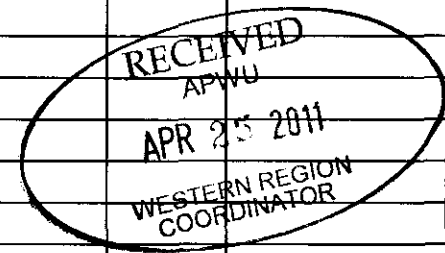


Pacific Area Event Log: APWU Craft Impacts

as of March, 2011

District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original AIR) A FTR	Number of Original Employee Impact (from original AIR) B FTR	Number of Original Employee Impact (from original AIR) C FTR	Function (S, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Bid Installation	Number of Employees Impact	Explanation of Reinstatement	Comments
BV	Reduction in the Number of Employees Other Than by Attrition	5582	F-1 Scheduling & Staffing Review	Function 1 Bid Realignment/Staffing & Scheduling	54			1	Clerk	Oakland			
BV	Reduction in the Number of Employees Other Than by Attrition	5583	F-1 Scheduling and Staffing Review	Function 1 Bid Realignment/Staffing & Scheduling	43			1	Clerk	Oakland			
BV	Reduction in the Number of Employees Other Than by Attrition	8559	F3B Pleasanton LDC 38	Function 3b Maintenance Staffing	1			3B	Custodian	Pleasanton			
BV	Reduction in the Number of Employees Other Than by Attrition	8562	F3B Newark LDC 38	Function 3b Maintenance Staffing	1			3B	Custodian	Newark			
BV	Reduction in the Number of Employees Other Than by Attrition	8563	F3B Berkeley LDC 38	Function 3b Maintenance Staffing	1			3B	Custodian	Berkeley			
BV	Reduction in the Number of Employees Other Than by Attrition	8565	F3B Pittsburg LDC 38	Function 3b Maintenance Staffing	1			3B	Custodian	Pittsburg			
BV	Reduction in the Number of Employees Other Than by Attrition	8568	F3B Fairfield LDC 38	Function 3b Maintenance Staffing	1			3B	Custodian	Fairfield			
BV	Reduction in the Number of Employees Other Than by Attrition	12282	F3B Hayward (MPE 9 & MM 7)	Function 3b Maintenance Staffing	2			3B	Maint	Hayward			
BV	Reduction in the Number of Employees Other Than by Attrition	12288	F3B Moraga LDC 38 (BMC)	Function 3b Maintenance Staffing	1			3B	Maint	Moraga			
BV	Reduction in the Number of Employees Other Than by Attrition	12293	F3B Benicia LDC 38 (BMC)	Function 3b Maintenance Staffing	1			3B	Maint	Benicia			
BV	Reduction in the Number of Employees Other Than by Attrition	12294	F3B Concord - BEM & Maintenance Mechanic	Function 3b Maintenance Staffing	2			3B	Maint	Concord			
BV	Reduction in the Number of Employees Other Than by Attrition	12321	F3B Danville - Building Maintenance Custodian	Function 3b Maintenance Staffing	1			3B	Custodian	Danville			
BV	Reduction in the Number of Employees Other Than by Attrition	12322	F3B Martinez - Building Maintenance Custodian	Function 3b Maintenance Staffing	1			3B	Maint	Martinez			
BV	Reduction in the Number of Employees Other Than by Attrition	12324	F3B Vallejo - Maintenance Mechanic	Function 3b Maintenance Staffing	1			3B	Maint	Vallejo			
BV	Reduction in the Number of Employees Other Than by Attrition	12326	F3B Richmond - Maintenance Mechanic	Function 3b Maintenance Staffing	1			3B	Maint	Richmond			
BV	Reduction in the Number of Employees Other Than by Attrition	14101	Func 4 Carmel	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Carmel			
BV	Reduction in the Number of Employees Other Than by Attrition	14103	Func 4 Pleasanton	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Pleasanton			
BV	Reduction in the Number of Employees Other Than by Attrition	14104	Func 4 Saratoga	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Saratoga			
BV	Reduction in the Number of Employees Other Than by Attrition	14106	Func 4 Brentwood	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Brentwood			
BV	Reduction in the Number of Employees Other Than by Attrition	15803	Func 4 Lafayette	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Lafayette			



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as of March, 2011

District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original ARB) EFTA	Number of Original Employee Impact (from original ARB) EFTM	Number of Original Employee Impact (from original ARB) EFTF	Function (A, 1, 2B, 3A, 3B, 4, 5, 5, 7)	Craft	Bid Installation	Revised Employee Impact	Explanation of Revision(s)	Comments
BV	Reduction in the Number of Employees Other Than by Attrition	15804	Func 4 Newark	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Newark			
BV	Reduction in the Number of Employees Other Than by Attrition	15805	Func 4 San Lorenzo	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	San Lorenzo			
BV	Reduction in the Number of Employees Other Than by Attrition	17623	Func 4 Customer Service - Santa Clara	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Santa Clara			
BV	Reduction in the Number of Employees Other Than by Attrition	22563	Amended 3B Oakland Bid Cluster - ET Reduction	Function 3b Maintenance Staffing	10			3B	Maint	Oakland			
BV	Reduction in the Number of Employees Other Than by Attrition	22921	Maintenance Craft Excessing - Function 3B	Function 3b Maintenance Staffing	5			3B	Maint	SF NDC			
BV	Reduction in the Number of Employees Other Than by Attrition	24428	F3B Antioch LDC 38	Function 3b Maintenance Staffing	1			3B	Maint	Antioch			
HNL	Reduction in the Number of Employees Other Than by Attrition	10162	Hauula Post Office Clerk PTF Excessing	Function 4 Reviews	1			4	Clerk	Hauula			
HNL	Reduction in the Number of Employees Other Than by Attrition	16081	Honolulu P&DC Distribution Compression	Function 1 Bid Realignment/Staffing & Scheduling	43			1	Clerk	Honolulu			
HNL	Reduction in the Number of Employees Other Than by Attrition	17624	Laie F4 PTF Excessing	Volume / Workload Reduction			1	4	Clerk	Laie			
HNL	Reduction in the Number of Employees Other Than by Attrition	21088	Haleiwa F4 FSSR PTF	Function 4 Reviews			1	4	Clerk	Haleiwa			
LA	Reduction in the Number of Employees Other Than by Attrition	10825	F4	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	LA			
LA	Reduction in the Number of Employees Other Than by Attrition	10828	Function 4 - Redondo Beach	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	Redondo Beach			
LA	Reduction in the Number of Employees Other Than by Attrition	10829	Function 4 - Palo Verdes	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	Palos Verdes			
LA	Reduction in the Number of Employees Other Than by Attrition	10830	Function 4 - Gardena	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	5			4	Clerk	Gardena			
LA	Reduction in the Number of Employees Other Than by Attrition	10831	Function 4 - Compton PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	5			4	Clerk	Compton			
LA	Reduction in the Number of Employees Other Than by Attrition	10832	Function 4 - Santa Monica PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Santa Monica			

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District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original APW) 6/11/11	Number of Original Employee Impact (from original APW) 6/11/11	Number of Original Employee Impact (from original APW) 6/11/11	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Bid Installation	Reading Employee Impact	Explanation of Revision(s)	Comments
LA	Reduction in the Number of Employees Other Than by Attrition	10833	Function 4 - Inglewood PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Inglewood			
LA	Reduction in the Number of Employees Other Than by Attrition	10834	Function 4 - Bell PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Bell			
LA	Reduction in the Number of Employees Other Than by Attrition	10835	Function 4 - Culver City PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Culver City			
LA	Reduction in the Number of Employees Other Than by Attrition	10836	Function 4 - Beverly Hills PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Beverly Hills			
LA	Reduction in the Number of Employees Other Than by Attrition	10837	Function 4 - Venice PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	5			4	Clerk	Venice			
LA	Reduction in the Number of Employees Other Than by Attrition	10838	Function 4 - Manhattan Beach PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	6			4	Clerk	Manhatta Beach			
LA	Reduction in the Number of Employees Other Than by Attrition	11081	Function 4 - Huntington Park PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Huntington Park			
LA	Reduction in the Number of Employees Other Than by Attrition	11143	Function 4 - Lawndale PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	Lawndale			
LA	Reduction in the Number of Employees Other Than by Attrition	11144	Function 4 - Lynwood PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Lynwood			
LA	Reduction in the Number of Employees Other Than by Attrition	11145	Function 4 - Pacific Palisades PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Pacific Palisades			
LA	Reduction in the Number of Employees Other Than by Attrition	11146	Function 4 - Malibu PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Malibu			
LA	Reduction in the Number of Employees Other Than by Attrition	11147	Function 4 - Topanga PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Topanga			

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District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (From original APR & PTR)	Number of Original Employee Impact (From original APR & PTR)	Number of Original Employee Impact (From original APR & PTR)	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Bid Installation	Revised Employee Impact	Explanation of Revision(s)	Comments
LA	Reduction in the Number of Employees Other Than by Attrition	11148	Function 4 - Hawthorne PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Hawthorne			
LA	Reduction in the Number of Employees Other Than by Attrition	11201	Function 4 CSV - LA Post Office	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	87			4	Clerk	LA			
LA	Reduction in the Number of Employees Other Than by Attrition	11462	Function 3B - Downey PO	Function 3b Maintenance Staffing	1			3B	Custodian	Downey			
SAC	Reduction in the Number of Employees Other Than by Attrition	5002	Fn 4 CSV - Kerman PO	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Kerman			
SAC	Reduction in the Number of Employees Other Than by Attrition	8531	F4 Review - Willows	Function 4 Reviews	1			4	Clerk	Willows			
SAC	Reduction in the Number of Employees Other Than by Attrition	10985	3B - Grass Valley PO - 4852 Validation	Function 3b Maintenance Staffing		1		3B	Maint	Grass Valley			
SAC	Reduction in the Number of Employees Other Than by Attrition	10986	3B - Oakdale PO - 4852 Validation	Function 3b Maintenance Staffing	1			3B	Maint	Oakdale			
SAC	Reduction in the Number of Employees Other Than by Attrition	10987	3B - Orangevale PO - 4852 Validation	Function 3b Maintenance Staffing		1		3B	Maint	Orangevale			
SAC	Reduction in the Number of Employees Other Than by Attrition	12241	3B - Carmichael PO - 4852 Validation	Function 3b Maintenance Staffing	1			3B	Maint	Carmichael			
SAC	Reduction in the Number of Employees Other Than by Attrition	15461	Fn 4 SSR - Los Banos	Function 4 Reviews	1			4	Clerk	Los Banos			
SAC	Reduction in the Number of Employees Other Than by Attrition	15462	Fn 4 SSR - Yuba City	Function 4 Reviews	1			4	Clerk	Yuba City			
SAC	Reduction in the Number of Employees Other Than by Attrition	15463	Fn 4 SSR - Clovis	Function 4 Reviews	2			4	Clerk	Clovis			
SAC	Reduction in the Number of Employees Other Than by Attrition	15747	Fn 4 SSR - Reedley	Function 4 Reviews	1			4	Clerk	Reedley			
SAC	Reduction in the Number of Employees Other Than by Attrition	15762	Fn 4 SSR - North Highlands PO	Function 4 Reviews	1			4	Clerk	North Highlands			
SAC	Reduction in the Number of Employees Other Than by Attrition	15763	Fn 4 SSR - Auburn PO	Function 4 Reviews		2		4	Clerk	Auburn			
SAC	Reduction in the Number of Employees Other Than by Attrition	16062	Fn 4 SSR - Ceres PO	Function 4 Reviews	1			4	Clerk	Ceres			
SAC	Reduction in the Number of Employees Other Than by Attrition	16063	Fn 4 SSR - Modesto PO	Function 4 Reviews	26			4	Clerk	Modesto			
SAC	Reduction in the Number of Employees Other Than by Attrition	17552	F3B - Roseville PO - 4852	Function 3b Maintenance Staffing	1			3B	Maint	Roseville			
SAC	Reduction in the Number of Employees Other Than by Attrition	18463	F3B - Vacaville Bid Cluster - 4852	Function 3b Maintenance Staffing		1		3B	Maint	Vacaville			
SAC	Reduction in the Number of Employees Other Than by Attrition	18465	Folsom PO - Bulk Mail	Function 4 Reviews	3		1	4	Clerk	Folsom			
SAC	Reduction in the Number of Employees Other Than by Attrition	18803	Fn 4 SSR - Coarsegold PO	Function 4 Reviews			1	4	Clerk	Coarsegold			
SAC	Reduction in the Number of Employees Other Than by Attrition	18804	Fn 4 SSR - Escalon PO	Function 4 Reviews			1	4	Clerk	Escalon			
SAC	Reduction in the Number of Employees Other Than by Attrition	20812	Fn 4 SSR - Fair Oaks PO	Function 4 Reviews	1			4	Clerk	Fair Oaks			
SAC	Reduction in the Number of Employees Other Than by Attrition	20814	Fn 4 SSR - Meadow Vista PO	Function 4 Reviews	1			4	Clerk	Meadow Vista			
SAC	Reduction in the Number of Employees Other Than by Attrition	20815	Fn 4 SSR - Walnut Grove PO	Function 4 Reviews	1			4	Clerk	Walnut Grove			
SAC	Reduction in the Number of Employees Other Than by Attrition	20826	Fn 4 SSR - Dinuba PO	Function 4 Reviews	1			4	Clerk	Dinuba			

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District	Type	Event ID	Name	Operational Change	Number of Original Employees Impact (from original AIR) # FTE	Number of Original Employees Impact (from original AIR) # FTE	Number of Original Employees Impact (from original AIR) # FTE	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Bid Installation	Revised Employee Impact	Explanation of Revision(s)	Comments
SAC	Reduction in the Number of Employees Other Than by Attrition	20827	Fn 4 SSR - Isleton PO	Function 4 Reviews	1			4	Clerk	Isleton			
SAC	Reduction in the Number of Employees Other Than by Attrition	20843	Fn 4 SSR - Kingsburg	Function 4 Reviews	1			4	Clerk	Kingsburg			
SAC	Reduction in the Number of Employees Other Than by Attrition	21462	Fn 4 Review - Stockton	Function 4 Reviews	4			4	Clerk	Stockton			
SAC	Reduction in the Number of Employees Other Than by Attrition	22902	Penryn - Fn 4 SSR	Function 4 Reviews			1	4	Clerk	Penryn			
SAC	Reduction in the Number of Employees Other Than by Attrition	22922	Lathrop - Fn 4 SSR	Function 4 Reviews			1	4	Clerk	Lathrop			
SAC	Reduction in the Number of Employees Other Than by Attrition	22923	Knights Landing - Fn 4 SSR	Function 4 Reviews			1	4	Clerk	Knights Landing			
SAC	Reduction in the Number of Employees Other Than by Attrition	23041	CFS Staffing - FY 2011	Function 4 Reviews	17			4	Clerk	Sacramento			
SAC	Reduction in the Number of Employees Other Than by Attrition	23309	Grass Valley 2011 - Fn 4 Review	Function 4 Reviews	2			4	Clerk	Grass Valley			
SAC	Reduction in the Number of Employees Other Than by Attrition	23310	Roseville PO 2011 - Fn 4 Review	Function 4 Reviews	5			4	Clerk	Roseville			
SAC	Reduction in the Number of Employees Other Than by Attrition	23861	Citrus Heights PO - Fn 4 Review 2011	Function 4 Reviews	4			4	Clerk	Citrus Heights			
SAC	Reduction in the Number of Employees Other Than by Attrition	23984	Marysville PO - Fn 4 Review - 2011	Function 4 Reviews	2			4	Clerk	Marysville			
SAC	Reduction in the Number of Employees Other Than by Attrition	24206	Patterson Fn 4 Review - 2011	Function 4 Reviews			1	4	Clerk	Patterson			
SAC	Reduction in the Number of Employees Other Than by Attrition	24207	Waterford Fn 4 Review - 2011	Function 4 Reviews			1	4	Clerk	Waterford			
SAC	Reduction in the Number of Employees Other Than by Attrition	24264	Fall River Mills Fn 4 Review - 2011	Function 4 Reviews	1			4	Clerk	Fall River Mills			
SAC	Reduction in the Number of Employees Other Than by Attrition	24266	Los Molinos Fn 4 Review - 2011	Function 4 Reviews	1			4	Clerk	Los Molinos			
SAC	Reduction in the Number of Employees Other Than by Attrition	24284	Live Oak Fn 4 Review - 2011	Function 4 Reviews	1			4	Clerk	Live Oak			
SAC	Reduction in the Number of Employees Other Than by Attrition	24285	Montague Fn 4 Review - 2011	Function 4 Reviews	1			4	Clerk	Montague			
SD	Reduction in the Number of Employees Other Than by Attrition	7632	ENCINITAS PO - STAFFING AND SCHEDULING	Function 4 Reviews	2			4	Clerk	Encinitas			
SD	Reduction in the Number of Employees Other Than by Attrition	8212	ANZA PO - STAFFING AND SCHEDULING	Function 4 Reviews			1	4	Clerk	Anza			
SD	Reduction in the Number of Employees Other Than by Attrition	8256	BONITA PO - STAFFING AND SCHEDULING	Function 4 Reviews	2			4	Clerk	Bonita			
SD	Reduction in the Number of Employees Other Than by Attrition	8266	LAKE ARROWHEAD PO - STAFFING AND SCHEDULING	Function 4 Reviews			1	4	Clerk	Lake Arrowhead			
SD	Reduction in the Number of Employees Other Than by Attrition	8267	LEMON GROVE PO - STAFFING AND SCHEDULING	Function 4 Reviews	1			4	Clerk	Lemon Grove			
SD	Reduction in the Number of Employees Other Than by Attrition	8269	MURRIETA PO - STAFFING AND SCHEDULING	Function 4 Reviews	3			4	Clerk	Murrieta			
SD	Reduction in the Number of Employees Other Than by Attrition	8272	PHELAN PO - STAFFING AND SCHEDULING	Function 4 Reviews			1	4	Clerk	Phelan			
SD	Reduction in the Number of Employees Other Than by Attrition	8273	TEMECULA PO - STAFFING AND SCHEDULING	Function 4 Reviews		1		4	Clerk	Temecula			
SD	Reduction in the Number of Employees Other Than by Attrition	8292	WINCHESTER PO - STAFFING AND SCHEDULING	Function 4 Reviews			1	4	Clerk	Winchester			
SD	Reduction in the Number of Employees Other Than by Attrition	15601	2010 Baseline Staffing Review - MLS P&DC / MIDWAY P&DF	Function 1 Bid Realignment/Staffing & Scheduling		19		1	Clerk	San Diego			
SD	Reduction in the Number of Employees Other Than by Attrition	15602	SAN DIEGO PO - STAFFING AND SCHEDULING	Function 4 Reviews		8		1	Clerk	San Diego			
SD	Reduction in the Number of Employees Other Than by Attrition	17182	BLOOMINGTON PO - STAFFING AND SCHEDULING	Function 4 Reviews	2			4	Clerk	Bloomington			
SD	Reduction in the Number of Employees Other Than by Attrition	17241	POWAY PO - STAFFING AND SCHEDULING	Function 4 Reviews		1		4	Clerk	Poway			

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SD	Reduction in the Number of Employees Other Than by Attrition	17321	INDIO PO - STAFFING AND SCHEDULING	Function 4 Reviews		1		4	Clerk	Indio			
SF	Reduction in the Number of Employees Other Than by Attrition	7782	San Rafael Post Office Function 4 Excessing	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	8			4	Clerk	San Rafael			
SF	Reduction in the Number of Employees Other Than by Attrition	7789	Pacifica Post Office Function 4 Excess	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	Pacifica			
SF	Reduction in the Number of Employees Other Than by Attrition	7794	menlo Park function 4 excess	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	5			4	Clerk	Menlo Park			
SF	Reduction in the Number of Employees Other Than by Attrition	7795	San Carlos function 4 excess	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	San Carlos			
SF	Reduction in the Number of Employees Other Than by Attrition	7797	Mountain View Post office function 4 excess	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Mountain View			
SF	Reduction in the Number of Employees Other Than by Attrition	13901	Function 1 Baseline for Clerk Craft Impact	Function 1 Bid Realignment/Staffing & Scheduling	43			1	Clerk	SF			
SF	Reduction in the Number of Employees Other Than by Attrition	15961	Function 1 Baseline for Clerk Craft	Function 1 Bid Realignment/Staffing & Scheduling	150	19		1	Clerk	SF			
SNA	Reduction in the Number of Employees Other Than by Attrition	18801	Phase 9 F4 Azusa	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	Azusa			
SNA	Reduction in the Number of Employees Other Than by Attrition	18802	Phase 9 F4 Chino	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1		1	4	Clerk	Chino			
SNA	Reduction in the Number of Employees Other Than by Attrition	19042	Phase 9 F4 Clerks Baldwin Park	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1		1	4	Clerk	Baldwin Park			
SNA	Reduction in the Number of Employees Other Than by Attrition	19121	Phase 9 Function 4 Clerks Yorba Linda	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	Yorba Linda			
SNA	Reduction in the Number of Employees Other Than by Attrition	19122	Phase 9 F4 Clerks Chino Hills	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	Chino Hills			

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District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original AFR) #ETR	Number of Original Employee Impact (from original AFR) #PER	Number of Original Employee Impact (from original AFR) #PTP	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Risk Installation	Revised Employee Impact	Explanation of Revision(s)	Comments
SNA	Reduction in the Number of Employees Other Than by Attrition	19141	Phase 9 F4 Clerks La Verne	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1		1	4	Clerk	La Verne			
SNA	Reduction in the Number of Employees Other Than by Attrition	19161	Phase 9 F4 Clerks Costa Mesa	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Costa Mesa			
SNA	Reduction in the Number of Employees Other Than by Attrition	19163	Phase 9 F4 Clerks Dana Point	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Dana Point			
SNA	Reduction in the Number of Employees Other Than by Attrition	19166	Phase 9 F4 Clerks Huntington Beach	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Huntington Beach			
SNA	Reduction in the Number of Employees Other Than by Attrition	19181	Phase 9 F4 Clerks Irvine	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	7			4	Clerk	Irvine			
SNA	Reduction in the Number of Employees Other Than by Attrition	19182	Phase 9 F4 Clerks Laguna Beach	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Laguna Beach			
SNA	Reduction in the Number of Employees Other Than by Attrition	19183	Phase 9 F4 Clerks Newport Beach	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Newport Beach			
SNA	Reduction in the Number of Employees Other Than by Attrition	19184	Phase 9 F4 Clerks San Clemente	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	San Clemente			
SNA	Reduction in the Number of Employees Other Than by Attrition	19185	Phase 9 F4 Clerks San Juan Capistrano	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	San Juan Capistrano			
SNA	Reduction in the Number of Employees Other Than by Attrition	19186	Phase 9 F4 Clerks Trabuco Canyon	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Trabuco Canyon			
SNA	Reduction in the Number of Employees Other Than by Attrition	19187	Phase 9 F4 Clerks Tustin	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Tustin			
SNA	Reduction in the Number of Employees Other Than by Attrition	19341	Phase 9 F4 Clerks Brea	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Brea			

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as of March, 2011

District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original AIR) # FTR	Number of Original Employee Impact (from original AIR) # FTR	Number of Original Employee Impact (from original AIR) # FTR	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Bid Installation	Retired Employee Impact	Explanation of Reduction(s)	Comments
SNA	Reduction in the Number of Employees Other Than by Attrition	19342	Phase 9 F4 Clerks Corona	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1		1	4	Clerk	Corona			
SNA	Reduction in the Number of Employees Other Than by Attrition	19343	Phase 9 F4 Clerks Fullerton	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Fullerton			
SNA	Reduction in the Number of Employees Other Than by Attrition	19344	Phase 9 F4 Clerks Garden Grove	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Garden Grove			
SNA	Reduction in the Number of Employees Other Than by Attrition	19345	Phase 9 F4 Clerks Norco	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Norco			
SNA	Reduction in the Number of Employees Other Than by Attrition	19346	Phase 9 F4 Clerks Orange	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	Orange			
SNA	Reduction in the Number of Employees Other Than by Attrition	19401	Phase 9 F4 Clerks Covina	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Covina			
SNA	Reduction in the Number of Employees Other Than by Attrition	19402	Phase 9 F4 Clerks El Monte	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	El Monte			
SNA	Reduction in the Number of Employees Other Than by Attrition	19403	Phase 9 F4 Clerks Glendora	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Glendora			
SNA	Reduction in the Number of Employees Other Than by Attrition	19404	Phase 9 F4 Clerks La Puente	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	La Puente			
SNA	Reduction in the Number of Employees Other Than by Attrition	19405	Phase 9 F4 Clerks Ontario	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1		1	4	Clerk	Ontario			
SNA	Reduction in the Number of Employees Other Than by Attrition	19442	Phase 9 F4 Clerks Pomona	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Pomona			
SNA	Reduction in the Number of Employees Other Than by Attrition	19445	Phase 9 F4 Clerks Rancho Cucamonga	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Rancho Cucamonga			

Pacific Area Event Log: APWU Craft Impacts

as of March, 2011

District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original AIR) # FTE	Number of Original Employee Impact (from original AIR) # FTE	Number of Original Employee Impact (from original AIR) # FTE	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Cost	Bid Installation	Hardened Employee Impact	Explanation of Deviations	Comments
SNA	Reduction in the Number of Employees Other Than by Attrition	19448	Phase 9 F4 Clerks Rosemead	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Rosemead			
SNA	Reduction in the Number of Employees Other Than by Attrition	19450	Phase 9 F4 Clerks San Dimas	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	San Dimas			
SNA	Reduction in the Number of Employees Other Than by Attrition	19452	Phase 9 F4 Clerks San Gabriel	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	San Gabriel			
SNA	Reduction in the Number of Employees Other Than by Attrition	19454	Phase 9 F4 Clerks Temple City	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Temple City			
SNA	Reduction in the Number of Employees Other Than by Attrition	19455	Phase 9 F4 Clerks Upland	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	3			4	Clerk	Upland			
SNA	Reduction in the Number of Employees Other Than by Attrition	19456	Phase 9 F4 Clerks Walnut	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Walnut			
SNA	Reduction in the Number of Employees Other Than by Attrition	19581	Phase 9 F4 Clerks Artesia	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Artesia			
SNA	Reduction in the Number of Employees Other Than by Attrition	19601	Phase 9 F4 Clerks La Habra	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	La Habra			
SNA	Reduction in the Number of Employees Other Than by Attrition	19602	Phase 9 F4 Clerks Lakewood	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Lakewood			
SNA	Reduction in the Number of Employees Other Than by Attrition	19603	Phase 9 F4 Clerks Lomita	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Lomita			
SNA	Reduction in the Number of Employees Other Than by Attrition	19621	Phase 9 F4 Clerks Los Alamitos	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	Los Alamitos			
SNA	Reduction in the Number of Employees Other Than by Attrition	19622	Phase 9 F4 Clerks Norwalk	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	Norwalk			

Pacific Area Event Log: APWU Craft Impacts

as of March, 2011

District	Type	Event ID	Name	Operational Change	Number of Original Employee Impact (from original AIR) # FTR	Number of Original Employee Impact (from original AIR) # PTR	Number of Original Employee Impact (from original AIR) # FTI	Function (0, 1, 2B, 3A, 3B, 4, 5, 6, 7)	Craft	Bid Installation	Revised Employee Impact	Explanation of Revision(s)	Comments
SNA	Reduction in the Number of Employees Other Than by Attrition	19623	Phase 9 F4 Clerks San Pedro	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	2			4	Clerk	San Pedro			
SNA	Reduction in the Number of Employees Other Than by Attrition	19624	Phase 9 F4 Clerks Torrance	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Torrance			
SNA	Reduction in the Number of Employees Other Than by Attrition	19625	Phase 9 F4 Clerks Whittier	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	4			4	Clerk	Whittier			
SNA	Reduction in the Number of Employees Other Than by Attrition	19626	Phase 9 F4 Clerks Santa Ana	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	15			4	Clerk	Santa Ana			
SRC	Reduction in the Number of Employees Other Than by Attrition	3952	FN-4 CAYUCOS	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	CAYUCOS			
SRC	Reduction in the Number of Employees Other Than by Attrition	3953	FN-4 CAMBRIA	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	CAMBRIA			
SRC	Reduction in the Number of Employees Other Than by Attrition	3956	FN-4 OJAI	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis	1			4	Clerk	OJAI			
SRC	Reduction in the Number of Employees Other Than by Attrition	3962	FN-4 LAKE ISABELLA	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	LAKE ISABELLA			
SRC	Reduction in the Number of Employees Other Than by Attrition	4092	FN-4 INYOKERN	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			1	4	Clerk	IIINYOKERN			
SRC	Reduction in the Number of Employees Other Than by Attrition	6721	FN-4 SANTA MARIA	Function 4 Customer Service Variance (CSV) Earned Workhours/Workload Analysis			8	4	Clerk	SANTA MARIA			
SRC	Reduction in the Number of Employees Other Than by Attrition	11790	MOJAVE-AMP FN3 DESTINATING	AMP	5			3B	Maint	MOJAVE			
SRC	Reduction in the Number of Employees Other Than by Attrition	15481	Oxnard FN-1 SSR	Function 1 Bid Realignment/Staffing & Scheduling	8			1	Clerk	Oxnard			



American Postal Workers Union, AFL-CIO

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693 Employees Await Excessing In The Pacific Area

National Executive Board

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President

Greg Bell
Executive Vice-President

Elizabeth "Liz" Powell
Secretary-Treasurer

Mike Morris
Industrial Relations Director

Robert "Rob" Strunk
Director, Clerk Craft

Steven G. "Steve" Raymer
Director, Maintenance Craft

Robert C "Bob" Pritchard
Director, M.V.S. Craft

Sharyn M. Stone
Central Region Coordinator

Michael Gallagher
Eastern Region Coordinator

John H. Dirziuz
Northeast Region Coordinator

Princella Vogel
Southern Region Coordinator

Omar M. Gonzalez
Western Region Coordinator

To: Pacific Area Locals

27 APRIL 11

Enclosed please find a copy of the most current Pacific Area Events Calendar of impending Article 12 Impacts. Despite protestations to the Area that the new CBA MOU on Minimizing Excessing will require USPS to basically re-do the Notice, Preferencing and re-assignment of impacted employees the Area insists they have no such instructions from their HQ.

I have notified our HQ about their position. However, in order to ALERT you please see that Events Calendar. Be advised that the number of impacted employees listed has not been revised to account for any attrition.

Please see page 193 of the TNA Booklet 3rd to the last paragraph. At the Round Robins HQ Presenters stated that the steps preceding this paragraph were to be taken by the USPS prior to reassigning employees pending excessing. That remains to be seen provided of course the CBA is ratified.

After ratification if there are disputes over the MOU such disputes will be handled by NBAs. We have not received official CBA training as of yet. Such training is scheduled for May 19th.

I have also enclosed excerpts of the **DUR Guidebook** issued by USPS December 2010. Please review it. In particular please review the sections on the clerk craft. Be aware of the following:

- Management will continue to close and consolidate Associate Offices, Post Offices and Delivery Units in addition to AMPs.
- You have a right to demand and request all related information. There is no provision for advance notice to the Region. You will likely get if first unless it is listed on the Events Calendar.
- The M-5 Handbook only permits two schemes unless there is Area approval and justification
- Be aware that management will likely use the Hub Clerk Agreement. Please review it and enforce the provisions.
- Pages 185-186 of TNA , once ratified, requires that an office downgraded in level remain at the bargaining unit work standard in place on the effective date of the CBA. PMRs are eliminated as well. Also the MOU on Minimizing Excessing limits reassignments and the current Moratorium has not been lifted.

Good Luck!

cc NBAs

Delivery Unit Optimization (DUO)

Guidelines

December 2010

Version 1.1



DEAN J. GRANHOLM
VICE PRESIDENT
DELIVERY AND POST OFFICE OPERATIONS



DISTRICT MANAGERS

SUBJECT: Delivery Unit Optimization Guidelines

Attached you will find the Headquarters approved version of the Delivery Unit Optimization (DUO) guidelines. This initiative establishes a standardized program to help administer the activities of your optimization strategies. It is very important that the local initiatives are administered within the established guidelines so they do not become an unnecessary distraction to our customers and employees alike. This guide will allow for uniform implementation without changes to existing service. The guide is web-based with built in internal links that are continuously updated to assure the resource information is consistent, current and relevant.

To assure analysis and decisions are established within the full scope of all options, full compliance with the guide and use of the website is expected. All of our efforts toward this goal will result in long term savings without interruption to our retail services. Refrain from deviations that do not accomplish these goals. As always, we are committed to working with the management associations and unions to achieve the overall space utilization and cost reductions.

This guide helps facilitate successful implementation and assists with establishing open lines of communication and involvement with our managers, postmasters, and craft employees. In most cases, face to face communication is expected to provide clear direction and receive necessary local input. It is expected that following the guide will result in improved operational efficiencies and savings opportunities, while continuing to serve the mailing needs of our customers. This, in turn, helps to stabilize our financial position.

Let me thank each and everyone of you in advance for your continued support during these financially challenging times.

A handwritten signature in black ink, appearing to read "Dean J. Granholm".

Dean J. Granholm

Attachment

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ROOM 7017
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FAX 202-268-3334

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THE DELIVERY UNIT OPTIMIZATION PROCESS

Overview

The United States Postal Service has played a fundamental role in the development and expansion of this nation. While mail will continue to play a vital role in the personal and commercial lives of Americans in the future, the use of the mail has changed — and in this increasing digital world, the pace of change will only accelerate.

For decades, the Postal Service expanded its infrastructure to accommodate an expanding nation and ever increasing volumes of mail. The number of post offices, processing centers, vehicles and employees increased. However, since mail volume reached an all-time high of 213 billion pieces in 2006, there has been a steady and consistent decline. With the mail volume decline came a decrease in revenue. Less revenue, coupled with the ongoing recession and the prepayment of retiree health benefits, has created a situation the Postal Service has never faced — this necessitates review of operations efficiency at the local level.

In order to best serve the American people and to more adequately reflect their mailing needs and habits, operational efficiencies and savings opportunities must be identified to better position the Postal Service and to secure its financial stability now and in the future.

Delivery Unit Optimization (DUO) is a guideline designed to increase operational efficiencies by relocating delivery operations into “hub facilities” within a district.

A sophisticated, patent-pending mapping tool, created by the Postal Service Facilities group, searches for candidate offices within a district using specific criteria, including offices with nine or fewer routes that are located within a 10 mile radius from an identified hub facility, and offices serviced from the same processing and distribution center. Offices of greater distance may be considered if proven to be economically sound. Local knowledge is required to validate the offices selected.

The hub office is typically a larger office with excess interior and exterior space to accommodate increased personnel, workload and transportation.

Postal Service savings are based on economies of scale. The benefit is increased operational efficiency. Decisions are made locally at the district level.

Strategy

The Delivery Unit Optimization (DUO) process and the accompanying guidelines will provide the District with a blueprint or primer on how to move Delivery Unit operations from one location to another. At the end of successful implementations of the DUO process, the result should be:

1. Offices retain their original identity
2. Offices are streamlined in delivery operations with routes in fewer offices
3. Retail presence remains essentially unchanged
4. Distribution operations in receiving offices are expanded fully utilizing existing personnel
5. Transportation schedules and trips may be modified to meet changing conditions

Generally, the movement of full-time city letter carriers under the DUO process is not considered excessing under Article 12 of the USPS/NALC National Agreement.

Article 12.5.C.5.b.1.a allows full-time city letter carriers to voluntarily move between installations with their routes. City letter carriers reassigned pursuant to Article 12.5.C.5.b.1.a retain their seniority but do not have retreat rights. This type of a reassignment is not considered excessing and the notice requirements of Article 12.5.B.4 and Article 12.5.B.5 do not apply.

When it is necessary to reassign city letter carriers to another installation outside of Article 12.5.C.5.b.1.a, contact your local labor relations office and/or complement coordinator for guidance.

The consolidation of an independent installation requires that one installation discontinue operations. When carrier operations move from one independent installation to another under DUO, both installations remain operational. Hence, Article 30.E of the USPS/NALC National Agreement is not applicable to DUO.

When the DUO guidelines are followed a consolidation of post offices does not occur.

Process Steps

- 1) Operation Programs Support (OPS) determines candidate offices
Considerations:
 - Miles - Adjacent territory
 - Space sufficient – internal and external
 - Complement reduction opportunity
 - Combined Delivery Service Staffing Analysis (DSSA)
 - Small office calculator
 - Coordination with Facility Service Office (FSO) for lease information and possible Node study considerations.
- 2) OPS reviews candidate offices with appropriate Post Office Operations Manager (POOM)
Considerations for receiving office to include:
 - Number of routes rural/city
 - No increase in clerk complement
 - No increase in supervisors
 - POOM knowledge of space
 - Future operational changes (ex; Flat Sequencing)
 - Clerk staffing and usage
 - Transportation changes and savings
 - A Level 2 Function 4 review, inclusive of automated mail arrival profile (MAP) and 1994 Scheduler finalized prior to the moveConsiderations for giving office to include:
 - Possible customer/media impacts
 - Postmaster vacancies
 - Clerk vacancies
 - A Level 1 Function 4 review
- 3) POOM notifies candidate postmasters that their office may be impacted. Management Associations will be using CSDC to obtain their own status reports.
- 4) POOM performs on-site candidate office analysis with Postmaster to validate the following:
Considerations include:
 - Mileage between candidate offices
 - Parking
 - Facility space and lease implications
 - Preliminary post-DUO PS150 for both giving and receiving post offices
 - Preliminary SWC calculator for receiving post office
 - Delivery impacts (route realignment)
- 5) POOM discusses candidate office analysis findings with DUO Coordinator and Postmaster(s).

- 6) OPS sends preliminary list to District Manager for approval
 - List includes:
 - Preliminary complement impact
 - Miles – Space verification
 - Potential COR impact
 - Sites approved receive an effective date

- 7) A CSDC system generated notification is delivered to the Area with the information regarding the units approved by the District Manager.

- 8) Operation Programs Support sends to the POOM(s) the Labor position and instruction to PM on NALC contract administration

- 9) POOM notifies all approved offices in a face-to-face meeting

- 10) The CSDC System sends the DUO Coordinator's notification to the POOM of approved offices via email with the following attachments:
 - Instructions to postmaster
 - Communication plan
 - Postmaster Talking Points
 - Community letter
 - Postmaster letter from POOM (original mailed to Postmaster)
 - Employee letters – carrier crafts impacted (hand delivered)
 - DUO checklist
 - District media response policy
 - District DUO SOP
 - List of approved DUO sites

- 11) DUO Coordinator sends notifications of approved sites to:
 - Management Organizations
 - Unions
 - POOMs
 - Address Management System Manager
 - In Plant Support Manager
 - Customer Service Analysts/Operation Support Specialists
 - District Complement Coordinator
 - Finance Manager
 - Human Resources Manager
 - Marketing Manager
 - District Consumer Affairs Manager
 - HQ Government Relations
 - Local Congressional Representative

- 12) POOM forwards appropriate documents from DUO Coordinator via email to all impacted offices. Include letter to giving Postmasters informing them of the potential impact to their grade.

- 13) District Consumer Affairs Manager/Local Congressional Liaison notifies appropriate Congressional Representatives of sites approved and implementation date.

- 14) DUO Coordinator begins pre-DUO preparations with giving and receiving offices.
- 15) DUO Coordinator schedules checklist telecons to include all necessary departments and postmasters.
- 16) Postmasters communicate with DUO impacted office and actively work to resolve all local issues presented throughout the process to ensure successful transfer of all routes.
- 17) DUO Coordinator works with Marketing to ensure updates are provided to MYPO and other customer service issues.
- 18) Finance Manager tracks all costs and savings associated with the relocation and provides a summary 30 days after the relocation date to POOM and DUO Coordinator detailing individual DUO moves. Semi annually (September and March) provides a district DUO after cost study for the DM. CSDC will include tracking.
 - Tracking to include:
 - Work hours – giving and receiving offices
 - Transportation
 - Lease
 - Postmaster salary – giving and receiving-if any
 - Rural carrier costs associated with move
 - PMR – Saturday hours/salaries
 - PTF utilization – giving and receiving
- 19) POOM completes a post evaluation within 45 days of the relocation to ensure projected savings are realized and costs minimized. This analysis is submitted to OPS Support within 60 days of the move for a final review. CSDC tracking available.
- 20) POOM completes PS150 for both giving and receiving post offices.
- 21) POOM completes SWC calculator for receiving post office
- 22) The Headquarters office of Organizational Efficiency and Mgr Compensation, Staffing & Field Policy are notified of any change of grade of giving and receiving post offices.
- 23) POOM conducts follow up review of administrative and operational efficiency of DUO implementation.

Process Checklist

The Checklist in this guide will be provided online and in WORD format.

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

STEPS	OFFICE	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Determine method of transporting PO Box Mail and previous days attempted items. Transportation is not craft specific. Contact DUO Coordinator options. (See Attachment)	Receiving PM	Prior to relocation. Final approval of transportation method must be received by POOMS/OPS	
2	Prepare WOS report to establish new window staffing requirements in the giving Post Office. Determine whether lobby hours need to be changed/adjusted to community needs and/or prepare method to open lobby. If lobby hours need to stay the same, timed locks may need to be ordered and installed.	Giving PM/POOM	30 Days Prior to Relocation.	
3	MY PO responsibilities	Giving PM and Receiving PM	Both offices 1st week/ Marketing Department	
4	Arrow locks and keys	Receiving PM	Take giving office inventory of keys. Leave keys necessary to service boxes collected in front of PO	
5	Building keys for carriers	Giving PM and Receiving PM	If necessary	
6	PEDC notification for access codes-ID badges-work location	Receiving PM	Within 2 Weeks of relocation	
7	Contact COARS Coordinator for access to new ZIP Code and DYMO 3982 label realignment	Receiving PM	Anytime prior to relocation	
8	eUARs Access (giving office will lose this and will need to request via eAccess to their correct box records) Receiving office will also need to request access for ZIP of incoming routes.	Giving PM and Receiving PM	ASAP	
9	Change the Drop Ship directions to reflect directions to the receiving facility in the FDB (Facility Database) Facility Information module	Giving PM	By Friday of the week before relocation	
10	USPS vehicle Routes - AVUS Once the LLVS are at the new office, Giving PM deletes Routes and Vehicles from AVUS. Receiving PM adds Routes (using same Zip Code, adjusting Base Time, as needed), Vehicles, Carriers, and requests Route Labels. Add Records for each day vehicles are used before label arrives.	Giving PM and Receiving PM	Friday night or first thing Saturday morning/ AVUS CSA	
11	USPS vehicles - FAMS a system generated notification will advise the VMF Manager and MOPS of the DUO implementation date, vehicle numbers and Finance Number and name of the Receiving Office.	Giving PM and Receiving PM	One to two weeks before DOR/ VMF and FAMS CSA	
12	USPS vehicles - FAMS/VMAS/VIC VMF will transfer the vehicles in VIC and VMAS on the DUO date. VMF will notify Voyager of the change.	VMF	On or immediately after DUO/ VMF	
13	USPS vehicles - FAMS Once the Postal vehicles are at the new office, new PIN Numbers need to be issued for security reasons. Transfer keys and Voyager Cards to Receiving PM (Accountable Items)	Giving PM and Receiving PM	Friday night or first thing Saturday morning/ FAMS CSA	
14	Make CPMS and SPMS (FDB for up-time changes) updates for receiving and giving offices	POOM/Giving PM and Receiving PM	ASAP/ CSA	
15	Pre-count conference - route inspections (if applicable)	Giving PM and Receiving PM	If necessary	
16	PARS RTS cards are not ZIP Code specific. The receiving office can commingle PARS volumes with giving office routes. CFS volumes must maintain ZIP Code separation.	Giving PM and Receiving PM	Day of relocation	

STEPS	OFFICE	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
17	Receiving office will have to send the RTS & CFS pouches to Giving Office.	Giving PM and Receiving PM	Daily	
18	Receiving office will receive PARS separators cards on a rotating basis--receiving office needs to get them to the giving office.	Giving PM and Receiving PM	Daily	
19	Attempted and hold mail for the giving office will be transported back to the giving office.	Receiving PM	As necessary	
20	Designate shelving for hold mail that will be picked up	Giving PM	As necessary	
21	Both offices should have a tub labeled for the other office at a designated location.	Giving PM and Receiving PM	Daily	
22	Parcels with delivery confirmation on them that will be coming from the receiving office to the giving office's box section will need to be scanned "arrival at unit" at the giving office then scanned attempted or delivered.	Giving PM and Receiving PM	Day of relocation	
23	Giving office that is a Parcel Return Service RDU must verify if the site will/will not remain RDU site.	Giving PM	ASAP/CSA	
24	Hold mail cards. Pouch system to transport to receiving office.	Giving PM and Receiving PM	As necessary	
25	Make sure enough dispatch equip (no more am driver)	Giving PM	As necessary	
26	4245 carrier statements, carrier notices, driver abstracts, maps etc	Giving PM	Within 2 Weeks of relocation	
27	Ensure carriers take all personal belongings	Giving PM	Last day at giving office	
28	Giving PM report to receiving office on first day to help out	Giving PM	1st day of effective date	
29	Receiving PM welcome & give tour	Receiving PM	Prior to relocation	
30	PS Form 150 completed for relevant DUO offices	POOM	Within 2 Week of relocation	
31	Inform PEDC & Express of changes	Giving PM and Receiving PM	Prior to relocation	
32	Plan scanner move - change in configuration and equipment needs	Ops Support	Before effective date	
33	Move scanners / cradle	Giving PM	after carriers return on last day	
34	Finance notification for Flash and budget purposes	DUO Coordinator	30 Days Prior to Relocation	
35	In Plant Support notification for sort plan scheme break downs	DUO Coordinator	30 Days Prior to Relocation	
36	Transportation notification - Intra transportation	Giving PM and Receiving PM	30 Days Prior to Relocation	
37	Change the physical and drop ship address for routes to new office in AMS database Carrier Maintenance section - will update FDB the following week.	AMS	Update the Friday before effective date	
38	If necessary, add new rural route numbers to AMS with effective date. (If R001 is moving to office that already has a R001, route # created with 8 or 9 series to differentiate for pay purposes - Ex: R091) Move deliveries to new route number. (Delete old route after implementation.)	AMS	One or two weeks prior to effective date. Contact local In-Plant for specific date.	
39	Send receiving unit IMAQ Scheme instructions	AMS	Before effective date	
40	Follow additional AMS items on AMS checklist	AMS	Before effective date	

STEPS	RURAL CARRIERS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Notification to Rural Carriers - stand-up talk	Giving PM	30 days prior to relocation	
2	Calculate base hour change for each rural route	Giving PM/CSA	30 days prior to relocation	
3	Input base hour change as future action	CSA	At least one pay period prior to effective date of relocation	
4	Complete Rural Route Transfer spreadsheet and submit via email to addresses provided on worksheet	Giving/Receiving PM/Operations Support	At least one pay period prior to effective date of relocation	
5	Transfer 4003 and 4240 Programs	Giving/Receiving PM	Effective date of relocation	
6	Transfer rural route folders	Giving/Receiving PM	Effective date of relocation	
7	Ensure that Relief Day Work List and Matrix are appropriately updated (Ref.: Step 4 settlement)	Receiving PM	Effective date of relocation	

STEPS	CITY CARRIERS	RESPONSIBILITY	REQUIRED DATE OF ACTION	DATE COMPLETED
1	Letter to regular carrier (Article 12.5.C.5.b.1.a) carrier	Giving PM/POOM	30 Days Prior to Relocation	
2	PM must submit OM500 forms for each regular that is relocating to Shared Services-PTFs will not be moved until notified	Receiving PM	Week prior to first PP	
3	Contact AMS 2 weeks prior to relocation for Line of travel/Label changes if necessary	Giving & Receiving PM	Install new labels Friday afternoon prior to relocation	
4	Casing equipment changes and relocation both giving and receiving	POOMs & Maint	Friday afternoon prior to relocation	
5	PS Form 3849 - notate that article may be picked up following day.	Assigned Carrier	upon relocation	
6	Employee parking/loading assignment	Receiving PM	Effective date of relocation	
7	New start & end times for carriers discussed	Receiving PM	Prior to relocation	
8	Carriers will be governed by the receiving office LMOU	Receiving PM	Effective date of relocation	
9	Regular carriers moving with their assignment will have merged seniority.	Receiving PM/Local Steward	Effective date of relocation	
10	PTFs from giving office follow Art 12 procedures	Receiving PM	Effective date of relocation	
11	Make sure that none of your ZIP Codes are locked or have an adjustment in progress in DOIS. Go to Application , then Route ; there should not be anything "In Progress".	Giving PM and Receiving PM	Friday afternoon prior to relocation	
12	Go to " 3999 Data Transfer " in DOIS. Verify that all 3999's are on the Mainframe, not on the Workstation (check all computers). Make sure all 3999's have been uploaded into DOIS (not left in DCD).	Giving PM and Receiving PM	Friday afternoon prior to relocation	
13	Go to " Special Office Mail Counts Data Transfer " in DOIS. Verify that all 1838's are on the Mainframe, not on the Workstation (check all computers)	Giving PM and Receiving PM	Friday afternoon prior to relocation	
14	Make sure that all Volumes and Carrier Assignments are accurate for the day.	Giving PM and Receiving PM	Friday afternoon prior to relocation	
15	All carrier clock rings must be perfect at COB, on the day prior to relocation. The DOIS Coordinator will be waiting for a phone call to advise that the clock rings are good. The coordinator cannot proceed with the merge until they hear from both the giving and receiving offices!	Giving PM and Receiving PM	Friday afternoon prior to relocation	

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