

# ----- AMP Data Entry Page -----

## 1. Losing Facility Information

**Type of Distribution to Consolidate:** Orig & Dest Non-MODS/Non-BPI Office  
**Facility Name & Type:** Tupelo P&D F  
**Street Address:** 362 S Thomas St  
**City:** Tupelo  
**State:** MS  
**5D Facility ZIP Code:** 38801  
**District:** Mississippi  
**Area:** Southwest  
**Finance Number:** 278437  
**Current 3D ZIP Code(s):** 388  
**Miles to Gaining Facility:** 108  
**EXFC office:** Yes  
**Plant Manager:** Mike Davis  
**Senior Plant Manager:** Robert Carr  
**District Manager:** Elizabeth Johnson  
**Facility Type after AMP:** Post Office

## 2. Gaining Facility Information

**Facility Name & Type:** Memphis TN P&DC  
**Street Address:** 555 S 3rd ST  
**City:** Memphis  
**State:** TN  
**5D Facility ZIP Code:** 38101  
**District:** Tennessee  
**Area:** Eastern  
**Finance Number:** 475666  
**Current 3D ZIP Code(s):** 375,380,381,386,723  
**EXFC office:** Yes  
**Plant Manager:** David O Jones  
**Senior Plant Manager:** James G Drummer  
**District Manager:** Greg Gamble

## 3. Background Information

**Start of Study:** 9/15/2011  
**Date Range of Data:** Jul-01-2010 : Jun-30-2011  
**Processing Days per Year:** 310  
**Bargaining Unit Hours per Year:** 1,745  
**EAS Hours per Year:** 1,822

**Date of HQ memo, DAR Factors/Cost of Borrowing/  
 Facility Start-up Costs Update** **New**

June 16, 2011

**Date & Time this workbook was last saved:**

**2/18/2012 13:13**

## 4. Other Information

**Area Vice President:** Jordan Small  
**Vice President, Network Operations:** David E. Williams  
**Area AMP Coordinator:** Bob Roseberry  
**HQ AMP Coordinator:** Gary Curran

rev 09/21/2011

## Approval Signatures

**Losing Facility Name and Type:** Tupelo P&D F  
**Street Address:** 362 S Thomas St  
**City:** Tupelo  
**State:** MS  
**Facility ZIP Code:** 38801  
**Finance Number:** 278437  
**Current 3D ZIP Code(s):** 388

**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Memphis TN P&DC  
**Street Address:** 555 S 3rd ST  
**City:** Memphis  
**State:** TN  
**Facility ZIP Code:** 38101  
**Finance Number:** 475668  
**Current 3D ZIP Code(s):** 375,380,381,386,723

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:**  
 Mike Davis *Mike Davis* 11-10-11  
Printed Name Signature Date  
**Senior Plant Manager:**  
 Robert Carr *[Signature]* 11-10-11  
Printed Name Signature Date  
**District Manager:**  
 Elizabeth Johnson *Elizabeth Johnson* 11-14-11  
Printed Name Signature Date

**GAINING FACILITY:**

**Plant Manager:**  
 David O Jones *[Signature]* 11-8-11  
Printed Name Signature Date  
**Senior Plant Manager:**  
 James G Drummer *[Signature]* 11/14/11  
Printed Name Signature Date  
**District Manager:**  
 Greg Gamble *[Signature]* 11/14/11  
Printed Name Signature Date

**AREA OFFICE:**

**Area Vice President:**  
 Jordan Small *[Signature]* 1/20/12  
Printed Name Signature Date  
**Area Vice President:**  
 Jo Ann Feindt *[Signature]*  
Printed Name Signature

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

**HEADQUARTERS:**

Approved:  Disapproved:   
**Vice President, Network Operations:**  
 David E. Williams *[Signature]* 2/21/12  
Printed Name Signature Date

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

rev 12/31/2008

# Approval Signatures

**Losing Facility Name and Type:** Tupelo P&D F  
**Street Address:** 362 S Thomas St  
**City:** Tupelo  
**State:** MS  
**Facility ZIP Code:** 38801  
**Finance Number:** 278437  
**Current 3D ZIP Code(s):** 388  
**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Memphis TN P&DC  
**Street Address:** 555 S 3rd ST  
**City:** Memphis  
**State:** TN  
**Facility ZIP Code:** 38101  
**Finance Number:** 475666  
**Current 3D ZIP Code(s):** 375,380,381,386,723

**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:**

Mike Davis

Printed Name

Signature

Date

**Senior Plant Manager:**

Robert Carr

Printed Name

Signature

Date

**District Manager:**

Elizabeth Johnson

Printed Name

Signature

Date

**GAINING FACILITY:**

**Plant Manager:**

David O Jones

Printed Name

Signature

Date

**Senior Plant Manager:**

James G Drummer

Printed Name

Signature

11/4/11  
Date

**District Manager:**

Greg Gamble

Printed Name

Signature

11/4/11  
Date

**AREA OFFICE:**

**Area Vice President:**

Jordan Small

Printed Name

Signature

1/18/12  
Date

**Implementation Date:**

**HEADQUARTERS:**

Approved:

Disapproved:

**Vice President, Network Operations:**

David E. Williams

Printed Name

Signature

2/21/12  
Date

**Comments:**

# Executive Summary

Last Saved: February 18, 2012

**Losing Facility Name and Type:** Tupelo P&D F  
**Street Address:** 362 S Thomas St  
**City, State:** Tupelo , MS  
**Current 3D ZIP Code(s):** 388

**Type of Distribution to Consolidate:** Orig & Dest

**Miles to Gaining Facility:** 108

**Gaining Facility Name and Type:** Memphis TN P&DC  
**Current 3D ZIP Code(s):** 375,380,381,386,723

## Summary of AMP Worksheets

### Savings/Costs

Mail Processing Craft Workhour Savings =	<u>\$591,127</u>	from Workhour Costs - Proposed
Non-MP Craft/EAS + Shared LDCs Workhour Savings (less Maint/Trans) =	<u>\$0</u>	from Other Curr vs Prop
PCES/EAS Supervisory Workhour Savings =	<u>\$72,260</u>	from Other Curr vs Prop
Transportation Savings =	<u>\$23,738</u>	from Transportation (HCR and PVS)
Maintenance Savings =	<u>\$698,853</u>	from Maintenance
Space Savings =	<u>\$0</u>	from Space Evaluation and Other Costs
<b>Total Annual Savings =</b>	<b><u>\$1,385,977</u></b>	
<b>Total One-Time Costs =</b>	<b><u>\$41,361</u></b>	from Space Evaluation and Other Costs
<b>Total First Year Savings =</b>	<b><u>\$1,344,616</u></b>	

### Staffing Positions

Craft Position Loss =	<u>6</u>	from Staffing - Craft
PCES/EAS Position Loss =	<u>1</u>	from Staffing - PCES/EAS

### Volume

Total FHP to be Transferred (Average Daily Volume) =	<u>0</u>	from Workhour Costs - Current
Current FHP at Gaining Facility (Average Daily Volume) =	<u>3,613,942</u>	from Workhour Costs - Current
Losing Facility Cancellation Volume (Average Daily Volume) =	<u>N/A</u>	(= Total TPH / Operating Days)

### Service

#### Service Standard Impacts by ADV

	UPGRADED	DOWNGRADED	Unchanged + Upgrades	Unchanged + Upgrades
	ADV	ADV	ADV	%
First-Class Mail®	0	0	0	#DIV/0!
Priority Mail®	0	0	0	#DIV/0!
Package Services	0	0	0	#DIV/0!
Periodicals	N/A*	N/A*	N/A*	N/A*
Standard Mail	N/A*	N/A*	N/A*	N/A*

Code to destination 3-digit ZIP Code volume is not available

rev 10/15/2009

# Summary Narrative

Last Saved: February 18, 2012

**Losing Facility Name and Type:** Tupelo P&D F

**Current 3D ZIP Code(s):** 388

**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Memphis TN P&DC

**Current 3D ZIP Code(s):** 375,380,381,386,723

## **BACKGROUND**

This is a summary of the feasibility study for the consolidation of originating and destinating mail from the Tupelo CSMPC (388) into the Memphis P&DC (381). This study was conducted to determine the feasibility of relocating the originating and destinating processing operations 107.2 miles from Tupelo, MS into the Memphis P&DC everyday.

## **FINANCIAL SUMMARY**

The annual baseline data for this AMP feasibility study is taken from the period of July 1, 2010 – June 30, 2011. Financial savings proposed for the consolidation of originating and destinating mail from the Tupelo CSMPC into the Memphis P&DC are:

Total First Year Savings	\$1,344,616
Total Annual Savings	\$1,385,977

A one-time cost of \$41,361 will be incurred for the relocation of mail processing equipment transferred from the Tupelo CSMPC to the Memphis P&DC for the purpose of replacing DBCS Phase I machines with later version equipment.

## **CUSTOMER & SERVICE IMPACTS**

The BMAU and retail unit located at the Tupelo CSMPC will not be affected if the AMP is implemented. Local collection box pick up times will remain unchanged and a local postmark will continue to be available at retail service locations.

Function 4 – Function 7 (Retail / BMEU) are not included in this AMP study. Workhours for these Functions are associated with the following Finance numbers (Retail) 27-8437 and (BMEU) 27-8437 and will remain intact.

Specific service standard changes associated with this Area Mail Processing consolidation are contingent upon the resolution of both (a) the rulemaking in which current market dominant product service standards in 39 CFR Part 121 are being evaluated, and (b) all remaining AMP consolidation proposals that are part of the same network rationalization initiative. A complete file reflecting any new service standards will be published at [www.usps.com](http://www.usps.com) once all of the related AMP decisions that provide the foundation for new service standards are made. Priority and Express Mail service standards will be based upon the capability of the network.

## **TRANSPORTATION**

The Tupelo CSMPC is located 107.2 miles from the Memphis P&DC. Since no mileage reductions or a more efficient line of travel are possible, no mail from any 388 Associate Offices will be dispatched from or delivered directly to the Memphis P&DC.

rev 06/10/2009

# Summary Narrative *(continued)*

Collection mail will be dropped at the Tupelo CSMPC on existing HCR transportation. The truck arrival profile into Tupelo by the half-hour is shown below:

Number of Collection Trips Arriving in Half-Hour Intervals	Between the Times of:		# of Trips	
	1400	-	1429	0
	1430	-	1459	1
	1500	-	1529	0
	1530	-	1559	0
	1600	-	1629	0
	1630	-	1659	1
	1700	-	1729	1
	1730	-	1759	4
	1800	-	1829	2
	1830	-	1859	2
	1900	-	1929	0

Collection mail will be dispatched from the Tupelo CSMPC to the Memphis P&DC on current HCR 38630 and HCR 38690 trips and one additional trip that will be added if the AMP proposal is implemented:

Trip	Leave Tupelo CSMPC	Arrive Memphis P&DC
New	1830	2045
HCR 38690	1935	2135
HCR 38690	2115	2330
HCR 38630	2215	0045

If the AMP proposal is implemented, DPS and processed mail will be dispatched from the Memphis P&DC to the Tupelo CSMPC on HCR 38630 and HCR 38690 on three existing trips:

Trip	Leave Memphis P&DC	Arrive Tupelo CSMPC
HCR 38630	2200	0015
HCR 38630	2330	0200
HCR 38690	0105	0305

Mail for the 388 Associate Offices will be dispatched from Tupelo on existing HCR transportation. The truck dispatch profile from Tupelo by the half-hour is shown below:

Number of Associate Office Dispatches Departing in Half-Hour Intervals	Between the Times of:		# of Trips	
	0200	-	0229	0
	0230	-	0259	0
	0300	-	0329	0
	0330	-	0359	0
	0400	-	0429	1
	0430	-	0459	0
	0500	-	0529	2
	0530	-	0559	4
	0600	-	0629	2
	0630	-	0659	2
	0700	-	0729	1
	0730	-	0759	1
	0800	-	0829	0
	0830	-	0859	0

The Tupelo CSMPC does not currently utilize PVS transportation with no expected PVS expenses associated with the AMP proposal.

NDC transportation to and from the Tupelo CSMPC will not be affected if the AMP proposal is implemented. The Memphis NDC currently processes mail for the Tupelo CSMPC with no expected changes with the proposal.

Transportation expenses related to the additional trip between Tupelo and Memphis are estimated at \$75,076 based the current mileage rate for HCR 38630 of \$1.17 per mile at a frequency of 303 days per year for the roundtrip. There is a savings of \$98,814 associated with the elimination of HCR 38836 no

# Summary Narrative (continued)

## EMPLOYEE IMPACTS

In this feasibility study, 29 craft employees and 1 management position will be impacted. Memphis will gain 23 clerk positions from Tupelo due to the AMP. Management staffing in Tupelo includes the reduction of 1 SDO position and management staffing in Memphis includes the filling of 2 SDO positions based on the management to craft ratio and 1 SMO position. Per HQ Maintenance Func rev, Current total Authorized maintenance staffing: Tupelo = 2 FTE. Memphis = 157 FTE (46 additional from on-rolls), 12 of which are credited to this study (25%). Others will be credited between Jackson & Jonesboro studies.

If this AMP is implemented, there will be a net reduction of 6 craft employees and the addition of 3 management positions. Both craft and management impacts at the Tupelo CSMPC are the result of all mail processing operations being relocated to the Memphis P&DC.

As a matter of policy, the Postal Service follows the Worker Adjustment and Retaining Notification Act's ("WARN") notification requirements when the number of employees experiencing loss within the meaning of WARN would trigger WARN's requirements. Some or all of the impacted employees described above may not experience an employment loss within the meaning of WARN due to transfers or reassignments.

Management and Craft Staffing Impacts							
	Tupelo CSMPC			Memphis P&DC			Net Diff
	Current On-Rolls	Proposed	Diff	Current On-Rolls	Proposed	Diff	
Craft <sup>1</sup>	46	17	(29)	717	740	23	(6)
Management	2	1	(1)	49	49	-	(1)

<sup>1</sup> Craft = FTR+PTR+PTF+Casuals

Mail Processing Management to Craft Ratio				
Management to Craft <sub>2</sub> Ratios	Current		Proposed	
	SDOs to Craft <sub>1</sub> (1:25 target)	MDOs+SDOs to Craft <sub>1</sub> (1:22 target)	SDOs to Craft <sub>1</sub> (1:25 target)	MDOs+SDOs to Craft <sub>1</sub> (1:22 target)
Tupelo P&DF	1 : 32	1 : 32	N/A	N/A
Memphis P&DC	1 : 27	1 : 23	1 : 25	1 : 22

<sup>1</sup> Craft = FTR+PTR+PTF+Casuals  
<sup>2</sup> Craft = F1 + F4 at Losing; F1 only at Gaining

## EQUIPMENT RELOCATION AND MAINTENANCE IMPACTS

The AMP feasibility study projects an annual Maintenance savings of \$698,853. Of the \$698,853, \$621,049 is projected work-hour savings from a net reduction of 10 Maintenance employees and \$77,804 is calculated as a savings from parts and supplies.

Equipment identified for relocation from the Tupelo CSMPC to the Memphis P&DC to support the replacement of DBCS Phase I mail processing equipment includes 2 DBCSs and 1 DIOSS. A one-time cost of \$41,361 will be required for the relocation of the identified equipment from the Tupelo CSMPC and removal of existing equipment at the Memphis P&DC.

## SPACE IMPACTS

If the AMP feasibility study is approved, 11,590 sq ft at the Tupelo CSMPC will become available for other operational activities. Long-term plans include possible Function 4 consolidation efforts while short-term plans would utilize the space for in-house operations.

# 24 Hour Clock

Last Saved: February 18, 2012

**Losing Facility Name and Type:** Tupelo P&D F

**Current 3D ZIP Code(s):** 388

**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Memphis TN P&DC

**Current 3D ZIP Code(s):** 375,380,381,386,723

# Tupelo No Data

Weekly Trends Beginning Day	24 Hour Indicator Report			80%	100%	100%	100%	Millions	100%	100%	86.9%
			Facility	Cancelled by 2000 Data Source = EDW MCRS	OGP Cleared by 2300 Data Source = EDW EOR	OGS Cleared by 2400 Data Source = EDW EOR	MMP Cleared by 2400 Data Source = EDW EOR	MMP Volume On Hand at 2400 Data Source = EDW MCRS	Mail Assigned Commercial / FedEx By 0230 Data Source = EDW SASS	DPS 2nd Pass Cleared by 0700 Data Source = EDW EOR	Trips On-Time 0400 - 0900 Data Source = EDW TIMES
		%									
16-Apr	SAT	4/16	MEMPHIS P&DC	52.7%	93.8%	92.3%	98.2%	0.8	51.7%	99.9%	75.0%
23-Apr	SAT	4/23	MEMPHIS P&DC	47.8%	90.2%	83.8%	99.2%	0.4	54.7%	99.8%	72.0%
30-Apr	SAT	4/30	MEMPHIS P&DC	47.4%	83.3%	84.4%	99.1%	0.4	49.5%	99.3%	61.5%
7-May	SAT	5/7	MEMPHIS P&DC	57.8%	90.1%	76.9%	98.9%	0.7	53.0%	99.4%	62.9%
14-May	SAT	5/14	MEMPHIS P&DC	54.1%	88.7%	79.6%	99.3%	0.5	50.7%	99.6%	51.7%
21-May	SAT	5/21	MEMPHIS P&DC	59.6%	88.4%	69.2%	99.0%	0.3	48.9%	99.2%	64.3%
28-May	SAT	5/28	MEMPHIS P&DC	41.0%	83.2%	64.1%	93.8%	0.4	50.6%	99.6%	54.6%
4-Jun	SAT	6/4	MEMPHIS P&DC	55.7%	94.0%	82.8%	99.0%	0.6	46.7%	99.4%	64.4%
11-Jun	SAT	6/11	MEMPHIS P&DC	51.9%	93.9%	93.6%	98.6%	0.5	37.8%	99.8%	54.7%
18-Jun	SAT	6/18	MEMPHIS P&DC	56.8%	95.2%	87.4%	98.7%	0.5	52.8%	99.8%	59.9%
25-Jun	SAT	6/25	MEMPHIS P&DC	50.9%	89.8%	64.6%	98.9%	0.4	54.2%	99.4%	66.5%
2-Jul	SAT	7/2	MEMPHIS P&DC	56.7%	91.4%	85.2%	92.0%	1.3	55.2%	99.3%	76.0%
9-Jul	SAT	7/9	MEMPHIS P&DC	72.8%	92.7%	83.3%	99.2%	0.8	46.9%	99.6%	61.2%
16-Jul	SAT	7/16	MEMPHIS P&DC	61.0%	94.7%	93.7%	99.8%	#VALUE!	47.8%	98.5%	67.2%
23-Jul	SAT	7/23	MEMPHIS P&DC	55.3%	88.6%	86.0%	98.8%	#VALUE!	44.6%	99.4%	56.0%
30-Jul	SAT	7/30	MEMPHIS P&DC	51.7%	88.1%	85.5%	99.5%	1.6	33.0%	98.7%	49.1%
6-Aug	SAT	8/6	MEMPHIS P&DC	52.6%	92.7%	87.4%	99.4%	1.2	45.1%	98.5%	46.5%
13-Aug	SAT	8/13	MEMPHIS P&DC	49.0%	95.3%	95.3%	99.8%	0.6	53.6%	98.9%	65.8%
20-Aug	SAT	8/20	MEMPHIS P&DC	57.7%	94.7%	91.2%	100.0%	0.1	45.4%	99.5%	64.7%
27-Aug	SAT	8/27	MEMPHIS P&DC	52.2%	90.9%	76.7%	97.5%	1.0	52.5%	99.1%	70.8%
3-Sep	SAT	9/3	MEMPHIS P&DC	50.1%	93.1%	69.1%	97.1%	0.0	46.1%	99.2%	62.4%

rev 04/2/2008

# MAP

Last Saved: February 18, 2012

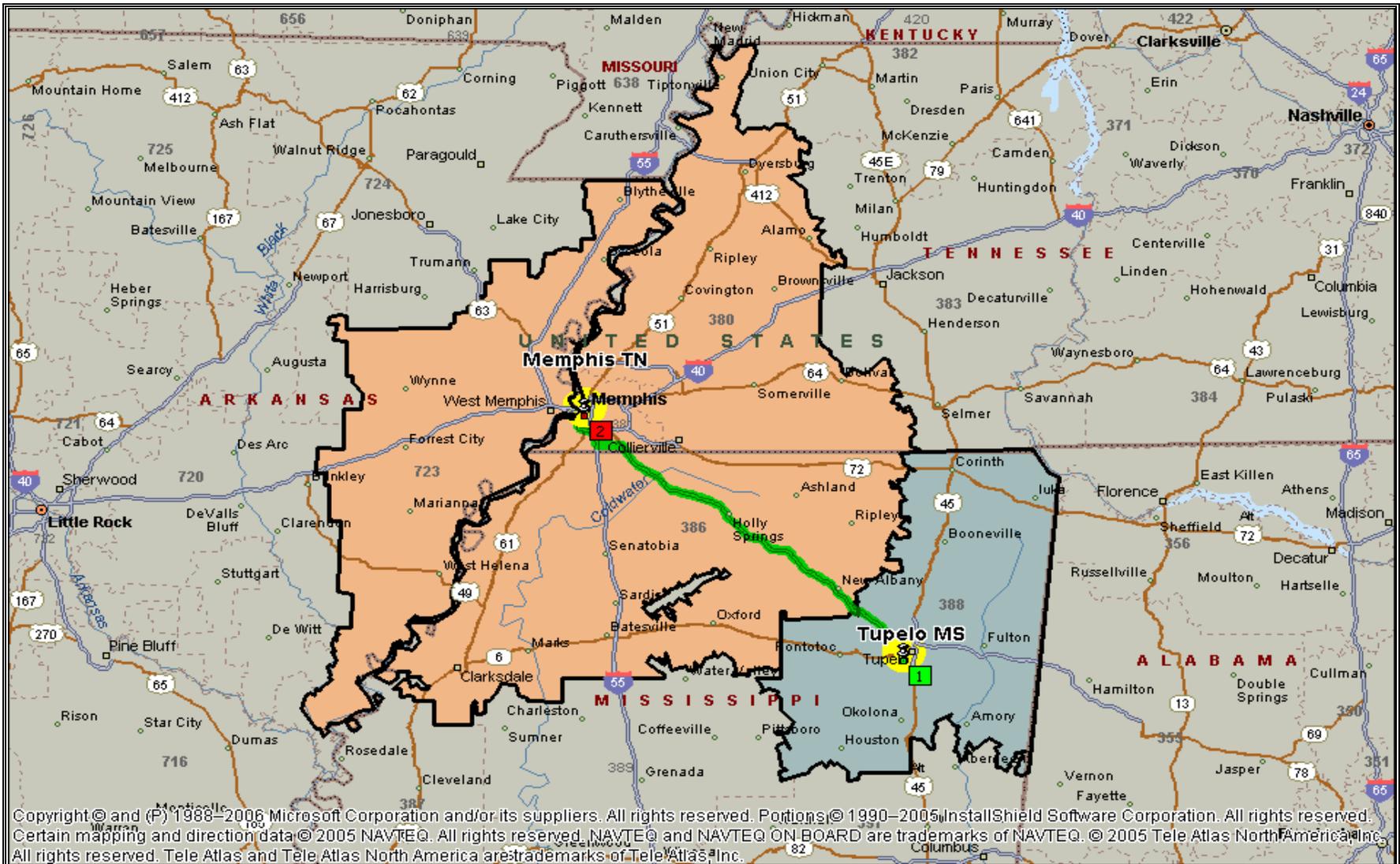
**Losing Facility Name and Type:** Tupelo P&D F

**Current 3D ZIP Code(s):** 388

**Miles to Gaining Facility:** 108

**Gaining Facility Name and Type:** Memphis TN P&DC

**Current 3D ZIP Code(s):** 375,380,381,386,723



rev 03/20/2008

# Service Standard Impacts

Last Saved: February 18, 2012

**Losing Facility:** Tupelo P&D F

**Losing Facility 3D ZIP Code(s):** 388

**Gaining Facility 3D ZIP Code(s):** 375,380,381,386,723

Based on report prepared by Network Integration Support dated: mm/dd/yyyy

<b>Service Standard Changes - Average Daily Volume</b> (data obtained from ODIS is derived from sampling and may vary from actual volume)																
	FCM						PRI		PER *		STD *		PSVC		ALL CLASSES	
	Overnight	% Change	All Others	% Change	Total	% Change	All	% Change	All	% Change	All	% Change	All	% Change	All	% Change
UPGRADE																TBD
DOWNGRADE																TBD
TOTAL																TBD
NET UP+NO CHNG																TBD
VOLUME TOTAL																TBD

\* - Periodical and Standard mail origin 3-digit ZIP Code to destination 3-digit ZIP Code volume is not available

Selected summary fields are transferred to the *Executive Summary*

<b>Service Standard Changes - Pairs</b>																
	FCM						PRI		PER		STD		PSVC		ALL CLASSES	
	Overnight	% Change	All Others	% Change	Total	% Change	All	% Change	All	% Change						
UPGRADE																
DOWNGRADE																
TOTAL																
NET																

# Stakeholders Notification

(WorkBook Tab Notification - 1)

Last Saved: February 18, 2012

Stakeholder Notification Page 1

**Losing Facility:** Tupelo P&D F

**AMP Event:** Start of Study




























## Other Workhour Move Analysis

Last Saved: February 18, 2012

Losing Facility: Tupelo P&D F

Gaining Facility: Memphis TN P&DC

Date Range of Data: 07/01/10 to #REF!

### Current Other Craft Workhours

Losing Facility					Gaining Facility				
Current MODS Operation Number	Percent Moved to Gaining (%)	Reduction Due to EoS (%)	Current Annual Workhours	Current Annual Workhour Cost (\$)	Current MODS Operation Number	Percent Moved to Losing (%)	Reduction Due to EoS (%)	Current Annual Workhours	Current Annual Workhour Cost (\$)
747		100.0%		\$197,177	747				\$2,179,665
750	24.4%	75.6%		\$485,825	750				\$5,111,677
753	0.0%	21.3%		\$225,663	753				\$1,336,940
001				\$86,495	001				\$0
065				\$251,458	065				\$0
355				\$225,116	355				\$0
569				\$74,272	569				\$0
713				\$307	713				\$0
714				\$289	714				\$0
					515				\$2,705
					566				\$123,974
					581				\$111,892
					614				\$176
					616				\$3,056
					624				\$10,336
					665				\$57,543
					668				\$521,518
					679				\$211,206
					745				\$714,147
					764				\$289,243
					765				\$430,537
					766				\$5,257,013
					999				\$30

### Proposed Other Craft Workhours

Losing Facility			Gaining Facility		
Proposed MODS Operation Number	Proposed Annual Workhours	Proposed Annual Workhour Cost (\$)	Proposed MODS Operation Number	Proposed Annual Workhours	Proposed Annual Workhour Cost (\$)
747		\$0	747		\$2,179,665
750		\$0	750		\$5,222,494
753		\$177,613	753		\$1,336,940
001		\$86,495	001		\$0
065		\$251,458	065		\$0
355		\$225,116	355		\$0
569		\$74,272	569		\$0
713		\$307	713		\$0
714		\$289	714		\$0
			515		\$2,705
			566		\$123,974
			581		\$111,892
			614		\$176
			616		\$3,056
			624		\$10,336
			665		\$57,543
			668		\$521,518
			679		\$211,206
			745		\$714,147
			764		\$289,243
			765		\$430,537
			766		\$5,257,013
			999		\$30











# Staffing - Management

Last Saved: February 18, 2012

**Losing Facility:** Tupelo P&D F

**Data Extraction Date:** 09/20/11

**Finance Number:** 278437

<b>Management Positions</b>						
Line	(1) Position Title	(2) Level	(3) Current Auth Staffing	(4) Current On-Rolls	(5) Proposed Staffing	(6) Difference
1	POSTMASTER	EAS-22	1	1	1	0
2	MGR MAINTENANCE	EAS-17	1	0	0	0
3	SUPV DISTRIBUTION OPERATIONS	EAS-17	1	1	0	-1
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	<b>Totals</b>		<b>3</b>	<b>2</b>	<b>1</b>
					<b>(1)</b>

Retirement Eligibles: 0

Position Loss: 1

Management Positions						
Line	(12) Position Title	(13) Level	(14) Current Auth Staffing	(15) Current On-Rolls	(16) Proposed Staffing	(17) Difference
1	PLANT MANAGER (2)	PCES-01	1	1	1	0
2	MGR MAINTENANCE	EAS-24	1	1	1	0
3	MGR IN-PLANT SUPPORT	EAS-23	1	1	1	0
4	MGR DISTRIBUTION OPERATIONS	EAS-22	3	3	3	0
5	MGR MAINTENANCE OPERATIONS	EAS-21	2	2	2	0
6	OPERATIONS INDUSTRIAL ENGINEER (FI	EAS-21	1	1	1	0
7	OPERATIONS SUPPORT SPECIALIST	EAS-20	1	1	1	0
8	MGR MAINTENANCE OPERATIONS SUPPT	EAS-19	1	1	1	0
9	NETWORKS SPECIALIST	EAS-18	1	1	1	0
10	OPERATIONS SUPPORT SPECIALIST	EAS-18	1	1	1	0
11	OPERATIONS SUPPORT SPECIALIST	EAS-17	3	2	2	0
12	SUPV DISTRIBUTION OPERATIONS	EAS-17	22	20	22	2
13	SUPV MAINTENANCE OPERATIONS	EAS-17	7	6	7	1
14	SUPV TRANSPORTATION OPERATIONS	EAS-17	6	6	3	-3
15	NETWORKS SPECIALIST	EAS-16	1	1	1	0
16	OPERATIONS SUPPORT SPECIALIST	EAS-15	1	1	1	0
17	SECRETARY (FLD)	EAS-12	1	0	0	0
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
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74					
75					
76					
77					
78					
79					
	<b>Total</b>	<b>54</b>	<b>49</b>	<b>49</b>	<b>0</b>

Retirement Eligibles: 0

Position Loss: 0

**Total PCES/EAS Position Loss:** 1 (This number carried forward to the *Executive Summary*)

rev 11/05/2008

# Staffing - Craft

Last Saved: February 18, 2012

**Lossing Facility:** Tupelo P&D F

**Finance Number:** 278437

**Data Extraction Date:** 09/20/11

Craft Positions	(1) Casuals/PSEs On-Rolls	(2) Part Time On-Rolls	(3) Full Time On-Rolls	(4) Total On-Rolls	(5) Total Proposed	(6) Difference
Function 1 - Clerk	0	0	0			
Function 4 - Clerk	5	0	27	32	13	(19)
Function 1 - Mail Handler	0	0	0			
Function 4 - Mail Handler	0	0	0			
<b>Function 1 &amp; 4 Sub-Total</b>	<b>5</b>	<b>0</b>	<b>27</b>	<b>32</b>	<b>13</b>	<b>(19)</b>
Function 3A - Vehicle Service	0	0	0			
Function 3B - Maintenance	0	0	12	12	2	(10)
Functions 67-69 - Lmtd/Rehab/WC	0	0	0			
Other Functions	0	0	2	2	2	0
<b>Total</b>	<b>5</b>	<b>0</b>	<b>41</b>	<b>46</b>	<b>17</b>	<b>(29)</b>

Retirement Eligibles: 16

**Gaining Facility:** Memphis TN P&DC

**Finance Number:** 475666

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

Craft Positions	(7) Casuals/PSEs On-Rolls	(8) Part Time On-Rolls	(9) Full Time On-Rolls	(10) Total On-Rolls	(11) Total Proposed	(12) Difference
Function 1 - Clerk	33	0	314	347	358	11
Function 1 - Mail Handler	7	18	166	191	191	0
<b>Function 1 Sub-Total</b>	<b>40</b>	<b>18</b>	<b>480</b>	<b>538</b>	<b>549</b>	<b>11</b>
Function 3A - Vehicle Service	3	0	59	62	62	0
Function 3B - Maintenance	0	0	111	111	123	12
Functions 67-69 - Lmtd/Rehab/WC	0	0	3	3	3	0
Other Functions	0	0	3	3	3	0
<b>Total</b>	<b>43</b>	<b>18</b>	<b>656</b>	<b>717</b>	<b>740</b>	<b>23</b>

Retirement Eligibles: 0

**Total Craft Position Loss:** 6 (This number carried forward to the *Executive Summary*)

(13) Notes: Per HQ Func rev, Current Authorized maint staffing: Tupelo = 2 FTE. Memphis = 157 FTE.

(46 additional from on-rolls.) 12 credited to this study (25%). Others will be credited between Jackson & Jonesboro studies.

rev 11/05/2008

# Maintenance

Last Saved: February 18, 2012

**Losing Facility:** Tupelo P&D F

**Gaining Facility:** Memphis TN P&DC

**Date Range of Data:** Jul-01-2010 : Jun-30-2011

	(1) Current Cost	(2) Proposed Cost	(3) Difference
<b>Workhour Activity</b>			
LDC 36 Mail Processing Equipment	\$ 485,825	\$ 0	\$ (485,825)
LDC 37 Building Equipment	\$ 225,663	\$ 177,613	\$ (48,050)
LDC 38 Building Services <i>(Custodial Cleaning)</i>	\$ 197,177	\$ 0	\$ (197,177)
LDC 39 Maintenance Operations Support	\$ 0	\$ 0	\$ 0
LDC 93 Maintenance Training	\$ 814	\$ 0	\$ (814)
<b>Workhour Cost Subtotal</b>	\$ 909,479	\$ 177,613	\$ (731,866)
<b>Other Related Maintenance &amp; Facility Costs</b>			
<b>Total</b> Maintenance Parts, Supplies & Facility Utilities	\$ 125,490	\$ 47,686	\$ (77,804)
<b>Adjustments</b> <i>(from "Other Curr vs Prop" tab)</i>	\$	\$ 0	
<b>Grand Total</b>	\$ 1,034,969	\$ 225,299	\$ (809,670)

	(4) Current Cost	(5) Proposed Cost	(6) Difference
<b>Workhour Activity</b>			
LDC 36 Mail Processing Equipment	\$ 5,111,677	\$ 5,222,494	\$ 110,817
LDC 37 Building Equipment	\$ 1,336,940	\$ 1,336,940	\$ 0
LDC 38 Building Services <i>(Custodial Cleaning)</i>	\$ 2,179,665	\$ 2,179,665	\$ 0
LDC 39 Maintenance Operations Support	\$ 727,538	\$ 727,538	\$ 0
LDC 93 Maintenance Training	\$ 78,133	\$ 78,133	\$ 0
<b>Workhour Cost Subtotal</b>	\$ 9,433,953	\$ 9,544,770	\$ 110,817
<b>Other Related Maintenance &amp; Facility Costs</b>			
<b>Total</b> Maintenance Parts, Supplies & Facility Utilities	\$ 2,333,618	\$ 2,333,618	\$ 0
<b>Adjustments</b> <i>(from "Other Curr vs Prop" tab)</i>	\$	\$ 0	
<b>Grand Total</b>	\$ 11,767,571	\$ 11,878,388	\$ 110,817

**Annual Maintenance Savings:** \$698,853 (This number carried forward to the Executive Summary)

(7) Notes: Tupelo Parts & Supplies proposed costs as per Maintenance HQ review.

**Transportation - PVS**  
Last Saved: February 18, 2012

**Losing Facility:** Tupelo P&D F  
**Finance Number:** 278437  
**Date Range of Data:** 07/01/10 -- to -- 06/30/11

**Gaining Facility:** Memphis TN P&DC  
**Finance Number:** 475666

	(1) Current	(2) Proposed	(3) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			0
Eleven Ton Trucks			0
Single Axle Tractors			0
Tandem Axle Tractors			0
Spotters			0
<b>PVS Transportation</b>			
Total Number of Schedules			0
Total Annual Mileage			0
<b>Total Mileage Costs</b>			<b>\$0</b>
<b>PVS Leases</b>			
Total Vehicles Leased			0
<b>Total Lease Costs</b>			<b>\$0</b>
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)	\$0	\$0	\$0
LDC 34 (765, 766)	\$0	\$0	\$0
<b>Adjustments</b> (from "Other Curr vs Prop" tab)		\$0	
<b>Total Workhour Costs</b>	\$0	\$0	\$0

	(4) Current	(5) Proposed	(6) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			0
Eleven Ton Trucks			0
Single Axle Tractors			0
Tandem Axle Tractors			0
Spotters			0
<b>PVS Transportation</b>			
Total Number of Schedules			0
Total Annual Mileage			0
<b>Total Mileage Costs</b>			<b>\$0</b>
<b>PVS Leases</b>			
Total Vehicles Leased			0
<b>Total Lease Costs</b>			<b>\$0</b>
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)	\$500,449	\$500,449	\$0
LDC 34 (765, 766)	\$5,687,549	\$5,687,549	\$0
<b>Adjustments</b> (from "Other Curr vs Prop" tab)		\$0	
<b>Total Workhour Costs</b>	\$6,187,999	\$6,187,999	\$0

**PVS Transportation Savings (Losing Facility):**

**PVS Transportation Savings (Gaining Facility):**

**Total PVS Transportation Savings:**  <<< (This number is summed with Total from 'Trans-HCR' and carried forward to the Executive Summary as Transportation Savings)

(7) Notes: No PVS associated with this AMP





1	2	3	4	5	6	7
Route Numbers	Current Annual Mileage	Current Annual Cost	Current Cost per Mile	Proposed Annual Mileage	Proposed Annual Cost	Proposed Cost per Mile

8	9	10	11	12	13	14
Route Numbers	Current Annual Mileage	Current Annual Cost	Current Cost per Mile	Proposed Annual Mileage	Proposed Annual Cost	Proposed Cost per Mile

Proposed Trip Impacts	Current Losing	Moving to Gain (-)	Other Changes (+/-)	Trips from Gaining	Proposed Result
	0	0	0	0	0

Proposed Trip Impacts	Current Gaining	Moving to Lose (-)	Other Changes (+/-)	Trips from Losing	Proposed Result
	182,439	0	0	0	182,439

HCR Annual Savings (Losing Facility): \$98,814

HCR Annual Savings (Gaining Facility): (\$75,076)

Total HCR Transportation Savings: \$23,738

<<== (This number is summed with Total from 'Trans-PVS' and carried forward to the Executive Summary as Transportation Savings)

rev 11/05/2008



## MPE Inventory

Last Saved: February 18, 2012

Lossing Facility: Tupelo P&D F

Gaining Facility: Memphis TN P&DC

Data Extraction Date: 10/20/11

Equipment Type	(1) Current Number	(2) Proposed Number	(3) Difference
AFCS		0	0
AFCS200		0	0
AFSM - ALL		0	0
APPS		0	0
CIOSS		0	0
CSBCS		0	0
DBCS	2	0	(2)
DBCS-OSS		0	0
DIOSS	1	0	(1)
FSS		0	0
SPBS		0	0
UFSM		0	0
FC / MICRO MARK		0	0
ROBOT GANTRY		0	0
HSTS / HSUS		0	0
LCTS / LCUS		0	0
LIPS		0	0
MPBCS-OSS		0	0
TABBER		0	0
PIV		0	0
LCREM		0	0

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Equipment Change	(8) Relocation Costs
AFCS	5	5	0	0	
AFCS200		0	0	0	
AFSM - ALL	3	3	0	0	
APPS		0	0	0	
CIOSS	3	2	(1)	(1)	
CSBCS		0	0	0	
DBCS	20	17	(3)	(5)	\$27,574
DBCS-OSS		0	0	0	
DIOSS	2	6	4	3	\$13,787
FSS		0	0	0	
SPBS	2	2	0	0	
UFSM		0	0	0	
FC / MICRO MARK		0	0	0	
ROBOT GANTRY	2	2	0	0	
HSTS / HSUS		0	0	0	
LCTS / LCUS	2	2	0	0	
LIPS		0	0	0	
MPBCS-OSS		0	0	0	
TABBER		0	0	0	
PIV		0	0	0	
LCREM	1	1	0	0	

Mail Processing Equipment Relocation Costs from Losing to Gaining Facility: \$41,361 (This number is carried forward to *Space Evaluation and Other Costs*)

(9) Notes: The relocation cost of \$41,361 is associated with the replacement of 3 DBCS Phase I machines at the Memphis P&DC with 1 DIOSS & 2 DBCS Phase 2-5 machines at the Tupelo CSMP and is calculated as 3 x \$8,060 (for DIOSS/DBCS Ph 2-5 > 45 miles) plus 3 x \$5,727 (for DBCS Ph I Same Floor/Same Facility).  
Relocation costs come from the Cost of Capital Memo from 06-16-11.

rev 03/04/2008

## Customer Service Issues

Last Saved: February 18, 2012

**Losing Facility:** Tupelo P&D F

**5-Digit ZIP Code:** 38801

**Data Extraction Date:** 10/18/11

**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

3-Digit ZIP Code: 388		3-Digit ZIP Code:		3-Digit ZIP Code:		3-Digit ZIP Code:	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
4	110						
111	31						
36	7						
151	148	0	0	0	0	0	0

**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**

% Carriers returning before 5 p.m.

Quarter/FY	Percent
Q1 FY 2011	68.5%
Q2 FY 2011	67.0%
Q3 FY 2011	83.4%
Q4 FY 2011	82.5%

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

	Current		Proposed	
	Start	End	Start	End
Monday	8:00	18:00	8:00	18:00
Tuesday	8:00	18:00	8:00	18:00
Wednesday	8:00	18:00	8:00	18:00
Thursday	8:00	18:00	8:00	18:00
Friday	8:00	18:00	8:00	18:00
Saturday	9:00	14:00	9:00	14:00

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

	Current		Proposed	
	Start	End	Start	End
Monday	12:00	17:30	12:00	17:30
Tuesday	12:00	17:30	12:00	17:30
Wednesday	12:00	17:30	12:00	17:30
Thursday	12:00	17:30	12:00	17:30
Friday	12:00	17:30	12:00	17:30
Saturday	closed	closed	closed	closed

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

Yes

**8. Notes:** Retail and BMAU will remain at the Tupelo facility unchanged.

**Gaining Facility:** Memphis TN P&DC

**9. What postmark will be printed on collection mail?**

Line 1 MEMPHIS TN 381

Line 2 DATE / TIME

rev 6/18/2008

# Space Evaluation and Other Costs

Last Saved: February 18, 2012

**Losing Facility:** Tupelo P&D F

## Space Evaluation

1. Affected Facility

Facility Name: Tupelo P&D F  
Street Address: 362 S Thomas St  
City, State ZIP: Tupelo MS 38801-9997

2. Lease Information. (If not leased skip to 3 below.)

Enter annual lease cost: Owned  
Enter lease expiration date: \_\_\_\_\_  
Enter lease options/terms: \_\_\_\_\_

3. Current Square Footage

Enter the total interior square footage of the facility: 29,966  
Enter gained square footage expected with the AMP: 11,590

4. Planned use for acquired space from approved AMP

Relocate carriers from Tupelo, MS Carrier Annex to the GMF which is 1.46 miles away. Carrier work hours will be reallocated to Tupelo GMF; dispose of the carrier annex.

5. Facility Costs

Enter any projected one-time facility costs: \$0  
(This number shown below under One-Time Costs section.)

6. Savings Information

**Space Savings (\$):** \$0  
(This number carried forward to the *Executive Summary*)

7. Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## One-Time Costs

Employee Relocation Costs: \$0

Mail Processing Equipment Relocation Costs: \$41,361  
(from MPE Inventory)

Facility Costs: \$0  
(from above)

**Total One-Time Costs:** \$41,361  
(This number carried forward to *Executive Summary*)

## Remote Encoding Center Cost per 1000

**Losing Facility:** Tupelo P&D F

**Gaining Facility:** Memphis TN P&DC