatically populated for both the losing and gaining facilities based on EDW MODS and EDW LURS Data.

- **LDC 31:** The total annual workhour costs for operation numbers 617 (Stewards - MVS), 679 (Admin & Cler Trans & Networks), and 764 (Motor Vehicle Service).
- **LDC 34:** The total annual workhour costs for operation numbers 765 (Motor Vehicle Operators) and 766 (Tractor Trailer Operators).

**4. Variance PIR vs Pre AMP:** Reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.

**5. Variance PIR vs Proposed:** Reflects the variance between the current data in the PIR from the “Proposed” figures in the approved AMP proposal. Columns 6 through 10 are developed using the same instructions from columns 1 through 5.

### B-13.3 **PIR Worksheet Summary**

**11. Total PIR vs Pre AMP PVS Transportation Savings:** Formula will total savings between the PIR and the Pre AMP costs for both the losing and gaining facilities. This number is included in the calculation for Transportation Savings which is carried forward to the Executive Summary.

**12. Total PIR vs Prop AMP PVS Transportation Savings:** Formula will total savings between the PIR and the Proposed AMP costs for both the losing and gaining facilities. This number is included in the calculation for Transportation Savings which is carried forward to the Executive Summary.

Exhibit B-13  
**Transportation - PVS**

**Transportation - PVS**

Losing Facility: \_\_\_\_\_ PIR Type: \_\_\_\_\_

Last Saved: \_\_\_\_\_

Date Range of Data: \_\_\_\_\_

Gaining Facility: \_\_\_\_\_

Finance Number: \_\_\_\_\_

	(1) Pre AMP	(2) Proposed	(3) PIR	(4) Variance PIR vs Pre AMP	(5) Variance PIR vs Proposed
<b>PVS Owned Equipment</b>					
Seven Ton Trucks					
Eleven Ton Trucks					
Single Axle Tractors					
Tandem Axle Tractors					
Spotters					
<b>PVS Transportation</b>					
Number of Schedules					
Total Annual Mileage					
<b>Total Mileage Costs</b>					
<b>PVS Leases</b>					
Total Vehicles Leased					
<b>Total Lease Costs</b>					
<b>PVS Workhour Costs</b>					
LDC 31 (617, 679, 764)					
LDC 34 (765, 766)					
<b>Total Workhour Costs</b>					

(11) Total PIR vs Pre AMP Transportation-PVS Savings: \_\_\_\_\_  
 (This number added to the Executive Summary)

(12) Total PIR vs Proposed Transportation-PVS Savings: \_\_\_\_\_  
 (This number added to the Executive Summary)

(13) Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## B-14 MPE Inventory

---

### B-14.1 **Overview of the PIR Worksheet**

This worksheet details the changes in inventory of mail processing equipment (MPE) at the losing and gaining facilities before and after the AMP and compares the PIR relocation costs to the proposed relocations costs. See [Exhibit B-14, MPE Inventory](#), for a sample.

### B-14.2 **Completing the PIR Worksheet**

#### **Header Section**

Losing and gaining facility names, PIR Type and Date Range of Data are automatically populated from information entered on the PIR Data Entry Page. Enter the date the data was extracted from web End of Run (webEOR).

#### **PIR Worksheet Columns**

The numbers for the Pre AMP and Proposed columns come from the approved AMP MPE Inventory. The PIR numbers are current.

A list of mail processing equipment is provided for both the losing and gaining facilities (source: AMP MPE Inventory and webEOR).

**1. Pre AMP Inventory:** Data comes from column labeled “Current Number” for the losing facility in AMP MPE Inventory.

**2. Proposed Inventory:** Data comes from column labeled “Proposed Number” for the losing facility in AMP MPE Inventory.

**3. PIR Inventory:** Enter the current number of each mail processing equipment type presently installed at the losing facility (data source: webEOR). Insert rows to list equipment not identified in the AMP proposal.

**4. Pre-AMP Inventory:** Data comes from column labeled “Current Number” for the gaining facility in AMP MPE Inventory.

**5. Proposed Inventory:** Data comes from column labeled “Proposed Number” for the gaining facility in AMP MPE Inventory.

**6. PIR Inventory:** Enter the current number of each mail processing equipment type presently installed at the gaining facility [data source: webEOR].

**7. Proposed Relocation Costs:** Data comes from column labeled “Relocation Costs” in AMP MPE Inventory.

**8. PIR Relocation Costs:** Enter the actual costs of relocating equipment as a result of the AMP and explain details in notes section (10).

**9. Variance in Costs:** Formula will subtract current from proposed.

**10. Notes:** Use this section to explain details for the equipment relocation costs.

Exhibit B-14  
**MPE Inventory**

**MPE Inventory**

**Losing Facility:** \_\_\_\_\_ **PIR Type:** \_\_\_\_\_ **Date Range of Data:** \_\_\_\_\_

**Data Extraction Date:** \_\_\_\_\_ **Last Saved:** \_\_\_\_\_

**Gaining Facility:** \_\_\_\_\_

Equipment	(1) Pre AMP	(2) Proposed	(3) PIR	(4) Pre AMP	(5) Proposed	(6) PIR	(7) Proposed Relocation Costs	(8) PIR Relocation Costs	(9) Variance in Costs
AFCS									
AFSM 100									
AFSM-AI									
AFSM-ATHS									
AFSM-ATHS/AI									
APPS									
CIOSS									
CSBCS									
DBCS									
DBCS-OSS									
DIOSS									
FSS									
SPBS									
UFSM									
FC / MICRO MARK									
ROBOT GANTRY									
HSTS / HSUS									
LCTS / LCUS									
LIPS									
MLOCR-ISS									
MPBCS-OSS									
POWERED INDUSTRIAL EQUIPMENT									
<b>Totals</b>									

Carried to Space Evaluation and Other Costs

(10) Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## B-15 Maintenance

---

### B-15.1 **Overview of the PIR Worksheet**

This worksheet evaluates the total annual maintenance costs for the losing and gaining facilities, including mail processing equipment, building services, training, and other annual costs. All supporting documentation from the AMP is on file at the area office. The area manager Maintenance Operations can support completion of the data in this worksheet. See [Exhibit B-15, Maintenance](#), for a sample.

### B-15.2 **Completing the PIR Worksheet**

#### **Header Section**

The name of the losing and gaining facilities, the PIR type and the date range of data will populate from the information recorded on the PIR Data Entry Page.

#### **PIR Worksheet Columns**

“Pre AMP” corresponds to “Current” columns in the approved AMP proposal.

“Proposed” corresponds to “Proposed” columns in the approved AMP proposal.

“PIR” columns are annualized in the First PIR and represent actual data from the most recently completed two quarters and correspond to the dates reflected in the date range of data.

Column instructions are the same for both the losing and gaining facilities. Columns 1 through 5 apply to losing facility. Columns 6 through 10 apply to gaining facility.

**1. Pre-AMP Costs:** Data comes from column labeled “Current Cost” in AMP Maintenance.

**2. Proposed Costs:** Data comes from column labeled “Proposed Cost” in AMP Maintenance.

**3. PIR Costs:** Data for the identified LDC workhour activity will come from the PIR electronic spreadsheet tab titled “Losing LURS Summary”. Data for parts and supplies comes from the financial performance reports in the Accounting Data Mart (ADM). Data for the First PIR is annualized.

**4. Variance PIR to Pre AMP:** Formula calculates the difference between the PIR and Pre AMP costs.

**5. Variance PIR to Proposed:** Formula calculates the difference between the PIR and Proposed costs.

Data for columns 6 through 10 are developed using the same column instructions for columns 1 through 5.

### B-15.3 **PIR Worksheet Summary**

**11. PIR vs Pre AMP Maintenance Savings:** Formula calculates the difference between the Grand Totals for losing and gaining facilities.

**12. PIR vs Proposed Maintenance Savings:** Formula calculates the difference between the Grand Totals for losing and gaining facilities.

**13. Notes:** Provide any other information relevant to the current or proposed costs at the losing or gaining facilities.

Exhibit B-15  
Maintenance

<b>Maintenance</b>		Date Range of Data:		PIR Type:	
Last Saved:		Gaining Facility:			
Losing Facility:					
Workhour Activity	(1) Pre AMP Costs	(2) Proposed Costs	(3) PIR Costs	(4) Variance PIR to Pre AMP	(5) Variance PIR to Proposed
LDC 36	Mail Processing Equipment				
LDC 37	Building Equipment				
LDC 38	Building Services <i>(Custodial Cleaning)</i>				
LDC 39	Maintenance Operations Support				
LDC 93	Maintenance Training				
	Workhour Cost Subtotal				
	<b>Parts and Supplies</b>				
	Maintenance Stockroom and Supplies				
Non-Add	BDS Testing Consumables Only				
	<b>Grand Total</b>				
	(6) Pre AMP Costs	(7) Proposed Costs	(8) PIR Costs	(9) Variance PIR to Pre AMP	(10) Variance PIR to Proposed
LDC 36	Mail Processing Equipment				
LDC 37	Building Equipment				
LDC 38	Building Services <i>(Custodial Cleaning)</i>				
LDC 39	Maintenance Operations Support				
LDC 93	Maintenance Training				
	Workhour Cost Subtotal				
	<b>Parts and Supplies</b>				
	Maintenance Stockroom and Supplies				
Non-Add	BDS Testing Consumables Only				
	<b>Grand Total</b>				

(11) PIR vs Pre AMP - Maintenance Savings: (These numbers carried forward to the Executive Summary)  
 (12) PIR vs Proposed - Maintenance Savings: (These numbers carried forward to the Executive Summary)

(13) Notes:



## B-16 Distribution Changes

---

### B-16.1 Overview of the PIR Worksheet

Using discount or “bulk” mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations. Labeling lists in the Domestic Mail Manual (DMM) provide information to mailers for various sortation levels and distribution of containers. See [Exhibit B-16, Distribution Changes](#), for a sample.

Generally, changes to DMM labeling lists are published six times per year. A specific DMM labeling list may need revision based on the type of AMP distribution proposed for consolidation.

An AMP that involved the transfer of only destinating or both destinating and originating operations may require additional changes to other labeling lists, such as DMM L002, 3-Digit ZIP Code Prefix Matrix and L005, 3-Digit ZIP Code Prefix Groups-SCF Sortation.

At a minimum, originating AMPs may require a change to the distribution labeling list in DMM L201, Periodicals Origin Split and First-Class Mail Mixed ADC/AADC.

All DMM labeling lists must be reviewed to ensure appropriate changes were made. Following the decision to implement an AMP, staff members from the area’s Distribution Networks Office are responsible for submitting requests for DMM labeling changes to headquarters Transportation Field Support. Forms are available from [http://blue.usps.gov/site/wcm/connect/network\\_operations/general/policy\\_and\\_guidance/dispatch\\_distribution\\_and\\_labeling](http://blue.usps.gov/site/wcm/connect/network_operations/general/policy_and_guidance/dispatch_distribution_and_labeling).

### B-16.2 Completing the PIR Worksheet

#### Header Section

The following information is automatically populated from the information recorded on the PIR Data Entry Page: Losing facility name, PIR Type, Type of Distribution Consolidated, and date range of data.

#### PIR Worksheet Columns

1. Identify each DMM labeling list that was revised because of the approved AMP.
2. Identify the date of the Postal Bulletin that contained the DMM labeling list revisions.
3. Confirm if the Service Standard Directory was updated after AMP approval (data source: <http://networks/ssd/Home.do>).
4. Drop Shipments for Destination Entry Discounts: Use applicable NASS Codes for the losing and gaining facilities to obtain monthly data for the two most recently completed months from the Appointment Summary Report in the Facility Access and Shipment Tracking (FAST). Note: the start date may not exceed 90 days prior to the current date, and the end date may not exceed the current date (i.e., the date of data extraction).

5. Notes: Identify any changes made to the hours for drop shipments or slot availability that were made in FAST for any destination entry office affected by the AMP consolidation.

Exhibit B-16  
**Distribution Changes**

**Distribution Changes**

Last Saved: \_\_\_\_\_ PIR Type: \_\_\_\_\_  
 Losing Facility : \_\_\_\_\_ Date Range of Data: \_\_\_\_\_  
 Type of Distribution Consolidated: \_\_\_\_\_

Place a "X" next to the DMM labeling list(s) revised as result of the approved AMP.

(1)	_____	DMM L001	_____	DMM L011
	_____	DMM L002	_____	DMM L201
	_____	DMM L003	_____	DMM L601
	_____	DMM L004	_____	DMM L602
	_____	DMM L005	_____	DMM L603
	_____	DMM L006	_____	DMM L604
	_____	DMM L007	_____	DMM L605
	_____	DMM L008	_____	DMM L606
	_____	DMM L009	_____	DMM L607
	_____	DMM L010	_____	DMM L801

(2) \_\_\_\_\_

Identify the date of the *Postal Bulletin* that contained DMM labeling list revisions.

(3) \_\_\_\_\_

Was the Service Standard Directory updated for the approved AMP?

(4) **Drop Shipments for Destination Entry Discounts**

FAST Appointment Summary Report

Month	NASS Code	Facility Name	Total Sched	No-Show		Late Arrival		Open		Closed		Unsched Count
				Count	%	Count	%	Count	%	Count	%	
		Losing Facility										
		Losing Facility										
		Gaining Facility										
		Gaining Facility										

(5) **Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## B-17 Customer Service Issues

---

### B-17.1 Overview of the PIR Worksheet

This worksheet indicates changes that may have affected customers within the service area of the losing facility, such as changes in pick-up times for assorted collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark applied to mail collected from the losing facility. See [Exhibit B-17, Customer Service Issues](#), for a sample.

### B-17.2 Completing the PIR Worksheet

#### Header Sections

- The losing facility name and 5-digit ZIP Code populates from information entered on PIR Data Entry Page.
- Enter the date when data was extracted for the losing facility.
- The gaining facility name at the bottom populates from information entered on PIR Data Entry Page.

#### PIR Worksheet Entries

Data for Pre AMP and Proposed columns comes from related columns in the AMP Customer Service Issues worksheet. Instructions below will provide information to populate the PIR columns.

**1. Collection Points:** Obtain information about posted pick-up times from the Collection Point Management System (CPMS). Use the Notes section to explain if any collection boxes were removed from service because of the AMP.

**2. Local Delivery Boxes Designated:** Indicate how many collection boxes are designated for local delivery.

**3. Local Delivery Boxes Removed:** Indicate how many collection boxes were removed because of the AMP.

**4. Delivery Performance Report:** Enter data from the most recently completed quarters indicating the percentage of carriers in the performance cluster that returned from their routes before 5:00 p.m. (data source: webEIS).

**5. Retail Unit Inside the Losing Facility:** Enter the window service hours available for customers to conduct transactions at the retail unit inside the losing facility (data source: Facilities Database).

**6. Business (Bulk) Mail Acceptance:** Enter the hours available to customers to present presorted mailings for verification and acceptance. If no bulk mail entry unit is available at the losing facility, enter NA (not applicable) in these fields (data source: Facilities Database).

**7. Local Postmark:** Indicate whether a local postmark is available to customers.

**8. Notes:** Enter any applicable notes for the losing facility.

**9. Postmark:** Indicate the Line 1 and the optional Line 2 information from postmarks applied by the advanced facer canceler system at the gaining facility. If an image of the postmark is available, import the image to the worksheet.

Exhibit B-17  
Customer Service Issues

**Customer Service Issues**

Last Saved: \_\_\_\_\_

Losing Facility: \_\_\_\_\_  
 5-Digit ZIP Code: \_\_\_\_\_  
 Data Extraction Date: \_\_\_\_\_

3-digit ZIP Code:			3-digit ZIP Code:			3-digit ZIP Code:		
Pre AMP	Mon. - Fri.	Sat.	Pre AMP	Mon. - Fri.	Sat.	Pre AMP	Mon. - Fri.	Sat.

1. Collection Points  
 Number picked up before 1 p.m. \_\_\_\_\_  
 Number picked up between 1-5 p.m. \_\_\_\_\_  
 Number picked up after 5 p.m. \_\_\_\_\_  
 Total Number of Collection Points \_\_\_\_\_

2. How many collection boxes are currently designated for "local delivery"? \_\_\_\_\_

3. How many "local delivery" boxes were removed as a result of AMP? \_\_\_\_\_

4. Delivery Performance Report

Quarter/FY	Pre AMP		PIR	
	Percent	Quarter/FY	Percent	Quarter/FY

% Carriers returning before 5 p.m. \_\_\_\_\_

5. Retail Unit Inside Losing Facility (Window Service Times)

	Pre AMP		Proposed		PIR	
	Start	End	Start	End	Start	End
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

6. Business (Bulk) Mail Acceptance Hours

	Pre AMP		Proposed		PIR	
	Start	End	Start	End	Start	End
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

7. Can customers obtain a local postmark in accordance with applicable policies in the *Postal Operations Manual*? \_\_\_\_\_

8. Notes: \_\_\_\_\_

Gaining Facility: \_\_\_\_\_

9. What postmark is printed on collection mail?  
 Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_

## B-18 Space Evaluation and Other Costs

---

### B-18.1 Overview of the PIR Worksheet

The purpose of this worksheet is to identify savings related to physical facilities and other one-time costs. It shows REC Costs per 1000. See [Exhibit B-18, Space Evaluation and Other Costs](#), for a sample.

### B-18.2 Completing the PIR Worksheet

#### Header Sections

- The losing facility name populates from information entered on PIR Data Entry Page.
- Enter the date when data was extracted from the Facilities Management System (FMS WIN).
- The gaining facility name at the bottom populates from information entered on PIR Data Entry Page.

#### Space Evaluation

**1. Affected Facility:** Enter the name and delivery address of the facility with space impacted by the AMP. If multiple facilities were affected, provide requested information for each one.

#### 2. One-Time Facility Costs:

Proposed: Data comes from corresponding column in AMP Space Evaluation and Other Costs.

PIR: Record any one-time costs incurred from modifying leased space.

Variance: A formula calculates the difference between PIR and Proposed.

#### 3. Savings Information:

Proposed: Data comes from corresponding column in AMP Space Evaluation and Other Costs.

PIR: Record actual savings from lease termination.

Variance: A formula calculates the difference between PIR and Proposed.

**4. Space Utilization:** Provide detailed description of what was done to utilize acquired space.

**5. Notes:** Enter any applicable notes in this section.

#### One-Time Costs

- **Employee Relocation Costs:** Proposed comes from AMP Space Evaluation and Other Costs; enter actual costs for PIR.
- **Mail Processing Equipment (MPE) Relocation Costs:** Proposed comes from AMP MPE Inventory; enter actual costs for PIR.
- **Facility Costs:** Proposed comes from AMP Space Evaluation and Other Costs; enter actual costs for PIR.
- **Total One-Time Costs** are calculated and the variance between PIR and Proposed are carried forward to the Executive Summary.

#### Remote Encoding Center Cost Per 1000

Column instructions are the same for the losing and gaining facilities. Columns 1 through 5 apply to the losing facility. Columns 6 through 10 apply to the gaining facility. (data source: AMP Space Evaluation and Other Costs and webROADS)

- **Product:** Product types are identified.
- **Pre AMP Associated REC:** Data comes from corresponding column in AMP Space Evaluation and Other Costs.
- **Pre AMP Cost Per 1000 Images:** Data comes from corresponding column in AMP Space Evaluation and Other Costs.
- **PIR Associated REC:** Enter the name of the REC associated with the processing of the product shown.
- **PIR Cost Per 1000 Images:** Record the current data as reported in WebROADS report titled “National REC TOE Cost Per 1000 Ranking Report”. Report period is for current fiscal Year to Date (YTD) and date of actual report is recorded in the header section (YTD Range of Report).



Exhibit B-18  
**Space Evaluation and Other Costs**

### Space Evaluation and Other Costs

Last Saved: \_\_\_\_\_

Losng Facility: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Space Evaluation**

1. Affected Facility  
 Facility Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State ZIP: \_\_\_\_\_
2. One-Time Facility Costs
 

	Proposed	PIR	Variance
Enter any one-time costs: _____	_____	_____	_____
		(These numbers shown below under One-Time Costs section.)	
3. Savings Information  
 Space Savings (\$):  \_\_\_\_\_  
 (These numbers carried forward to the *Executive Summary*)
4. Did you utilize the acquired space as planned? Explain. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

**One-Time Costs**

	Proposed	PIR	Variance PIR vs Proposed
Employee Relocation Costs	_____	_____	_____
Mail Processing Equipment Relocation Costs <i>(from MPE Inventory)</i>	_____	_____	_____
Facility Costs <i>(from above)</i>	_____	_____	_____
<b>Total One-Time Costs</b>	_____	_____	_____
			(Variance carried forward to <i>Executive Summary</i> )

---

**Remote Encoding Center Cost per 1000**

Losng Facility: \_\_\_\_\_ Gaining Facility: \_\_\_\_\_

YTD Range of Report: \_\_\_\_\_

(1) Product	(2) Pre AMP Associated REC	(3) Pre AMP Cost per 1,000 Images	(4) PIR Associated REC	(5) PIR Cost per 1,000 Images	(6) Product	(7) Pre AMP Associated REC	(8) Pre AMP Cost per 1,000 Images	(9) PIR Associated REC	(10) PIR Cost per 1,000 Images
Letters					Letters				
Flats					Flats				
PARS COA					PARS COA				
PARS Redirects					PARS Redirects				
APPS					APPS				

## Appendix C

# Acronyms

### Postal Terms

ADV	Average Daily Volume
AIR	Automated Impact Report
AMP	Area Mail Processing
AMS	Address Management System
APWU	American Postal Workers Union
AVP	Area Vice President
BDS	Biohazard Detection System
BMEU	Business Mail Entry Unit
BSN	Business Service Network
CET	Critical Entry Time
CT	Clearance Time
CSM	Customer Satisfaction Measurement
DAR	Decision Analysis Report
DM	District Manager
DMM	Domestic Mail Manual
EAS	Executive Appointment Schedule
ELM	Employee and Labor Relations Manual
EXFC	External First-Class Measurement
FCM	First-Class Mail®
FHP	First Handling Pieces
HQ	Headquarters
HCR	Highway Contract Route
LDC	Labor Distribution Code
MDO	Manager Distribution Operations
MPE	Mail Processing Equipment
MVS	Motor Vehicle Service
NAI	Network Alignment Implementation
NAPS	National Association of Postal Supervisors
NAPUS	National Association of Postmasters United States
NATPH	Non-Add Total Piece Handling
NLP	National League of Postmasters
NPMHU	National Postal Mail Handler Union
OGP	Outgoing Primary
PC	Performance Cluster
PCES	Postal Career Executive Service

PER	Periodicals
PIR	Post Implementation Review
POM	Postal Operations Manual
P&DC	Processing and Distribution Center
P&DF	Processing and Distribution Facility
PRI	Priority mail
PSVC	Package Services
PVS	Postal Vehicle Service
REC	Remote Encoding Center
SCF	Sectional Center Facility
SDO	Supervisor Distribution Operations
SSD	Service Standard Directory
STD	Standard Mail
STO	Supervisor Transportation Operations
SVP	Senior Vice President
TPH	Total Piece Handling
VMF	Vehicle Maintenance Facility
ZIP	Zone Improvement Plan

### **Postal Data Systems**

ADM	Accounting Data Mart
AMS	Address Management System
CAPE	Capital and Program Evaluation
CPMS	Collection Point Management System
EDW	Enterprise Data Warehouse
eFMS	Electronic Facilities Management System
eMARS	Electronic Maintenance Activity Reporting Scheduling System
FAST	Facility Access and System Tracking
FDB	Facilities Database
HCES	Human Capital Enterprise System
LURS	Labor Utilization Reporting System
MODS	Management Operating Data System
NASS	National Air and Surface System
SVWeb	Surface Visibility
TCSS	Transportation Contract Support System
TIMESWeb	Transportation Information Management Evaluation System
VITALS	Vehicle Information Transportation Analysis Logistics System
VMAS	Vehicle Management Accounting System
WebCOINS	Web Complement Information System
WebEOR	End of Run
WebMODS	Management Operating Data System
WebODIN	ODIS/RPW Information Network
WebROADS	Web REC Operations Analysis Database System

**Mail Processing Equipment**

AFCS	Advance Facer Cancellor System
AFSM100	Automated Flat Sorting Machine
AFSM-Ai	Automated Flat Sorting Machine Automatic Induction
AFSM ATHS	Automated Flat Sorting Machine Automatic Tray Handling System
AFSM-ATHS-Ai	Automated Flat Sorting Machine Automatic Tray Handling System-Automatic Induction
APPS	Automated Package Processing System
CIOSS	Combined Input Output Subsystem
CSBCS	Carrier Sequence Bar Code Sorter
DBCS	Delivery Bar Code Sorter
DBCS-OSS	Delivery Bar Code Sorter/Output Subsystem
DIOSS	Delivery Bar Code Sorter Input/Output Subsystem
FSS	Flats Sequencing System
FC/MICRO MARK	Flat Cancellor/MicroMark Letter Cancellor
RCS	Robotic Containerization System
HSTS	High Speed Tray Sorter
HSUS	High Speed Universal Sorter
LCTS	Low Cost Tray Sorter
LCUS	Low Cost Universal Sorter
LIPS	Linear Integrated Parcel System
MLOCR-ISS	Multiline Optical Character Reader - Input SubSystem
MPBCS-OSS	Mail Processing Barcode Sorter - Output SubSystem
SPBS	Small Parcel and Bundle Sorter
UFSM	Universal Flats Sorting Machine

This page intentionally left blank

# Mail Processing Facility Review

## **Policy**

PO-408

## **Issued**

[insert date]

## **Revisions**

This policy and its supporting materials supersede the March 2008 edition of the PO-408 Handbook, *Area Mail Processing Guidelines*.

## **Content**

Contains policy that applies to consolidations of facilities with mail processing operations.

## **Issuer**

Vice President, Processing and Maintenance Operations

## **Sponsor**

Chief Processing and Distribution Officer Organization

## **Availability**

Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at <http://blue.usps.gov>.

Questions about this policy should be addressed to the Sponsor.

The following trademarks appear in the handbook and are among the many trademarks owned by the United States Postal Service®: Postal Service™, ZIP Code™, and USPS®. This is not a comprehensive list of all Postal Service™ trademarks.

# Contents

<b>1</b>	<b>Mail Processing Facility Review</b> .....	<b>3</b>
1-1	Introduction and Purpose .....	3
<b>2</b>	<b>Roles and Responsibilities</b> .....	<b>4</b>
	District .....	4
	District Customer Relations .....	4
	District Human Resources Office .....	4
	District Labor Relations .....	4
	Region .....	4
	Regional Vice President (RVP) (or successor) .....	4
	Headquarters .....	4
	Business Service Network (BSN) .....	4
	CCBSO Business Development .....	4
	CCMO Field Sales .....	4
	Logistics .....	4
	Mail Processing .....	5
	Maintenance Operations .....	5
	Manager Mail Processing Facility Optimization (Manager MPFO) .....	5
	Vice President, Processing and Maintenance Operations (VPPMO) .....	5
	Headquarters and Field Corporate Communications .....	5
	Government Relations .....	5
<b>3</b>	<b>MPFR Analysis and Proposal</b> .....	<b>6</b>
3-1	Analysis .....	6
3-2	Proposal .....	6
3-3	Supporting Documentation .....	6
<b>4</b>	<b>Communications</b> .....	<b>7</b>
4-1	Notice to Stakeholders .....	7
4-2	Use of Public Input in Decision Making .....	7
4-3	Public Disclosure .....	7
<b>5</b>	<b>Implementation</b> .....	<b>8</b>
5-1	Authorization .....	8
5-2	Transition Timeline .....	8
5-3	Human Resources .....	8
5-4	Variations from Proposal .....	8
5-5	Termination or Suspension .....	8
5-6	Postmarks .....	9
<b>6</b>	<b>Post-Implementation Review</b> .....	<b>10</b>
6-1	Overview .....	10
<b>7</b>	<b>MPFR Reversal</b> .....	<b>10</b>
7-1	Circumstances .....	10

# 1 Mail Processing Facility Review

## 1-1 Introduction and Purpose

---

The purpose of this policy is to outline the legal, statutory, contractual, and regulatory requirements of the Mail Processing Facility Review (MPFR). MPFR is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service. This process does not apply to the centralization of mail processing activities over a weekend. Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility optimization objectives in the Delivering for America (DFA) Plan. Optimizing toward a flexible network will support improvements in process consistency, equipment standardization, economies of scale, achievement of service objectives, and customer satisfaction.

Throughout the MPFR process, the Postal Service must adhere to all applicable laws, regulations, and labor agreements.

The potential benefits of an MPFR are as follows:

1. MPFR centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation.
2. MPFR takes advantage of state-of-the-art technologies available to process more efficiently.
3. MPFR is intended to have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change due to MPFR.



## 2 Roles and Responsibilities

Organization	Role	Responsibility
Division	Local Facility	<ul style="list-style-type: none"> <li>• Implements consolidation efforts (if applicable).</li> <li>• Identifies stakeholders to be informed of possible consolidation.</li> </ul>
	Division MPFR Coordinator	<ul style="list-style-type: none"> <li>• Acts as liaison between Headquarters, the Division, and affected facilities.</li> <li>• Serves as primary contact for Headquarters.</li> <li>• Supports development of MPFR analysis and data validation.</li> <li>• Provides local knowledge.</li> <li>• Establishes division functional review team to assist in MPFR process.</li> <li>• Resolves local issues associated with an MPFR proposal.</li> <li>• Corrects any inadequacies uncovered during Post-Implementation Review.</li> </ul>
	Division and Plant Management	<ul style="list-style-type: none"> <li>• Facilitates communications to affected employees.</li> </ul>
District	District Customer Relations	<ul style="list-style-type: none"> <li>• Facilitates communications to affected customers.</li> </ul>
	District Human Resources Office	<ul style="list-style-type: none"> <li>• Provides timely notification of impacts to employees.</li> <li>• Ensures accurate placement of impacted employees.</li> <li>• Reports to Area Human Resources Office.</li> </ul>
	District Labor Relations	<ul style="list-style-type: none"> <li>• Ensures adherence with applicable provisions of the Employee and Labor Relations Manual (ELM) and national agreements between the Postal Service and employee organizations.</li> <li>• Reports to Area Labor Relations.</li> </ul>
Region	Regional Vice President (RVP) (or successor)	<ul style="list-style-type: none"> <li>• Identifies and validates implementation date for consolidation of operations.</li> <li>• Facilitates compliance with approved MPFR proposal.</li> </ul>
Headquarters	Business Service Network (BSN)	<ul style="list-style-type: none"> <li>• Communicates with managed accounts.</li> </ul>
	CCBSO Business Development	<ul style="list-style-type: none"> <li>• Works in conjunction with BSN to communicate with managed accounts.</li> </ul>
	CCMO Field Sales	<ul style="list-style-type: none"> <li>• Works in conjunction with BSN to communicate with managed accounts.</li> </ul>
	Logistics	<ul style="list-style-type: none"> <li>• Reviews and approves logistics changes.</li> </ul>

	Mail Processing	<ul style="list-style-type: none"> <li>Oversees operational changes throughout implementation.</li> </ul>
	Maintenance Operations	<ul style="list-style-type: none"> <li>Oversees operational changes throughout implementation.</li> </ul>
	Manager Mail Processing Facility Optimization (Manager MPFO)	<ul style="list-style-type: none"> <li>Evaluates current and proposed service standard changes for facilities under consideration.</li> <li>Reviews MPFR proposal.</li> <li>Maintains oversight through data tracking for approved MPFR proposals.</li> </ul>
	Vice President, Processing and Maintenance Operations (VPPMO)	<ul style="list-style-type: none"> <li>Sends out initial communications once there is clear intent to conduct an MPFR analysis.</li> <li>Makes final decision for consolidation of mail processing operations.</li> <li>Notifies Regional Vice President (RVP) of final consolidation decision.</li> </ul>
	Headquarters and Field Corporate Communications	<ul style="list-style-type: none"> <li>Oversees designated communications throughout implementation, as defined in the Communications Plan.</li> </ul>
	Government Relations	<ul style="list-style-type: none"> <li>Directs all messaging to the public representatives of the affected facilities.</li> </ul>

# 3 MPFR Analysis and Proposal

## 3-1 Analysis

---

Headquarters initiates an MPFR analysis. The analysis is performed to determine whether there is a business case for an MPFR. The analysis will meet the following objectives:

- 1) Evaluate service standard impacts for all classes of mail.
- 2) Consider issues important to local customers.
- 3) Identify impacts to Postal Service staffing, both craft and management positions.
- 4) Analyze savings and costs to the Postal Service associated with moving mail processing operations.

## 3-2 Proposal

---

When an MPFR analysis is approved, it becomes known as a proposal, which is required for the final decision on whether to consolidate. The proposal must contain all required information and undergo the required review and approval process outlined in supporting MPFR procedural documents. Only the VPPMO is authorized to make the final decision for the consolidation of mail processing operations.

## 3-3 Supporting Documentation

---

All supporting documentation must be retained in accordance with the applicable document retention periods prescribed by Headquarters Processing and Maintenance Operations. Document retention requirements begin at the approval of the final Post-Implementation Review or after the last step taken in the MPFR process, if the MPFR is not completed.

# 4 Communications

## 4-1 Notice to Stakeholders

---

Communications to stakeholders must occur when the following milestones in the MPFR process are reached:

- 1) Notice of intent to undertake an MPFR analysis.
- 2) Scheduling of public meeting.
- 3) Final decision about the approval or disapproval of an MPFR proposal.
- 4) Other events, such as suspending or resuming implementation.

Stakeholders include, at a minimum, the following:

- Affected Employees.
- Employee Organizations.
- Appropriate individuals at various levels of government.
- Local Mailers.
- Community Organizations.
- Local Media.

The MPFR Communications Plan includes tools used to disseminate information about an MPFR event. The MPFR Communications Plan is a separate document and not included in this policy.

## 4-2 Use of Public Input in Decision Making

---

The notice of an MPFR analysis shall invite the public to provide input on the proposed MPFR. The Postal Service initiates a comment period and solicits input from the public that will be discussed at a public input meeting, where the audience will have an opportunity to provide oral comments during the meeting. There will be a timeframe following the meeting during which the public can continue to submit comments. Input from the public is summarized and submitted to Headquarters for consideration. The Postal Service shall take any resulting input into account in making a final decision.

## 4-3 Public Disclosure

---

Both draft and final copies of the MPFR analysis and any underlying work papers can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. Such information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of the MPFR analysis and any underlying work papers may be publicly disclosed before undergoing review and data redaction in accordance with the Headquarters Manager MPFO.

# 5 Implementation

## 5-1 Authorization

---

MPFR implementation is authorized only when the proposal is approved. An approved proposal must have an implementation date identified in accordance with supporting MPFR procedural documents, and all plans for transportation and staffing adjustments must be finalized prior to the implementation date.

Headquarters and the respective Division(s) will collaborate on implementation in accordance with supporting MPFR procedural documents.

## 5-2 Transition Timeline

---

All responsible parties must abide by the transition timeline allocated by the national labor agreements and calculated according to supporting MPFR procedural documents.

During the transition timeline, national-level employee organizations will be notified, and local union representatives will be briefed.

## 5-3 Human Resources

---

Field Human Resources must ensure that repositioning of bargaining and non-bargaining unit employees is done in accordance with applicable provisions of the ELM and national agreements between the Postal Service and employee organizations. Compliance with the national agreement requires notification of bargaining unit employees who will be involuntarily reassigned between installations. After the national-level employee organizations have been notified, Field Human Resources ensures adherence to the various advance notice periods for the local employees.

## 5-4 Variations from Proposal

---

When substantive changes to the implemented MPFR are warranted, the necessary revised documentation and justification of changes must be provided to the appropriate approvers prescribed in supporting MPFR procedural documents.

Division management will be held accountable for any unauthorized changes from an approved MPFR.

## 5-5 Termination or Suspension

---

Implementation can be terminated or suspended at any point prior to completion of the MPFR. Any change in the status of a proposal must be communicated to the stakeholders originally notified of the MPFR analysis.

## 5-6 Postmarks

---

Each Post Office is required to make a local postmark available as a way of acknowledging the importance some customers place upon local postmarks.

# 6 Post-Implementation Review

## 6-1 Overview

---

Following implementation, an MPFR will undergo review to assess whether proposed savings, workhours, and levels of service are achieved. The purpose of the Post-Implementation Review (PIR) is to:

- Evaluate the effectiveness of consolidating mail processing operations.
- Measure actual data before and after MPFR implementation.
- Compare proposed savings or costs to actual savings or costs after implementation.

The PIR will:

- Affirm the MPFR was implemented as approved.
- Identify issues applicable to the relevant period immediately following an MPFR implementation.
- Ensure that all levels of management are aware of any success or deficiency resulting from the MPFR.

Headquarters is responsible for ensuring accurate completion of PIRs.

A PIR will be considered complete once it has been reviewed and approved by the VPPMO.

The MPFR process is completed once the final PIR has been evaluated by Headquarters.

# 7 MPFR Reversal

## 7-1 Circumstances

---

Circumstances may require the reversal of an implemented MPFR. Supporting MPFR procedural documents detail additional circumstances that may require an MPFR reversal.

# Mail Processing Facility Review

**Procedure Title**

Mail Processing Facility Review (MPFR)

**Issued**

TBD

**Revisions**

This procedure and its associated policy supersede the March 2008 edition of the PO-408 Handbook, *Area Mail Processing Guidelines*.

**Content**

Contains the procedures that must be followed to execute consolidations of facilities with mail processing operations.

**Issuer**

Vice President, Processing and Maintenance Operations

**Sponsor**

Chief Processing and Distribution Officer Organization

**Availability**

Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at <http://blue.usps.gov>.

**Trademarks**

The following trademarks appear in the handbook and are among the many trademarks owned by the United States Postal Service®: Postal Service™, ZIP Code™, and USPS®. This is not a comprehensive list of all Postal Service™ trademarks.



## Table of Contents

1. Introduction.....	4
1.1. Evolution of MPFR .....	4
1.2. Benefits of an MPFR Process.....	4
2. Pre-MPFR.....	4
3. Analysis.....	5
3.1. Initiation.....	5
3.2. MPFR Process Overview.....	5
3.3. First Stakeholder Communication: Notice of Intent to Conduct.....	5
3.4. Required Documentation.....	6
3.5. Public Input Meeting .....	6
3.6. Second Stakeholder Communication: Public Input Meeting .....	7
3.7. Analysis Review .....	7
4. Proposal.....	8
4.1. Protocol for an MPFR Proposal.....	8
4.2. Third Stakeholder Communication: Decision to Consolidate .....	8
5. Implementation .....	9
5.1. Implementation Date .....	9
5.2. Transition Period .....	9
6. Post-Implementation Reviews.....	10
7. MPFR Reversal Process.....	12
8. Appendix.....	13
MPFR Overview .....	13
A-1 Overview of Summary Narrative.....	14
A-2 Overview of Geographical Description.....	14
A-3 Overview of Approval Signatures .....	15
A-4 Overview of Executive Summary.....	15
A-5 Overview of Service Standard Impacts .....	15
A-5.1 Completing the MPFR Workbook.....	15
A-6 Overview of Workhour Costs.....	16
A-6.1 Overview of Workhour Costs - Current .....	16
A-6.2 Overview of Workhour Costs - Proposed.....	16
A-7 Overview of Staffing – Craft .....	16
A-8 Overview of Staffing - PCES/EAS.....	16

A-9 Overview of Transportation – HCR .....	17
A-10 Overview of Transportation - PVS.....	17
A-11 Overview of MPE Inventory .....	17
A-12 Overview of Maintenance .....	17
A-13 Overview of Distribution Changes.....	17
A-14 Overview of Customer Service Issues .....	17
A-15 Overview of Space Evaluation and Other Costs .....	18

## 1. Introduction

Mail Processing Facility Review (MPFR) is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.

### 1.1. Evolution of MPFR

Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility objectives in the Delivering for America (DFA) Plan.

Historically, mail processing evolved from manual and mechanized to automated processes. The first guidelines appeared in Handbook M-82, *Developing Area Mail Processing Proposals* (June 1979). Handbook M-82 was replaced in May 1984 with Handbook PO-408, *Developing and Implementing Area Mail Processing*. In April 1995, Handbook PO-408 was re-issued as *Area Mail Processing Guidelines* and updates to this handbook were released electronically in 2008. In [insert month] 2023, Handbook PO-408 was replaced with the separately published PO-408 *Mail Processing Facility Review Policy* and this PO-408 *Mail Processing Facility Review Procedures*.

The process of initiating consolidations has evolved. Initially, MPFR was a local initiative that managers used to reduce cost and gain efficiencies by consolidating operations from a smaller facility into a larger facility. Subsequently, the identification of consolidation opportunities expanded to include a top-down approach.

### 1.2. Benefits of an MPFR Process

The potential benefits of MPFR are as follows:

- MPFR centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation.
- MPFR takes advantage of state-of-the-art technologies available to process more efficiently.
- MPFR is intended to have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change due to MPFR.

## 2. Pre-MPFR

Before an MPFR analysis is initiated, the following actions must occur:

1. Headquarters identifies candidates for potential consolidations.
2. Headquarters designs concept for possible consolidations.

3. Chief Technology Officer (CTO) develops business case without considering state, area, district, region, and division boundaries.
4. CTO shares concept with Headquarters functional groups.
5. Headquarters functional groups provide feedback on concept.
6. Chief Processing & Distribution Officer (CPDO) approves concept.
7. Headquarters leadership determines direction for consolidation.

### **3. Analysis**

#### **3.1. Initiation**

The VP Processing & Maintenance initiates MPFR analysis upon concept approval and the decision that an MPFR is required. The VPPMO prepares MPFR analysis and gathers supporting documentation. Region and Division management may provide input, as needed.

#### **3.2. MPFR Process Overview**

Headquarters initiates an MPFR analysis. Initial considerations should include the following:

- a. The service impact that consolidation will have on the community as measured by service performance reports and customer satisfaction indicators.
- b. Adjustments to complement, both craft and management employees.
- c. Service standard changes, including upgrades or downgrades for market-dominant and competitive products.
- d. Impacts on customer services, such as collection box pick-up times, location and hours for acceptance by the business mail entry unit (BMEU), retail availability, and drop shipment changes.
- e. Impacts to the operating plan at the Transfer From and Transfer To Facilities.
- f. Future equipment deployment and/or relocation.
- g. Potential savings and efficiencies.

#### **3.3. First Stakeholder Communication: Notice of Intent to Conduct**

When there is a clear intent to proceed with an MPFR analysis, the VPPMO will send a notification of intent to perform the analysis to stakeholders.

The date of the notice represents the starting date for the MPFR analysis. The notification of intent will include an invitation to the public to submit any comments or concerns to a Postal Service representative.

The table below identifies the required notices. Refer to the Communications Plan for the timing of the notifications.

Department	Action
VPPMO	<ul style="list-style-type: none"> <li>Invites public to submit comments/concerns to a Postal Service representative.</li> </ul>
Headquarters Labor Relations	<ul style="list-style-type: none"> <li>Notifies national unions and management associations.</li> </ul>
Local Management	<ul style="list-style-type: none"> <li>Notifies local union and management association officials.</li> <li>With support from Field Corporate Communications, holds service talk to notify employees.</li> </ul>
Headquarters and Field Corporate Communications	<ul style="list-style-type: none"> <li>Notifies local news media and other audiences as identified in the MPFR Communications Plan.</li> <li>Posts the notice of intent on usps.com.</li> </ul>
Government Relations	<ul style="list-style-type: none"> <li>Notifies appropriate offices of Members of Congress, as identified in the MPFR Communications Plan.</li> </ul>
Business Mail Entry Unit (BMEU)	<ul style="list-style-type: none"> <li>Notifies local mailers.</li> </ul>

### 3.4. Required Documentation

The documentation that supports the business case is also used as a reference during the post-implementation reviews. Examples of supporting documentation include the following:

1. Reports used to determine mail volumes and workhours.
2. Analyses of service, staffing, and transportation impacts.
3. Copies of communications to stakeholders.
4. Complement adjustments at the Transfer From and Transfer To facilities. An operational impact statement must be prepared for the Transfer From facility, in accordance with the applicable collective bargaining agreement(s).
5. Financial Analyses.

### 3.5. Public Input Meeting

MPFO, Corporate Communications, and local management begin preparations for the public input meeting to share the MPFR findings and address any concerns.

Communication to stakeholders of the public input meeting must be made at least 15 days prior to the public input meeting date.

Within 45 days after submission of the analysis, a public input meeting must occur. This may be conducted in person or virtually as determined by a Postal Service representative. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the summary of the meeting.

### 3.6. Second Stakeholder Communication: Public Input Meeting

Department	Action
Headquarters and Field Corporate Communications	<ul style="list-style-type: none"> <li>• Posts a summary of the MPFR on usps.com one week prior to public input meeting.</li> <li>• Notifies local news media and other audiences as described in the MPFR Communications Plan.</li> </ul>
District Labor Relations	<ul style="list-style-type: none"> <li>• Notifies local union officials and management associations of the public input meeting.</li> </ul>
Customer Relations Coordinator	<ul style="list-style-type: none"> <li>• Notifies local mailers of the public input meeting.</li> </ul>
Local Management	<ul style="list-style-type: none"> <li>• Gives service talk to craft employees.</li> </ul>
Government Relations	<ul style="list-style-type: none"> <li>• Notifies appropriate elected official representing the jurisdiction(s) of the Transfer From and Transfer To Facilities.</li> </ul>

The Senior Director Strategic Planning & Implementation, or designee:

- Conducts a virtual or in-person public input meeting within 45 days after submission of study.
- Provides 15 days for the public to submit written comments after the meeting.

A public input meeting summary will be completed in accordance with the Communications Plan. The Manager, Mail Processing Facility Optimization (MPFO) coordinates completion of the workbook and/or supporting documentation required.

### 3.7. Analysis Review

Within 60 days of the notification of intent:

- Headquarters Processing Operations validates MPFR workbook and finalizes business case.
- Senior Director Strategic Planning & Implementation, or designee, completes MPFR analysis.
- Senior Director Strategic Planning & Implementation, or designee, submits MPFR analysis and required documentation to RVP.

Following the submission to RVP:

1. RVP evaluates business case along with public comments, then:
  - a. Concur with analysis.
  - b. Does not concur with the analysis: RVP notifies VPPMO along with an explanation for this decision.
2. If approved by RVP, then VPPMO decides to approve or disapprove MPFR analysis. Public comments are considered in decision to approve or disapprove

MPFR analysis.

3. Director, Consumer Advocate reviews analysis and ensures adequate attention and resolution was given to public input prior to final decision by VPPMO.
4. Senior Director Strategic Planning & Implementation, or designee, sends notice of final decision to RVP, with explanation if MPFR is disapproved.

## 4. Proposal

The MPFR proposal consists of a summary narrative, finalized analysis, a geographical map of the area, and a summary of the public meeting and comments. The MPFR proposal requires approvals from Headquarters Processing Operations.

### 4.1. Protocol for an MPFR Proposal

Responsibilities include the following:

- VPPMO finalizes plans for logistics and staffing adjustments prior to the implementation date.
- Headquarters Processing Operations compiles the proposal.
- Management, to include Division Director(s) Processing Operations, Regional VP Processing Operations, VPPMO, and Chief Processing Distribution Officer, must review the proposal and indicate approval with signature on the Approval Signatures page.

### 4.2. Third Stakeholder Communication: Decision to Consolidate

Upon a decision, stakeholders are notified.

Department	Action
Headquarters Labor Relations	<ul style="list-style-type: none"><li>• Notifies national unions and management associations of Postal Service's decision.</li></ul>
Headquarters Corporate Communications	<ul style="list-style-type: none"><li>• Posts summary of public comments and Mail Processing Facility Review (MPFR) on usps.com.</li><li>• Notifies local news media and other audiences as identified in the MPFR Communications Plan.</li></ul>
Government Relations	<ul style="list-style-type: none"><li>• Notifies the appropriate elected officials representing the jurisdiction.</li></ul>
District Labor Relations	<ul style="list-style-type: none"><li>• Notifies local union officials and management associations of Postal Service's decision.</li></ul>

Local Management	<ul style="list-style-type: none"> <li>Provides service talks to craft employees in Transfer From and Transfer To Facilities throughout the process, including any employees in surrounding facilities impacted by employee, mail volume, and/or equipment relocations.</li> </ul>
Business Mail Entry Unit (BMEU)	<ul style="list-style-type: none"> <li>Notifies local mailers to advise of Postal Service's decision.</li> </ul>

## 5. Implementation

MPFR implementation occurs when the Transfer To Facility attains all mail volumes, mail processing equipment, and staffing changes identified in the MPFR proposal.

### 5.1. Implementation Date

The Senior Director Strategic Planning and Implementation, or designee, coordinates the MPFR implementation date with the Division, Region, Headquarters Processing Operations, and Human Resources. At the time of implementation, the RVP submits notification to the VPPMO validating the identified date and substantiating compliance with approved MPFR proposal.

### 5.2. Transition Period

Six months or less is allocated to the transition period for an MPFR consolidation. The Senior Director Strategic Planning and Implementation, or designee, coordinates all transitions.

For an MPFR involving originating volume, the transition could begin with the first day the Transfer To Facility processes collection mail from the Transfer From Facility. Outgoing mail volumes, personnel, equipment, and transportation to support consolidated operations should be in place at the Transfer To Facility.

For an MPFR involving destinating volume, the transition could coincide with the first day that logistics for internal mail are in place for the Transfer To Facility to process mail for the Transfer From Facility. Logistical changes affecting external mail from drop shipments will be reflected in Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) labeling list change(s) and published in the Postal Bulletin.

For an MPFR involving both originating and destinating distribution, the transition period is limited to six months.

To ensure employees understand potential impacts and available protections, reassignments and/or excessing will be accomplished in accordance with the applicable provisions of the Employee and Labor Relations Manual (ELM) and the applicable



collective bargaining agreements between the Postal Service and its employee organizations. National-level employee organizations must be notified, and local union representatives briefed during the transition period.

## 6. Post-Implementation Reviews

Manager Mail Processing Facilities Optimization (MPFO) completes the first Post-Implementation Review (PIR) within 30 days after the second full quarter following implementation and will indicate if the Transfer To Facility is on the right track for achieving expected savings. The first PIR determines whether the MPFR consolidation achieved necessary training, relocations, transportation, operational changes, and workhour adjustments. The review will alert the responsible parties of the necessity to change or correct any deficiencies if these things were not accomplished. If needed, an action plan must be developed to ensure targets are met by the Transfer To Facility.

The Manager MPFO completes the final PIR assessment within 30 days after the first full year of implementation. The final PIR compares proposed against actual data and determines the viability of the consolidation.

- A PIR will not be considered complete until it has been reviewed and approved by the VPPMO. Other important items about conducting a PIR include the following: In general, the same methodology employed with the submission of the original MPFR proposal is used for the PIR.
- As with an MPFR proposal, a summary narrative must be included. The narrative must address all issues applicable to those quarters immediately following an MPFR implementation and affirm the MPFR was implemented as approved.
- Manager MPFO must obtain the necessary signatures on the Approval Signatures worksheet to ensure that all levels of management are aware of the success or deficiency resulting from the MPFR.

The PIR compares the projected results to the actual results for the following data points:

- Mail Processing Craft Workhour Savings
- Maintenance Workhour Savings
- Maintenance Supplies, Utilities Costs/Savings
- Management Workhour Savings
- Transportation Costs/Savings (both HCR & PVS if applicable)
- One-Time Costs (Relocation of Employee/Equipment, Renovations)
- Space Savings
- Annual Yearly Savings
- First Year Savings
- Service Performance
- Staffing Impacts - Craft

- Staffing Impacts - Management
- Mail Processing Equipment (MPE) Inventory
- Distribution Changes (Label Lists)
- Drop Shipments, Facility Access and Shipment Tracking (Fast) Appointments
- Customer Service - Collection Times
- Customer Service - Carriers After 1700
- Customer Service - Retail Unit Hours (if applicable)
- Customer Service – Bulk Mail Entry Unit Hours (if applicable)

## 7. MPFR Reversal Process

When the Division Director (DD) deems it necessary to reverse an MPFR, the DD must complete a narrative statement and provide detailed information on the need to change. The narrative is sent to the RVP for review and concurrence. The RVP will provide the VPPMO with an explanation of the reasons for the reversal and impacts expected from the change.

The narrative must address the following:

1. Service impact.
2. Community impact.
3. Staffing impact and requirements.
4. Replacing budget hours and volume back into an office formerly consolidated.
5. Changes in automation utilization and impacts on the automation mailstream.
6. Replacement of equipment.
7. Impact of reinstating transportation.

The request must also include a detailed action plan, including a timeline of intended actions for accomplishing the reversal.

## 8. Appendix

### MPFR Overview

#### 1. Affected Facilities' Information

- Type of Distribution to Consolidate: Enter whether the consolidation involves originating, destinating, or both types of mail processing operations.
- Facility Name and Type: Indicate the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database).
- Street Address: Enter the respective physical addresses of the affected facilities. Do not enter a PO Box mailing address.
- City: Enter the city of the affected facilities.
- State: Enter the 2-letter state abbreviation of the affected facilities
- 5D Facility ZIP Code: Enter the 5-digit ZIP Code of the affected facilities.
- Division: Enter the division from which the facilities are associated.
- Region: Enter the region from which the facilities are associated.
- Finance Number: Type the 6-digit finance number of the affected facilities.
- Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code(s) associated with the facilities.
- Miles between affected Facilities: Enter the driving distance between the affected facilities.
- Postmaster or Plant Manager: Enter the name and title of the current installation lead.
- Division Director: Enter the name(s) of the Division Director for the affected facilities.
- Facility Type after MPFR: Enter the facility type after the MPFR is implemented.

#### 2. Background Information

- Start of Analysis: Date of the Intent to Conduct from VPPMO announcing the start of an MPFR analysis.
- Date Range of Data: The starting month/day/year and ending month/ day/year.
- Bargaining Unit Hours per Year: Represents the number of

bargaining unit workhours in a workyear.

- EAS Hours per Year: Represents the number of EAS workhours in a workyear.
- VPPMO: Enter the name of the Vice President Processing and Maintenance Operations (VPPMO).
- MPFO Contact: Headquarters will identify the staff member from MPFO who works as the liaison.

## **A-1 Overview of Summary Narrative**

The narrative should include, but is not limited to, the following elements:

1. The background information should contain the following:
  - a) City, state, and facility type, such as Post Office or processing and distribution center.
  - b) Three-digit ZIP Codes served by the affected facilities.
  - c) Type(s) of distribution proposed.
  - d) Driving distance in miles between affected facilities.
  - e) Average daily volume of mail to be shifted.
  - f) Reason(s) for consolidating the mail into another office.
  - g) Changes that affect the operating plan(s) at either of the affected facilities.
2. Financial summary:
  - a) F1 Mail Processing
  - b) Management
  - c) Maintenance
  - d) Logistics
3. Customer and service impacts as follows:
  - a) Analysis of service.
  - b) Summary of customer service changes.
  - c) Analysis of present service performance, based on the most current quarter's data.
4. Staffing impacts.
5. Equipment deployment and/or relocation and maintenance impacts.
6. Transportation analysis.
7. Other significant cost-saving programs occurring during the MPFR process but not associated with consolidation must be noted. Identify any initiative expected to have a financial impact to the affected facilities.

## **A-2 Overview of Geographical Description**

A map of the area where the consolidation will occur is required. The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.

### **A-3 Overview of Approval Signatures**

Signatures indicate concurrence with information provided in the MPFR and approval of a proposed consolidation.

### **A-4 Overview of Executive Summary**

The Executive Summary contains the following information:

- Name of Transfer From Facility and type
- Street address, city, state, and current 3-digit ZIP Codes for the Transfer From Facility
- Type of distribution to consolidate
- Miles to Transfer To Facility
- Name of Transfer To Facility and type
- Current 3-digit ZIP Codes for Transfer To Facility.
- Savings
- Costs
- Staffing loss
- Average daily volume (ADV)
- 3-digit ZIP Code service standard changes.

### **A-5 Overview of Service Standard Impacts**

Headquarters Network Integration Support will provide details of any upgrades and downgrades between 3-Digit ZIP Code pairs by class of mail and volume. Data are derived from the "Exceptions Between Two ZIP Codes" report from <http://networks/ssd/Home.do> and Origin Destination Information System (ODIS) data for the most recent four postal quarters. This reflects a summary of market-dominant and competitive service products, along with notes from the area about any accommodations to upgrade service between specific ZIP Code pairs.

Note: Volume data obtained from ODIS is derived from sampling and may vary from actual volume.

#### **A-5.1 Completing the MPFR Workbook**

Header Section

The following information is populated from the information recorded on the MPFR Data Entry Page:

- Affected facility name and type.
- Affected facilities 3-digit ZIP Code(s).

Enter the date the report on Service Standard Impacts was prepared by Headquarters Network Integration Support.

#### MPFR Workbook Sections

1. Service Standard Changes Pairs: Contains information on upgrades and downgrades between 3-Digit ZIP Codes for all classes of mail. Net changes in 3-digit ZIP Code service standard pairs for all mail classes will transfer to the Executive Summary.
2. Service Standard Changes Average Daily Volume: Contains average daily volume on upgrades and downgrades for all classes of mail.
3. Notes: If downgrades are identified, enter any area commitments to upgrade service if the MPFR is implemented.

### **A-6 Overview of Workhour Costs**

#### **A-6.1 Overview of Workhour Costs - Current**

This represents the current annual workhour costs for affected Function 1 operations at the affected facilities prior to consolidation. When the affected facility uses only Function 4 operations, additional instructions are required prior to completing Workhour Costs – Current.

#### **A-6.2 Overview of Workhour Costs - Proposed**

This summarizes the volume and workhours that remain at the affected facility; the volume and workhours proposed for the affected facility and the total workhour savings proposed for the MPFR. The data for the worksheet columns are populated based on the data entered in Workhour Costs - Current.

### **A-7 Overview of Staffing – Craft**

This represents craft staffing for the Transfer To and Transfer From facilities. Data from complement systems is used to obtain on-rolls complement data by functional employee craft and category and the retirement eligibles.

#### Summary

- Retirement Eligibles: The number of retirement eligibles is derived from complement systems' data as of the date of data extraction for affected facilities.
- Total Craft Position Loss: This formula equals the total difference at Transfer From office plus the total difference at the Transfer To office. This number is carried forward to the Executive summary.

### **A-8 Overview of Staffing - PCES/EAS**

This represents the staffing for Postal Career Executive Service (PCES) and Executive and Administrative Schedule (EAS) positions at the affected facilities. It shows the

authorized, on- rolls, and proposed staffing for each position, and the total annual workhours and costs associated with on-rolls and proposed staffing. Even if there is no change in staffing, the authorized, on-rolls, and proposed numbers are required.

#### Summary

- Retirement Eligibles: The number of retirement eligibles is reported from complement systems as of the date of data extraction for both the Transfer From and the Transfer To facility.
- Total PCES/EAS Position Loss: This formula equals the total position loss for the affected facilities. This number is carried forward to the Executive Summary.
- Total Annual PCES/EAS Workhour Savings: This formula equals the total workhour savings for the affected facilities. This number is carried forward to the Executive Summary.

### **A-9 Overview of Transportation – HCR**

This provides current and proposed data for mileage, cost per mile and annual costs for the affected facilities for Highway Contract Routes (HCR). All information provided must be reviewed for concurrence by the Director of Surface Logistics Planning.

### **A-10 Overview of Transportation - PVS**

This provides data for the affected facilities for postal vehicle service (PVS) lease and craft workhour costs. It also includes information on PVS transportation and PVS equipment. All information provided must be reviewed for concurrence by the Director of Surface Logistics Planning.

### **A-11 Overview of MPE Inventory**

This details the changes in inventory of mail processing equipment (MPE) at the affected facilities and identifies relocation costs to move MPE from the affected facilities.

### **A-12 Overview of Maintenance**

This evaluates the total annual maintenance costs for the affected facilities, including mail processing equipment, building services, training, and other annual costs.

### **A-13 Overview of Distribution Changes**

Using discount or “bulk” mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations.

### **A-14 Overview of Customer Service Issues**

This indicates any changes that may affect customers within the service area of the



affected facility, such as changes in pick-up times for various collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark that will be applied to mail collected from the affected facility.

### **A-15 Overview of Space Evaluation and Other Costs**

This provides a summary of space that may come available through the relocation of operations for either Postal Service-owned or leased facilities. It identifies savings and/or costs related to leased facilities.

Section No. and Heading	Page No.	Former Language	Revised Language	Revised Language Document	Revised Language Location in Document	Reason for Change
N/A - NEW	N/A - NEW	N/A - NEW	<p>Mail Processing Facility Review Policy PO-408</p> <p>Issued [insert date]</p> <p>Revisions This policy and its supporting materials supersede the March 2008 edition of the PO-408 Handbook, Area Mail Processing Guidelines.</p> <p>Content Contains policy that applies to consolidations of facilities with mail processing operations.</p> <p>Issuer Vice President, Processing and Maintenance Operations</p> <p>Sponsor Chief Processing and Distribution Officer Organization</p> <p>Availability Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at <a href="http://blue.usps.gov">http://blue.usps.gov</a>.</p> <p>Questions about this policy should be addressed to the Sponsor.</p> <p>The following trademarks appear in the handbook and are among the many trademarks owned by the United States Postal Service®: Postal Service™, ZIP Code™, and USPS®. This is not a comprehensive list of all Postal Service™ trademarks.</p>	Policy	Cover Page	Added cover page that summarizes the document. Removed references to optimization.
N/A - NEW	N/A - NEW	N/A - NEW	<p>Procedure Title Mail Processing Facility Review (MPFR)</p> <p>Version Number Final</p> <p>Effective Date TBD</p> <p>Purpose: This procedure and its associated policy supporting materials supersede the March 2008 edition of the PO-408 Handbook, Area Mail Processing Guidelines</p> <p>References This procedure and its associated policy supporting materials supersede the March 2008 edition of the PO-408 Handbook, Area Mail Processing Guidelines</p> <p>Availability Copies are available for Postal Service employees for internal use only on the Postal Service PolicyNet website at <a href="http://blue.usps.gov">http://blue.usps.gov</a></p> <p>Revision History • Last Modified: 3/31/23</p> <p>Trademarks The following trademarks appear in the handbook and are among the many trademarks owned by the United States Postal Service®: Postal Service™, ZIP Code™, and USPS®. This is not a comprehensive list of all Postal Service™ trademarks.</p>	Procedure	Cover Page	Added cover page that summarizes the document.
1 Introduction	1	Introduction	Introduction and Purpose	Policy	1-1 Introduction and Purpose	Reworded to reflect the inclusion of the policy's purpose.
1 Introduction	1	Introduction	No Change	Procedure	1. Introduction	No change.
N/A - NEW	N/A - NEW	N/A - NEW	The purpose of this policy is to outline the legal, statutory, contractual, and regulatory requirements of the Mail Processing Facility (MPFR).	Policy	1-1 Introduction and Purpose	Added to define the purpose of the policy. Removed references to optimization.
1-1 Definitions	1	1-1.1 Area Mail Processing Area mail processing (AMP) is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices™/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.	MPFR is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.	Policy	1-1 Introduction and Purpose	Area Mail Processing is now called Mail Processing Facility Optimization Review (MPFR). The information of section 1.1 remains in the new Section 1-1 Introduction and Purpose. It has been re-stated for clarity. Removed references to optimization.
1-1 Definitions	1	1-1.1 Area Mail Processing Area mail processing (AMP) is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices™/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.	Mail Processing Facility Review (MPFR) is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices™/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.	Procedure	1. Introduction	Reworded to reflect updated terminology (MPFR for AMP)
1-1 Definitions	1	1-1.2 Facilities The "gaining" facility obtains additional volume, workhours, and in many instances, mail processing equipment with the consolidation of operations from one or more sites. The gaining facility assumes responsibility and accountability for the distribution of mail from those operations that were processed by another facility. Most often, the gaining facility is a processing and distribution center having an array of mail processing equipment. The "losing" facility has volume, workhours, and mail processing equipment removed when selected operations are transferred to the gaining facility. Often, the losing facility is a Post Office that retains customer service operations or specific mail processing operations, such as delivery point sequencing. The naming convention for an AMP feasibility study or proposal is associated with the losing facility.	N/A - Deleted	N/A - Obsolete	N/A - Obsolete	There are no longer references to "gaining" or "losing" facilities, as each facility involved in an MPFOR could be gaining and losing something. Therefore, these definitions are no longer applicable in the MPFOR process.
1-1 Definitions	1	1-1.3 Postmarks A postmark is an official Postal Service™ imprint applied in black ink on the address side of a stamped mailpiece. A postmark indicates the location and date the Postal Service accepted custody of a mailpiece, and it cancels affixed postage. Since 1979, the Postal Service's Postal Operations Manual (POM) has provided standards for postmarks applied to single-piece First-Class Mail®. Letters and flats that need to be postmarked come from carrier pick-up, collection boxes, retail counters, or lobby drop boxes. Postmarks are not required for mailings bearing a permit, meter, or precanceled stamp for postage, nor to pieces with an indicia applied by various postage evidencing systems. The postmarking process uses the following three basic methods of imprinting: 1. Automated: Advanced facer canceller systems used by processing distribution centers cancel letters quickly. These machines are equipped with biohazard detection systems so letters postmarked by automation benefit from added safety measures. 2. Mechanized: A variety of older devices apply postmarks to flat-size mailpieces and to philatelic pieces. 3. Manual: Hand-stamp devices are used by Postal Service employees for local cancellation or philatelic requests. A "local" postmark shows the full name of the Post Office, a two-letter state abbreviation, ZIP Code™, and date of mailing. Lobby drops should be designated for this purpose with clear signage signifying its use.	N/A - Deleted	N/A - Extraneous	N/A	Not applicable to this policy. Referenced in the POM as operational.
1-1 Definitions	2	Because the Postal Service is sensitive to the importance some customers place upon these postmarks, each Post Office is required to make a local postmark available.	Each Post Office is required to make a local postmark available as a way of acknowledging the importance some customers place upon local postmarks.	Policy	5-6 Postmarks	Reworded for clarity.
1-2 Benefits of Consolidation	2	The Postal Service is able to keep pace with the needs of a changing nation by using a flexible network approach. These efforts support improvements in process consistency, equipment standardization, economies of scale, achievement of service objectives, and customer satisfaction.	Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility optimization objectives in the Delivering for America (DFA) Plan. Evolving toward a flexible network will support improvements in process consistency, equipment standardization, economies of scale, achievement of service objectives, and customer satisfaction.	Policy	1-1 Introduction and Purpose	Reworded to align with Delivering For America objectives. Updated terminology (AMP -> MPFR)

N/A - NEW	N/A - NEW	N/A - NEW	Throughout the MPFR process, the Postal Service must adhere to all applicable laws, regulations, and labor agreements.	Policy	1-1 Introduction and Purpose	Inserted new language to acknowledge that policy is aligned with union, legal, and regulatory requirements.
1-2 Benefits of Consolidation	2	The benefits of AMP are as follows: 1. AMP centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation. 2. AMP takes advantage of state-of-the-art technologies available at the gaining facility so originating and/or destinating mail can be processed more efficiently.	The potential benefits of an MPFR are as follows: 1. MPFR centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation. 2. MPFR takes advantage of state-of-the-art technologies available to process more efficiently.	Policy	1-1 Introduction and Purpose	Inserted the word "potential" in conjunction with the "in most cases" language in list item 3 below. Updated terminology (AMP -> MPFR) and removed obsolete terminology (gaining facility, originating/destinating). Changed "in order to process" to simply "to process" and "ZIP Codes will not change as a result of" to "ZIP Codes will not change due to" for clearer and more concise language.
1-2 Benefits of Consolidation	2	The benefits of AMP are as follows: 1. AMP centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation. 2. AMP takes advantage of state-of-the-art technologies available at the gaining facility so originating and/or destinating mail can be processed more efficiently.	The potential benefits of MPFR are as follows: □ MPFR centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation. □ MPFR takes advantage of state-of-the-art technologies available to process more efficiently.	Procedure	1. Introduction 1.2 Benefits of an MPFR Process	MPFR for AMP (global change)
1-2 Benefits of Consolidation	2	3. AMP supports network rationalization and reduces redundancies.	N/A - Deleted	N/A - Obsolete	N/A - Obsolete	Obsolete. Does not align with current organizational structure.
1-2 Benefits of Consolidation	2	4. AMP should have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change as a result of AMP.	3. MPFR is intended to have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change due to MPFR.	Policy	1-1 Introduction and Purpose	Updated terminology (AMP -> MPFR). Changed "should" to "is intended to" as "should" introduces ambiguity in the policy requirement. Inserted "in most cases" as per John Dunlop's feedback. "in many cases BMEU operations will be relocated."
1-2 Benefits of Consolidation	2	4. AMP should have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change as a result of AMP.	□ MPFR is intended to have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change due to MPFR.	Procedure	1. Introduction 1.2 Benefits of an MPFR Process	MPFR for AMP (global change)
1-2 Benefits of Consolidation	2	Local postmarks will continue to be available at Post Offices.	N/A - Deleted	N/A - Repetitive	N/A	Removed, repeats language from 1-1.
1-3 Evolution of AMP	2	The advantages of consolidation were recognized decades ago by the Post Office Department. A variety of factors in the 1960s, including the advent of the ZIP Code system, the institution of sectional center facilities, and the nationwide deployment of mechanized equipment contributed to major changes in the procedures for processing and distributing mail.	N/A - Deleted	N/A - Extraneous	N/A	Deleted, as the information is neither process nor pertinent to policy.
1-3 Evolution of AMP	2	Increasing operational efficiencies and maintaining good customer service continue as important goals for today's Postal Service. AMP provides opportunities for the Postal Service to reduce costs and/or improve service and operate as a leaner, more efficient organization.	MPFR is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service. Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility optimization objectives in the Delivering for America (DFA) Plan. Optimizing toward a flexible network will support improvements in process consistency, equipment standardization, economies of scale, achievement of service objectives, and customer satisfaction.	Policy	1-1 Introduction and Purpose	Reworded to incorporate into Introduction.
1-3 Evolution of AMP	2	Over the last three decades as mail processing evolved from manual and mechanized to automated processes, the AMP process evolved too. By 1978, nearly 400 AMP centers handled mail throughout the nation. The first guidelines for AMP appeared in Handbook M-82, Developing Area Mail Processing Proposals (June 1979). Handbook M-82 was replaced in May 1984 with Handbook PO-408, Developing and Implementing Area Mail Processing. In April 1995, Handbook PO-408 was re-issued as Area Mail Processing Guidelines and updates to this handbook were released electronically in 2008.	Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility objectives in the Delivering for America (DFA) Plan.  Historically, mail processing evolved from manual and mechanized to automated processes. The first guidelines appeared in Handbook M-82, Developing Area Mail Processing Proposals (June 1979). Handbook M-82 was replaced in May 1984 with Handbook PO-408, Developing and Implementing Area Mail Processing. In April 1995, Handbook PO-408 was re-issued as Area Mail Processing Guidelines and updates to this handbook were released electronically in 2008. In [insert month] 2023, Handbook PO-408 was replaced with the separately published PO-408 Mail Processing Facility Review Policy and this PO-408 Mail Processing Facility Review Procedures.	Procedure	1. Introduction 1.1 Evolution of MPFR	Revised to update current policy and procedure publications; MPFR for AMP (global change)
1-3 Evolution of AMP	2	The process of initiating consolidations has evolved too. Initially, AMP was a local initiative that managers used to save money and to gain efficiencies by consolidating operations from a smaller facility into a larger facility. Advantages to this bottom-up approach include limited risk, expertise of local management about site-specific data, and ownership of consolidation. Recently, identification of consolidation opportunities expanded to include a top-down approach. This latter approach provides certain advantages including use of computer modeling, increased flexibility, and more consistent and standardized data analysis. Both AMP approaches focus on better use of Postal Service resources.	The process of initiating consolidations has evolved. Initially, MPFR was a local initiative that managers used to reduce cost and gain efficiencies by consolidating operations from a smaller facility into a larger facility. Subsequently, the identification of consolidation opportunities expanded to include a top-down approach.	Procedure	1. Introduction 1.1 Evolution of MPFR	Revised to streamline language, omitted weighing benefit of bottom-up v. top-down; MPFR for AMP (global change)
N/A - NEW	N/A - NEW	N/A - NEW	2. Pre-MPFR	Procedure	2. Pre-MPFR	Inserted to specify actions taken prior to MPFR.
N/A - NEW	N/A - NEW	N/A - NEW	Before an MPFR analysis is initiated, the following actions must occur: 1. Headquarters identifies candidates for potential consolidations. 2. Headquarters designs concept for possible consolidations. 3. CTO shares concept with Headquarters functional groups. 4. CTO shares concept with Headquarters functional groups. 5. Headquarters functional groups provide feedback on concept. 6. Chief Processing & Distribution Officer (CPDO) approves concept. 7. Headquarters leadership determines direction for consolidation.	Procedure	2. Pre-MPFR	Added a summary of Pre-MPFR activities
N/A - NEW	N/A - NEW	N/A - NEW	3.2 MPFR Process Overview	Procedure	3. Analysis 3.2 MPFR Process Overview	MPFR for AMP (global change)
1-4 Overview of the AMP Process	3	The major events that occur during the AMP process are summarized below in sequence and in Exhibit 1-4. 1. With the bottom-up approach, the process begins when the district manager or senior plant manager notifies the area vice president (AVP) about their intention to conduct an AMP feasibility study. The AVP informs Headquarters' senior vice president (SVP) Operations. With the top-down approach, the SVP Operations contacts the AVP about initiating a feasibility study.	Headquarters initiates an MPFR analysis.	Policy	3-1 Analysis	Reworded for brevity and to align with current organizational structure wherein Headquarters initiates the MPFR analysis. Deleted reference to bottom-up/top-down approach as it no longer applies to current organizational structure.
1-4 Overview of the AMP Process	3	The major events that occur during the AMP process are summarized below in sequence and in Exhibit 1-4. 1. With the bottom-up approach, the process begins when the district manager or senior plant manager notifies the area vice president (AVP) about their intention to conduct an AMP feasibility study. The AVP informs Headquarters' senior vice president (SVP) Operations. With the top-down approach, the SVP Operations contacts the AVP about initiating a feasibility study.	N/A - Removed	N/A - Repetitive	N/A	Removed as these steps are embedded throughout the relevant process steps.
1-4 Overview of the AMP Process	3	2. When either one of the approaches is used,	N/A - Deleted	N/A - Obsolete	N/A - Obsolete	Deleted reference to bottom-up/top-down approach as it no longer applies to current organizational structure.
1-4 Overview of the AMP Process	3	... communication to stakeholders must occur when there is a clear intent to proceed with an AMP feasibility study. The notification of intent to perform the study will include an invitation to the public to submit any comments or concerns to a Postal Service representative.	Communications to stakeholders must occur when the following milestones in the MPFR process are reached: 1) Notice of intent to undertake an MPFR analysis. 2) Scheduling of public meeting. 3) Final decision about the approval or disapproval of an MPFR proposal. 4) Other events, such as placing an analysis on hold or resuming an analysis.	Policy	4-1 Notice to Stakeholders	Changed to reflect updated terminology (study/AMP feasibility study -> analysis)
1-4 Overview of the AMP Process	3	... communication to stakeholders must occur when there is a clear intent to proceed with an AMP feasibility study. The notification of intent to perform the study will include an invitation to the public to submit any comments or concerns to a Postal Service representative.	N/A - Removed	N/A - Repetitive	N/A	Removed as these steps are embedded throughout the relevant process steps.
1-4 Overview of the AMP Process	3	... communication to stakeholders must occur when there is a clear intent to proceed with an AMP feasibility study.	When there is a clear intent to proceed with an MPFR analysis, the notification of intent to perform the analysis will be provided to stakeholders.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Moved from Overview to 3.3 for sequence clarification; MPFR for AMP (global change)
1-4 Overview of the AMP Process	3	The notification of intent to perform the study will include an invitation to the public to submit any comments or concerns to a Postal Service representative.	The notification of intent will include an invitation to the public to submit any comments or concerns to a Postal Service representative.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Revised for concision
1-4 Overview of the AMP Process	3	3. Within two months, the AMP feasibility study is completed, approved by the district manager (DM), and submitted to the AVP along with the required documentation.	N/A - Removed	N/A - Repetitive	N/A	Removed as these steps are embedded throughout the relevant process steps.
1-4 Overview of the AMP Process	3	3. Within two months, the AMP feasibility study is completed, approved by the district manager (DM), and submitted to the AVP along with the required documentation.	Within 60 days of the notification of intent: □ Headquarters Processing Operations validates MPFR workbook and finalizes business case. □ Senior Director Strategic Planning & Implementation, or designee, completes MPFR analysis. □ Senior Director Strategic Planning & Implementation, or designee, submits MPFR analysis and required documentation to RVP.	Procedure	3. Analysis 3.7 Analysis Review	moved from Overview to 3.7 to conform with procedure sequence; replaced "two months" with "60 days" for more precision; broke the complex sentence into bullets that clarify who carries out the verbs; MPFR for AMP (global change)

1-4 Overview of the AMP Process	3	4. Within 45 days after submission of the study, the DM must conduct a public input meeting. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the district's summary of the meeting.	The notice of an MPFR analysis shall invite the public to provide input on the proposed MPFR. The Postal Service initiates a comment period and solicits input from the public that will be discussed at a public input meeting, where the audience will have an opportunity to provide verbal comments during the meeting. There will be a timeframe following the meeting during which the public can continue to submit comments. Input from the public is summarized and submitted to Headquarters for consideration. The Postal Service shall take any resulting input into account in making a final decision.	Policy	4-2 Use of Public Input in Decision Making	Reworded the bolded language and incorporated into public input section of revised policy. Removed language referencing timeframe as that information will be included in procedural documents.
1-4 Overview of the AMP Process	3	4. Within 45 days after submission of the study, the DM must conduct a public input meeting. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the district's summary of the meeting.	MPFO, Corporate Communications, and local management begin preparations for the public input meeting to share the MPFR findings and address any concerns.  Communication to stakeholders of the public input meeting must be made at least 15 days prior to the public input meeting date.  Within 45 days after submission of the analysis, a public input meeting must occur. This may be conducted in person or virtually as determined by a Postal Service representative. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the summary of the meeting.	Procedure	3. Analysis 3.5 Public Input Meeting	Revised to further specify the personnel involved in setting up and capturing outputs from public input meeting; added a communications to stakeholders requirement
1-4 Overview of the AMP Process		4. Within 45 days after submission of the study, the DM must conduct a public input meeting. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the district's summary of the meeting.	The Senior Director Strategic Planning & Implementation, or designee: <input type="checkbox"/> Conducts a virtual or in-person public input meeting within 45 days after submission of study. <input type="checkbox"/> Provides 15 days for the public to submit written comments after the meeting.	Procedure	3. Analysis 3.6 Second Stakeholder Communication; Public Input Meeting	Updated to reflect new org structure and titles.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Headquarters Corporate Communications • Posts a summary of the MPFR on usps.com one week prior to public input meeting. • Notifies local news media and other audiences as described in the MPFR Communications Plan.	Procedure	3. Analysis 3.6 Second Stakeholder Communication; Public Input Meeting	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	District Labor Relations • Notifies local union officials and management associations of the public input meeting.	Procedure	3. Analysis 3.6 Second Stakeholder Communication; Public Input Meeting	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Customer Relations Coordinator • Notifies local mailers of the public input meeting.	Procedure	3. Analysis 3.6 Second Stakeholder Communication; Public Input Meeting	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Local Management Gives service talk to craft employees.	Procedure	3. Analysis 3.6 Second Stakeholder Communication; Public Input Meeting	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Government Relations • Notifies appropriate elected official representing the jurisdiction(s) of the Transfer From and Transfer To Facilities.	Procedure	3. Analysis 3.6 Second Stakeholder Communication; Public Input Meeting	Inserted to reflect current roles and responsibilities.
1-4 Overview of the AMP Process	3	5. Also, after the DM's submission of the study, a 60-day review is conducted concurrently by the area and Headquarters management.	N/A - Removed	N/A - Obsolete	N/A	Study is now initiated by HQ. No DM involvement. There is no longer a need for a 60-day review process.
1-4 Overview of the AMP Process	3	5. Every AMP worksheet is verified and issues are resolved; after which, the study is provided to the AVP for consideration.	N/A - Removed	N/A - Repetitive	N/A	Removed, repeated elsewhere in document.
1-4 Overview of the AMP Process	3	6. Following receipt of public comments and finalized AMP worksheets, the AVP determines if the AMP proposal should advance to Headquarters. If the AMP is supported, the AVP must sign the Approval Signatures page and submit the AMP proposal to the SVP Operations. Generally, this step should be completed within two weeks. If the AMP is not supported, the AVP must submit an explanation to the SVP Operations.	N/A - Removed	N/A - Repetitive	N/A	Removed, repeated elsewhere in document.
1-4 Overview of the AMP Process	3	7. The Vice President Consumer Advocate also receives a copy of the complete AMP proposal. A review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution were given to the public input at the district and area levels prior to the consideration of the AMP by the SVP Operations.	N/A - Removed	N/A - Repetitive	N/A	Removed as these steps are embedded throughout the relevant process steps.
1-4 Overview of the AMP Process	3	7. The Vice President Consumer Advocate also receives a copy of the complete AMP proposal. A review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution were given to the public input at the district and area levels prior to the consideration of the AMP by the SVP Operations.	3. Director, Consumer Advocate reviews analysis and ensures adequate attention and resolution was given to public input prior to final decision by VPPMO.	Procedure	3. Analysis 3.7 Analysis Review	Reworded to reflect updated org structure and title. Reworded for brevity and clarity.
1-4 Overview of the AMP Process	3	8. The SVP Operations takes into account costs and benefits outlined in the AMP proposal along with summaries of public input when making the final decision to approve or disapprove the consolidation. A decision is expected within two weeks of receipt of the proposal.	N/A - Removed	N/A - Repetitive	N/A	Removed, repeated elsewhere in document.
1-4 Overview of the AMP Process	3	9. Prior to the implementation of an approved AMP, national-level employee organizations must be notified and local employee organizations must be briefed in accordance with current employee agreements.	All responsible parties must abide by the transition timeline allocated by the national labor agreements and calculated according to supporting MPFR procedural documents.  During the transition timeline, national-level employee organizations will be notified, and local union representatives will be briefed.	Policy	5-2 Transition Timeline	Reworded for clarity and removed AMP terminology.
1-4 Overview of the AMP Process	3	10. The area must conduct two post-implementation reviews (PIRs) to assess whether planned savings, workhours, and levels of service are met. The first PIR will cover the first and second full quarters after implementation, and the final PIR will cover the first full four quarters following implementation.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
1-4 Overview of the AMP Process	3	11. The AMP process is completed once the final PIR has been evaluated by Headquarters and feedback is provided to the area.	A post-MPFR assessment will be considered complete once it has been reviewed and approved by the VPPMO.  The MPFR process is completed once the final post-MPFR assessment has been evaluated by Headquarters.	Policy	6-1 Overview	Reworded to clarify definition of completion for post-MPFR assessment and MPFR process, and to align with updated terminology and organizational structure. Area Mail Processing (AMP) --> Mail Processing Facility Optimization Review (MPFR), post-implementation review (PIR) --> post-MPFR assessment
2 Feasibility Study	7	2 Feasibility Study	3 MPFR Analysis and Proposal	Policy	3 MPFR Analysis and Proposal	Heading renamed to reflect the updated terminology from AMP to MPFR and consolidation of requirements for analysis and proposal.
2 Feasibility Study	7	2 Feasibility Study	3. Analysis	Procedure	3. Analysis	Changed to reflect updated terminology.
N/A - NEW		N/A - NEW	3.1 Initiation	Procedure	3. Analysis 3.1 Initiation	Inserted new subsection to capture actions that occur at initiation stage.
N/A - NEW		N/A - NEW	The VP Processing & Maintenance initiates MPFR analysis upon concept approval and the decision that an MPFR is required. The VPPMO prepares MPFR analysis and gathers supporting documentation. Region and Division management may provide input, as needed.	Procedure	3. Analysis 3.1 Initiation	Inserted new language to reflect current process.
2-1 Purpose	7	An area mail processing (AMP) feasibility study determines whether there is a business case for relocating processing and distribution operations from one location to another.	The analysis is performed to determine whether there is a business case for an MPFR.	Policy	3-1 Analysis	Reworded for brevity and to reflect updated terminology (AMP -> MPFR).
2-1 Purpose	7	An AMP feasibility study must be conducted when a new facility project incorporates operations from two or more offices.	N/A - Removed	N/A - Extraneous	N/A	Removed extraneous language.
2-1 Purpose	7	An AMP feasibility study is completed within two months of the notification of intent to conduct the study. With input from management at both the losing and gaining facilities, the designated area AMP coordinator is responsible for preparing the AMP feasibility study and gathering supporting documentation.	Within 60 days of the notification of intent, the MPFR analysis is completed, undergoes validation by Headquarters, and is submitted for RVP approval.	Procedure	3. Analysis 3.3 First Stakeholder Communication; Notice of Intent to Conduct	Reworded for brevity and to reflect updated terminology.
2-1 Purpose	7	The objectives of an AMP feasibility study are identified as follows: 1. Evaluate service standard impacts for all classes of mail. 2. Consider issues important to local customers. 3. Identify impacts to Postal Service staffing, both craft and management positions. 4. Analyze savings and costs associated with moving mail processing operations.	The analysis will meet the following objectives: 1) Evaluate service standard impacts for all classes of mail. 2) Consider issues important to local customers. 3) Identify impacts to Postal Service staffing, both craft and management positions. 4) Analyze savings and costs to the Postal Service associated with moving mail processing operations.	Policy	3-1 Analysis	Reflects updated terminology (AMP feasibility study -> analysis) and specifies that the savings and costs apply to the Postal Service in list item 4.

2-1	Purpose	7	The objectives of an AMP feasibility study are identified as follows: 1. Evaluate service standard impacts for all classes of mail. 2. Consider issues important to local customers. 3. Identify impacts to Postal Service staffing, both craft and management positions. 4. Analyze savings and costs associated with moving mail processing operations.	Headquarters initiates an MPFR analysis. Initial considerations should include the following: a. The service impact that consolidation will have on the community as measured by service performance reports and customer satisfaction indicators. b. Adjustments to complement, both craft and management employees. c. Service standard changes, including upgrades or downgrades for market-dominant and competitive products. d. Impacts on customer services, such as collection box pick-up times, location and hours for acceptance by the business mail entry unit (BMEU), retail availability, and drop shipment changes. e. Impacts to the operating plan at the Transfer From and Transfer To Facilities. f. Future equipment deployment and/or relocation. g. Potential savings and efficiencies.	Procedure	3. Analysis 3.2. MPFR Process Overview	Inserted that HQ initiates the analysis to clarify that the evaluation of these considerations is the kickoff point for an MPFR analysis. Updated item c to align with current standards.
2-2	Exclusions	7	Not all transfers of mail require an AMP feasibility study. Mail processing shifts in volumes, workhours, or operations from one facility to another that do not fall under the AMP process include the following: 1. Aggregation of automation candidate mail (letters, flats, or parcels) for processing at a facility using automated equipment.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
2-2	Exclusions	7	2. Centralization of mail processing activities over a weekend.	This process does not apply to the centralization of mail processing activities over a weekend.	Policy	1-1 Introduction and Purpose	Minor rewording to remain consistent with language throughout document.
2-2	Exclusions	7	However, area In-Plant Support must be notified prior to consolidations and Headquarters Processing Operations must be notified when implemented. 3. Consolidation of outgoing 2-day or 3-day volumes.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
2-3	Getting Started	8	Initial Considerations Before undertaking an AMP feasibility study, consider the following: 1. The service impact that consolidation will have on the community as measured by service indicators, such as (but not limited to) Customer Satisfaction Measurement, External First-Class (EXFC), and other service performance reports. 2. Service standard changes, including upgrades or downgrades for First-Class Mail®, Priority Mail®, and other mail classes. 3. Impacts on customer services, such as collection box pick-up times, location and hours for acceptance by the business mail entry unit (BMEU), retail availability, and drop shipment changes. 4. Impacts to the operating plan at the gaining and losing facilities associated with the 24-hour clock indicators. 5. Future equipment deployment. 6. Likelihood of potential savings and efficiencies.	Headquarters initiates an MPFR analysis. Initial considerations should include the following: a. The service impact that consolidation will have on the community as measured by service performance reports and customer satisfaction indicators. b. Adjustments to complement, both craft and management employees. c. Service standard changes, including upgrades or downgrades for First-Class Mail®, Priority Mail®, and other mail classes. d. Impacts on customer services, such as collection box pick-up times, location and hours for acceptance by the business mail entry unit (BMEU), retail availability, and drop shipment changes. e. Impacts to the operating plan at the Transfer From and Transfer To Facilities. f. Future equipment deployment and/or relocation. g. Potential savings and efficiencies.	Procedure	3. Analysis 3.2. MPFR Process Overview	Reworded to remove reference to obsolete tools such as Customer Satisfaction Measurement and External First-Class (EXFC). Inserted "b) Adjustments to complement, both craft and management employees" to satisfy Labor Relations requirements.
2-3	Getting Started	8	First Steps The area office will appoint an area AMP coordinator to act as the liaison between Headquarters, the district, and gaining and losing facilities. This person is responsible for providing assistance and guidance during the development of an AMP feasibility study. The area AMP coordinator establishes an area functional review team to assist during the entire AMP process and provides validation of data contained in the feasibility study. The AMP coordinator is the primary contact for Headquarters and resolves issues associated with an AMP proposal.	Division MPFR Coordinator • Acts as liaison between Headquarters, the Division, and affected facilities. • Serves as primary contact for Headquarters. • Supports development of MPFR analysis and data validation. • Provides local knowledge. • Establishes division functional review team to assist in MPFR process. • Resolves local issues associated with an MPFR proposal. • Corrects any inadequacies uncovered during post-MPFR assessment.	Policy	2 Roles and Responsibilities	Incorporated into Roles and Responsibilities in revised policy and reworded to align with list format in table and to reflect update in title from "area AMP coordinator" to "Division MPFR Coordinator" in alignment with current organizational structure. Placed in bulleted list for ease of reading.
2-3	Getting Started	8	The area AMP coordinator contacts the manager Network Alignment Implementation (NAI) and requests data on all service standard impacts. The request must include information for addresses, finance numbers, type of distribution to consolidate, and ZIP Code pairs for facilities under consideration. The service standard impacts are returned to the area AMP coordinator within 15 days. Based on the outcome of initial considerations, the area determines whether to proceed with an AMP feasibility study.	N/A - Deleted	N/A - Obsolete	N/A	Obsolete. Does not align with current organizational structure.
2-3	Getting Started	8	AMP Coordination State, district, and area boundaries must be disregarded when it is advantageous in the development of a sound AMP plan.	3. Chief Technology Officer (CTO) develops business case without considering state, area, district, region, and division boundaries.	Procedure	2. Pre-MPFR	Reworded to reflect updated terminology and remove extraneous qualifiers such as "sound." Added reference to business case and adjusted language regarding state, area, etc. boundaries to more plainly reflect the reality that said boundaries are not considered. Also removed "advantageous."
2-3	Getting Started	8	Any proposal involving Post Offices/facilities located in adjacent areas or districts must be coordinated with the appropriate AVP.	N/A - Removed	N/A - Obsolete	N/A	Removed -- no longer true, as bottom-up approach is no longer used.
2-3	Getting Started	8	Inter-area transportation changes must be reviewed and approved by Headquarters Network Operations.	Remove	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
2-4	Notification of Intent	9	After a preliminary determination is made that service and/or efficiency may be effectively improved with the consolidation of mail processing operations, the district manager and/or the senior plant manager from the gaining facility sends a letter to the AVP stating the intent to conduct an AMP feasibility study. The AVP must inform Headquarters' SVP Operations that an AMP feasibility study is to be prepared.	N/A - Removed	N/A - Repetitive	N/A	Reworded to reflect updated terminology (AMP feasibility study -> MPFR analysis) and reorg (AVP -> Headquarters).
2-4	Notification of Intent	9	The date of this letter represents the starting date for the AMP feasibility study.	The date of the notice represents the starting date for the MPFR analysis.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Reworded to reflect updated terminology.
2-5	Completing Worksheets	9	The business case for consolidation of operations is compiled from information entered into various electronic worksheets. Use of electronic worksheets significantly improves the consistency and accuracy of AMP information. Formulas automatically calculate data in specific cells and populate information in other cells. The electronic worksheets are linked to recognized data sources, such as the enterprise data warehouse (EDW) and web complement information system (webCOINS). In special circumstances, such as two or more facilities consolidating into one gaining facility or operations from one facility are transferred to two or more gaining facilities, the area AMP coordinator should contact the manager NAI for specific guidance.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
2-6	Supporting Documentation	9	All supporting documentation must be kept on file at the area office for at least three years after the HQ approval of the final post-implementation review or after the last step taken in the AMP process, if the AMP is not approved.	All supporting documentation must be retained in accordance with the applicable document retention periods prescribed by Headquarters Processing and Maintenance Operations. Document retention requirements begin at the approval of the post-MPFR assessment or after the last step taken in the MPFR process, if the MPFR is not completed.	Policy	3-3 Supporting Documentation	Reworded to reflect updates to terminology and consolidate multiple instances of language pertaining to supporting documents. Removed "final" to reflect modernized structure that allows for possibility of additional post-MPFR assessments as needed.
2-6	Supporting Documentation	9	Examples of documentation include the following: 1. Operating plans for the gaining facility. 2. Reports used to determine mail volumes and workhours. 3. Analyses of service, staffing, and transportation impacts. 4. Copies of communications to stakeholders identified in the AMP worksheet, Stakeholders Notification. 5. Any other related reports or data used to develop the worksheets. 6. Impact statement for complement adjustments at the losing facility. 7. AMP worksheet checklist. These documents are also used as reference during the post-implementation reviews.	The documentation that supports the business case is also used as a reference during the post-implementation reviews. Examples of supporting documentation include the following: 1. Reports used to determine mail volumes and workhours. 2. Analyses of service, staffing, and transportation impacts. 3. Copies of communications to stakeholders. 4. Complement adjustments at the Transfer From and Transfer To facilities. An operational impact statement must be prepared for the Transfer From facility, in accordance with the applicable collective bargaining agreement(s). 5. Financial Analyses.	Procedure	3. Analysis 3.4 Required Documentation	Reworded to reflect updated terminology (AMP -> MPFR, "losing facility -> source facility) and current procedures, which no longer use the referenced worksheets. Pluralized analysis to analyses. Removed reference to impact statements in the sentence about complement adjustments in list item 4 as USPS would follow the collective bargaining agreement for what is included in an impact statement. * Losing -> Transfer from. * Gaining -> Transfer to.
2-7	Public Disclosure	10	Both draft and final AMP worksheets can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. This information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of AMP worksheets should be publicly disclosed before those worksheets have been reviewed and sensitive data redacted from copies intended for disclosure in accordance with guidance from the Headquarters' manager NAI.	Both draft and final copies of the MPFR analysis and any underlying work papers can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. Such information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of the MPFR analysis and any underlying work papers may be publicly disclosed before undergoing review and data redaction in accordance with the Headquarters' manager MPFR.	Policy	4-3 Public Disclosure	Reworded for brevity and generalized to capture multiple public disclosure statements in original policy.
2-8	Canceling a Feasibility Study	10	If for any reason the AMP feasibility study is canceled within the two-month study period, the AVP must send a letter to the Headquarters' SVP Operations stating the reasons why the feasibility study could not be continued at that time. Communications about a change in the status of a feasibility study must be provided to those identified on the Stakeholders Notification worksheet.	Implementation can be terminated or suspended at any point prior to completion of the MPFR. Any change in the status of a proposal must be communicated to the stakeholders originally notified of the MPFR analysis.	Policy	5-5 Termination or Suspension	Updated terminology (feasibility study -> MPFR analysis), removed reference to obsolete worksheet, and reworded for clarity.
3	Area Mail Processing Proposal	11	3 Area Mail Processing Proposal	3 MPFR Analysis and Proposal	Policy	3 MPFR Analysis and Proposal	Updated terminology (AMP Proposal -> MPFR).
3-1	Definition	11	An area mail processing (AMP) proposal is a feasibility study that has been validated by the area and Headquarters, supported by the area vice president (AVP), and submitted to the senior vice president (SVP) Operations for a decision on the consolidation.	When an MPFR analysis is approved, it becomes known as a proposal, which is required for the final decision on whether to consolidate. The proposal must contain all required information and undergo the required review and approval process outlined in supporting MPFR procedural documents. Only the VPPMO is authorized to make the final decision for the consolidation of mail processing operations.	Policy	3-2 Proposal	Reworded to reflect updates to terminology (AMP feasibility study is now MPFR Analysis) and titles (AVP is now RVP, SVP Operations is now VPPMO).
3-1	Definition	11	An AMP proposal consists of a summary narrative, finalized worksheets, a geographical map of the area, and a summary of the public meeting and comments.	The MPFR proposal consists of a summary narrative, finalized analysis, a geographical map of the area, and a summary of the public meeting and comments.	Procedure	4. Proposal	Updated "finalized worksheets" to "finalized analysis."
3-1	Definition	11	The AMP proposal requires approvals from designated local, district, and area management.	The MPFR proposal requires approval from Headquarters Processing Operations.	Procedure	4. Proposal	Reworded to reflect updates to terminology (AMP -> MPFR) and reorg.
3-2	Summary Narrative	11	The summary narrative highlights savings and costs associated with the consolidation along with other impacts. The narrative should include, but is not limited to, the following elements:	The narrative should include, but is not limited to, the following elements:	Procedure	8. Appendix A-1 Overview of Summary Narrative	Reworded for brevity.

3-2 Summary Narrative		1. The header section contains the following information:	N/A - Removed	N/A - Extraneous	N/A	Removed extraneous language.
3-2 Summary Narrative		a. City, state, and facility type, such as Post Office or processing and distribution center. b. Three-digit ZIP Codes served by the gaining and losing facilities. c. Type of distribution proposed for consolidation. 2. The background information should contain the following: a. Distance in miles between gaining and losing facilities. b. Average daily volume of mail to be shifted. c. Reason(s) for consolidating the mail into another office. d. Changes that affect the operating plan(s) at either the gaining or losing facilities, explained in terms of the 24-hour clock indicators.	The narrative should include, but is not limited to, the following elements: 1. The background information should contain the following: a) City, state, and facility type, such as Post Office or processing and distribution center. b) Three-digit ZIP Codes served by the affected facilities. c) Type(s) of distribution proposed. d) Driving distance in miles between affected facilities. e) Average daily volume of mail to be shifted. f) Reason(s) for consolidating the mail into another office. g) Changes that affect the operating plan(s) at either of the affected facilities.	Procedure	8. Appendix A-1 Overview of Summary Narrative	Reworded to reflect updated terminology.
3-2 Summary Narrative	11	3. Financial summary with expected first-year savings. 4. Customer and service impacts as follows: a. Explanation of service standard changes. b. Summary of customer service changes. c. Analysis of present service performance, such as External First-Class (EXFC), based on the most current quarter's data. 5. Staffing impacts. 6. Equipment relocation and maintenance impacts. 7. Transportation changes. 8. Other significant cost-saving programs occurring during the AMP process but not associated with consolidation must be noted. Identify any initiative expected to have a financial impact to the losing or gaining facility.	2. Financial summary: a) F1 Mail Processing b) Management c) Maintenance d) Logistics 3. Customer and service impacts as follows: a) Analysis of service. b) Summary of customer service changes. c) Analysis of present service performance, based on the most current quarter's data. 4. Staffing impacts. 5. Equipment deployment and/or relocation and maintenance impacts. 6. Transportation analysis. 7. Other significant cost-saving programs occurring during the MPFR process but not associated with consolidation must be noted. Identify any initiative expected to have a financial impact to the affected facilities.	Procedure	8. Appendix A-1 Overview of Summary Narrative	Reworded to reflect updated terminology (AMP -> MPFR). Reworded "Explanation of service standard changes" to reflect that service standards will not be changing. Inserted Components of Financial Summary.
3-3 Geographical Description	12	In addition to the narrative and required worksheets, an 8½-inch by 11-inch colored map of the area where the consolidation will occur is required. The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.	A map of the area where the consolidation will occur is required. The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.	Procedure	8. Appendix A-2 Overview of Geographical Description	Reworded for brevity and relocated to appendix. Referenced in Proposal section.
N/A - NEW		N/A - NEW	Responsibilities include the following: <input type="checkbox"/> VPPMO finalizes plans for logistics and staffing adjustments prior to the implementation date.	Procedure	4. Proposal 4.1 Protocol for an MPFR Proposal	Inserted new roles and responsibilities to reflect reorg.
N/A - NEW		N/A - NEW	<input type="checkbox"/> Headquarters Processing Operations compiles the proposal.	Procedure	4. Proposal 4.1 Protocol for an MPFR Proposal	Inserted new language to reflect current process.
3-4 Protocol for an AMP Proposal	12	District Responsibilities Local and district responsibilities include the following: 1. Management must review all worksheets and indicate approval with signature on the Approval Signatures worksheet.	<input type="checkbox"/> Management, to include Division Director(s) Processing Operations, Regional VP Processing Operations, VPPMO, and Chief Processing Distribution Officer, must review the proposal and indicate approval with signature on the Approval Signatures page.	Procedure	4. Proposal 4.1 Protocol for an MPFR Proposal	Reworded to add more flexibility by broadening the review of worksheets to the proposal, and to reflect that the bottom-up approach is no longer in use.
N/A - NEW		N/A - NEW	Upon a decision, stakeholders are notified.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted new language to reflect current process.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Headquarters Labor Relations Notifies national unions and management associations of Postal Service's decision.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Headquarters Corporate Communications • Posts summary of public comments and Mail Processing Facility Review (MPFR) on usps.com. • Notifies local news media and other audiences as identified in the MPFR Communications Plan.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	District Labor Relations Notifies local union officials and management associations of Postal Service's decision.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Local Management Provides service talks to craft employees in affected facilities throughout the process, including any employees in surrounding facilities impacted by employee, mail volume, and/or equipment relocations.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Business Mail Entry Unit (BMEU) Notifies local mailers to advise of Postal Service's decision.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted to reflect current roles and responsibilities.
N/A - NEW		N/A - NEW (Table with column headings Department: Action)	Government Relations Notifies the appropriate elected officials representing the jurisdiction.	Procedure	4. Proposal 4.2 Third Stakeholder Communication: Decision to Consolidate	Inserted to reflect current roles and responsibilities.
3-4 Protocol for an AMP Proposal	12	2. Management must retain copies of all worksheets completed at the local level and any supporting documentation for at least three years after the HQ approval of the final post-implementation review (PIR) or after the last step taken in the AMP process, if the AMP is not approved.	All supporting documentation must be retained in accordance with the applicable document retention periods prescribed by Headquarters Processing and Maintenance Operations. Document retention requirements begin at the approval of the post-MPFR assessment or after the last step taken in the MPFR process, if the MPFR is not completed.	Policy	3-3 Supporting Documentation	Reworded to reflect updates to terminology and consolidate multiple instances of language pertaining to supporting documents. Removed "final" to reflect modernized structure that allows for possibility of additional post-MPFR assessments as needed.
3-4 Protocol for an AMP Proposal	12	3. The district manager has overall responsibility for the public input meeting, which occurs within 45 days after submission of a feasibility study to the area vice president (AVP).	Headquarters and Field Corporate Communications • Has overall responsibility for the public input meeting.	Policy	2 Roles and Responsibilities	Reworded for brevity and removed reference to specific timeline (to be housed in procedures). Identified Corporate Comms as owner of this role.
3-4 Protocol for an AMP Proposal	12	Area Responsibilities Area responsibilities include the following: 1. The area AMP coordinator, in conjunction with the area functional review team, has up to 60 days to validate worksheets from the AMP feasibility study and finalize the business case that will be sent to the AVP.	Within 60 days of the notification of intent: <input type="checkbox"/> Headquarters Processing Operations validates MPFR workbook and finalizes business case.	Procedure	3. Analysis 3.7 Analysis Review	Removed "with input from the Region" as it is repetitive of the statement in earlier section.
3-4 Protocol for an AMP Proposal	12	The area AMP coordinator must ensure all supporting documentation provided by the local facilities is retained for three years after the HQ approval of the final PIR or after the last step taken in the AMP process, if the AMP is not approved.	All supporting documentation must be retained in accordance with the applicable document retention periods prescribed by Headquarters Processing and Maintenance Operations. Document retention requirements begin at the approval of the post-MPFR assessment or after the last step taken in the MPFR process, if the MPFR is not completed.	Policy	3-3 Supporting Documentation	Reworded to reflect updates to terminology and consolidate multiple instances of language pertaining to supporting documents. Removed "final" to reflect modernized structure that allows for possibility of additional post-MPFR assessments as needed.
3-4 Protocol for an AMP Proposal	12	2. The AVP evaluates the business case along with public comments, then: a. Concurs with the proposal, signs the Approval Signatures worksheet, mails a copy of the original document to the SVP Operations, and sends an electronic copy to manager Network Alignment Implementation (NAI), or b. Does not concur with the proposal, returns the study to the district manager of the gaining facility, and mails a copy to the SVP Operations along with an explanation for this decision.	Following the submission to RVP: 1. RVP evaluates business case along with public comments, then: a. Concurs with analysis. b. Does not concur with the analysis: RVP notifies VPPMO along with an explanation for this decision. 2. If approved by RVP, then VPPMO decides to approve or disapprove MPFR analysis. Public comments are considered in decision to approve or disapprove MPFR analysis. 3. Director, Consumer Advocate reviews analysis and ensures adequate attention and resolution was given to public input prior to final decision by VPPMO. 4. Senior Director Strategic Planning & Implementation, or designee, sends notice of final decision to RVP, with explanation if MPFR is disapproved.	Procedure	3. Analysis 3.7 Analysis Review	Changed "proposal" to "analysis" to reflect current process in which proposal remains an analysis for longer than prior to reorg. Removed language about mailing a physical copy as the electronic copy is what is sent.

3-4 Protocol for an AMP Proposal	13	Headquarters Responsibilities Headquarters responsibilities include the following: 1. Within 60 days of receipt of the feasibility study, the manager NAI will complete a review with other Headquarters functional organizations. If substantive changes are made to the AMP study during this review, a copy of the study will be returned to the area AMP coordinator who will obtain concurrences on a new Approval Signatures worksheet.	2. If approved by the RVP, the Vice President, Plant and Process Modernization and/or Vice President, Engineering Systems will complete a review with other Headquarters functional organizations.	Procedure	3. Analysis 3.7 Analysis Review	Inserted roles "Vice President, Plant and Process Modernization" and "Vice President, Engineering Systems."
3-4 Protocol for an AMP Proposal	13	2. A review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution was given to the public input at the district and area levels prior to the consideration of the AMP by the SVP Operations.	3. Director, Consumer Advocate reviews analysis and ensures adequate attention and resolution was given to public input prior to final decision by VPPMO.	Procedure	3. Analysis 3.7 Analysis Review	Removed "at the Regional levels."
3-4 Protocol for an AMP Proposal	13	3. The SVP Operations makes the final decision for the consolidation of mail processing operations.	Vice President, Processing and Maintenance Operations (VPPMO) • Makes final decision for consolidation of mail processing operations.	Policy	2 Roles and Responsibilities	Incorporated into Roles and Responsibilities in revised policy. Reflects update in title from "AVP" to "VPPMO."
3-4 Protocol for an AMP Proposal	13	Notice of the final decision will be sent to the AVP, along with an explanation if the AMP is disapproved.	4. Senior Director Strategic Planning & Implementation, or designee, sends notice of final decision to RVP, with explanation if MPFR is disapproved.	Procedure	3. Analysis 3.7 Analysis Review	Reworded to reflect updated terminology
3-4 Protocol for an AMP Proposal	13	4. For approved AMP proposals, the manager NAI maintains oversight through the post-implementation reviews.	Manager MPFO • Evaluates current and proposed service standard changes for facilities under consideration. • Reviews MPFR proposal. • Maintains oversight through data tracking for approved MPFR proposals.	Policy	2 Roles and Responsibilities	Reworded for brevity and to reflect updates in terminology (AMP to MPFR) and title ("manager NAI" to "Manager MPFO").
4 Communications	15	4. Communications	No change	Policy	No change	No change
4-1 Introduction	15	Communications is an integral part of the area mail processing (AMP) process. The need for clear, consistent, and accurate communications is especially important when announcing an AMP feasibility study, notifying stakeholders about the public input meeting, and relaying the final decision about a proposal.	N/A - Deleted	N/A - Extraneous	N/A	Removed extraneous language.
4-1 Introduction	15	An AMP Communications Plan includes timelines and templates of the letters, NewsBreaks, service talks, and news releases used to disseminate information about an AMP event. The AMP Communications Plan is a separate document and not included in this handbook. Copies may be obtained from Headquarters' manager Network Alignment Implementation (NAI) or manager Field Communications or downloaded by authorized users from <a href="http://blueshare.usps.gov/sites/proccps/amp">http://blueshare.usps.gov/sites/proccps/amp</a> .	The MPFR Communications Plan includes tools used to disseminate information about an MPFR event. The MPFR Communications Plan is a separate document and not included in this policy.	Policy	4-1 Notice to Stakeholders	Reworded to reflect updated terminology (AMP -> MPFR) (handbook -> policy) and for brevity.
NA - NEW		N/A - NEW	The table below identifies the required notices.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted new language to introduce table listing stakeholder notification roles and responsibilities.
4-1 Introduction	15	An AMP Communications Plan includes timelines and templates of the letters, NewsBreaks, service talks, and news releases used to disseminate information about an AMP event. The AMP Communications Plan is a separate document and not included in this handbook. Copies may be obtained from Headquarters' manager Network Alignment Implementation (NAI) or manager Field Communications or downloaded by authorized users from <a href="http://blueshare.usps.gov/sites/proccps/amp">http://blueshare.usps.gov/sites/proccps/amp</a> .	Refer to the Communications Plan for the timing of the notifications.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Reworded for brevity.
NA - NEW		N/A - NEW (Table with column headings Department: Action)	VPPMO Invites public to submit comments/concerns to a Postal Service representative.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted to reflect current roles and responsibilities.
NA - NEW		N/A - NEW (Table with column headings Department: Action)	HQ Labor Relations Notifies National Unions and Management Associations.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted to reflect current roles and responsibilities.
NA - NEW		N/A - NEW (Table with column headings Department: Action)	Local Management • Notifies local union and management association officials. • With support from HQ Corporate Communications, holds service talk to notify employees.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted to reflect current roles and responsibilities.
NA - NEW		N/A - NEW (Table with column headings Department: Action)	Headquarters and Field Corporate Communications • Notifies local news media and other audiences as identified in the MPFR Communications Plan. • Posts the notice of intent on usps.com.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted to reflect current roles and responsibilities.
NA - NEW		N/A - NEW (Table with column headings Department: Action)	Government Relations • Notifies appropriate offices of Members of Congress, as identified in the MPFR Communications Plan.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted to reflect current roles and responsibilities.
NA - NEW		N/A - NEW (Table with column headings Department: Action)	Business Mail Entry Unit (BMEU) • Notifies local mailers.	Procedure	3. Analysis 3.3 First Stakeholder Communication: Notice of Intent to Conduct	Inserted to reflect current roles and responsibilities.
4-2 Responsibilities	15	District and plant management in each affected location, with support from their local area Public Affairs and Communications personnel, have lead responsibility for communicating to employees and customers.	Division and Plant Management • Facilitates communications to affected employees.	Policy	2 Roles and Responsibilities	Reworded for brevity and to reflect updated terminology (AMP to MPFR) and title ("district and plant management" to "Division and Plant Management"). Removed reference to customers, as communications to customers is under another group.
4-2 Responsibilities	15	The Business Service Network (BSN) is responsible for communicating with national and premier managed accounts.	Business Service Network (BSN) • Communicates with managed accounts.	Policy	2 Roles and Responsibilities	Responsibility moved to Roles & Responsibilities table.
NA - NEW	NA - NEW	N/A - NEW	District Customer Relations • Facilitates communications to affected customers.	Policy	2 Roles and Responsibilities	Role added to reflect new org structure.
NA - NEW	NA - NEW	N/A - NEW	CCBSO Business Development • Works in conjunction with BSN to communicate with managed accounts.	Policy	2 Roles and Responsibilities	New role added per request by Robert Raines of CCBSO.
NA - NEW	NA - NEW	N/A - NEW	CCMO Field Sales • Works in conjunction with BSN to communicate with managed accounts.	Policy	2 Roles and Responsibilities	New role added per request by Robert Raines of CCBSO.
4-2 Responsibilities	15	Government Relations directs all messaging for members of Congress.	Government Relations • Directs all messaging to the public representatives of the affected facilities.	Policy	2 Roles and Responsibilities	Reworded to ensure pertinent officials are effectively notified.
4-2 Responsibilities	15	District Consumers Affairs, working with Headquarters Government Relations, are responsible for communicating with state and local officials.	Government Relations • Directs all messaging to the public representatives of the affected facilities.	Policy	2 Roles and Responsibilities	Responsibilities have been shifted to Corporate Communications. District Consumer Affairs role eliminated to align with current organizational structure.
4-2 Responsibilities	15	Public Affairs employees manage all media activities.	Headquarters and Field Corporate Communications • Oversees designated communications throughout implementation, as defined in the Communications Plan.	Policy	2 Roles and Responsibilities	Updated to align with current organizational structure. Responsibilities are shifted to Corporate Communications.
4-3 Postal Service Accountability and Enhancement Act	15	AMP is affected by the Postal Service Accountability and Enhancement Act, which became effective December 20, 2006.	Throughout the MPFR process, the Postal Service must adhere to all applicable laws, regulations, and labor agreements.	Policy	1-1 Introduction and Purpose	Reworded to state the sources of requirements in a broader manner, allowing the policy to remain evergreen.
4-3 Postal Service Accountability and Enhancement Act	15	Specifically, the Postal Service must do the following: 1. Provide adequate public notice to communities affected by a proposed network rationalization decision. 2. Make available information about any service changes in the affected communities, any other effects on customers, any effects on Postal Service employees, and any cost savings. 3. Afford affected persons ample opportunity to provide input on the proposed decision. 4. Take such comments into account in making a final decision.	N/A - Deleted	N/A - Repetitive	N/A	PAEA is already referenced. Details are not necessary in policy.
4-4 Communications Plan Overview	16	The objective of the AMP Communications Plan is to communicate effectively to the public and Postal Service employees the fact that consolidation of operations improves efficiency and/or service. The AMP worksheet, Stakeholders Notification, identifies those local stakeholders who require timely and appropriate communications, including the following: 1. Employees. 2. Employee organizations. 3. Appropriate individuals at various levels of government. 4. Local media. 5. Community organizations. 6. Local mailers.	Stakeholders include, at a minimum, the following: - Affected Employees. - Employee Organizations - Appropriate individuals at various levels of government. - Local Mailers. - Community Organizations. - Local Media.	Policy	4-1 Notice to Stakeholders	Reworded for clarity and to remove redundancy.
4-4 Communications Plan Overview	16	Communications to stakeholders must occur when the following milestones in the AMP process are reached: 1. Notice of intent to undertake an AMP feasibility study. 2. Scheduling of public meeting. 3. Final decision about the approval or disapproval of an AMP proposal. 4. Other events, such as placing a study on hold or resuming a feasibility study.	Communications to stakeholders must occur when the following milestones in the MPFR process are reached: 1) Notice of intent to undertake an MPFR analysis. 2) Scheduling of public meeting. 3) Final decision about the approval or disapproval of an MPFR proposal. 4) Other events, such as suspending or resuming implementation.	Policy	4-1 Notice to Stakeholders	Changed to reflect updated terminology (AMP -> MPFR, feasibility study -> analysis)

4-5 Use of Public Input in Decision Making	16	Immediately after the announcement of a feasibility study, the Postal Service initiates a comment period and solicits input from the public that will be discussed during the public meeting.	The notice of an MPFR analysis shall invite the public to provide input on the proposed MPFR. The Postal Service initiates a comment period and solicits input from the public that will be discussed at a public input meeting, where the audience will have an opportunity to provide verbal comments during the meeting. There will be a timeframe following the meeting during which the public can continue to submit comments. Input from the public is summarized and submitted to Headquarters for consideration. The Postal Service shall take any resulting input into account in making a final decision.	Policy	4-2 Use of Public Input in Decision Making	Reworded for clarity and to update terminology (feasibility study -> MPFR analysis)
4-5 Use of Public Input in Decision Making	16	At this stage, the feasibility study has not been completed, so only estimates and generalized information can be shared. A public meeting is scheduled within 45 days of the district's submission of the AMP study to the AVP.	Within 45 days after submission of the analysis, a public input meeting must occur.	Procedure	3. Analysis 3.5 Public Input Meeting	Reworded for brevity.
4-5 Use of Public Input in Decision Making	16	The audience has an opportunity to provide verbal comments during the meeting.	The notice of an MPFR analysis shall invite the public to provide input on the proposed MPFR. The Postal Service initiates a comment period and solicits input from the public that will be discussed at a public input meeting, where the audience will have an opportunity to provide verbal comments during the meeting. There will be a timeframe following the meeting during which the public can continue to submit comments. Input from the public is summarized and submitted to Headquarters for consideration. The Postal Service shall take any resulting input into account in making a final decision.	Policy	4-2 Use of Public Input in Decision Making	No change, same language used.
4-5 Use of Public Input in Decision Making	16	Following the meeting, stakeholders have 15 days to submit additional written comments to the district's manager Consumer Affairs.	Fifteen days are provided for the public's submission of additional written comments after the meeting and for the summary of the meeting.	Procedure	3. Analysis 3.5 Public Input Meeting	Reworded for brevity and clarity.
4-5 Use of Public Input in Decision Making	16	Input from the public is summarized and submitted to the AVP for consideration.	The notice of an MPFR analysis shall invite the public to provide input on the proposed MPFR. The Postal Service initiates a comment period and solicits input from the public that will be discussed at a public input meeting, where the audience will have an opportunity to provide verbal comments during the meeting. There will be a timeframe following the meeting during which the public can continue to submit comments. Input from the public is summarized and submitted to Headquarters for consideration. The Postal Service shall take any resulting input into account in making a final decision.	Policy	4-2 Use of Public Input in Decision Making	Reworded to reflect updated structure (AVP -> headquarters).
4-5 Use of Public Input in Decision Making	16	Additional review by the Office of the Vice President Consumer Advocate ensures that adequate attention and resolution was given to the public input at the district and area level prior to final consideration by the senior vice president Operations.	3. Director, Consumer Advocate reviews analysis and ensures adequate attention and resolution was given to public input prior to final decision by VPPMO.	Procedure	3. Analysis 3.7 Analysis Review	Reworded for brevity and clarity.
4-6 Public Disclosure	17	Both draft and final AMP worksheets can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. This information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of AMP worksheets should be publicly disclosed before those worksheets have been reviewed and sensitive data redacted from copies intended for disclosure in accordance with guidance from the Headquarters' manager Network Alignment Implementation.	Both draft and final copies of the MPFR analysis and any underlying work papers can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. Such information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of the MPFR analysis and any underlying work papers may be publicly disclosed before undergoing review and data redaction in accordance with the Headquarters' manager MPFCO.	Policy	4-3 Public Disclosure	Reworded for brevity and generalized to capture multiple public disclosure statements in original policy.
5 AMP Worksheets	19	5 AMP Worksheets	N/A - Removed	N/A - Obsolete	N/A	MPFR documentation to be updated/developed to align with current processes.
5-1 Overview	19	To prepare the business case for consolidation of operations, area mail processing (AMP) coordinators must obtain AMP worksheets and other information online at <a href="http://blueshare.usps.gov/sites/brocops/amp">http://blueshare.usps.gov/sites/brocops/amp</a> .	N/A - Removed	N/A - Repetitive	N/A	Removed, repeated elsewhere in document.
5-1 Overview	19	Headquarters Network Alignment Implementation (NAI) approves access to this intranet site for the download of worksheets and instructions. Formulas and linkages to specific cells in a worksheet calculate data or carry forward information to other worksheets. The electronic features streamline completion of a worksheet and ensure data accuracy. Formulas are locked to prevent alteration.	Remove	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
5-1 Overview	19	Appendices A and B contain Worksheet Summaries with overviews of specific worksheets and examples.	N/A - Removed	N/A - Extraneous	N/A	Removed extraneous language.
5-2 Protocol	19	District Responsibilities Stakeholders Notification must be the first worksheet prepared. Identifying the stakeholders who will receive information about a possible consolidation is fundamental to the communications process. Consulting with Consumer Affairs, Public Affairs and Communications, Government Relations, and Business Mail Acceptance to determine an appropriate list of stakeholders is recommended. Initial communications are required once there is clear intent to conduct a feasibility study. Staffing worksheets are among the last to be finalized since information entered in the "proposed" columns should be considered after relevant data have been obtained from other worksheets, such as MPE Inventory, Maintenance, or Transportation.	N/A - Removed	N/A - Obsolete	N/A	Removed as this is obsolete and now in Corporate Comms' purview already previously described.
NA - NEW		NA - NEW	A public input meeting summary will be completed in accordance with the Communications Plan.	Procedure	3. Analysis 3.6 Second Stakeholder Communication: Public Input Meeting	Updated to broaden responsibility and refer out to the Communications Plan in an effort to make the policy evergreen.
5-2 Protocol	19	Area AMP Coordinator Responsibilities The area AMP coordinator finalizes or coordinates completion of all worksheets and/or supporting documentation required for specific worksheets.	Manager, Mail Processing Facility Optimization (MPFO) coordinates completion of the workbook and/or supporting documentation required.	Procedure	3. Analysis 3.6 Second Stakeholder Communication: Public Input Meeting	Streamlined for clarity, reworded to reflect reorg
5-2 Protocol		During the compilation of data for various worksheets, the area AMP coordinator must maintain a list with the name, office, electronic mail address, and telephone number of persons involved with the completion of individual worksheets.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
5-2 Protocol		This contact list remains at the area as part of the supporting documentation.	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
5-2 Protocol	19	Headquarters Responsibilities During the conceptualization phase for a potential consolidation, the manager Network Alignment Implementation provides the area with a 3-digit ZIP Code evaluation of current and proposed service standard changes for facilities under consideration. The impact of possible upgrades or downgrades to First-Class Mail, Priority Mail, Periodicals, Standard Mail, and Package Services will indicate the practicality of pursuing a feasibility study.	N/A - Deleted	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
6 Implementation	21	6 Implementation	5 Implementation	Policy	5 Implementation	Updated section number to align with sequence in revised policy.
6-1 Definition	21	Area mail processing (AMP) implementation occurs when the gaining facility attains all mail volumes, mail processing equipment, and staffing changes identified in the AMP proposal.	MPFR implementation occurs when the Transfer To Facility attains all mail volumes, mail processing equipment, and staffing changes identified in the MPFR proposal.	Procedure	5. Implementation	Reworded to reflect updated terminology.
6-2 Implementation Date	21	After an AMP proposal has been approved, the area vice president (AVP) identifies the implementation date for the consolidation of operations.	Regional Vice President (RVP) (or successor) - Identifies and validates implementation date for consolidation of operations.	Policy	2 Roles and Responsibilities	Reworded to reflect title change (AVP -> RVP) and moved to Roles and Responsibilities.
6-2 Implementation Date	21	After an AMP proposal has been approved, the area vice president (AVP) identifies the implementation date for the consolidation of operations.	MPFR implementation is authorized only when the proposal is approved. An approved proposal must have an implementation date identified in accordance with supporting MPFR procedural documents, and all plans for transportation and staffing adjustments must be finalized prior to the implementation date.  Headquarters and the respective Division(s) will collaborate on implementation in accordance with supporting MPFR procedural documents.	Policy	5-1 Authorization	Reworded for clarity and to update terminology (AMP -> MPFR).
6-2 Implementation Date	21	The AMP implementation date must coincide with the first day of a quarter and marks the first quarter in subsequent post-implementation reviews. Plans for transportation and staffing adjustments must be finalized prior to the implementation date. At the time of implementation, the AVP submits a letter to the senior vice president (SVP) Operations, validating the identified date and substantiating compliance with approved AMP proposal.	The Senior Director Strategic Planning and Implementation, or designee, coordinates the MPFR implementation date with the Division, Region, Headquarters Processing Operations, and Human Resources. At the time of implementation, the RVP submits notification to the VPPMO validating the identified date and substantiating compliance with approved MPFR proposal.	Procedure	5. Implementation 5.1 Implementation Date	Reworded to reflect updated structure and titles.
6-3 Transition Period	21	Six months or less is allocated to the transition period for an AMP consolidation. For an originating AMP, the transition could begin with the first day the gaining facility cancels collection mail from the losing facility. Outgoing mail volumes, personnel, equipment, and transportation to support consolidated operations should be in place at the gaining facility. For a destinating AMP, the transition could coincide with the first day that logistics for internal mail are in place for the gaining facility to process mail for the losing facility. Logistical changes affecting external mail from drop shipments will be reflected in Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) labeling list change(s) and published in the Postal Bulletin. For an AMP involving both originating and destinating distribution, the transition period is limited to six months. To ensure employees understand potential impacts and available protections, reassignments and/or excessing will be accomplished in accordance with the applicable provisions of the Employee and Labor Relations Manual (ELM) and the applicable collective bargaining agreements between the Postal Service and its employee organizations. National-level employee organizations must be notified and local union representatives briefed during the transition period.	All responsible parties must abide by the transition timeline allocated by the national labor agreements and calculated according to supporting MPFR procedural documents.  During the transition timeline, national-level employee organizations will be notified, and local union representatives will be briefed.	Policy	5-2 Transition Timeline	Reworded for brevity and clarity, with timelines to be specified in procedures.
NA - NEW	NA - NEW	NA - NEW	Logistics - Reviews and approves logistics changes.	Policy	2 Roles and Responsibilities	Inserted new roles and responsibilities to reflect reorg.
6-3 Transition Period	21	Six months or less is allocated to the transition period for an AMP consolidation. For an originating AMP, the transition could begin with the first day the gaining facility cancels collection mail from the losing facility. Outgoing mail volumes, personnel, equipment, and transportation to support consolidated operations should be in place at the gaining facility.	Six months or less is allocated to the transition period for an MPFR consolidation. The Senior Director Strategic Planning and Implementation, or designee, coordinates all transitions. For an MPFR involving originating volume, the transition could begin with the first day the Transfer To Facility processes collection mail from the Transfer From Facility. Outgoing mail volumes, personnel, equipment, and transportation to support consolidated operations should be in place at the Transfer To Facility.	Procedure	5. Implementation 5.2 Transition Period	Reworded to reflect updated terminology.  AMP -> MPFR Gaining facility -> Transfer To facility



6-3	Transition Period		For a destinating AMP, the transition could coincide with the first day that logistics for internal mail are in place for the gaining facility to process mail for the losing facility. Logistical changes affecting external mail from drop shipments will be reflected in Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) labeling list change(s) and published in the Postal Bulletin. For an AMP involving both originating and destinating distribution, the transition period is limited to six months.	For an MPFR involving destinating volume, the transition could coincide with the first day that logistics for internal mail are in place for the Transfer To Facility to process mail for the Transfer From Facility. Logistical changes affecting external mail from drop shipments will be reflected in Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) labeling list change(s) and published in the Postal Bulletin. For an MPFR involving both originating and destinating distribution, the transition period is limited to six months.	Procedure	5. Implementation 5.2 Transition Period	Reworded to reflect updated terminology. AMP -> MPFR Gaining facility -> Transfer To Facility
6-3	Transition Period		To ensure employees understand potential impacts and available protections, reassignments and/or excessing will be accomplished in accordance with the applicable provisions of the Employee and Labor Relations Manual (ELM) and the applicable collective bargaining agreements between the Postal Service and its employee organizations. National-level employee organizations must be notified and local union representatives briefed during the transition period.	No Change.	Procedure	5. Implementation 5.2 Transition Period	No change.
6-4	Impact Statement for Complement Adjustment	22	An operational impact statement must be prepared for the losing facility.	4. Complement adjustments at the Transfer From and Transfer To facilities. An operational impact statement must be prepared for the Transfer From facility, in accordance with the applicable collective bargaining agreement(s).	Procedure	3. Analysis 3.4 Required Documentation	Moved to item 4 in Required Documentation to streamline language.
6-4	Impact Statement for Complement Adjustment	22	The Automated Impact Report (AIR) allows nontechnical users to gather and input information necessary to create an impact statement for submission. AIR automates the gathering of the current work-hour usage and complement data. Using EAGAN Datakeeper's history files, AIR imports the current on-rolls, average work hours, and overtime data to assist in the completion of an Impact Statement. Reports are generated in Microsoft Word for editing and printing. Additional information can be found at http://blue.usps.gov/irinfo/ocm/AIR_v5a.htm.	N/A - Removed	N/A - Extraneous	N/A	Removed as this information is outlined in the bargaining contract.
6-5	Area and Local Coordination	22	Area and local Human Resources must coordinate closely throughout implementation to ensure that repositioning of bargaining and nonbargaining unit employees is accomplished in accordance with applicable provisions of the ELM and national agreements between the Postal Service and employee organizations. Compliance with the national agreement requires notification of bargaining unit employees who will be involuntarily reassigned between installations. After the national-level employee organizations have been notified, the district's Human Resources office ensures adherence to the various advance notice periods for the local employees.	Field Human Resources must ensure that repositioning of bargaining and non-bargaining unit employees is done in accordance with applicable provisions of the ELM and national agreements between the Postal Service and employee organizations. Compliance with the national agreement requires notification of bargaining unit employees who will be involuntarily reassigned between installations. After the national-level employee organizations have been notified, Field Human Resources ensures adherence to the various advance notice periods for the local employees.	Policy	5-3 Human Resources	Reworded for brevity and to generalize area and district/local distinction in Human Resources.
N/A - NEW	N/A - NEW	N/A - NEW		District Labor Relations • Ensures adherence with applicable provisions of the Employee and Labor Relations Manual (ELM) and national agreements between the Postal Service and employee organizations. • Reports to Area Labor Relations.	Policy	2 Roles and Responsibilities	Inserted new roles and responsibilities to reflect reorg.
N/A - NEW	N/A - NEW	N/A - NEW		District Human Resources Office • Provides timely notification of impacts to employees. • Ensures accurate placement of impacted employees. • Reports to Area Human Resources Office.	Policy	2 Roles and Responsibilities	Inserted new roles and responsibilities to reflect reorg.
6-6	Responsibilities	22	The organizational level that becomes responsible for implementation is dependent upon the type of consolidation taking place, in accordance with Exhibit 6-6. Network Alignment Implementation monitors implementation of all AMPs through telecom or meetings with the area AMP coordinator and gaining facility.	Local Facility • Implements consolidation efforts (if applicable). • Identifies stakeholders to be informed of possible consolidation.	Policy	2 Roles and Responsibilities	Titles have shifted, but responsibility is shared within Section 2 Roles and Responsibilities
6-6	Responsibilities	22	Exhibit 6-6	N/A - Deleted	N/A - Redundant	N/A	Removed, already stated in Roles and Responsibilities.
6-7	Proposal Modifications	23	Once approved and implemented, revisions to the proposed outcome are not expected to occur.	N/A - Deleted	N/A - Extraneous	N/A	Removed extraneous language.
6-7	Proposal Modifications	23	But when substantive changes to the implemented AMP are warranted, the AVP must outline those changes and provide any necessary revised worksheets, along with supporting justification, to managers approving the original proposal and to Headquarters SVP Operations. Area management will be held accountable when the Postal Service Service's efforts to build confidence among stakeholders in network realignment activities are jeopardized with unauthorized deviations from an approved AMP.	When substantive changes to the implemented MPFR are warranted, the necessary revised documentation and justification of changes must be provided to the appropriate approvers prescribed in supporting MPFR procedural documents.  Division management will be held accountable for any unauthorized changes from an approved MPFR.	Policy	5-4 Variations from Proposal	Reworded to reflect updated terminology (AMP -> MPFR, AVP -> RVP).
6-8	Facility Reclassification	23	With an AMP implementation, the losing facility is reclassified with the appropriate management staffing and reporting structure. Headquarters' Address Management must be notified about the AMP implementation date so the facility type in Address Management System can be changed and then fed to other systems, such as the Facilities database.	N/A - Deleted	N/A - Extraneous	N/A	Facility classification is out of scope for this policy.
7	Post-Implementation Reviews	25	7 Post-Implementation Reviews	6 Post-Implementation Reviews	Policy	6 Post-Implementation Reviews	No change other than relocation.
7-1	Overview	25	Following implementation, an approved area mail processing (AMP) must be reviewed twice to assess whether planned savings, workhours, and levels of service are achieved. The post-implementation review (PIR) provides a process to evaluate the effectiveness of consolidating mail processing operations. The PIR measures actual data before and after AMP implementation. Additionally, the PIR compares the proposed savings or costs to the actual savings or costs after AMP implementation. Following the applicable quarters, local management and the area have 30 days following the close of a PIR quarter to complete, review, and submit a PIR to Headquarters.	Following implementation, an MPFR will undergo review to assess whether proposed savings, workhours, and levels of service are achieved. The purpose of the post-MPFR assessment is to: • Evaluate the effectiveness of consolidating mail processing operations. • Measure actual data before and after MPFR implementation. • Compare proposed savings or costs to actual savings or costs after implementation.  The post-MPFR assessment will: • Affirm the MPFR was implemented as approved. • Identify issues applicable to the relevant period immediately following an MPFR implementation. • Ensure that all levels of management are aware of any success or deficiency resulting from the MPFR.  Headquarters is responsible for ensuring accurate completion of post-MPFR assessments.  A post-MPFR assessment will be considered complete once it has been reviewed and approved by the VPPMO.  The MPFR process is completed once the final post-MPFR assessment has been evaluated by Headquarters.	Policy	6-1 Overview	Reworded for clarity and to reflect updates to terminology and titles (AVP -> RVP, Post-implementation review (PIR) -> post-MPFR assessment). Further enumerate "final" post-MPFR assessment in procedures.
7-1	Overview	25	The area vice president (AVP) must ensure the accurateness of the PIR and service analysis and forward the documentation to the senior vice president (SVP) Operations.	Headquarters is responsible for ensuring accurate completion of post-MPFR assessments.	Policy	6-1 Overview	This responsibility has been moved to Headquarters due to restructuring.
7-2	Time Frames	25	The first PIR is completed within 30 days after the second full quarter following implementation and will indicate if the gaining facility is on the right track for achieving expected savings. The first PIR determines whether the AMP consolidation achieved necessary training, relocations, transportation, operational changes, and workhour adjustments. The review will alert the responsible parties of the necessity to change or correct any deficiencies, if these things were not accomplished. If needed, an action plan must be developed to ensure targets are met by the gaining facility.	Manager Mail Processing Facilities Optimization (MPFO) completes the first Post-Implementation Review (PIR) within 30 days after the second full quarter following implementation and will indicate if the Transfer To Facility is on the right track for achieving expected savings. The first PIR determines whether the MPFR consolidation achieved necessary training, relocations, transportation, operational changes, and workhour adjustments. The review will alert the responsible parties of the necessity to change or correct any deficiencies if these things were not accomplished. If needed, an action plan must be developed to ensure targets are met by the Transfer To Facility.	Procedure	6. Post-Implementation Reviews	Reworded to reflect updated terminology. AMP -> MPFR Gaining facility -> Transfer To Facility
N/A - NEW	N/A - NEW	N/A - NEW		The PIR compares the projected results to the actual results for the following data points: □ Mail Processing Craft Workhour Savings □ Maintenance Workhour Savings □ Maintenance Supplies, Utilities Costs/Savings □ Management Workhour Savings □ Transportation Costs/Savings (both HCR & PVS if applicable) □ One-Time Costs (Relocation of Employee/Equipment, Renovations) □ Space Savings □ Annual Yearly Savings □ First Year Savings □ Service Performance □ Staffing Impacts - Craft □ Staffing Impacts - Management □ Mail Processing Equipment (MPE) Inventory □ Distribution Changes (Label Lists) □ Drop Shipments, Facility Access and Shipment Tracking (Fast) Appointments □ Customer Service - Collection Times □ Customer Service - Carriers After 1700 □ Customer Service - Retail Unit Hours (if applicable) □ Customer Service - Bulk Mail Entry Unit Hours (if applicable)	Procedure	6. Post-Implementation Reviews	Inserted to show the data points that will be compared in a PIR.

7-2	Time Frames	25	The final PIR is completed within 30 days after the first full year of implementation, and it compares proposed against actual data. The final PIR determines the viability of the consolidation and allows management the opportunity for decision analysis concerning the AMP plan.	The Manager MPFO completes the final PIR assessment within 30 days after the first full year of implementation. The final PIR compares proposed against actual data and determines the viability of the consolidation.	Procedure	6. Post-Implementation Reviews	Reworded to reflect updated terminology.
7-2	Time Frames	25	Within 30 days after receiving a PIR, the SVP Operations notifies the AVP of the final disposition of the PIR.	N/A - Removed	N/A - Extraneous	N/A	AMP → MPFR Removed as this part of the process is internal and has no impact on bargaining employees.
N/A - NEW	N/A - NEW	N/A - NEW	N/A - NEW	Mail Processing • Oversees operational changes throughout implementation.	Policy	2 Roles and Responsibilities	Inserted new roles and responsibilities to reflect reorg.
N/A - NEW	N/A - NEW	N/A - NEW	N/A - NEW	Maintenance Operations • Oversees operational changes throughout implementation.	Policy	2 Roles and Responsibilities	Inserted new roles and responsibilities to reflect reorg.
7-3	Conducting a Post-Implementation Review	25	The area AMP coordinator associated with the gaining facility is responsible for ensuring that a PIR is accurately completed within the given time frames. A PIR will not be considered complete until it has been reviewed and approved by the SVP Operations. Other important items about conducting a PIR include the following: 1. For each PIR, a new set of worksheets must be completed. Actual PIR worksheets are available online at <a href="http://blueshare.usps.gov/sites/proccps/amp">http://blueshare.usps.gov/sites/proccps/amp</a> . Formulas in specific cells of the worksheets calculate data or carry forward totals to other worksheets. The use of these formulas streamlines completion of a worksheet and ensures accuracy. Formulas are locked to prevent alteration. Each time a workbook is saved, the system automatically records the date and time to each individual worksheet within the workbook. 2. In general, the same methodology employed with the submission of the original AMP proposal is used for PIR worksheets. 3. As with an AMP proposal, a summary narrative must be included. The narrative must address all issues applicable to those quarters immediately following an AMP implementation and affirm the AMP was implemented as approved. 4. Obtain the necessary signatures on the Approval Signatures worksheet to ensure that all levels of management are aware of the success or deficiency resulting from the AMP.	The Manager MPFO completes the final PIR assessment within 30 days after the first full year of implementation. The final PIR compares proposed against actual data and determines the viability of the consolidation. <input type="checkbox"/> A PIR will not be considered complete until it has been reviewed and approved by the VPPMO. Other important items about conducting a PIR include the following: In general, the same methodology employed with the submission of the original MPFR proposal is used for the PIR. <input type="checkbox"/> As with an MPFR proposal, a summary narrative must be included. The narrative must address all issues applicable to those quarters immediately following an MPFR implementation and affirm the MPFR was implemented as approved. <input type="checkbox"/> Manager MPFO must obtain the necessary signatures on the Approval Signatures worksheet to ensure that all levels of management are aware of the success or deficiency resulting from the MPFR.	Procedure	6. Post-Implementation Reviews	Condensed to summarize the major, baseline PIR components, given the specific aspects are currently in development.
7-4	Public Disclosure	26	Both draft and final PIR worksheets can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. This information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of PIR worksheets should be publicly disclosed before those worksheets have been reviewed and sensitive data redacted from copies intended for disclosure in accordance with guidance from the Headquarters' manager Network Alignment Implementation.	Both draft and final copies of the MPFR analysis and any underlying work papers can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. Such information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of the MPFR analysis and any underlying work papers may be publicly disclosed before undergoing review and data redaction in accordance with the Headquarters' manager MPFO.	Policy	4-3 Public Disclosure	Reworded for brevity and generalized to capture multiple public disclosure statements in original policy.
8	Reversal of Area Mail Processing	27	8 Reversal of Area Mail Processing	7 MPFR Reversal	Policy	7 MPFR Reversal	Updated section title to align with new terminology (Area Mail Processing -> MPFR). Updated section number to align with sequence in revised policy.
8-1	Circumstances	27	In spite of careful planning and stringent review processes, there may be circumstances when it is necessary to reverse an implemented area mail processing (AMP). Examples include the following scenarios: 1. Inability to maintain service standards. 2. Advances in automation technology.	Circumstances may require the reversal of an implemented MPFR. Supporting MPFR procedural documents detail additional circumstances that may require an MPFR reversal.	Policy	7-1 Circumstances	Reworded for clarity and to reflect updates to terminology (AMP >MPFR). Removed examples as they are more illustrative in nature.
8-2	Process	27	When it is deemed necessary to reverse an AMP, the gaining facility must complete a narrative statement and provide detailed information on the need to change. The narrative is sent to the area office for concurrence. The area vice president (AVP) will send a letter to the Headquarters senior vice president (SVP) Operations with an explanation of the reasons for the reversal and impacts expected from the change.	When the Division Director (DD) deems it necessary to reverse an MPFR, the DD must complete a narrative statement and provide detailed information on the need to change. The narrative is sent to the RVP for review and concurrence. The RVP will provide the VPPMO with an explanation of the reasons for the reversal and impacts expected from the change.	Procedure	7. MPFR Reversal Process	Updated to reflect new org structure. Deleted Headquarters specification from VPPMO as there is only one VPPMO.
8-2	Process	27	The narrative must address the following: 1. Service impact. 2. Community impact. 3. Staffing impact and requirements. 4. Replacing budget hours and volume back into an office formerly consolidated into the gaining facility. 5. Changes in automation utilization and impacts on the automation mailstream. 6. Replacement of equipment. 7. Impact of reinstating transportation. The request must also include a detailed action plan, including a timeline of intended actions for accomplishing the reversal.	The narrative must address the following: 1. Service impact. 2. Community impact. 3. Staffing impact and requirements. 4. Replacing budget hours and volume back into an office formerly consolidated. 5. Changes in automation utilization and impacts on the automation mailstream. 6. Replacement of equipment. 7. Impact of reinstating transportation. The request must also include a detailed action plan, including a timeline of intended actions for accomplishing the reversal.	Procedure	7. MPFR Reversal Process	Removed "gaining facility" language as that terminology will no longer be used.
Appendix A — Area Mail Processing Worksheets		29	Appendix A — Area Mail Processing Worksheets	8. Appendix	Procedure	8. Appendix	Rename section as worksheets are no longer referenced in procedures.
A-1	AMP Data Entry Page	29	A-1AMP Data Entry Page A-1.1 Overview of the AMP Worksheet Information from the AMP Data Entry Page will populate cells in the header sections and other areas of the AMP worksheets. The benefits from automatic input include simplification in the completion of worksheets and accuracy from standardization. See Exhibit A-1. AMP Data Entry Page, for a sample.	N/A - Removed	N/A - Obsolete	N/A	This information is obsolete as it references outdated process.
A-1	AMP Data Entry Page		A-1.2 Completing the AMP Data Entry Page	N/A - Removed	N/A - Extraneous	N/A	Subheading is not needed.
A-1	AMP Data Entry Page	29	1. Losing Facility Information ■ Type of Distribution to Consolidate: Select whether the consolidation involves originating, destinating, or both types of mail processing operations. ■ Facility Name and Type: Indicate the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database). ■ Street Address: Enter the physical address of the facility that will lose operations. Do not enter a PO Box mailing address. ■ City: Type the city of the facility that will lose operations. ■ State: Select the 2-letter state abbreviation of the facility that will lose operations. ■ SD Facility ZIP Code: Type the 5-digit ZIP Code of the losing facility. ■ District: Select the district with which the facility is associated from the drop-down list. ■ Area: The area with which the facility is associated is automatically populated based on the District. ■ Finance Number: Type the 6-digit finance number of the losing facility. Do not use a dash to segment the number sequence. ■ Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of the Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation. ■ Miles to Gaining Facility: Enter the distance between the losing to gaining facilities. ■ EXFC Office: Use the drop-down box and select "Yes", if this facility is part of the EXFC service performance measurement; otherwise choose "No." ■ Postmaster or Plant Manager: Select the title and enter the name of the person with overall management responsibility for the facility that will lose operations. ■ Senior Plant Manager: Type the name of the senior plant manager of the losing facility. ■ District Manager: Type the name of the district manager for the losing facility. ■ Facility Type after AMP: Use the pull-down list to enter the facility type after the AMP is implemented. 2. Gaining Facility Information ■ Facility Name & Type: Include the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database). ■ Street Address: Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address. ■ City: Type the city of the facility that will gain operations. ■ State: Select the 2-letter state abbreviation of the facility that will gain operations. ■ SD Facility ZIP Code: Type the 5-digit ZIP Code of the gaining facility.	MPFR Overview 1. Affected Facilities Information ■ Type of Distribution to Consolidate: Enter whether the consolidation involves originating, destinating, or both types of mail processing operations. ■ Facility Name and Type: Indicate the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database). ■ Street Address: Enter the respective physical addresses of the affected facilities. Do not enter a PO Box mailing address. ■ City: Enter the city of the affected facilities. ■ State: Enter the 2-letter state abbreviation of the affected facilities ■ SD Facility ZIP Code: Enter the 5-digit ZIP Code of the affected facilities. ■ Division: Enter the division from which the facilities are associated. ■ District: Select the district with which the facility is associated from the drop-down list.	Procedure	8. Appendix	Reworded to reflect updated terminology. AMP → MPFR Losing facility -> Transfer From facility Gaining facility -> Transfer To facility Referring to both: affected facilities
A-1	AMP Data Entry Page	29	■ Area: The area with which the facility is associated is automatically populated based on the District.	■ Region: Enter the region from which the facilities are associated.	Procedure	8. Appendix	Updated to reflect current processes.
A-1	AMP Data Entry Page	29	■ Finance Number: Type the 6-digit finance number of the gaining facility.	■ Finance Number: Type the 6-digit finance number of the affected facilities.	Procedure	8. Appendix	Updated to reflect current processes.
A-1	AMP Data Entry Page	29	Do not use a dash to segment the number sequence.	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1	AMP Data Entry Page	29	■ Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of the Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.	■ Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code(s) associated with the facilities.	Procedure	8. Appendix	Updated to reflect current processes.
A-1	AMP Data Entry Page	29	■ Miles to Gaining Facility: Enter the distance between the losing to gaining facilities.	■ Miles between affected Facilities: Enter the driving distance between the affected facilities.	Procedure	8. Appendix	Updated to reflect current processes.
A-1	AMP Data Entry Page	29	■ EXFC Office: Use the drop-down box and select "Yes" if this facility is part of the EXFC service performance measurement; otherwise choose "No."	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.

A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>Postmaster or Plant Manager: Select the title and enter the name of the person with overall management responsibility for the facility that will lose operations.</li> </ul>	Postmaster or Plant Manager: Enter the name and title of the current installation lead.	Procedure	8. Appendix	Updated to reflect current processes.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>Senior Plant Manager: Type the name of the senior plant manager of the losing facility.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>District Manager: Type the name of the district manager for the losing facility.</li> </ul>	<ul style="list-style-type: none"> <li>Division Director: Enter the name(s) of the Division Director for the affected facilities.</li> </ul>	Procedure	8. Appendix	Updated to reflect current processes.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>Facility Type after AMP: Use the pull-down list to enter the facility type after the AMP is implemented.</li> </ul>	<ul style="list-style-type: none"> <li>Facility Type after MPFR: Enter the facility type after the MPFR is implemented.</li> </ul>	Procedure	8. Appendix	Updated to reflect current processes.
A-1 AMP Data Entry Page		<p>2. Gaining Facility Information</p> <ul style="list-style-type: none"> <li>Facility Name &amp; Type: Include the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database).</li> <li>Street Address: Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address.</li> <li>City: Type the city of the facility that will gain operations.</li> <li>State: Select the 2-letter state abbreviation of the facility that will gain operations.</li> <li>5D Facility ZIP Code: Type the 5-digit ZIP Code of the gaining facility.</li> <li>Plant Manager: Type the name of the plant manager of the gaining facility.</li> <li>Senior Plant Manager: Type the name of the senior plant manager of the gaining facility.</li> <li>District Manager: Type the name of the district manager for the gaining facility.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page		<p>3. Background Information</p> <ul style="list-style-type: none"> <li>Start of Study: Date of the memo from the area vice president (AVP) Operations announcing the start of an AMP feasibility study.</li> <li>Date Range of Data: The starting month/day/year and ending month/day/year for the most recently completed four quarters will be used for those AMP worksheets requiring a full year of data.</li> </ul>	<ul style="list-style-type: none"> <li>Start of Analysis: Date of the Intent to Conduct from VPPMO announcing the start of an MPFR analysis.</li> <li>Date Range of Data: The starting month/day/year and ending month/day/year.</li> </ul>	Procedure	8. Appendix	Updated to reflect current processes.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>Processing Days per Year: 310 days is the national number of processing days in a year. It is used to calculate the average daily volume transferred from the losing facility to the gaining facility.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>Bargaining Unit Hours per Year: Represents the number of bargaining unit workhours in a workyear.</li> </ul>	No Change	Procedure	8. Appendix	No change.
A-1 AMP Data Entry Page		Data are automatically populated and come from the most current update of Decision Analysis Report Factors/Cost of Borrowing/New Facility Start-up Costs located at the Postal Service Intranet (blue page) at <a href="http://blue.usps.gov/cape/">http://blue.usps.gov/cape/</a> [Under Finance, Capital and Program Evaluation (CAPE), Tools, Toolbox].	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>EAS Hours per Year: Represents the number of EAS workhours in a workyear.</li> </ul>	No Change	Procedure	8. Appendix	No change.
A-1 AMP Data Entry Page		Data come from the most current update of Decision Analysis Report Factors/Cost of Borrowing/New Facility Start-up Costs.	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page		<ul style="list-style-type: none"> <li>Date of HQ Memo Decision Analysis Report Factors/Cost of Borrowing/New Facility Start-up Costs Update: This field will automatically be populated with the date of memo used.</li> <li>Date and Time this Workbook Was Last Saved: Each time a workbook is saved, the system automatically records the date and time into this cell. The date the workbook is last saved is automatically copied to each individual worksheet within the workbook.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page	29	<p>4. Other Information</p> <ul style="list-style-type: none"> <li>Area Vice President: Type the name of the AVP (<a href="http://blue.usps.gov/wps/portal/inside/USPS/USPSLeadership">http://blue.usps.gov/wps/portal/inside/USPS/USPSLeadership</a>).</li> <li>Senior Vice President Operations: Type the name of the SVP (<a href="http://blue.usps.gov/wps/portal/inside/USPS/USPSLeadership">http://blue.usps.gov/wps/portal/inside/USPS/USPSLeadership</a>).</li> </ul>	VPPMO: Enter the name of the Vice President Processing and Maintenance Operations (VPPMO).	Procedure	8. Appendix	Updated to reflect current titles
A-1 AMP Data Entry Page	29	<ul style="list-style-type: none"> <li>Area AMP Coordinator: Type the name of person with oversight of all AMP worksheets.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-1 AMP Data Entry Page	29	<ul style="list-style-type: none"> <li>NAI Contact: Headquarters will identify the staff member from Network Alignment Implementation who works as the liaison with the area AMP coordinator.</li> </ul>	<ul style="list-style-type: none"> <li>MPFO Contact: Headquarters will identify the staff member from MPFO who works as the liaison.</li> </ul>	Procedure	8. Appendix	Updated to reflect current org structure and title.
A-2 Summary Narrative	33	<p>Overview of the AMP Worksheet</p> <p>The Summary Narrative highlights savings and costs associated with a consolidation along with other impacts. See Exhibit A-2, Summary Narrative, for a sample.</p>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-2 Summary Narrative	33	<p>The narrative should include, but is not limited to, the following:</p> <ol style="list-style-type: none"> <li>Header section containing the following information: <ul style="list-style-type: none"> <li>City, state, and facility type (Post Office, processing and distribution facility or center).</li> <li>3-digit ZIP Codes served by the gaining and losing facilities.</li> <li>Type of distribution proposed for consolidation.</li> </ul> </li> <li>Background information: <ul style="list-style-type: none"> <li>Distance in miles between gaining and losing facilities.</li> <li>Average daily volume of mail to be shifted.</li> <li>Reason(s) for consolidating the mail into another office.</li> <li>Changes that affect the operating plan(s) at either the gaining or losing facilities, explained in terms of the 24 hour clock indicators.</li> </ul> </li> <li>Financial summary with expected first-year savings.</li> <li>Customer and service considerations: <ul style="list-style-type: none"> <li>Explanation of service standard changes.</li> <li>Summary of customer service changes.</li> <li>Analysis of present EXFC service performance based on the most current quarter's data.</li> </ul> </li> <li>Staffing impacts.</li> <li>Equipment relocation and maintenance impacts.</li> <li>Transportation changes.</li> <li>Note other significant cost savings programs occurring during the AMP process but not associated with consolidation. Identify other initiatives expected to have a financial impact to the losing or gaining facility.</li> <li>An 8 1/2" x 11" colored map of the area where the consolidation will occur is required. The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.</li> </ol>	N/A - Removed	N/A - Repetitive	N/A	Removed, repeated elsewhere in document.
A-3 Approval Signatures	35	<p>Overview of the AMP Worksheet</p> <p>Signatures indicate concurrence with information provided by the worksheets and approval of a proposed consolidation.</p>	Signatures indicate concurrence with information provided in the MPFR and approval of a proposed consolidation.	Procedure	8. Appendix A-3 Overview of Approval Signatures	
A-3 Approval Signatures	35	Signatures acknowledge managements' understanding of volumes, workhours, and budget dollars expected to transfer from one facility into another facility because of the AMP. An entry is required on every signature line. See Exhibit A-3, Approval Signatures, for a sample.	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-3 Approval Signatures	35	<p>A-3.2 Completing the AMP Worksheet</p> <p>Header Section</p> <p>The following information is populated from the information recorded on the AMP Data Entry Page: losing facility name and type, street address, city, state, facility ZIP Code, finance number, current 3-digit ZIP Codes for the losing facility, type of distribution to consolidate, gaining facility name and type, street address, city, state, facility ZIP Code, finance number, and current 3-digit ZIP Codes for the gaining facility.</p> <p>Signatures</p> <p>Signature lines should not be left blank.</p> <p>A Postmaster or plant manager's signature is required for each office being consolidated. If more than one office is involved, the Postmaster or plant manager from each office must sign the approval sheet. If mail for an entire 3-digit ZIP Code area is being consolidated, only the Postmaster or plant manager responsible for processing must sign.</p> <p>When the senior plant manager is the same for both the losing and gaining facilities, signatures are required in each section.</p> <p>The signature(s) of the district manager of the losing and gaining facilities is required, even if the same.</p> <p>An AVP signature is required to move the proposal to HQ for decision by the SVP Operations. If the AMP proposal is approved, the AVP will identify an implementation date which will fall on the first day of the first quarter following the transition period.</p> <p>The signature of the SVP Operations is required when a final decision has been made to approve or disapprove an AMP proposal.</p>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-4 Executive Summary	37	<p>Overview of the AMP Worksheet</p> <p>This worksheet summarizes data from supporting worksheets and provides an overview of savings, costs, staffing loss, average daily volume (ADV), and 3-digit ZIP Code service standard changes. Formulas for appropriate line items will automatically transfer all data from the supporting worksheets. See Exhibit A-4, Executive Summary, for a sample.</p>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-4 Executive Summary	37	<p>A-4.2 Completing the AMP Worksheet</p> <p>Header Section</p> <p>The following information is populated from the information recorded on the AMP Data Entry Page: name of losing facility and type, street address, city, state, current 3-digit ZIP Codes for the losing facility, type of distribution to consolidate, miles to gaining facility, name of gaining facility and type, and current 3-digit ZIP Codes for the gaining facility.</p>	<p>The Executive Summary contains the following information:</p> <ul style="list-style-type: none"> <li>Name of Transfer From Facility and type</li> <li>Street address, city, state, and current 3-digit ZIP Codes for the Transfer From Facility</li> <li>Type of distribution to consolidate</li> <li>Miles to Transfer To Facility</li> <li>Name of Transfer To Facility and type</li> <li>Current 3-digit ZIP Codes for Transfer To Facility.</li> <li>Savings</li> <li>Costs</li> <li>Staffing loss</li> <li>Average daily volume (ADV)</li> <li>3-digit ZIP Code service standard changes.</li> </ul>	Procedure	8. Appendix A-4 Overview of Executive Summary	Combined with content formerly in A-4.2.

A-4 Executive Summary	37	<p>Summary of AMP Worksheets</p> <p>Note: Savings will be expressed as positive (+) and costs as negative (-).</p> <ul style="list-style-type: none"> <li>Function 1 Workhour Savings: Formula brings forward total from the bottom of Workhour Costs Proposed.</li> <li>PCSEAS Workhour Savings: Formula brings forward total from Staffing-PCSEAS.</li> <li>Transportation Savings: Formula calculates and brings forward totals from bottom of Transportation - HCR and Transportation - PVS.</li> <li>Maintenance Savings: Formula brings forward total from the bottom of Maintenance.</li> <li>Space Savings: Formula brings forward total from Space Evaluation and Other Costs.</li> <li>Total Annual Savings: Formula sums the items above.</li> <li>Total One-Time Costs: Formula brings forward the total one-time costs from Space Evaluation and Other Costs.</li> <li>Total First Year Savings: Formula subtracts the total one-time cost from the total annual savings.</li> <li>Craft Position Loss: Formula brings forward the total from the bottom of Staffing-Craft.</li> <li>PCSEAS Position Loss: Formula brings forward the total from the bottom of Staffing - PCSEAS.</li> <li>Total FHP to Be Transferred (Average Daily Volume): Formula brings forward the average daily volume of first handling pieces (FHP) to be transferred to the gaining facility from Workhour Costs - Current.</li> <li>Current FHP at Gaining Facility (Average Daily Volume): Formula brings forward the average daily volume of first handling pieces at the gaining facility from Workhour Costs - Current.</li> <li>3-Digit ZIP Code Service Standard Impacts: Formula brings forward the total number of upgrades and downgrades, net change, and percent of net change for 3-digit ZIP Code pairs for all mail classes from Service Standard Impacts.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-5 Stakeholders Notification	40	<p>Overview of the AMP Worksheet</p> <p>A vital aspect of AMP is timely, clear communication with all stakeholders. An announcement of an AMP feasibility study starts the communication with employees, employee organizations, local government officials, media, community groups and local mailers. A team approach should be used to communicate with all craft and management organizations. Once headquarters SVP Operations has received the notification of intent for an AMP feasibility study, the manager Network Alignment Implementation will initiate planning with the area AMP coordinator for the announcement to stakeholders identified on the Stakeholders Notification worksheet.</p> <p>Additional communications to stakeholders include the date, time and location of the public meeting, other events such as a study placed on hold, a study resumed, and when a decision on the AMP is reached. See Exhibit A- 5, Stakeholders Notification, for a sample.</p> <p>Local facilities must follow the matrix and use templates from the current AMP Communications Plan when providing information about specific AMP benchmarks. The AMP Communications Plan is available electronically from <a href="http://blueshare.usps.gov/sites/orccops/amp/">http://blueshare.usps.gov/sites/orccops/amp/</a>.</p>	N/A - Removed	N/A - Repetitive	N/A	Removed, repeated elsewhere in document.
A-5 Stakeholders Notification	40	<p>A-5.2 Completing the AMP Worksheet</p> <p>Header Section</p> <p>The name of losing facility is populated from the information recorded on the AMP Data Entry Page.</p> <ul style="list-style-type: none"> <li>AMP Event: Select a specific event from a pull down list for communication to stakeholders. Specific events include the start of study, the public meeting, other events such as study placed on hold or study resumed and final decision. When entering information for the public meeting, enter the location, date and time of the meeting.</li> <li>Documentation of Communications</li> <li>Employees: Indicate the method, such as NewsBreak, service talks, or four meetings, used to notify employees about an AMP event and the notification dates.</li> <li>Employee Organizations: Provide the names, titles, and dates that local union officials and management associations were notified of an AMP event.</li> <li>Local Government Officials: Provide the names, titles, office, and dates when local government officials were notified of an AMP event. Include the top city official, such as mayor, city manager, or township supervisor, and representatives to the state legislature.</li> <li>Media: Provide the names of contact persons for local print and broadcast media and dates of notification.</li> <li>Community Organizations/Groups: Indicate the name of person contacted, name of the organization, and notification dates.</li> <li>Community organizations may include the Chamber of Commerce or other prominent groups within a local community.</li> <li>Local Mailers: Identify the person, name of company, and the date of contact. Local mailers belong to our "preferred" marketing segment, representing a diverse group of commercial customers. Average annual revenue to the Postal Service from these mailers ranges from \$5,000 to \$156,000. Local mailers could include the local utility company or other commercial businesses. Do not duplicate entities listed as community organizations.</li> </ul> <p>If more lines are needed to document the communication contacts, please use additional sheets. Copies of all letters and the Stakeholder Notification worksheet showing the specific communication event must be provided to the area AMP coordinator after communication occurs and kept on file as supporting documentation.</p>	N/A - Removed	N/A - Repetitive	N/A	Removed language repeated in other sections.
A-6 Service Standard Impacts	43	<p>Overview of the AMP Worksheet</p> <p>Headquarters Network Integration Support will provide details of upgrades and downgrades between 3-Digit ZIP Code pairs by class of mail and volume. Data are derived from the "Exceptions Between Two ZIP Codes" report from <a href="http://networks/ssd/Home.do">http://networks/ssd/Home.do</a> and Origin Destination Information System (ODIS) data for the most recent four postal quarters. This worksheet reflects the summary sheet from that report for First-Class Mail, Priority Mail, Periodicals, Standard Mail, and Package Services, along with notes from the area about any accommodations to upgrade service between specific ZIP Code pairs.</p> <p>Note: Volume data obtained from ODIS is derived from sampling and may vary from actual volume.</p>	Headquarters Network Integration Support will provide details of upgrades and downgrades between 3-Digit ZIP Code pairs by class of mail and volume. Data are derived from the "Exceptions Between Two ZIP Codes" report from <a href="http://networks/ssd/Home.do">http://networks/ssd/Home.do</a> and Origin Destination Information System (ODIS) data for the most recent four postal quarters. This reflects a summary of market-dominant and competitive service products, along with notes from the area about any accommodations to upgrade service between specific ZIP Code pairs. <p>Note: Volume data obtained from ODIS is derived from sampling and may vary from actual volume.</p>	Procedure	8. Appendix A-5.1 Overview of Service Standard Impacts	Updated language to reflect new org structure. Replaced " that report for First-Class Mail, Priority Mail, Periodicals, Standard Mail, and Package Service" with "market-dominant and competitive service products" to reflect current standards.
A-6 Service Standard Impacts	43	<p>A-6.2 Completing the AMP Worksheet</p> <p>Header Section</p> <p>The following information is populated from the information recorded on the AMP Data Entry Page:</p> <ul style="list-style-type: none"> <li>Losing facility name and type.</li> <li>Losing facility 3-digit ZIP Code(s).</li> <li>Gaining facility 3-digit ZIP Code(s).</li> </ul> <p>Enter the date the report on Service Standard Impacts was prepared by Headquarters Network Integration Support.</p> <p>AMP Worksheet Sections</p> <ol style="list-style-type: none"> <li>Service Standard Changes Pairs: Contains information on upgrades and downgrades between 3-Digit ZIP Codes for all classes of mail. Net changes in 3-digit ZIP Code service standard pairs for all mail classes will transfer to the Executive Summary.</li> <li>Service Standard Changes Average Daily Volume: Contains average daily volume on upgrades and downgrades for all classes of mail.</li> <li>Notes: If downgrades are identified, enter any area commitments to upgrade service if the AMP is implemented.</li> </ol>	Completing the MPFR Workbook	Procedure	8. Appendix A-5.1 Completing the MPFR Workbook	Updated to reflect current processes.
A-7 Workhour Costs - Current	45	<p>Overview of AMP Worksheet for Function 1 Offices This worksheet represents the current annual workhour costs for affected Function 1 operations at the losing and gaining facilities prior to consolidation. When the losing facility uses only Function 4 operations, additional instructions are required prior to completing Workhour Costs - Current. See Exhibit A-7, Workhour Costs - Current, for a sample.</p>	This represents the current annual workhour costs for affected Function 1 operations at the affected facilities prior to consolidation. When the affected facility uses only Function 4 operations, additional instructions are required prior to completing Workhour Costs - Current.	Procedure	8. Appendix A-6 Overview of Workhour Costs A-6.1 Overview of Workhour Costs - Current	Updated to reflect current processes.
A-7 Workhour Costs - Current	45	<p>A-7.2 Completing the AMP Worksheet</p> <p>Header Section</p> <p>The following information is populated from the information recorded on the AMP Data Entry Page: name of losing facility, name of gaining facility and date range of data.</p> <p>In the electronic workbook, the current workhour rate by LDC for both the losing and gaining facilities is populated by data from the Enterprise Data Warehouse (EDW) Labor Utilization Reporting System (LURS). The downloaded data is available in the spreadsheet tab titled "Losing LURS Data" for the losing facility and "Gaining LURS Data" for the gaining facility. The LURS data populating this worksheet is the average of data period shown in the header.</p> <p>A download of EDW Management Operating Data System (MODS) data for the same data period is available in the spreadsheet tab titled "Losing MODS Data" for the losing facility and "Gaining MODS Data" for the gaining facility. The volume and workhour data from this download are used to populate the fields for both the losing and gaining facilities.</p> <p>AMP Worksheet Columns</p> <ol style="list-style-type: none"> <li>Current Operation Numbers: Shows all current operations with volume and workhours. The data come from the electronic spreadsheet tab titled "Losing MODS Summary" which includes all MODS data for the reported date range. The "Losing MODS Summary" tab provides the means to determine the operations that will transfer to the gaining facility and those that will remain.</li> <li>% Moved to Gaining: Shows the percentage of volume and/or workhours that will move to the gaining facility. Data are entered in the "Losing MODS Summary." In cases where only partial volume or workhours may be transferred, such as allied and support operations, the estimated percentage that will be moved to the gaining facility is entered.</li> <li>Current Annual FHP Volume: This column is populated based on the operation numbers listed in Column 1 and the data downloaded from EDW MODS.</li> <li>Current Annual TPH or NATPH Volumes: This column is populated based on the operation numbers in Column 1 and the data downloaded from EDW MODS.</li> <li>Current Annual Workhours: This column is populated based on the operation numbers in Column 1 and the data downloaded from EDW MODS.</li> <li>Current Productivity (TPH or NATPH): This column is calculated based on volume and workhours.</li> <li>Current Annual Workhour Costs: This column is calculated based on workhours and current local workhour rates by LDC for the losing facility.</li> <li>Current Operation Numbers: This shows all current operations with volume and workhours. The data comes from the spreadsheet tab titled "Gaining MODS Summary" which includes all MODS data for the reported date range.</li> <li>% Moved to Losing: If any operations will transfer to the losing facility, use the "Gaining MODS Summary" tab to enter the percentage of mail that will be moved.</li> <li>Current Annual FHP Volume: This column is populated based on the operation numbers listed in Column 8.</li> <li>Current Annual TPH or NATPH Volumes: This column is populated based on the operation numbers listed in Column 8.</li> <li>Current Annual Workhours: This column is populated based on the operation numbers listed in Column 8.</li> <li>Current Productivity (TPH or NATPH): This column is calculated based on volume and workhours.</li> <li>Current Annual Workhour Costs: This column is calculated based on workhours and current local workhour rates by LDC for the gaining facility.</li> </ol> <p>Column Totals Losing Facility</p> <ul style="list-style-type: none"> <li>Moved to Gain (Moved to Gaining Facility): Volume and workhours moved from the losing facility to the gaining facility. Note that 100% of volume and workhours are shown on this worksheet. The actual volume and workhours moved is reflected on Workhour Costs Proposed.</li> <li>Impact to Lose (Impacted Operations at Losing Facility): Reflects data for operations that are common to both facilities. The volume and/ or workhours for the operations are impacted at the losing facility. The information shown in these columns reflect mail that stays in the losing facility but will be impacted after the consolidation.</li> <li>Total Impact (Total Impacted Operations): Equals sum of operations moved to gaining and those operations that are impacted at the losing facility.</li> <li>Non-impacted: These operations are not impacted by the consolidation.</li> <li>All: Equals sum of total impacted plus non-impacted.</li> </ul>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.

A-8 Workhour Costs - Proposed	50	<p>Overview of the AMP Worksheet This worksheet summarizes the volume and workhours that remain at the losing facility; the volume and workhours proposed for the gaining facility and the total workhour savings proposed for the AMP. The data for the worksheet columns are populated based on the data entered in Workhour Costs - Current.</p>	<p>This summarizes the volume and workhours that remain at the affected facility; the volume and workhours proposed for the affected facility and the total workhour savings proposed for the AMP. The data for the worksheet columns are populated based on the data entered in Workhour Costs - Current.</p>	Procedure	8. Appendix A-6 Overview of Workhour Costs A-6.2 Overview of Workhour Costs - Proposed	Updated to reflect current processes.
A-8 Workhour Costs - Proposed	50	<p>A-8.2 Completing the AMP Worksheet Header Section Names of the losing and gaining facilities are populated from the information recorded on the AMP Data Entry Page. AMP Worksheet Columns 1. Proposed Operation Numbers: This column is populated and based on the operations that will stay at the losing facility. 2. Proposed Annual FHP Volume: This column is populated based on the operations that will stay at the losing facility. 3. Proposed Annual TPH or NATPH Volume: This column is populated based on the operations that will stay at the losing facility. 4. Proposed Annual Workhours: This column is populated based on the operations that will stay at the losing facility. 5. Proposed Productivity (TPH or NATPH): This column is calculated based on volume and workhours. If no volumes or workhours are listed, then no calculation ("No Calc") will appear in this column. 6. Proposed Annual Workhour Costs: This column is calculated based on workhours and average local workhour rates by LDC for the losing facility. No dollar amount will appear in this column if there are no corresponding workhours. 7. Proposed Operation Numbers: This column is populated and based on the Function 1 operations that will be processed in the gaining facility. 8. Proposed Annual FHP Volume: This column is populated based on the operations that will be processed in the gaining facility. 9. Proposed Annual TPH or NATPH Volume: This column is populated based on the operations that will be processed in the gaining facility. 10. Proposed Annual Workhours: This column is populated based on operations that will be processed in the gaining facility. 11. Proposed Productivity (TPH or NATPH): This column is calculated based on volume and workhours. If no volumes or workhours are listed, then no calculation ("No Calc") will appear in this column. 12. Proposed Annual Workhour Costs: This column is calculated based on workhours and current local workhour rates by LDC for the gaining facility. No dollar amount will appear in this column if there is no corresponding workhours. 13. New Flow Adjustments at Losing Facility: This section is populated based on flow adjustments for the losing facility recorded in the section titled "New Flow Adjustments at Losing Facility" in the "Losing MODS Summary" tab. 14. New Flow Adjustments at Gaining Facility: This section is populated based on flow adjustments for the gaining facility recorded in the section titled "New Flow Adjustments at Gaining Facility" in the "Gaining MODS Summary" tab.</p> <p>A-8.3 AMP Worksheet Summary  <ul style="list-style-type: none"> <li>■ Combined Current Annual Workhour Cost: This number was brought forward from Workhour Costs Current.</li> <li>■ Proposed Annual Workhour Cost: This formula equals the totals of the Proposed Annual Workhour Costs for both the losing and gaining facilities.</li> <li>■ Minimum Function 1 Workhour Savings: This number represents proposed workhour savings with no productivity improvement applied to operations at the gaining facility.</li> <li>■ Function 1 Workhour Savings: This formula equals the difference of the Combined Current Annual Workhour Cost and the Proposed Annual Workhour Costs and is carried forward to the Executive Summary</li> </ul> </p>	N/A - Removed	N/A - Obsolete	N/A	Does not reflect current process.
A-9 Staffing - Craft	53	<p>Overview of the AMP Worksheet This worksheet represents craft staffing for the gaining and losing facilities. Data from WebCOINS is used to obtain on-rolls complement data by functional employee craft and category and the retirement eligibles. The date of data extraction must be recorded in the header section of this worksheet. See Exhibit A-9, Staffing - Craft, for a sample.</p> <p>A-9.2 Completing the AMP Worksheet Header Section(s)  <ul style="list-style-type: none"> <li>■ The losing and gaining facility names and finance numbers will populate from information entered on the AMP Data Entry Page.</li> <li>■ Enter the date the data was extracted from WebCOINS.</li> </ul> </p> <p>AMP Worksheet Columns  <ul style="list-style-type: none"> <li>■ Column instructions are the same for both the losing and gaining facilities except for proposed positions. Columns 1 through 6 apply to the losing facility. Columns 7 through 12 apply to the gaining facility.</li> <li>■ Employee categories by function/craft are listed. All craft positions that are currently assigned to the finance number are included. "Other Functions" includes all positions not specifically listed in the Craft Positions column.</li> <li>1. Casuals On-Rolls: Column reports the data from WebCOINS.</li> <li>2. Part-Time On-Rolls: Column reports the data from WebCOINS.</li> <li>3. Full-Time On-Rolls: Column reports the data from WebCOINS.</li> <li>4. Total On-Rolls: Formula calculates the total of all craft employees On-Rolls.</li> <li>5. Total Proposed: Prior to completing this column, review completed worksheets showing current and proposed workhours and equipment impacts to understand the proposed shift from the losing to the gaining facility and the operations that will be remaining in the losing facility.</li> <li>6. Difference: Formula calculates the difference between the Total Proposed and Total On-Rolls positions.</li> </ul> </p> <p>A-9.3 AMP Worksheet Summary  <ul style="list-style-type: none"> <li>■ Retirement Eligibles: The number of retirement eligibles is derived from WebCOINS data as of the date of data extraction for both the losing and the gaining facility.</li> <li>■ Total Craft Position Loss: This formula equals the total difference at losing office plus the total difference at the gaining office. This number is carried forward to the Executive Summary.</li> </ul> </p>	<p>This represents craft staffing for the Transfer To and Transfer From facilities. Data from complement systems is used to obtain on-rolls complement data by functional employee craft and category and the retirement eligibles.</p> <p>Summary  <ul style="list-style-type: none"> <li>□ Retirement Eligibles: The number of retirement eligibles is derived from complement systems' data as of the date of data extraction for affected facilities.</li> <li>□ Total Craft Position Loss: This formula equals the total difference at Transfer From office plus the total difference at the Transfer To office. This number is carried forward to the Executive summary.</li> </ul> </p>	Procedure	8. Appendix A-7 Overview of Staffing - Craft	Updated to reflect current processes. Generalized WEBCOINS to "complement systems" to keep policy evergreen.
A-10 Staffing - PCES/EAS	55	<p>Overview of the AMP Worksheet This worksheet represents the staffing for Postal Career Executive Service (PCES) and Executive and Administrative Schedule (EAS) positions at both the gaining and losing facilities. The worksheet shows the authorized, on-rolls, and proposed staffing for each position, and the total annual workhours and costs associated with on-rolls and proposed staffing. Even if there is no change in staffing, the authorized, on-rolls, and proposed numbers are required. See Exhibit A-10, Staffing - PCES/EAS, for a sample.</p> <p>A-10.2 Completing the AMP Worksheet Header Section  <ul style="list-style-type: none"> <li>■ Losing facility name and finance number comes from information entered on the AMP Data Entry Page.</li> <li>■ Enter the date you extract data from WebCOINS. Enter this date for both the losing and gaining facility.</li> <li>■ Gaining facility name and finance number comes from information entered on the AMP Data Entry Page.</li> </ul> </p> <p>AMP Worksheet Columns  <ul style="list-style-type: none"> <li>■ WebCOINS is used to obtain the authorized and on-rolls complement data by management position. Column instructions are the same for both losing and gaining facilities. Columns 1 through 11 apply to the losing facility. Columns 12 through 22 apply to the gaining facility.</li> <li>1. Position Title: Data is reported from WebCOINS. All management positions are reported.</li> <li>2. Level: Data is reported from WebCOINS. All management positions are reported.</li> <li>3. Current Auth(ORIZED): Data is reported from WebCOINS. All management positions are reported.</li> <li>4. Current On-Rolls: Data is reported from WebCOINS. All management positions are reported.</li> <li>5. Proposed Staffing: Enter the number of proposed positions. Use 1:22 ratio or the current national criteria as a guideline in determining manager distribution operations (MDO), supervisor distribution operations (SDO), and supervisor transportation operations (STO) positions. For support positions, such as maintenance and in-plant, review existing authorized positions and determine proposed support staffing that will be required to maintain the operations retained at the losing facility.</li> <li>6. Difference: Formula calculates the difference between the "Proposed Staffing" and "Current On-Rolls" positions.</li> <li>7. Current Annual Workhours: This formula calculates the "Current Annual Workhours" based on the number of "Current On-Rolls" positions and the number of supervisor workhours in a workyear indicated on the AMP Data Entry Page.</li> <li>8. Proposed Annual Workhours: This formula calculates the "Proposed Annual Workhours" based on the number of "Proposed Staffing" positions and the number of supervisor workhours in a workyear as recorded on the AMP Data Entry Page.</li> <li>9. Workhour Rate: The workhour rate for each position is populated using the Current Fiscal Year National Average Fully Loaded Labor Rate or local rates if available.</li> <li>10. Current Annual Costs: This formula calculates the "Current Annual Costs" based on the "Current Annual Workhours" and the "Workhour Rate".</li> <li>11. Proposed Annual Costs: This formula calculates the "Proposed Annual Costs" based on the "Proposed Annual Workhours" and the "Workhour Rate."</li> </ul> </p> <p>A-10.3 AMP Worksheet Summary  <ul style="list-style-type: none"> <li>■ Retirement Eligibles: The number of retirement eligibles is reported from WebCOINS as of the date of data extraction for both the losing and the gaining facility.</li> <li>■ Total PCES/EAS Position Loss: This formula equals the total position loss for the losing and gaining facilities. This number is carried forward to the Executive Summary.</li> <li>■ Total Annual PCES/EAS Workhour Savings: This formula equals the total workhour savings for the losing and gaining facilities. This number is carried forward to the Executive Summary.</li> </ul> </p>	<p>This represents the staffing for Postal Career Executive Service (PCES) and Executive and Administrative Schedule (EAS) positions at the affected facilities. It shows the authorized, on-rolls, and proposed staffing for each position, and the total annual workhours and costs associated with on-rolls and proposed staffing. Even if there is no change in staffing, the authorized, on-rolls, and proposed numbers are required.</p> <p>Summary  <ul style="list-style-type: none"> <li>□ Retirement Eligibles: The number of retirement eligibles is reported from complement systems as of the date of data extraction for both the Transfer From and the Transfer To facility.</li> <li>□ Total PCES/EAS Position Loss: This formula equals the total position loss for the affected facilities. This number is carried forward to the Executive Summary.</li> <li>□ Total Annual PCES/EAS Workhour Savings: This formula equals the total workhour savings for the affected facilities. This number is carried forward to the Executive Summary.</li> </ul> </p>	Procedure	8. Appendix A-8 Overview of Staffing - PCES/EAS	Updated to reflect current processes. Generalized WEBCOINS to "complement systems" to keep policy evergreen.

A-11Transportation - HCR	58	<p><del>Overview of the AMP Worksheet</del></p> <p>This worksheet provides current and proposed data for mileage, cost per mile and annual costs for both the losing and gaining facilities for Highway Contract Routes (HCR). All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks. Data must come from the most currently completed four quarters. See Exhibit A- 11, Transportation - HCR, for a sample.</p> <p>To effectively analyze the transportation requirements, the area must develop and retain the following supporting documentation:</p> <ul style="list-style-type: none"> <li>■A brief narrative summarizing the transportation plan to include savings/costs to be incurred upon implementation.</li> <li>■A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage). This would include trip utilization information obtained from Surface Visibility (SV) or the Transportation Information Management Evaluation System (TIMES) for affected routes both inbound and outbound percentages.</li> <li>■A description of each affected route after proposed changes are made, as described above. This would include copies of the current and proposed schedule plates along with the cost of the new transportation or changes to existing transportation. Plate documentation should list any changes to equipment (i.e., additional trailers, tractors) needed.</li> <li>■PS Form 5505, Cost Evaluation - Postal Vehicle Service vs. Contract Service (new service) must be provided when applicable.</li> <li>■The area Distribution Networks' budget coordinator provides mileage and cost information using the HCR Data File. Please note these costs must include fuel costs and therefore, simply acquiring the cost from Transportation Contract Support System (TCSS) is not an approved method for obtaining this information.</li> </ul> <p>A-11.2Completing the AMP Worksheet Header Section</p> <ul style="list-style-type: none"> <li>■Names of the losing and gaining facilities, plus type of distribution to consolidate come from information entered on AMP Data Entry Page.</li> <li>■Data Extraction Date: Enter the date of the HCR Data File applicable to the mileage and costs for routes at the losing and gaining facilities.</li> <li>■Enter the critical entry times (CET) and clearance time (CT) for designated operations from the facility operating plan. Additional comments regarding established bilateral agreements should be contained in the Summary Narrative.</li> </ul> <p>AMP Worksheet Columns Column instructions are the same for both the losing and gaining facilities. Columns 1 through 7 apply to the losing facility. Columns 8 through 14 apply to the gaining facility.</p> <ol style="list-style-type: none"> <li>1.Route Numbers: List all current affected and proposed routes.</li> <li>2.Current Annual Mileage: Enter the current mileage for the contract affected from the HCR Data file.</li> <li>3.Current Annual Cost: Enter the current estimated annual cost from the HCR Data File, which includes the fuel costs, for the affected routes.</li> <li>4.Current Cost per Mile: The current cost per mile is calculated for each route.</li> <li>5.Proposed Annual Mileage: Enter the proposed annual mileage for the expected changes and for any new routes.</li> <li>6.Proposed Annual Cost: The proposed annual costs are derived by determining the change in annual mileage multiplied by 85 percent of the current cost per mile and added to current annual costs.</li> <li>7.Proposed Cost per Mile: The proposed cost per mile is calculated for each route.</li> </ol> <p>Proposed Trip Impacts: The current annual and proposed trips are used to determine the workload for dock operations.</p> <p>A-11.3AMP Worksheet Summary <del>Formula: <math>\frac{\text{Proposed Annual Mileage} \times \text{Current Cost per Mile}}{\text{Current Annual Mileage}} = \text{Proposed Annual Cost (Column 6)}</math> from the Current Annual Cost (Column 3) for the losing facility.</del></p>	This provides current and proposed data for mileage, cost per mile and annual costs for the affected facilities for Highway Contract Routes (HCR). All information provided must be reviewed for concurrence by the Director of Surface Logistics Planning.	Procedure	8. Appendix A-9 Overview of Transportation – HCR	Updated to reflect current processes and role.
A-12Transportation - PVS	61	<p><del>Overview of the AMP Worksheet</del></p> <p>This worksheet provides data for both the losing and gaining facilities for postal vehicle service (PVS) lease and craft workhour costs. It also includes information on PVS transportation and PVS equipment. All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks. See Exhibit A-12, Transportation - PVS, for a sample.</p> <p>A-12.2Completing the AMP Worksheet Header Section</p> <p>Losing and gaining facility names, finance numbers, and the date range of data come from information entered on the AMP Data Entry Page.</p> <p>AMP Worksheet Columns Column instructions are the same for both the losing and gaining facilities. Columns 1 through 3 apply to the losing facility. Columns 4 through 6 apply to the gaining facility.</p> <ol style="list-style-type: none"> <li>1.Current: The columns show the current numbers for the losing and gaining facility for the categories shown.</li> <li>2.Proposed: The columns show the proposed numbers for the losing and gaining facility for the categories shown.</li> <li>3.Difference: The difference for both the losing and gaining facilities are automatically calculated.</li> </ol> <p>PVS-Owned Equipment Based on data from Vehicle Maintenance Accounting System (VMAS), enter the number for each type of PVS vehicle shown.</p> <p>PVS Transportation Record the Total Number of Schedules from the printed PVS schedules documented on PS Form 4533, MVS Schedules, from Vehicle Information Transportation Analysis Logistics System (VITALS). Determine and record the proposed totals. A formula calculates the difference between proposed and current.</p> <p>Record the Total Annual Mileage from the printed PVS schedules documented on PS Form 4533, MVS Schedules, from VITALS. Determine and record the total proposed annual miles. A formula calculates the difference between proposed and current.</p> <p>Total Mileage Costs are calculated based on the cost of \$0.80 per mile.</p> <p>PVS Leases The manager of the local Vehicle Maintenance Facility (VMF) can provide the data for the PVS leases. Enter the total current number of leased PVS vehicles. Determine and record the proposed number of leased vehicles. A formula calculates the difference between proposed and current.</p> <p>Enter the current total lease costs. Determine and record the proposed annual lease costs. A formula calculates the difference between proposed and current.</p> <p>PVS Workhour Costs The current PVS workhour costs for both the losing and gaining facilities are based on EDW MODS and EDW LURS data. The proposed workhour costs are derived from determining the workhours required and then applying the cost per workhour from EDW LURS.</p> <ul style="list-style-type: none"> <li>■LDC 31 The total annual workhour costs for operation numbers 617 (Stewards - MVS), 679 (Admin &amp; Cler Trans &amp; Networks), and 764 (Motor Vehicle Service).</li> <li>■LDC 34 The total annual workhour costs for operation numbers 765 (Motor Vehicle Operators) and 766 (Tractor Trailer Operators).</li> </ul> <p>A-12.3AMP Worksheet Summary</p>	This provides data for the affected facilities for postal vehicle service (PVS) lease and craft workhour costs. It also includes information on PVS transportation and PVS equipment. All information provided must be reviewed for concurrence by the Director of Surface Logistics Planning.	Procedure	8. Appendix A-10 Overview of Transportation - PVS	Updated to reflect current processes and role.
A-13MPE Inventory	64	<p>Overview of the AMP Worksheet This worksheet details the changes in inventory of mail processing equipment (MPE) at the losing and gaining facilities and identifies relocation costs to move MPE from the losing facility to the gaining facility. See Exhibit A-13, MPE Inventory, for a sample.</p> <p>A-13.2Completing the AMP Worksheet Header Section</p> <p>Losing and gaining facility names will populate from information entered on AMP Data Entry Page. The Data Extraction Date is date that information on inventory is obtained from webEOR.</p> <p>AMP Worksheet Columns Equipment Type: A list of mail processing equipment is provided.</p> <ol style="list-style-type: none"> <li>1.Current Number: Column shows the current number of each mail processing equipment type presently installed at the losing facility. If additional pieces of equipment are scheduled for deployment, note in (9) the equipment and expected deployment date.</li> <li>2.Proposed Number: Column shows the proposed number for each equipment type that will exist at the losing facility after the AMP is implemented.</li> <li>3.Difference: A formula subtracts current from proposed equipment.</li> <li>4.Current Number: Column shows the current number of each mail processing equipment type presently installed at the gaining facility. If additional pieces of equipment are scheduled for deployment, note in (9) the equipment and expected deployment date.</li> <li>5.Proposed Number: Column shows the proposed number for each equipment type that will remain at the gaining facility after the AMP is implemented.</li> <li>6.Difference: A formula subtracts current from proposed equipment.</li> <li>7.Excess Equipment: Formula will calculate the difference between current equipment at the losing and gaining facility and proposed equipment at the gaining facility.</li> <li>8.Relocation Costs: Enter the expected cost(s) for equipment to be relocated from the losing facility to the gaining facility. The sum of these costs is carried forward to Space Evaluation and Other Costs. Identify equipment that moves to a facility other than the gaining facility in the Notes section (9).</li> <li>9.Notes: Identify the new location for any excess equipment. Any costs associated with relocation of this equipment are not included in the AMP business case. Indicate the disposition of other equipment identified on PS Form 969, Material Recycling and Disposal. Also, list any equipment scheduled for deployment and the expected date of deployment at either the losing or gaining facility during the AMP process.</li> </ol>	This details the changes in inventory of mail processing equipment (MPE) at the affected facilities and identifies relocation costs to move MPE from the affected facilities.	Procedure	8. Appendix A-11 Overview of MPE Inventory	Updated to reflect current processes; removed obsolete worksheet instructions

A-14Maintenance	66	<p>Overview of the AMP Worksheet This worksheet evaluates the total annual maintenance costs for the losing and gaining facilities, including mail processing equipment, building services, training, and other annual costs. All supporting documentation must be kept on file at the area office. See Exhibit A-14, Maintenance, for a sample.</p> <p>A-14.2Completing the AMP Worksheet Header Section The name of the losing and gaining facilities and the date range of data will automatically populate from the information recorded on the AMP Data Entry Page. A maintenance staffing package must be done in order to populate the proposed costs for this worksheet. The area manager Maintenance Operations is the primary resource for completion of this worksheet.</p> <p>AMP Worksheet Columns Column instructions are the same for both the losing and gaining facilities, Columns 1 through 3 apply to the losing facility, Columns 4 through 6 apply to the gaining facility. Provide any other information relevant to the current or proposed costs at the losing or gaining facilities in Column 7, the notes section. 1.Current: The columns show the current numbers for the losing and gaining facility for the categories shown. 2.Proposed: The columns show the proposed numbers for the losing and gaining facility for the categories shown. 3.Difference: The difference for both the losing and gaining facilities are automatically calculated.</p> <p>AMP Worksheet Sections ■Workhour Activity: Current costs for maintenance LDCs are automatically populated with site-specific LURS data from the Losing and Gaining LURS Summary data tabs in the AMP workbook. Proposed costs require review of the completed MPE Inventory worksheet and the completion of a maintenance staffing package. Record the costs from the completed staffing package into each LDC on the worksheet. ■Parts and Supplies: Enter the annual current and proposed costs for parts and supplies. Data for the current costs comes from the financial performance report (FPR). While shown as a separate cost the Biohazard Detecton System (BDS) costs are a subset of the total costs for maintenance parts and supplies. The current and proposed costs for BDS are automatically populated and based on the following: \$30.00 x 6 (avg number of tests per day) x 310 (number of processing days per year) = \$55,800</p> <p>BDS Testing Consumables Cost = \$55,800 x number of AFCSs (current or proposed). ■Grand Total: The grand totals are automatically calculated. Annual Maintenance Savings is automatically calculated and carried forward to the Executive Summary</p> <p>A-14.3AMP Worksheet Summary ■Annual Maintenance Savings: Formula adds the Grand Totals for the losing and gaining facilities and carries forward to the Executive Summary. ■Note: Provide any other information relevant to the current or proposed costs at the losing or gaining facility.</p>	This evaluates the total annual maintenance costs for the affected facilities, including mail processing equipment, building services, training, and other annual costs.	Procedure	8. Appendix A-12 Overview of Maintenance	Updated to reflect current processes.
A-15Distribution Changes	69	<p>Overview of the AMP Worksheet Using discount or "bulk" mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations. Labeling lists in the Domestic Mail Manual (DMM) provide information to mailers for various sortation levels and distribution of containers. See Exhibit A-15, Distribution Changes, for a sample. Generally, changes to DMM labeling lists are published six times per year. A specific DMM labeling list may need revision based on the type of AMP distribution proposed for consolidation. ■An AMP that involves the transfer of only destinating or both destinating and originating operations may require additional changes to other labeling lists, such as DMM L002, 3-Digit ZIP Code Prefix Groups-SCF Sortation. ■At a minimum, originating AMPs will require a change to the distribution labeling list in DMM L201, Periodicals Origin Split and First-Class Mail Mixed ADC/AADC. ■All DMM labeling lists must be reviewed to ensure appropriate changes are made. Following the decision to implement an AMP, staff from the area's Distribution Networks Office is responsible for submitting requests for DMM labeling changes to headquarters Transportation Field Support. Forms are available from <a href="http://blue.usps.gov/site/wcm/connect/network_operations/general/policy_and_guidance/dispatch_distribution_and_labeling">http://blue.usps.gov/site/wcm/connect/network_operations/general/policy_and_guidance/dispatch_distribution_and_labeling</a>.</p> <p>A-15.2Completing the AMP Worksheet Header Section The losing facility name and the type of distribution to consolidate are populated from the information recorded on the AMP Data Entry Page. AMP Worksheet Sections Section 1. Indicate each DMM labeling list that would be affected if the AMP proposal was approved. Upon approval of the AMP, the area Distribution Networks Office must complete the applicable change request forms. Section 2. For a destinating AMP, indicate any changes that would be made to DMM L005, 3-Digit ZIP Code Prefix Groups-SCF Sortation. Section 3. For an originating AMP, indicate the changes that would be made to DMM L201, Periodicals Origin Split and First-Class Mail Mixed ADC/ AADC. Section 4. Drop Shipments for Destination Entry Discounts: Use applicable NASS Codes for the losing and gaining facilities to obtain monthly data for the two most recently completed months from the Appointment Summary Report in the Facility Access and Shipment Tracking (FAST). Note: the start date may not exceed 90 days prior to the current date, and the end date may not exceed the current date. Section 5. Notes: Identify any changes to the hours for drop shipments or slot availability that would be made in FAST for any destination entry office affected by the AMP consolidation.</p>	Using discount or "bulk" mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations.	Procedure	8. Appendix A-13 Overview of Distribution Changes	Updated to reflect current processes.
A-16Customer Service Issues		<p>AMP Worksheet Entries 1.Collection Points: Obtain information about posted pick-up times from the Collection Point Management System (CPMS). Use the Notes section to explain if any collection boxes will be removed from service because of the AMP.</p>	This indicates any changes that may affect customers within the service area of the affected facility, such as changes in pick-up times for various collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark that will be applied to mail collected from the affected facility	Procedure	8. Appendix A-14 Overview of Customer Service Issues	Updated to reflect current processes; removed obsolete worksheet instructions and condensed language.
A-16Customer Service Issues		<p>2.Local Delivery Boxes Designated: Indicate how many collection boxes are designated for local delivery. 3.Local Delivery Boxes Removed: Indicate how many collection boxes may be removed as a result of AMP.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these data points are no longer used.
A-16Customer Service Issues	72	<p>Overview of the AMP Worksheet This worksheet indicates any changes that may affect customers within the service area of the losing facility, such as changes in pick-up times for various collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark that will be applied to mail collected from the losing facility. See Exhibit A-16, Customer Service Issues, for a sample.</p> <p>A-16.2Completing the AMP Worksheet Header Sections ■The losing facility name and 5-digit ZIP Code populates from information entered on PIR Data Entry Page. ■Enter the date when data was extracted for the losing facility. ■The gaining facility name at the bottom populates from information entered on PIR Data Entry Page. 4.Delivery Performance Report: Enter data from the most recently completed four quarters (which corresponds to the date range of data on the AMP Data Entry Page) indicating the percentage of carriers in the performance cluster that returned from their routes before 5:00 p.m. (data source: webEIS). 5.Retail Unit Inside the Losing Facility: Enter the window service hours available for customers to conduct transactions at the retail unit inside the losing facility (data source: Facilities Database). 6.Business (Bulk) Mail Acceptance: Enter the hours available to customers to present presorted mailings for verification and acceptance. If no bulk mail entry unit is available at the losing facility, enter NA (not applicable) in these fields. (data source: Facilities Database)</p>	This indicates any changes that may affect customers within the service area of the affected facility, such as changes in pick-up times for various collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark that will be applied to mail collected from the affected facility	Procedure	8. Appendix A-14 Overview of Customer Service Issues	Updated to reflect current processes; removed obsolete worksheet instructions and condensed language.
A-16Customer Service Issues		<p>7.Local Postmark: Indicate whether a local postmark will be available to customers.</p>	N/A - Removed	N/A - Obsolete	N/A	The current standard is that local postmarks will be made available to all customers.
A-16Customer Service Issues		<p>8.Notes: Enter any relevant comments pertaining to customer services at the losing facility.</p>	This provides a summary of space that may come available through the relocation of operations for either Postal Service-owned or leased facilities. It identifies savings and/or costs related to leased facilities.	Procedure	8. Appendix A-15 Overview of Space Evaluation and Other Costs	Updated to reflect current processes; removed obsolete worksheet
A-16Customer Service Issues		<p>9.Postmark: Indicate the Line 1 and optional Line 2 information from postmarks applied by the advanced facer canceller system at the gaining facility. If an image of the postmark is available, import the image to the worksheet.</p>	N/A - Removed	N/A - Obsolete	N/A	New postmark will always be the Transfer To Facility.
A-17Space Evaluation and Other Costs	75	<p>Overview of the AMP Worksheet This worksheet provides a summary of space that may come available through the relocation of operations for either Postal Service-owned or leased facilities. It identifies savings and/or costs related to leased facilities. This worksheet is not intended to identify or capture savings from the sale of real estate. Additionally, this worksheet summarizes the one-time costs associated with the AMP. See Exhibit A-17, Space Evaluation and Other Costs, for a sample.</p> <p>A-17.2Completing the AMP Worksheet Name of losing facility will populate from information entered on AMP Data Entry Page. Space Evaluation 1.Affected Facility: Enter the name and complete delivery address of the facility whose space is impacted by the AMP. If multiple facilities are affected, provide requested information for each one. 2.Lesse Information: If the facility is USPS owned, skip to number (3) below [data source: electronic Facilities Management System (eFMS also known as FMS WIN)]. ■Record the annual lease cost. ■Record the lease expiration date. ■Record the lease options/terms. 3.Current Square Footage: Enter total interior square footage of the affected facility (either leased or owned) [data source: eFMS]. Do not include dock space or parking area. Enter the square footage of gained space expected with the approved AMP after operations are relocated. 4.Planned Utilization of Acquired Space: Provide detailed description of the plan to utilize space, if the AMP proposal is approved. 5.Facility Costs: Enter any projected one-time costs associated with lease termination. ■Included in this number are the depostalization costs, i.e., the costs necessary to return the leased premises to its original condition upon vacating. These modifications typically include the removal of conveyor systems and lookout galleries. It does not include the costs of relocating conveyor systems or other mail processing equipment. The relocation of mail processing equipment is included in the MPE Inventory worksheet. Refer to the lease agreement for actual conditions to be addressed. ■Additional one-time costs may include a year of lease payments if the lease does not have a cancellation clause. ■Sum all one-time costs and provide details of the costs in the notes section. The sum of the one-time facility costs are summarized in the One-Time Costs section of this worksheet. 6.Savings Information: List expected savings from terminating leases. Provide details of savings in the notes section. Space savings will be carried forward to the Executive Summary. 7.Notes: Enter the details of the projected one-time costs, space savings and any other explanatory notes. One-Time Costs ■Employee Relocation Costs: Work with human resources to estimate how many employees may require relocation expenses and use an area average cost provided by finance. ■Mail Processing Equipment Relocation Costs: Comes from MPE Inventory. ■Facility Costs: Comes from the above section, Space Evaluation. ■Total One-Time Costs: Are calculated and carried forward to the Executive Summary.</p>	This provides a summary of space that may come available through the relocation of operations for either Postal Service-owned or leased facilities. It identifies savings and/or costs related to leased facilities.	Procedure	8. Appendix A-15 Overview of Space Evaluation and Other Costs	Updated to reflect current processes; removed obsolete worksheet

A-17Space Evaluation and Other Costs		<p>Remote Encoding Center Cost per 1000  Column instructions are the same for the losing and gaining facilities. Columns 1 through 3 apply to the losing facility. Columns 4 through 6 apply to the gaining facility. (data source: WebROADS)</p> <p>1. Product: Product types are identified.  2. Associated REC: Enter the name of the REC associated with the processing of the product shown.  3. Current Cost Per 1000 Images: Record the data as reported in the WebROADS report titled "National REC TOE Cost Per 1000 Ranking Report". Report period is for current fiscal Year to Date (YTD) and date of actual report is recorded in the header section (YTD Range of Report).</p>	N/A - Removed	N/A - Extraneous	N/A	There is only one REC and no variation in processing cost.
Appendix B — Post-Implementation Review Worksheets	79	<p>Information from the PIR Data Entry Page will populate cells in the header sections of other PIR worksheets. The benefits from automatic input include simplification in the completion of worksheets and accuracy from standardization. See Exhibit B-1, PIR Data Entry Page, for a sample.</p> <p>B-1.2Completing the PIR Data Entry Page  Losing Facility Information  Type of Distribution Consolidated: Select whether the planned consolidation transferred originating, destinating, or both types of mail processing operations.  Facility Name &amp; Type: Indicate the facility name, including type, such as post office, processing and distribution facility, or processing and distribution center. (data source: Facilities Database)  Street Address: Enter the physical address of the facility that lost operations. Do not enter a PO Box mailing address. (data source: Facilities Database)  City: Type the city of the facility that lost operations.  State: Select the 2 letter state abbreviation of the facility that lost operations.  SD Facility ZIP Code: Type the 5-digit ZIP Code of the losing facility.  District: Select the district with which the facility is associated from the drop-down list.  Area: The area with which the facility is associated is automatically populated based on the District.  Finance Number: Type the 6 digit finance number of the losing facility. Do not use a dash to segment the number sequence.  Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.  Miles to Gaining Facility: Enter the distance between the losing to gaining facilities.</p> <p>EXFC Office: Use the drop-down box and select "Yes", if this facility is part of the EXFC service performance measurement, otherwise choose "No".  Postmaster or Plant Manager: Select the title and enter the name of the person with overall management responsibility for the facility that lost operations.  Senior Plant Manager: Type the name of the senior plant manager responsible for operations at the losing facility.  District Manager: Type the name of the district manager for the losing facility.</p> <p>2. Gaining Facility Information  Facility Name &amp; Type: Include the facility name, including type, such as processing and distribution facility, or processing and distribution center. (data source: Facilities Database)  Street Address: Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address. (data source: Facilities Database)  City: Type the city of the facility that gained operations.  State: Select the 2 letter state abbreviation of the facility that gained operations.  SD Facility ZIP Code: Type the 5-digit ZIP Code of the gaining facility.  District: Select the district with which the facility is associated from the drop-down list.  Area: The area with which the facility is associated is automatically populated based on the District.  Finance Number: Type the 6 digit finance number of the gaining facility. Do not use a dash to segment the number sequence.  Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.  Miles to Losing Facility: Enter the distance between the losing to gaining facilities.</p> <p>EXFC Office: Use the drop-down box and select "Yes", if this facility is part of the EXFC service performance measurement, otherwise choose "No".  Postmaster or Plant Manager: Select the title and enter the name of the person with overall management responsibility for the facility that lost operations.  Senior Plant Manager: Type the name of the senior plant manager responsible for operations at the losing facility.  District Manager: Type the name of the district manager for the losing facility.</p> <p>2. Gaining Facility Information  Facility Name &amp; Type: Include the facility name, including type, such as processing and distribution facility, or processing and distribution center. (data source: Facilities Database)  Street Address: Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address. (data source: Facilities Database)  City: Type the city of the facility that gained operations.  State: Select the 2 letter state abbreviation of the facility that gained operations.  SD Facility ZIP Code: Type the 5-digit ZIP Code of the gaining facility.  District: Select the district with which the facility is associated from the drop-down list.  Area: The area with which the facility is associated is automatically populated based on the District.  Finance Number: Type the 6 digit finance number of the gaining facility. Do not use a dash to segment the number sequence.  Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.  Miles to Losing Facility: Enter the distance between the losing to gaining facilities.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-1 PIR Data Entry Page	79	<p>Information from the PIR Data Entry Page will populate cells in the header sections of other PIR worksheets. The benefits from automatic input include simplification in the completion of worksheets and accuracy from standardization. See Exhibit B-1, PIR Data Entry Page, for a sample.</p> <p>B-1.2Completing the PIR Data Entry Page  Losing Facility Information  Type of Distribution Consolidated: Select whether the planned consolidation transferred originating, destinating, or both types of mail processing operations.  Facility Name &amp; Type: Indicate the facility name, including type, such as post office, processing and distribution facility, or processing and distribution center. (data source: Facilities Database)  Street Address: Enter the physical address of the facility that lost operations. Do not enter a PO Box mailing address. (data source: Facilities Database)  City: Type the city of the facility that lost operations.  State: Select the 2 letter state abbreviation of the facility that lost operations.  SD Facility ZIP Code: Type the 5-digit ZIP Code of the losing facility.  District: Select the district with which the facility is associated from the drop-down list.  Area: The area with which the facility is associated is automatically populated based on the District.  Finance Number: Type the 6 digit finance number of the losing facility. Do not use a dash to segment the number sequence.  Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.  Miles to Gaining Facility: Enter the distance between the losing to gaining facilities.</p> <p>EXFC Office: Use the drop-down box and select "Yes", if this facility is part of the EXFC service performance measurement, otherwise choose "No".  Postmaster or Plant Manager: Select the title and enter the name of the person with overall management responsibility for the facility that lost operations.  Senior Plant Manager: Type the name of the senior plant manager responsible for operations at the losing facility.  District Manager: Type the name of the district manager for the losing facility.</p> <p>2. Gaining Facility Information  Facility Name &amp; Type: Include the facility name, including type, such as processing and distribution facility, or processing and distribution center. (data source: Facilities Database)  Street Address: Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address. (data source: Facilities Database)  City: Type the city of the facility that gained operations.  State: Select the 2 letter state abbreviation of the facility that gained operations.  SD Facility ZIP Code: Type the 5-digit ZIP Code of the gaining facility.  District: Select the district with which the facility is associated from the drop-down list.  Area: The area with which the facility is associated is automatically populated based on the District.  Finance Number: Type the 6 digit finance number of the gaining facility. Do not use a dash to segment the number sequence.  Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.  Miles to Losing Facility: Enter the distance between the losing to gaining facilities.</p> <p>EXFC Office: Use the drop-down box and select "Yes", if this facility is part of the EXFC service performance measurement, otherwise choose "No".  Postmaster or Plant Manager: Select the title and enter the name of the person with overall management responsibility for the facility that lost operations.  Senior Plant Manager: Type the name of the senior plant manager responsible for operations at the losing facility.  District Manager: Type the name of the district manager for the losing facility.</p> <p>2. Gaining Facility Information  Facility Name &amp; Type: Include the facility name, including type, such as processing and distribution facility, or processing and distribution center. (data source: Facilities Database)  Street Address: Enter the physical address of the facility that will gain operations. Do not enter a PO Box mailing address. (data source: Facilities Database)  City: Type the city of the facility that gained operations.  State: Select the 2 letter state abbreviation of the facility that gained operations.  SD Facility ZIP Code: Type the 5-digit ZIP Code of the gaining facility.  District: Select the district with which the facility is associated from the drop-down list.  Area: The area with which the facility is associated is automatically populated based on the District.  Finance Number: Type the 6 digit finance number of the gaining facility. Do not use a dash to segment the number sequence.  Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code or ZIP Code Range from Column A of Domestic Mail Manual (DMM) labeling list, L005 3-Digit ZIP Code Prefix Groups-SCF Sortation.  Miles to Losing Facility: Enter the distance between the losing to gaining facilities.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-2 Summary Narrative	83	<p>Overview of the PIR Worksheet  The Summary Narrative addresses all issues applicable to the quarters immediately following an AMP implementation. Any deviations or modifications from the approved AMP proposal must be documented in this narrative. See Exhibit B-2, Summary Narrative, for a sample.</p> <p>B-2.2Completing the PIR Worksheet  Header Section  The following information is populated from the information recorded on the PIR Data Entry Page: name of losing facility and type, current 3-digit ZIP Codes for the losing facility, type of distribution consolidated, name of gaining facility and type, and current 3-digit ZIP Codes for the gaining facility.  Narrative  Refer to the AMP Summary Narrative worksheet for the list of items that should be included. Type and edit the narrative in a word document. When complete, copy it into the PIR workbook on the Summary Narrative worksheet (tab) as an object.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-3 Approval Signatures	85	<p>Overview of the PIR Worksheet  Signatures indicate concurrence with information provided by the worksheets. Signatures acknowledge managements' understanding of volumes, workhours, and budget dollars transferred from one facility into another facility because of the AMP. An entry is required on every signature line. See Exhibit B-3, Approval Signatures, for a sample.</p> <p>B-3.2Completing the PIR Worksheet  Header Section  The following information is populated from the information recorded on the PIR Data Entry Page: losing facility name and type, facility ZIP Code, finance number, current 3-digit ZIP Code(s) for the losing facility, type of distribution consolidated, gaining facility name and type, facility ZIP Code, finance number, current 3-digit ZIP Code(s) for the gaining facility.  Implementation date, PIR type, and date range of data also comes from the PIR Data Entry Page.  Signatures  A Postmaster or plant manager's signature is required for each office consolidated. If more than one office was involved, the postmaster or plant manager from each office must sign the approval sheet. If mail for an entire 3-digit ZIP Code area was consolidated, only the postmaster or plant manager responsible for processing must sign. Signature lines should not be left blank. When the senior plant manager is the same for both the losing and gaining facilities, signatures are still required in each section.  The signature(s) of the district manager of the losing and gaining facilities is required, even if the same.  The signature of the AVP is required. If an AMP involved more than one area, both area vice presidents must sign.  The signature of the SVP Operations is required.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.



B-4 Executive Summary	87	<p><b>Overview of the PIR Worksheet</b></p> <p>This worksheet summarizes data from supporting worksheets and provides an overview of savings, costs, staffing loss, and service performance as measured by External First Class (EXFC) and Customer Satisfaction Measurement (CSM). Formulas for appropriate line items will automatically transfer data from the supporting worksheets. See Exhibit B-4, Executive Summary, for a sample.</p> <p><b>B-4.2 Completing the PIR Worksheet</b> Header Section</p> <p>The following information is populated from the information recorded on the PIR Data Entry Page:</p> <ul style="list-style-type: none"> <li>■ Name of losing facility and type.</li> <li>■ Losing facility street address, city, state, and current 3-digit ZIP Code(s) for the losing facility.</li> <li>■ Type of distribution consolidated.</li> <li>■ Name of gaining facility and type.</li> <li>■ Gaining facility street address, city, state, and current 3-digit ZIP Code(s) for the gaining facility.</li> <li>■ PIR type.</li> </ul> <p><b>Summary of Worksheets</b></p> <p>Note: Savings will be expressed as positive (+) numbers and costs as negative (-) numbers. Data for worksheets will be annualized in First PIRs.</p> <p>The column labeled "PIR vs Pre AMP" reflects actual savings of the current data in the PIR ("PIR") from the current data in the approved AMP proposal. The column labeled "PIR vs Proposed" contains the variance between current data in the PIR ("PIR") and "Proposed" figures from the approved AMP proposal.</p> <ol style="list-style-type: none"> <li>Function 1 Workhour Savings Formula brings forward "Variances Annual Workhour Costs" from the bottom of Workhour Costs Combined Facilities.</li> <li>PCES/EAS Workhour Savings Formula brings forward "Total Annual PCES/EAS Savings" from Staffing PCES/EAS.</li> <li>Transportation Savings Formula brings forward total annual costs from bottom of Transportation HCR and Transportation PVS for both the losing and gaining facilities.</li> <li>Maintenance Savings Formula brings forward totals from the bottom of Maintenance.</li> <li>Space Savings Formula brings forward totals from the bottom of Space Evaluation and Other Costs.</li> <li>Total Annual Savings Formula adds savings from preceding line items.</li> <li>Total One-Time Cost Formula brings forward the Total One-Time Costs from Space Evaluation and Other Costs.</li> </ol> <ol style="list-style-type: none"> <li>Total First Year Savings Formula subtracts the Total One-Time Costs from the Total Annual Savings.</li> <li>Craft Position Loss Formula brings forward the totals from the bottom of Staffing Craft.</li> <li>PCES/EAS Position Loss Formula brings forward the totals from the bottom of Staffing PCES/EAS.</li> </ol> <p>The column labeled "Losing Current Qtr" contains actual service performance for the losing facility for EXFC and CSM. The column labeled "Gaining Current Qtr" contains actual service performance for the gaining facility.</p> <ol style="list-style-type: none"> <li>First-Class Mail Service Performance (EXFC Overnight) Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.</li> <li>First-Class Mail Service Performance (EXFC 2 Day) Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.</li> <li>First-Class Mail Service Performance (EXFC 3 Day) Formula brings information for the most recently completed fiscal quarter from Service Performance and Customer Satisfaction Measurement.</li> </ol>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-5 Service Performance and Customer Satisfaction Measurement	90	<p><b>Overview of the PIR Worksheet</b></p> <p>This worksheet includes a service review providing External First Class (EXFC) performance and Customer Satisfaction Measurement (CSM) indicators by quarter, for the four quarters prior to and four quarters after the AMP implementation. Transit Time Measurement System (TTMS) EXFC data is reported at the facility (plant) level and is available from the Enterprise Data Warehouse (EDW), Global Project, Shared Reports directory. CSM data is reported at the performance cluster (district) level and is available at <a href="http://blue.usps.gov/caweb/csm/csm_report_menu.htm">http://blue.usps.gov/caweb/csm/csm_report_menu.htm</a>. See Exhibit B-5, Service Performance and Customer Satisfaction Measurement, for a sample.</p> <p><b>B-5.2 Completing the PIR Worksheet</b> Header Section</p> <p>The following information populates from the PIR Data Entry Page:</p> <ul style="list-style-type: none"> <li>■ PIR Type.</li> <li>■ Implementation date.</li> <li>■ Losing facility name and district.</li> <li>■ Gaining facility name and district.</li> </ul> <p><b>PIR Worksheet Columns</b></p> <p>Record the data for EXFC and CSM for four quarters prior to and four quarters after the AMP implementation date. Column instructions are the same for both facilities. Columns 1 through 6 apply to losing facility. Columns 7 through 12 apply to gaining facility. Provide any other information relevant to EXFC or CSM performance in section 13.</p> <ol style="list-style-type: none"> <li>Fiscal Quarter: Data is for the most recently completed postal quarter based on four quarters prior to the implementation date and immediately after the implementation.</li> <li>EXFC Overnight Percentage: Shows EXFC Overnight percentage of On-time Composite for the facility.</li> <li>EXFC 2 Day Percentage: Shows 2 Day percentage of On-time Composite for the facility.</li> <li>EXFC 3 Day Percentage: Shows 3 Day percentage of On-time Composite for the facility.</li> <li>CSM Residential: Shows the percentage of excellent, very good and good (% E/V/G/G) responses for the postal quarters from our residential customers at the performance cluster (PC) level.</li> <li>CSM Business/Preferred: Shows the percentage of excellent, very good and good (% E/V/G/G) responses for the postal quarters from our Business/Preferred customers at the PC level.</li> </ol> <p>Data for columns 7 through 12 are derived using the corresponding instructions for columns 1 through 6.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-6 Workhour Costs - Combined Facilities	92	<p><b>Overview of the PIR Worksheet</b></p> <p>This worksheet represents the combined total annual volumes, workhours, productivities, and workhour costs for the losing and gaining facilities. It shows the proposed values as well as the actual values before and after the AMP consolidation. See Exhibit B-6, Workhour Costs - Combined Facilities, for a sample.</p> <p><b>B-6.2 Completing the PIR Worksheet</b> Header Section</p> <ul style="list-style-type: none"> <li>■ Type of Distribution Consolidated: Field is populated from information entered on the PIR Data Entry Page.</li> <li>■ PIR Type: Field is populated based on information entered on the PIR Data Entry Page. The data for the First PIR is derived from two completed postal quarters and annualized for comparison.</li> <li>■ Date Range of Data: Field is populated based on information entered on the PIR Data Entry Page.</li> <li>■ PIR Workhour Rate by LDC: This field is populated based on the date range of data and EDW LURS.</li> </ul> <p><b>PIR Worksheet Columns</b></p> <p>All columns and fields in this worksheet are automatically populated based on data in Workhour Costs - Losing Facility and Workhour Costs - Gaining Facility.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-7 Workhour Costs Losing Facility	94	<p><b>Overview of the PIR Worksheet</b></p> <p>This worksheet represents the total annual volumes, workhours, productivities and workhour costs for the losing facility. It shows the proposed values as well as the actual values before and after the AMP consolidation. See Exhibit B-7, Workhour Costs - Losing Facility, for a sample.</p> <p><b>B-7.2 Completing the PIR Worksheet</b> Header Section</p> <ul style="list-style-type: none"> <li>■ Losing Facility: Name will populate from information entered on the PIR Data Entry Page.</li> <li>■ PIR Type: This will populate based on information entered on the PIR Data Entry Page. The data for the First PIR reflects six months of data that is annualized.</li> <li>■ Type of Distribution Consolidated: Field is populated from information entered on the PIR Data Entry Page.</li> <li>■ Date Range of Data: This will populate based on information entered on the PIR Data Entry Page.</li> <li>■ PIR Workhour Rate by LDC: This field is populated based on the date range of data and EDW LURS.</li> </ul> <p><b>PIR Worksheet Columns</b></p> <p>"Pre AMP" corresponds to "Current" columns in the approved AMP proposal. "Proposed" corresponds to "Proposed" columns in the approved AMP proposal. "PIR" columns are annualized in the First PIR and represent actual data from the most recently completed two (for First PIR) or four (for Final PIR) quarters after the implementation date.</p> <ol style="list-style-type: none"> <li>Operation Numbers: The column contains operation numbers with volume and/or workhours that were affected or removed from the losing facility. (data source: AMP Workhour Costs - Current)</li> <li>Annual FHP Volume Pre AMP: Data comes from column labeled "Current Annual FHP Volume" for the losing facility in AMP Workhour Costs - Current.</li> <li>Annual FHP Volume Proposed: Data comes from column labeled "Proposed Annual FHP Volume" for the losing facility in AMP Workhour Costs - Proposed.</li> <li>Annual FHP Volume PIR: Column includes current annual first handling pieces (FHP) volume by operation (data source: EDW MODS).</li> <li>Annual TPH or NATPH Volume Pre AMP: Data comes from column labeled "Current Annual TPH or NATPH Volume" for the losing facility in AMP Workhour Costs - Current.</li> </ol> <ol style="list-style-type: none"> <li>Annual TPH or NATPH Volume Proposed: Data comes from column labeled "Proposed Annual TPH or NATPH Volume" for the losing facility in AMP Workhour Costs - Proposed.</li> <li>Annual TPH or NATPH Volume PIR: Column includes current annual TPH or NATPH volume by operation. (data source: EDW MODS)</li> <li>Annual Workhours Pre AMP: Data comes from column labeled "Current Annual Workhours" for the losing facility in AMP Workhour Costs - Current.</li> <li>Annual Workhours Proposed: Data comes from column labeled "Proposed Annual Workhours" for the losing facility in AMP Workhour Costs - Proposed.</li> <li>Annual Workhours PIR: Column includes current total workhours by operation. The data is annualized for the First PIR (data source: EDW MODS).</li> <li>Annual Productivity Pre AMP: Data comes from column labeled "Current Productivity TPH or NATPH" for the losing facility in AMP Workhour Costs - Current.</li> <li>Annual Productivity Proposed: Data comes from column labeled "Proposed Productivity TPH or NATPH" for the losing facility in AMP Workhour Costs - Proposed.</li> <li>Annual Productivity PIR: Data is calculated based on volume and workhours.</li> <li>Annual Workhour Costs Pre AMP: Data comes from column labeled "Current Annual Workhour Costs" for the losing facility in AMP Workhour Costs - Current.</li> <li>Annual Workhour Costs Proposed: Data comes from column labeled "Proposed Annual Workhour Costs" for the losing facility in AMP Workhour Costs - Proposed.</li> </ol>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.

B-8 Workhour Costs - Gaining Facility	97	<p><b>Overview of the PIR Worksheet</b> This worksheet represents the total annual volumes, workhours, productivities, and workhour costs for the gaining facility. It shows the proposed values as well as the actual values before and after the AMP consolidation. See Exhibit B-8, Workhour Costs - Gaining Facility, for a sample.</p> <p><b>B-8.2 Completing the PIR Worksheet</b> Header Section  <ul style="list-style-type: none"> <li>■ Gaining Facility: Name will populate from information entered on the PIR Data Entry Page.</li> <li>■ PIR Type: This will populate based on information entered on the PIR Data Entry Page. The data for the First PIR reflects six months of data that is annualized.</li> <li>■ Type of Distribution Consolidated: Field is populated from information entered on the PIR Data Entry Page.</li> <li>■ Date Range of Data: This will populate based on information entered on the PIR Data Entry Page.</li> <li>■ PIR Workhour Rate by LDC: This field is populated based on the date range of data and EDW-LURS.</li> </ul> </p> <p><b>PIR Worksheet Columns</b>  <ul style="list-style-type: none"> <li>1. "Pre AMP" corresponds to "Current" columns in the approved AMP proposal.</li> <li>2. "Proposed" corresponds to "Proposed" columns in the approved AMP proposal.</li> <li>3. "PIR" columns are annualized in the First PIR and represent actual data from the most recently completed two (for First PIR) or four (for Final PIR) quarters after the implementation date.</li> <li>4. Annual FHP Volume Pre AMP: Data comes from column labeled "Current Annual FHP Volume" for the gaining facility in AMP Workhour Costs - Current.</li> <li>5. Annual FHP Volume Proposed: Data comes from column labeled "Proposed Annual FHP Volume" for the gaining facility in AMP Workhour Costs - Proposed.</li> <li>6. Annual FHP Volume PIR: Column includes current annual first handling pieces (FHP) volume by operation (data source: EDW MODS).</li> <li>7. Annual TPH or NATPH Volume Pre AMP: Data comes from column labeled "Current Annual TPH or NATPH Volume" for the gaining facility in AMP Workhour Costs - Current.</li> <li>8. Annual TPH or NATPH Volume Proposed: Data comes from column labeled "Proposed Annual TPH or NATPH Volume" for the gaining facility in AMP Workhour Costs - Proposed.</li> <li>9. Annual TPH or NATPH Volume PIR: Column includes current annual TPH or NATPH volume by operation. (data source: EDW MODS)</li> <li>10. Annual Workhours Pre AMP: Data comes from column labeled "Current Annual Workhours" for the gaining facility in AMP Workhour Costs - Current.</li> <li>11. Annual Workhours Proposed: Data comes from column labeled "Proposed Annual Workhours" for the gaining facility in AMP Workhour Costs - Proposed.</li> <li>12. Annual Workhours PIR: Column includes current total workhours by operation. The data is annualized for the First PIR. (data source: EDW MODS)</li> <li>13. Annual Productivity Pre AMP: Data comes from column labeled "Current Productivity TPH or NATPH" for the gaining facility in AMP Workhour Costs - Current.</li> <li>14. Annual Productivity Proposed: Data comes from column labeled "Proposed Productivity TPH or NATPH" for the gaining facility in AMP Workhour Costs - Proposed.</li> <li>15. Annual Productivity PIR: Data is calculated based on volume and workhours.</li> <li>16. Annual Workhour Costs Pre AMP: Data comes from column labeled "Current Annual Workhour Costs" for the gaining facility in AMP Workhour Costs - Current.</li> <li>17. Annual Workhour Costs Proposed: Data comes from column labeled "Proposed Annual Workhour Costs" for the gaining facility in AMP Workhour Costs - Proposed.</li> </ul> </p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-9 Staffing Craft	100	<p><b>Overview of the PIR Worksheet</b> This worksheet represents craft staffing for the gaining and losing facilities before and after the AMP consolidation. Pre AMP and Proposed data comes from the approved AMP worksheet Staffing Craft. Current data for the PIR period comes from WebCOINS. See Exhibit B-9, Staffing - Craft, for a sample.</p> <p><b>B-9.2 Completing the PIR Worksheet</b> Header Section  <ul style="list-style-type: none"> <li>■ PIR Type: This will populate based on information entered on the PIR Data Entry Page.</li> <li>■ Losing Facility Name and Finance #: Name and finance number will populate from information entered on the PIR Data Entry Page.</li> <li>■ Gaining Facility Name and Finance #: Name and finance number will populate from information entered on the PIR Data Entry Page.</li> <li>■ Data Extraction Date: Enter the date the data was extracted from WebCOINS for both the losing and gaining facilities.</li> </ul> </p> <p><b>Worksheet Columns</b> Column instructions are the same for both the losing and gaining facilities. Columns 1 through 11 apply to the losing facility. Columns 12 through 22 apply to the gaining facility. The numbers for the Pre AMP and Proposed columns come from the approved AMP Staffing Craft. The PIR numbers are those craft positions currently on-rolls at the time of the PIR.  <ul style="list-style-type: none"> <li>1. Casuals On-Rolls Pre AMP: Data comes from column labeled "Casuals On-Rolls" in AMP Staffing Craft.</li> <li>2. Casuals On-Rolls PIR: Column reports the data from WebCOINS.</li> <li>3. Part-Time On-Rolls Pre AMP: Data comes from column labeled "Part Time On-Rolls" in AMP Staffing Craft.</li> <li>4. Part-Time On-Rolls PIR: Column reports the data from WebCOINS.</li> <li>5. Full-Time On-Rolls Pre AMP: Data comes from column labeled "Full Time On-Rolls" in AMP Staffing Craft.</li> <li>6. Full-Time On-Rolls PIR: Column reports the data from WebCOINS.</li> <li>7. Total On-Rolls Pre AMP: Formula calculates the total of all Pre AMP craft employees On-Rolls.</li> <li>8. Total On-Rolls Proposed: Formula calculates the total of all craft employees proposed for the AMP.</li> <li>9. Total On-Rolls PIR: Formula calculates the total of all craft employees On-Rolls.</li> <li>10. Variances Total On-Rolls PIR vs Pre AMP: Reflects the variance between the current data in the PIR from the current data in the approved AMP proposal.</li> <li>11. Variances Total On-Rolls PIR vs Proposed: Contains the variance between current data in the PIR from the "Proposed" figures in the approved AMP proposal.</li> </ul> </p> <p>Column instructions are the same for both losing and gaining facilities. Data for columns 12 through 22 are developed using the corresponding column instructions for columns 1 through 11.</p> <p><b>B-9.3 AMP Worksheet Summary</b>  <ul style="list-style-type: none"> <li>■ Total Craft Position Loss: These formulas equal the total difference of "Total On-Rolls" at losing office plus the total difference at the gaining office for the PIR vs Pre AMP and the PIR vs Proposed AMP data. These numbers are carried forward to the Executive Summary.</li> </ul> </p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-10 Staffing - PCES/EAS	103	<p><b>Overview of the PIR Worksheet</b> This worksheet indicates the staffing, annual workhour, and annual workhour costs for Postal Career Executive Service (PCES) and Executive Administrative Schedule (EAS) positions at the losing and gaining facilities before and after the AMP consolidation. Data is pre-populated for Pre AMP and Proposed columns from Staffing - PCES/EAS worksheets in the approved AMP proposal. See Exhibit B-10, Staffing - PCES/EAS, for a sample.</p> <p><b>B-10.2 Completing the PIR Worksheet</b> Header Section  <ul style="list-style-type: none"> <li>■ Losing facility name and finance number comes from information entered on the PIR Data Entry Page.</li> <li>■ Gaining facility name and finance number comes from information entered on the PIR Data Entry Page.</li> <li>■ Enter the date you extract data from WebCOINS for both the losing and gaining facilities.</li> </ul> </p> <p><b>PIR Worksheet Columns</b> Column instructions are the same for both losing and gaining facilities. Columns 1 through 18 apply to losing facility. Columns 19 through 36 apply to gaining facility. Data for the Pre AMP and Proposed columns is from approved AMP Staffing - PCES/EAS. Data for the PIR columns is from WebCOINS.  <ul style="list-style-type: none"> <li>1. Position Title: Data comes from WebCOINS and approved AMP Staffing - PCES/EAS.</li> <li>2. Level: Data comes from WebCOINS and approved AMP Staffing - PCES/EAS.</li> <li>3. Authorized Staffing Pre AMP: Data comes from column labeled "Current Auth Staffing" in AMP Staffing - PCES/EAS.</li> <li>4. Authorized Staffing PIR: Data comes from WebCOINS.</li> <li>5. On-Rolls Pre AMP: Data comes from column labeled "Current On-Rolls" in AMP Staffing - PCES/EAS.</li> <li>6. On-Rolls Proposed: Data comes from column labeled "Proposed Staffing" in AMP Staffing - PCES/EAS.</li> <li>7. On-Rolls PIR: Column reports the data from WebCOINS.</li> <li>8. Annual Workhours Pre AMP: Data comes from column labeled "Current Annual Workhours in AMP Staffing - PCES/EAS.</li> <li>9. Annual Workhours Proposed: Data comes from column labeled "Proposed Annual Workhours in AMP Staffing - PCES/EAS.</li> <li>10. Annual Workhours PIR: Column reports the data from WebCOINS. Data is annualized for the First PIR.</li> <li>11. Workhour Rate: The workhour rate for each position is populated using the Current Fiscal Year National Average Fully Loaded Labor Rate or local rates if available.</li> <li>12. Annual Costs Pre AMP: Data comes from column labeled "Current Annual Costs in AMP Staffing - PCES/EAS.</li> <li>13. Annual Costs Proposed: Data comes from column labeled "Proposed Annual Costs in AMP Staffing - PCES/EAS.</li> <li>14. Annual Costs PIR: This formula calculates the costs based on the PIR annual workhours and the workhour rate.</li> <li>15. Variances Total On-Rolls PIR vs Pre AMP reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.</li> <li>16. Variances Total On-Rolls PIR vs Proposed contains the variance between the current data in the PIR from the "Proposed" figures in the approved AMP proposal.</li> <li>17. Variances Total Annual Costs PIR vs Pre AMP reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.</li> <li>18. Variances Total Annual Costs PIR vs Proposed contains the variance between the current data in the PIR from the "Proposed" figures in the approved AMP proposal.</li> </ul> </p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.

<p>B-11Transportation - HCR Losing Facility</p>	<p>106</p>	<p><b>Overview of the PIR Worksheet</b>  This worksheet provides data for annual mileage, annual costs, and annual costs per mile for the losing facility. All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks (DN). A separate worksheet must be completed for the gaining facility. See Exhibit B-11, Transportation - HCR-Losing Facility, for a sample.  The local Transportation and Network Specialist and the area Distribution Network Budget Coordinator can support completion of the data in this worksheet.  Use same fuel costs from approved AMP proposal in the PIR worksheets to keep the costs in constant dollars (data source: AMP Transportation - HCR).  To effectively analyze the transportation changes due to the AMP, the area is directed to retain the following supporting documentation:  ■A brief narrative summarizing the transportation plan to include savings/costs to be incurred upon implementation.  ■A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage). This would include trip utilization information obtained from Surface Visibility (SV) or the Transportation Information Management Evaluation System (TIMES) for affected routes both inbound and outbound percentages.  ■A description of each affected route after proposed changes are made, as described above. This would include copies of the current and proposed schedule plates along with cost of the new transportation or changes to existing transportation. Plate documentation should list any changes to equipment (i.e., additional trailers, tractors, etc.) needed.  ■PS Form 5505, Cost Evaluation - Postal Vehicle Service vs. Contract Service (new service) must be provided when applicable.  ■A statement of compliance with Headquarters requirements for changes in air transportation routes must be included when applicable.  ■Any information regarding impacts to postal vehicle service (PVS) operations at both losing and gaining facilities must be provided. This will include any changes in routes, personnel or equipment. Copies of PS Form 4533, MVS Schedule, must be provided, if applicable.  ■A zero base analysis of PVS operations at both losing and gaining facilities should have been conducted within two years of the proposal. If not, the area should ensure this task is accomplished prior to submittal of the AMP proposal. The zero base results and the implemented improvements to operations will quantify the efficiency of PVS operations.  ■To fill out data required (such as PIR Annual Mileage and PIR Costs), information should come from the area Distribution Networks' budget coordinator. The budget coordinator can provide the information using HCR Data File for the month data is requested. It should be noted that the annual cost must include fuel costs and therefore, simply acquiring the cost from Transportation Contract Support System (TCSS) is not an approved method for obtaining this information.  B-11.2Completing the PIR Worksheet  Header Section  The following information will automatically populate from information entered on PIR Data Entry Page: name of the losing facility, PIR type, and type of distribution consolidated.  ■Data Extraction Date: Enter the date of the HCR Data File used to enter PIR mileage and cost for the losing facility.  ■Enter the clearance time (CT) for Outbound Dock. Additional comments regarding established bilateral agreements should be contained in the executive summary and in the notes section at the bottom of the worksheet.  PIR Worksheet Columns  Refer to the columns for the losing facility in the approved AMP Transportation - HCR.  1.Route Numbers: Use data from corresponding column in AMP Transportation - HCR.  2.Annual Mileage Pre AMP: Data comes from column labeled "Current Annual Mileage" in AMP Transportation - HCR.  3.Annual Mileage Proposed: Data comes from column labeled "Proposed Annual Mileage" in AMP Transportation - HCR.</p>	<p>N/A - Removed</p>	<p>N/A - Obsolete</p>	<p>N/A</p>	<p>Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.</p>
<p>B-12Transportation - HCR Gaining Facility</p>	<p>110</p>	<p><b>Overview of the PIR Worksheet</b>  This worksheet provides data for annual mileage, annual costs, and annual costs per mile for the gaining facility. All information provided on this worksheet must be reviewed for concurrence by the area manager Distribution Networks (DN). A separate worksheet must be completed for the losing facility. See Exhibit B-12, Transportation - HCR-Gaining Facility, for a sample.  The local Transportation and Network Specialist and the area Distribution Network Budget Coordinator can support completion of the data in this worksheet.  Use same fuel costs from approved AMP proposal in the PIR worksheets to keep the costs in constant dollars (data source: AMP Transportation - HCR).  To effectively analyze the transportation changes due to the AMP, the area is directed to retain the following supporting documentation:  ■A brief narrative summarizing the transportation plan to include savings/costs to be incurred upon implementation.  ■A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage). This would include trip utilization information obtained from Surface Visibility (SV) or the Transportation Information Management Evaluation System (TIMES) for affected routes both inbound and outbound percentages.  ■A description of each affected route after proposed changes are made, as described above. This would include copies of the current and proposed schedule plates along with cost of the new transportation or changes to existing transportation. Plate documentation should list any changes to equipment (i.e., additional trailers and tractors) needed.  ■PS Form 5505, Cost Evaluation - Postal Vehicle Service vs. Contract Service (new service) must be provided when applicable.  ■A statement of compliance with Headquarters requirements for changes in air transportation routes must be included when applicable.  ■Any information regarding impacts to postal vehicle service (PVS) operations at both losing and gaining facilities must be provided. This will include any changes in routes, personnel or equipment. Copies of PS Form 4533, MVS Schedule, must be provided, if applicable.  ■A zero base analysis of PVS operations at both losing and gaining facilities should have been conducted within two years of the proposal. If not, the area should ensure this task is accomplished prior to submittal of the AMP proposal. The zero base results and the implemented improvements to operations will quantify the efficiency of PVS operations.  ■To fill out data required (such as PIR Annual Mileage and PIR Costs), information should come from the area Distribution Networks' budget coordinator. The budget coordinator can provide the information using HCR Data File for the month data is requested. It should be noted that the annual cost must include fuel costs and therefore, simply acquiring the cost from Transportation Contract Support System (TCSS) is not an approved method for obtaining this information.  B-12.2Completing the PIR Worksheet  Header Section  The following information will automatically populate from information entered on PIR Data Entry Page: name of the gaining facility, PIR type, and type of distribution consolidated.  ■Data Extraction Date: Enter the date of the HCR Data File used to enter PIR mileage and cost for the gaining facility.  ■Enter the critical entry time (CET) for Inbound Dock, CET for Outgoing Primary (OGP), CET for cancellations and clearance time (CT) for Outbound Dock. Additional comments regarding established bilateral agreements should be contained in the executive summary and in the notes section at the bottom of the worksheet.  PIR Worksheet Columns  Refer to the columns for the gaining facility in the approved AMP Transportation - HCR.  1.Route Numbers: Use data from corresponding column in AMP Transportation - HCR.</p>	<p>N/A - Removed</p>	<p>N/A - Obsolete</p>	<p>N/A</p>	<p>Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.</p>
<p>B-13Transportation - PVS</p>	<p>114</p>	<p><b>Overview of the PIR Worksheet</b>  This worksheet provides data for both the losing and gaining facilities for postal vehicle service (PVS) leases, PVS equipment, annual mileage costs, and workhour costs for specific operations. See Exhibit B-13, Transportation - PVS, for a sample.The local Transportation and Network Specialist and the area Distribution Network PVS Specialist can support completion of the data in this worksheet.  B-13.2Completing the PIR Worksheet  Header Section  Losing and gaining facility names, finance numbers, PIR type and the date range of data are populated from information entered on the PIR Data Entry Page.  PIR Worksheet Columns  Column instructions are the same for both the losing and gaining facilities. Columns 1 through 5 apply to the losing facility. Columns 6 through 10 apply to the gaining facility.  1.Pre AMP: Use data from "Current" column in AMP Transportation - PVS.  2.Proposed: Use data from "Proposed" column in AMP Transportation - PVS.  3.PIR: Enter the current numbers applicable to the PIR. Data is developed as described below.  ■PVS-Owned Equipment: Based on data from Vehicle Maintenance Accounting System (VMAS), enter the number for each type of PVS vehicle shown.  ■PVS Transportation: Record the total number of schedules from the printed PVS schedules documented on PS Form 4533, MVS Schedules, from Vehicle Information Transportation Analysis Logistics System (VITALS).  ■Record the Total Annual Mileage by adding the annual mileage from the printed PVS schedules documented on PS Form 4533, MVS Schedules, from VITALS. The Total Annual Mileage Costs are automatically calculated by multiplying the Total Annual Mileage by \$0.85.  ■PVS Leases: The manager of the local VMF can provide the data for the PVS leases.  -Enter the total number of leased PVS vehicles.  -Enter the total annual lease costs.  ■PVS Workhour Costs: The PVS workhour costs are automatically populated for both the losing and gaining facilities based on EDW MODS and EDW LURS Data.  ■LDC 31: The total annual workhour costs for operation numbers 617 (Stewards - MVS), 679 (Admin &amp; Cler Trans &amp; Networks), and 764 (Motor Vehicle Service).  ■LDC 34: The total annual workhour costs for operation numbers 765 (Motor Vehicle Operators) and 766 (Tractor Trailer Operators).  4.Variance PIR vs Pre AMP: Reflects the variance between the current data in the PIR from what was the current data in the approved AMP proposal.  5.Variance PIR vs Proposed: Reflects the variance between the current data in the PIR from the "Proposed" figures in the approved AMP proposal.  Columns 6 through 10 are developed using the same instructions from columns 1 through 5.  B-13.3PIR Worksheet Summary  11.Total PIR vs Pre AMP PVS Transportation Savings: Formula will total savings between the PIR and the Pre AMP costs for both the losing and gaining facilities. This number is included in the calculation for Transportation Savings which is carried forward to the Executive Summary.  12.Total PIR vs Prop AMP PVS Transportation Savings: Formula will total savings between the PIR and the Proposed AMP costs for both the losing and gaining facilities. This number is included in the calculation for Transportation Savings which is carried forward to the Executive Summary.</p>	<p>N/A - Removed</p>	<p>N/A - Obsolete</p>	<p>N/A</p>	<p>Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.</p>

B-14MPE Inventory	117	<p>Overview of the PIR Worksheet This worksheet details the changes in inventory of mail processing equipment (MPE) at the losing and gaining facilities before and after the AMP and compares the PIR relocation costs to the proposed relocations costs. See Exhibit B-14, MPE Inventory, for a sample.</p> <p>B-14.2Completing the PIR Worksheet Header Section Losing and gaining facility names, PIR Type and Date Range of Data are automatically populated from information entered on the PIR Data Entry Page. Enter the date the data was extracted from web End of Run (webEOR). PIR Worksheet Columns The numbers for the Pre AMP and Proposed columns come from the approved AMP MPE Inventory. The PIR numbers are current. A list of mail processing equipment is provided for both the losing and gaining facilities (source: AMP MPE Inventory and webEOR). 1.Pre AMP Inventory: Data comes from column labeled "Current Number" for the losing facility in AMP MPE Inventory. 2.Proposed Inventory: Data comes from column labeled "Proposed Number" for the losing facility in AMP MPE Inventory. 3.PIR Inventory: Enter the current number of each mail processing equipment type presently installed at the losing facility (data source: webEOR). Insert rows to list equipment not identified in the AMP proposal. 4.Pre-AMP Inventory: Data comes from column labeled "Current Number" for the gaining facility in AMP MPE Inventory. 5.Proposed Inventory: Data comes from column labeled "Proposed Number" for the gaining facility in AMP MPE Inventory. 6.PIR Inventory: Enter the current number of each mail processing equipment type presently installed at the gaining facility (data source: webEOR). 7.Proposed Relocation Costs: Data comes from column labeled "Relocation Costs" in AMP MPE Inventory. 8.PIR Relocation Costs: Enter the actual costs of relocating equipment as a result of the AMP and explain details in notes section (10). 9.Variance in Costs: Formula will subtract current from proposed. 10.Notes: Use this section to explain details for the equipment relocation costs.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-15Maintenance	119	<p>Overview of the PIR Worksheet This worksheet evaluates the total annual maintenance costs for the losing and gaining facilities, including mail processing equipment, building services, training, and other annual costs. All supporting documentation from the AMP is on file at the area office. The area manager Maintenance Operations can support completion of the data in this worksheet. See Exhibit B-15, Maintenance, for a sample.</p> <p>B-15.2Completing the PIR Worksheet Header Section The name of the losing and gaining facilities, the PIR type and the date range of data will populate from the information recorded on the PIR Data Entry Page. PIR Worksheet Columns "Pre AMP" corresponds to "Current" columns in the approved AMP proposal. "Proposed" corresponds to "Proposed" columns in the approved AMP proposal. "PIR" columns are annualized in the First PIR and represent actual data from the most recently completed two quarters and correspond to the dates reflected in the date range of data. Column instructions are the same for both the losing and gaining facilities. Columns 1 through 5 apply to losing facility. Columns 6 through 10 apply to gaining facility. 1.Pre-AMP Costs: Data comes from column labeled "Current Cost" in AMP Maintenance. 2.Proposed Costs: Data comes from column labeled "Proposed Cost" in AMP Maintenance. 3.PIR Costs: Data for the identified LDC workhour activity will come from the PIR electronic spreadsheet tab titled "Losing LURS Summary". Data for parts and supplies comes from the financial performance reports in the Accounting Data Mart (ADM). Data for the First PIR is annualized. 4.Variance PIR to Pre AMP: Formula calculates the difference between the PIR and Pre AMP costs. 5.Variance PIR to Proposed: Formula calculates the difference between the PIR and Proposed costs. Data for columns 6 through 10 are developed using the same column instructions for columns 1 through 5.</p> <p>B-15.3PIR Worksheet Summary 11.PIR vs Pre AMP Maintenance Savings: Formula calculates the difference between the Grand Totals for losing and gaining facilities. 12.PIR vs Proposed Maintenance Savings: Formula calculates the difference between the Grand Totals for losing and gaining facilities. 13.Notes: Provide any other information relevant to the current or proposed costs at the losing or gaining facilities.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-16Distribution Changes	122	<p>Overview of the PIR Worksheet Using discount or "bulk" mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations. Labeling lists in the Domestic Mail Manual (DMM) provide information to mailers for various sortation levels and distribution of containers. See Exhibit B-16, Distribution Changes, for a sample. Generally, changes to DMM labeling lists are published six times per year. A specific DMM labeling list may need revision based on the type of AMP distribution proposed for consolidation. An AMP that involved the transfer of only destinating or both destinating and originating operations may require additional changes to other labeling lists, such as DMM L002, 3-Digit ZIP Code Prefix Matrix and L005, 3-Digit ZIP Code Prefix Groups-SCF Sortation. At a minimum, originating AMPs may require a change to the distribution labeling list in DMM L201, Periodicals Origin Split and First-Class Mail Mixed ADC/AADC. All DMM labeling lists must be reviewed to ensure appropriate changes were made. Following the decision to implement an AMP, staff members from the area's Distribution Networks Office are responsible for submitting requests for DMM labeling changes to headquarters Transportation Field Support. Forms are available from <a href="http://blue.usps.gov/site/wcm/connect/network_operations/general/policy_and_guidance/dispatch_distribution_and_labeling">http://blue.usps.gov/site/wcm/connect/network_operations/general/policy_and_guidance/dispatch_distribution_and_labeling</a>.</p> <p>B-16.2Completing the PIR Worksheet Header Section The following information is automatically populated from the information recorded on the PIR Data Entry Page: Losing facility name, PIR Type, Type of Distribution Consolidated, and date range of data. PIR Worksheet Columns 1. Identify each DMM labeling list that was revised because of the approved AMP. 2. Identify the date of the Postal Bulletin that contained the DMM labeling list revisions. 3. Confirm if the Service Standard Directory was updated after AMP approval (data source: <a href="http://networks/ssd/home.do">http://networks/ssd/home.do</a>). 4. Drop Shipments for Destination Entry Discounts: Use applicable NASS Codes for the losing and gaining facilities to obtain monthly data for the two most recently completed months from the Appointment Summary Report in the Facility Access and Shipment Tracking (FAST). Note: the start date may not exceed 90 days prior to the current date, and the end date may not exceed the current date (i.e., the date of data extraction). 5.Notes: Identify any changes made to the hours for drop shipments or slot availability that were made in FAST for any destination entry office affected by the AMP consolidation.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
B-17Customer Service Issues	125	<p>Overview of the PIR Worksheet This worksheet indicates changes that may have affected customers within the service area of the losing facility, such as changes in pick-up times for assorted collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark applied to mail collected from the losing facility. See Exhibit B-17, Customer Service Issues, for a sample.</p> <p>B-17.2Completing the PIR Worksheet Header Sections ■The losing facility name and 5-digit ZIP Code populates from information entered on PIR Data Entry Page. ■Enter the date when data was extracted for the losing facility. ■The gaining facility name at the bottom populates from information entered on PIR Data Entry Page. PIR Worksheet Entries Data for Pre AMP and Proposed columns comes from related columns in the AMP Customer Service Issues worksheet. Instructions below will provide information to populate the PIR columns. 1.Collection Points: Obtain information about posted pick-up times from the Collection Point Management System (CPMS). Use the Notes section to explain if any collection boxes were removed from service because of the AMP. 2.Local Delivery Boxes Designated: Indicate how many collection boxes are designated for local delivery. 3.Local Delivery Boxes Removed: Indicate how many collection boxes were removed because of the AMP. 4.Delivery Performance Report: Enter data from the most recently completed quarters indicating the percentage of carriers in the performance cluster that returned from their routes before 5:00 p.m. (data source: webEIS). 5.Retail Unit Inside the Losing Facility: Enter the window service hours available for customers to conduct transactions at the retail unit inside the losing facility (data source: Facilities Database). 6.Business (Bulk) Mail Acceptance: Enter the hours available to customers to present presorted mailings for verification and acceptance. If no bulk mail entry unit is available at the losing facility, enter NA (not applicable) in these fields (data source: Facilities Database). 7.Local Postmark: Indicate whether a local postmark is available to customers. 8.Notes: Enter any applicable notes for the losing facility. 9.Postmark: Indicate the Line 1 and the optional Line 2 information from postmarks applied by the advanced facer canceler system at the gaining facility. If an image of the postmark is available, import the image to the worksheet.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.

B-18Space Evaluation and Other Costs	128	<p><b>Overview of the PIR Worksheet</b>  The purpose of this worksheet is to identify savings related to physical facilities and other one-time costs. It shows REC Costs per 1000. See Exhibit B-18, Space Evaluation and Other Costs, for a sample.</p> <p>B-18.2Completing the PIR Worksheet  Header Sections  ■The losing facility name populates from information entered on PIR Data Entry Page.  ■Enter the date when data was extracted from the Facilities Management System (FMS WIN).  ■The gaining facility name at the bottom populates from information entered on PIR Data Entry Page.</p> <p>Space Evaluation  1. Affected Facility: Enter the name and delivery address of the facility with space impacted by the AMP. If multiple facilities were affected, provide requested information for each one.  2. One-Time Facility Costs:  Proposed: Data comes from corresponding column in AMP Space Evaluation and Other Costs.  PIR: Record any one-time costs incurred from modifying leased space. Variance: A formula calculates the difference between PIR and Proposed.  3. Savings Information:  Proposed: Data comes from corresponding column in AMP Space Evaluation and Other Costs.  PIR: Record actual savings from lease termination.  Variance: A formula calculates the difference between PIR and Proposed.  4. Space Utilization: Provide detailed description of what was done to utilize acquired space.  5. Notes: Enter any applicable notes in this section.</p> <p>One-Time Costs  ■Employee Relocation Costs: Proposed comes from AMP Space Evaluation and Other Costs; enter actual costs for PIR.  ■Mail Processing Equipment (MPE) Relocation Costs: Proposed comes from AMP MPE Inventory; enter actual costs for PIR.  ■Facility Costs: Proposed comes from AMP Space Evaluation and Other Costs; enter actual costs for PIR.  ■Total One-Time Costs are calculated and the variance between PIR and Proposed are carried forward to the Executive Summary.  Remote Encoding Center Cost Per 1000</p> <p>Column instructions are the same for the losing and gaining facilities. Columns 1 through 5 apply to the losing facility. Columns 6 through 10 apply to the gaining facility. (data source: AMP Space Evaluation and Other Costs and webROADS)</p> <p>■Product: Product types are identified.  ■Pre AMP Associated REC: Data comes from corresponding column in AMP Space Evaluation and Other Costs.  ■Pre AMP Cost Per 1000 Images: Data comes from corresponding column in AMP Space Evaluation and Other Costs.  ■PIR Associated REC: Enter the name of the REC associated with the processing of the product shown.</p>	N/A - Removed	N/A - Obsolete	N/A	Removed as these worksheets are obsolete. USPS to list bullet points of what the content of the new workbook will be.
Appendix C — Acronyms	131	<p><b>Post Office Acronyms</b>  ADVAverage Daily Volume  AIRAutomated Impact Report  AMPArea Mail Processing  AMSAAddress Management System  APWUAmerican Postal Workers Union  AVFAves Vice President  BDSBiohazard Detection System  BMEUBusiness Mail Entry Unit  BSNBUSINESS SERVICE NETWORK  CETCritical Entry Time  CTClearance Time  CSMCustomer Satisfaction Measurement  DARDecision Analysis Report  DMDistrict Manager  DNMDomestic Mail Manual  EASEExecutive Appointment Schedule  ELMEmployee and Labor Relations Manual  EXFCEXTERNAL FIRST-CLASS MEASUREMENT  FGMFirst-Class Mail®  FHFFirst Handling Places  HQHeadquarters  HCRHighway Contract Route  LDCLabor Distribution Code  MDOManager Distribution Operations  MPEMail Processing Equipment  MVMMotor Vehicle Service  NAINetwork Alignment Implementation  NAPSNational Association of Postal Supervisors NAPUNational Association of Postmasters United States NATPHNon-Add Total Piece Handling  NLNational League of Postmasters  NPMHUNational Postal Mail Handler Union  OGPOutgoing Primary  PDPersonnel Data</p>	N/A - Deleted	N/A - Obsolete	N/A	A list of acronyms is no longer needed. Any relevant acronyms are spelled out in the body of this policy.
Appendix C — Acronyms	131	<p>Postal Data Systems  ADMAAccounting Data Mart  AMSAAddress Management System  CAPE Capital and Program Evaluation CPMSCollection Point Management System EDW Enterprise Data Warehouse  eFMSElectronic Facilities Management System  eMARSElectronic Maintenance Activity Reporting Scheduling System FAST Facility Access and System Tracking  FDBFacilities Database  HCESHUMAN CAPITAL ENTERPRISE SYSTEM  LURS Labor Utilization Reporting System MODSManagement Operating Data System NASS National Air and Surface System  SVWebSurface Visibility  TCSSTransportation Contract Support System  TIMESWeb Transportation Information Management Evaluation System VITALSVehicle Information Transportation Analysis Logistics System VMAS Vehicle Management Accounting System  WebCOINS Web Complement Information System WebEOREnd of Run  WebMODSManagement Operating Data System WebODINODIS/RPW Information Network  WebROADSWeb REC Operations Analysis Database System</p>	N/A - Removed	N/A - Obsolete	N/A	A list of acronyms is no longer needed. Any relevant acronyms are spelled out in the body of this policy.
Appendix C — Acronyms	132	<p>Mail Processing Equipment  AFCSAdvance Facer Cancellor System  AFSM100Automated Flat Sorting Machine  AFSM-AIAutomated Flat Sorting Machine Automatic Induction AFSM ATHSAutomated Flat Sorting Machine Automatic Tray Handling System  AFSM-ATHS-AIAutomated Flat Sorting Machine Automatic Tray Handling System-Automatic Induction  APPSAutomated Package Processing System  CIOSSCombined Input Output Subsystem  CSBCSCarrier Sequence Bar Code Sorter  DBCSDelivery Bar Code Sorter  DBCS-OSS Delivery Bar Code Sorter/Output Subsystem DIOSSDelivery Bar Code Sorter Input/Output Subsystem  FSSFlats Sequencing System  FGMICRO MARKFlat Cancellor/MicroMark Letter Cancellor RCSRRobotic Containerization System  HSTSHigh Speed Tray Sorter  HSUSHigh Speed Universal Sorter  LQTLow Cost Tray Sorter  LQUSLow Cost Universal Sorter  LIPSLinear Integrated Parcel System  MLOCR-ISSMultiline Optical Character Reader - Input SubSystem MPBCS-OSS Mail Processing Barcode Sorter - Output SubSystem SPBSSSmall Parcel and Bundle Sorter  UFSMUniversal Flats Sorting Machine</p>	N/A - Removed	N/A - Obsolete	N/A	A list of acronyms is no longer needed. Any relevant acronyms are spelled out in the body of this policy.