

Total () Pacific Area Local(s)
() Western Area Local(s)
() So. West Area Local(s)

☒ Withholding Info
☒ Staffing Issue(s)
☒ Status Update
☒ Grievance Administration
☒ Please review, take action
and reduce issues to writing
☒ Comments

Omar M. Gonzalez, Coordinator

March 5, 2014

Omar Gonzalez
Western Region Coordinator
American Postal Workers Union, AFL-CIO
1350 Old Bayshore Hwy. Suite 360
Burlingame, CA 94010-1882

SUBJECT: Notice of Impacts in Portland District

Dear Mr. Gonzalez,

This letter is with regard to the workload reductions in the Astoria, OR Post Office. In order to minimize impact due to the workload reductions we are authorizing the withholding of one (1) residual vacancy at the same (Level 6) or lower level in surrounding installations within a 50 mile radius. These positions include clerk, carrier, mail handler and custodial craft positions.

If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

Scott Sutton for
Patty Hansen
Manager Human Resources (A)
Western Area

Attachments: Impact Report, Seniority List, Map, Supportive Documentation

Cc: Manager Labor Relations Western Area
District Manager Portland
Manager Human Resources Portland
Manager Labor Relations Portland
Compliment Coordinator
NALC Region 2
NPMHU Regional Director Denver

WorkHour Impact Report

Impacted Bid Cluster	ASTORIA POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	02/09/2014
Period (Dates) of Review Performed	08/04/2012 thru 08/16/2013
Report Prepared By	Michael McGuire
Report Prepared Date	03/05/2014
Reviewed By	Erica Brix
Phone	(612) 349-4440

WorkHour Impact Report

Craft = CLERK

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	200	160	-40	-160	-2080	-1	1716

OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	38	19%	-7	0		31	19.4%

WorkHour Impact Report

Casuals

a. Current Number of CLERK Casuals on Rolls	0
b. Current Total Non-OverTime CLERK Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	0
d. Number of CLERK Casuals that will have Reduced Hours	0
e. Number of CLERK Casuals that will be Terminated	0
f. Number of CLERK Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK Casuals	
NA	

Mail Handler (MHAs)

a. Current Number of CLERK MHAs on Rolls	0
b. Current Total Non-OverTime CLERK MHA Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK MHA Hours per Month	0
d. Number of CLERK MHAs that will have Reduced Hours	0
e. Number of CLERK MHAs that will be Terminated	0
f. Number of CLERK MHAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK MHAs	
NA	

Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	1
b. Current Total Non-OverTime CLERK PTFs Hours per Month	140
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-24
d. Number of CLERK PTFs that will have Reduced Hours	1
e. Will there be any CLERK PTFs Excessed from Craft or Installation	NO
If Yes how Many CLERK PTFs	0
f. Provide Narrative Explaining need for Excessing	
NA	

City Carrier Assistant (CCAs)

a. Current Number of CLERK CCAs on Rolls	0
--	---

b. Current Total Non-OverTime CLERK CCA Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK CCA Hours per Month	0
d. Number of CLERK CCAs that will have Reduced Hours	0
e. Number of CLERK CCAs that will be Terminated	0
f. Number of CLERK CCAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK CCAs	
NA	

Postal Support Employees (PSE)

a. Current Number of CLERK PSE on Rolls	0
b. Current Total Non-OverTime CLERK PSE Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK PSE Hours per Month	0
d. Number of CLERK PSE that will have Reduced Hours	0
e. Number of CLERK PSE that will be Terminated	0
f. Number of CLERK PSE Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK PSE	
NA	

WorkHour Impact Report

Part Time Regular (PTRs)

- | | |
|---|----|
| a. Current Number of CLERK PTRs on Rolls | 0 |
| b. Planned Number of CLERK PTR Positions after Impact | 0 |
| c. Estimated Number of CLERK PTR Attrition | 0 |
| d. Will there be any CLERK PTRs Excessed from Craft or Installation | NO |
| CLERK PTRs | 0 |
| e. Provide Narrative Explaining need for Excessing | |
| NA | |

Full Time Regular (FTRs)

- | | |
|---|-----|
| a. Current Number of CLERK FTRs on Rolls | 5 |
| b. Planned Number of CLERK FTR Positions After Impact | 4 |
| c. Estimated Number of CLERK FTR Attrition | 0 |
| d. Will there be any CLERK FTRs Excessed from Craft or Installation | YES |
| If Yes how Many CLERK FTRs | 1 |
| e. Provide Narrative Explaining need for Excessing | |
| Reduction is staff is needed to to address the drop in workload. | |

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-136
b. Planned Reduction in Total OT Hours per Month	-28
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in MHA Non-OT Hours per Month	0
e. Planned Reduction in PTF Non-OT Hours per Month	-24
f. Planned Reduction in CCA Non-OT Hours per Month	0
g. Planned Reduction in PSE Non-OT Hours per Month	0
h. Total Planned Non-OT Hours per Month	640
i. Total FTE Savings	-1

[illegible]

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CUSTOMER SERVICE VARIANCE - [970]-PORTLAND PFC					
ASTORIA PO - ASTORIA PO 408416			MPOG 1.1 Date 03/04/2014		
Actual/Var Period: 12/02/2013 to 02/28/2014 - Customer Service Dept 302			Unit Lines: 20 Mph 10.9 12402 F		
Benchmark Dates: FY 2012 WK 1 - FY 2013 WK 52			[ASTORIA PO] ASTORIA PO		
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk			5		
Part Time Flexible Clerk			1		
Part Time Regular Clerk			0		
Postal Support Employees			0		
Non-Traditional Full-Time			0		
Flex Non-Traditional FTE			0		
Full Time MH			0		
Part Time Flexible MH			0		
Part Time Regular MH			0		
Mailhandler Assistant			0		
Full Time Equivalent Emp	5	4	6		
Full Time Equivalent FTE	1793	1791	1866		
WORKHOUR ANALYSIS					
Automotive/Mechanics (LDC 41-44)					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Linc Hours	0	0	0	0	0%
LDC 41 Fns Hours	0	0	0	0	0%
Total AutoMech Hours	0	0	0	0	0%
Manual (LDC 43-44)					
LDC 43L Hours	120	120	151	32	85.44%
LDC 43F Hours	258	218	187	-51	127.32%
LDC 43P Hours	854	711	804	93	88.40%
LDC 43A Hours	916	914	752	-162	121.37%
LDC 43 Total	2168	1992	1894	-198	105.18%
LDC 44 Hours	524	473	831	358	58.52%
Total Manual Hours	2692	2465	2725	260	90.47%
Relay/Admin (LDC 42, 45, 46)					
LDC 42 Hours	265	84	84	0	100.00%
LDC 45 Hours	2508	2410	4632	2222	52.03%
LDC 46 Hours	7623	7625	3756	-1129	69.53%
Total Relay/Admin Hours	5396	5120	8471	3351	60.44%
Total Function Four	8088	7585	11196	3611	67.75%
WORKLOAD ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Lrs Vol Pos	0		0	0	0%
LDC 41 TPF Fns Vol Pos	0		0	0	0%
AutoMech Volume	0		0	0	0%
LDC 43 Dist Vol Lrs (F)	1,341		1,202	-139	-10.34%
LDC 43 Dist Vol Fns (F)	2,821		2,774	-47	-1.65%
LDC 43 Dist Vol PP/Spr	22854		21410	-14,445	-6.32%
LDC 44 Box Lrs (F)	2,207		2,118	-91	-4.10%
LDC 44 Box Fns (F)	1062		1067	15	1.39%
Manual Vol (per PP/Spr)	2,421		2,150	-262	-10.53%
LDC 45 Transactions	113554		111743	-1,811	-1.59%
Relay Transaction Volume	173,664		111,743	-1,507	-1.68%
PRODUCTIVITY ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Lr PPH	0	0	0	0	0%
LDC 41 Fns PPH	0	0	0	0	0%
LDC 43 Dist Vol Lrs PPH	9.61	9.32	7.96	-1.36	80.44%
LDC 43 Dist Vol Fns PPH	19.88	11.85	14.83	-3.18	127.32%
LDC 43 Dist PP/Spr PPH	258	301	266	-35	88.17%
LDC 43 Allred Hrs per day	1.03	1.03	2.49	0.54	121.67%
LDC 44 Box Lr PPH	9.22	6.72	3.63	-2.89	98.96%
LDC 45 Min. per Trans	1.32	1.29	2.48	1.19	52.07%
LDC 45 Trans per 1412	148.19		147.83	-1.16	99.22%
UNIT ROUTE AND DELIVERIES ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	10		10	0	0.00%
Rural Routes	6		6	0	0.00%
CDS Routes	0		0	0	0%
POB Equivalent Routes	6		6	0	0.00%
City Deliveries	6972		5972	-5	1.04%
Rural Deliveries	7781		7783	2	0.02%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	778		779	0	0.00%
Drop Deliveries			113		
FTE DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerks/Mailhandler	4.04	3.80	5.80	1.80	

OFFICE	LAST	FIRST	EMP ID	JOB ID	JOB TITLE	PAY LEVEL	D/A	LDC	SEN DATE	PRE
ASTORIA PO	WADDELL	JEANINE	3349780	70186618	LEAD SALES & SERVICES ASSOCIATE		7	110	45	3/9/1991 N
ASTORIA PO	STINEMAN	KATHRYN	3013569	95833474	DIST WINDOW CLK		6	110	48	5/13/1995 N
ASTORIA PO	GARDNER	DONNA	3392728	70454731	BULK MAIL TECH		7	110	48	7/19/1997 N
ASTORIA PO	COCHRAN	KAREN	3197271	95847052	SALES SVCS/DISTRIBUTION ASSOC		6	110	45	7/18/1998 N
ASTORIA PO	CARPENTER	DAVID	3280776	70208105	SALES SVCS/DISTRIBUTION ASSOC		6	110	45	8/1/1998 Y
ASTORIA PO	OOTEN	CRYSTAL	3018276	70173814	SALES SVCS/DISTRIBUTION ASSOC		6	410	43	3/29/2008 N

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-704
b. Planned Reduction in Total OT Hours per Month	0
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in MHA Non-OT Hours per Month	0
e. Planned Reduction in PTF Non-OT Hours per Month	0
f. Planned Reduction in CCA Non-OT Hours per Month	0
g. Planned Reduction in PSE Non-OT Hours per Month	0
h. Total Planned Non-OT Hours per Month	416
i. Total FTE Savings	-5

FINANCE	OFFICE	LAST	FIRST	JOB ID	JOB TITLE	D/A	LDC	CODE	PR
70883	BLD-VALMONT STA	LOEWE	TRACEY	95517986	LABORER CUSTODIAL	166	38	350203XX	N
70883	BLD-VALMONT STA	SHOEMAN	JASON	95494930	MAINTENANCE MECHANIC	167	37	474903XX	N
70883	BLD-VALMONT STA	PALOMBI	FRED	95608970	LABORER CUSTODIAL	166	38	350203XX	Y
70883	BLD-VALMONT STA	BARUELA	EFREN	95682091	LABORER CUSTODIAL	166	38	350203XX	Y
70883	BLD-VALMONT STA	THOMPSON	EUGENE	95638702	LABORER CUSTODIAL	166	38	350203XX	Y
70883	BLD-VALMONT STA	JOHNSON	MATTHEW	95786814	LABORER CUSTODIAL	166	38	350203XX	N
70883	BLD-VALMONT STA	NELSON	GARY	70395034	LABORER CUSTODIAL	366	38	350203XX	N
70886	BLD-MAIN OFFICE STA	ALVAREZ	PATRICIA	70505388	LABORER CUSTODIAL	166	38	350203XX	N
70886	BLD-MAIN OFFICE STA	SCRAGGS	MAURICE	70505392	LABORER CUSTODIAL	166	38	350203XX	N



September 13, 2013

MEMORANDUM FOR: MANAGER
 WESTERN AREA HUMAN RESOURCES

THROUGH: MANAGER
 WESTERN AREA OPERATIONS SUPPORT

SUBJECT: Function 3B Adjustment – Boulder, CO Main Post Office
 Zip Code 80302 Finance Number 07-0882

The Colorado/Wyoming District has requested an adjustment of the maintenance workload of the Boulder Main Post Office. The Function 3B complement, workload and staffing package of the Boulder Main Post Office encompasses three buildings (the main office and two stations/branches). Custodial staffing documents (PS-4852s) were submitted and reviewed by District maintenance personnel and discussed with Local and/or Area personnel. Previous validated data was used for any eWHEP sections not submitted. The submitted documentation meets the requirements of MS-47, MMO-074-00, MMO-110-09 and other appropriate criteria. If complement adjustments are needed, requests must be submitted using the Area and MMO procedures for Function 3B complement adjustments. Additional results of our analysis are as follow.

Laborer/Custodial, FTR Related

1. Decrease the maintenance complement of the Boulder, CO Post Office by one (1) Maintenance Mechanic, PS-07 position, from the current level of one (1), to a new level of zero (0), removing this title and position from all rolls and data bases (Web Coins, HCES, etc). Any ancillary LDC 36/37 workloads will be accounted for by other means, i.e. FMO, contract, etc.
2. Decrease the maintenance complement of the Boulder, CO Post Office by one (1) Building Equipment Mechanic, PS-09 position, from the current level of one (1), to a new level of zero (0), removing this title and position from all rolls and data bases (Web Coins, HCES, etc). Any ancillary LDC 36/37 workloads will be accounted for by other means, i.e. FMO, contract, etc.

With concurrence from the Manager, Western Area Operations Support, we request that the Western Area Human Resources office, if needed, take any actions necessary to assist in the adjustment of the maintenance complement of this office as recommended.

Upon receipt of this correspondence, we request that the District Human Resources Manager ensure that the impacted job slots are updated and maintained properly in the HCES database and the actions necessary to adjust the maintenance complement of this office as recommended are taken.

With appropriate approvals/concurrence the maximum authorized maintenance complement of this office is as follows:

Position Title	Level	Maximum Authorized Staffing
Laborer/Custodial FTR	PS-04	4
Total Maintenance Complement		4

Based on the documentation submitted and/or file at the Western Area Maintenance Support Office, and the present authorized maintenance complement, the following Function 3B work hours are supported:

Validated Function 3B workhours from documentation submitted.

Section 5 MS-47/PS-4852 (LDC-38)	7054.60 hrs.
Total Function 3B supported	7054.60 hrs.

The limit for Function 3B work hours is that provided in support documentation submitted and validated. In no case will the work hours exceed those supported by maintenance criteria documentation.

If there are any questions concerning these recommendations or this request please contact me at (303) 313-5990.


Andy Henderson
Maintenance Manager


Approved by Kim Anderson
Manager, Operations Support/A

Attachments

cc: District Manager, Colorado/Wyoming District
Senior Plant Manager, Colorado/Wyoming District
Manager, Human Resources, Colorado/Wyoming District
Manager, Maintenance (Lead), Colorado/Wyoming District
Western Area Maintenance Operations

U.S. POSTAL SERVICE

POST OFFICE

BOULDER MAIN OFFICE - CO

GROSS INTERIOR AREA 31,596

WORKLOAD

STATE AND ZIP CODE

1905 15TH STREET

EXTERIOR PAVED 22,000

ANALYSIS AND SUMMARY

UNIT

CO. 80302-9906

07-0882

EXTERIOR UNPAVED 2,000

LINE NO	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	LINE NO	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	

12 SUBTOTAL 2,476.85

WORK HOUR CALCULATIONS

A	MULTIPLY LINE 12 BY 52 WEEKS	128,786.75	MIN/YR
B	ENTER TOTAL FROM LINE 7	28,873.16	MIN/YR
C	TOTAL LINE A MINUS B	199,913.59	MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,331.89	WEEKS
E	MULTIPLY LINE D BY % (TRC)	29.96	WEEKS
F	MULTIPLY LINE D BY % (BREAKS)	164.23	WEEKS
G	MULTIPLY LINE D BY % (WASH UPS)	34.68	WEEKS
H	TOTAL LINE D + E + F + G	2,876.49	WEEKS
I	DIVIDE LINE H BY 52	55.32	WKS/HRAWK
J	DIVIDE LINE H BY 1.66	1.73	WORK YRS

TOTAL EMPLOYEES

DATE: 8-14-13

APPROVED BY: [Signature]
MBC, MANAGER POST MASTER - BMC, MANAGER

DATE: 9/13/13

[Signature]
JANET MAINTENANCE

AUG - 17 - 13 11:03 AM

MS4300.rtf -- eMS-47 ver.1.0

U.S. POSTAL SERVICE
WORKLOAD
ANALYSIS AND SUMMARY

POST OFFICE BLD-HIGH-MAR STATION - CO
STATE AND ZIP CODE 4985 MOORHEAD AVENUE
UNIT CO, 80305-9998

GROSS INTERIOR AREA 10,362
EXTERIOR PAVED 24,890
EXTERIOR UNPAVED 1,100

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	

32	SUBTOTAL					328.50
(G) WORK HOUR CALCULATIONS (H)						
A	MULTI TOTAL LINE 32 BY 52 WEEKS				27,534.23	MIN/YR
B	ENTER TOTAL FROM LINE 32				14,561.04	MIN/YR
C	TOTAL LINE A AND B				42,095.27	MIN/YR
D	DIVIDE LINE C BY 60 MIN				701.59	WH/YR
E	TOTAL LINE D BY % (HRS)				7.69	WYR
F	MULTI LINE E BY % (HRS/AYS)				43.85	HSYR
G	MULTI LINE F BY % (WASH/HRS)				14.52	HSYR
H	TOTAL LINE G + E + F + G				767.05	WH/YR
I	DIVIDE LINE H BY 52				14.75	WYR HRS/WK
J	DIVIDE LINE I BY 160				0.8	WORK YRS
K	TOTAL EMPLOYEES				0.4	

72	SUBTOTAL					14,561.04
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REVIEWED BY
MSC MGR. OR PLANT MAINTENANCE
4862 AUG-17-13 10:58 AM

DATE 8-19-13

APPROVED BY
MSC MANAGER/POST MASTER-BMC MANAGER

8/13/13

U.S. POSTAL SERVICE

POST OFFICE

BLD-VALMONT STATION - CO

GROSS INTERIOR AREA 40,081

WORKLOAD

STATE AND ZIP CODE

2995 55TH STREET

EXTERIOR PAVED 170,630

ANALYSIS AND SUMMARY

UNIT

CO. 80301-9998

EXTERIOR UNPAVED 27,106

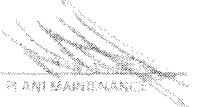
Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)		(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)

12 SUBTOTAL  2,600.82

(O) WORK HOUR CALCULATIONS (P)

A	MULTIPLY LINE 12 BY 52 WEEKS	137,847.87	MIN/YR
B	ENTER TOTAL FROM LINE 11	49,349.85	MIN/YR
C	TOTAL LINE A and B	187,197.82	MIN/YR
D	DIVIDE LINE C BY 60 MIN	3,119.96	WEEKS
E	MULTI LINE D BY % (TRC)	31.20	WEEKS
F	MULTI LINE D BY % (BREAKS)	195.00	WEEKS
G	MULTI LINE D BY % (WASH UPS)	64.00	WEEKS
H	TOTAL LINE D + E + F + G	3,411.06	WEEKS
I	DIVIDE LINE H BY 52	65.60	WEEKS
J	DIVIDE LINE H BY 1750	1.9	WORK YRS
K	TOTAL EMPLOYEES	1.9	

11 SUBTOTAL  49,349.85

REVIEWED BY: 
 MSO MGR OR PLANT MAINTENANCE

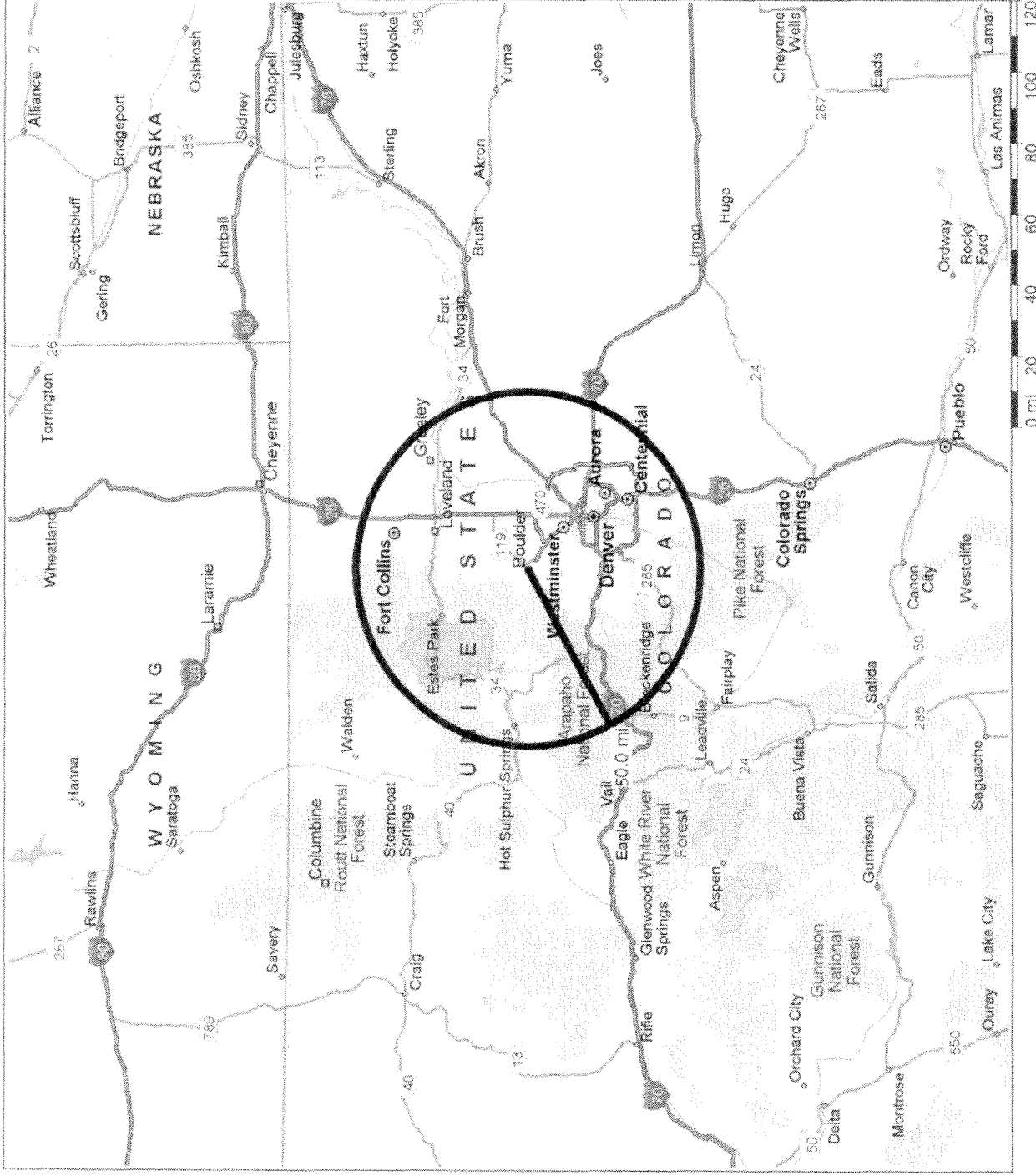
DATE: 9-19-13

APPROVED BY: 
 MSO MANAGER/POSTMASTER, BMC MANAGER

PS Form 11-17-82 4852 AUG-12-13 10:52 AM

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Colorado, United States, North America



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