

MPFR Data Entry Page

1. "Transfer From" Facility Information

Type of Distribution Consolidated: Originating
Facility Name & Type: Casper WY PDC
Street Address: 411 N Forest Dr
City: Casper
State: WY
5D Facility ZIP Code: 82609
Retail & Delivery District: CO-WY
Retail & Delivery Area: Westpac
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 824-828
Shape: Letters
Miles to "Transfer To" Facility: 280
Processing Region: Western
Processing Division: Western
Plant Manager: Taryna Hanson
Sr. Division Director: Felipe Flores



N/A

N/A



2. "Transfer To" Facility Information

Facility Name & Type: Billings MT P&DC
Street Address: 841 S 26th St
City: Billings
State: MT
5D Facility ZIP Code: 59101
Retail & Delivery District: ID-MT-OR
Retail & Delivery Area: Westpac
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 590-593, 597, 821
Shape: Letters, Flats, and Parcels
Processing Region: Western
Processing Division: Pacific Northwest
Plant Manager: Tina Gellos (A)
Sr. Division Director: Brian Gaines

N/A

N/A

N/A

N/A

3. Background Information

Start of Study: Jan-10-2024
Date Range of Data: Jan-01-2023 Dec-31-2023
Bargaining Unit Hours per Year: 1750
EAS Hours per Year: 1840

4. Other Information

Regional Vice President: John DiPeri
Vice President, Proc & Maint Ops: Dane A Coleman
Division Coordinator: [REDACTED]
HQ MPFR Coordinator: [REDACTED]

MPFR Approval Signatures

Transfer From Facility Name and Type: Casper WY PDC
 Facility ZIP Code: 82609
 Finance Number: ██████████
 Current SCF ZIP Code(s): 824-828

Type of Distribution Consolidated: Originating

Transfer To Facility Name and Type: Billings MT P&DC Shape: Letters
 Facility ZIP Code: 59101
 Finance Number: ██████████
 Current SCF ZIP Code(s): 590-593, 597, 821

Transfer To Facility Name and Type: N/A Shape: N/A
 Facility ZIP Code: N/A
 Finance Number: N/A
 Current SCF ZIP Code(s): N/A

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.

TRANSFER FROM FACILITY:

Plant Manager:

E-SIGNED by TARYNA HANSON
 on 2024-04-11 11:44:58 CDT

Taryna Hanson
 Printed Name

Signature

Date

Western Sr. Division Director

E-SIGNED by Felipe Flores
 on 2024-04-15 11:03:59 CDT

Felipe Flores
 Printed Name

Signature

Date

TRANSFER TO FACILITY:

Plant Manager:

E-SIGNED by BRIAN.C GAINES
 on 2024-04-11 14:57:49 CDT

Tina Gellos (A)
 Printed Name

Signature

Date

Pacific Northwest Sr. Division Director:

E-SIGNED by BRIAN.C GAINES
 on 2024-04-11 14:57:50 CDT

Brian Gaines
 Printed Name

Signature

Date

REGION:

Western Regional Vice President:

E-SIGNED by JOHN.J DIPERI
 on 2024-04-15 16:26:57 CDT

John DiPeri
 Printed Name

Signature

Date

HEADQUARTERS:

Vice President, Proc & Maint Ops:

E-SIGNED by DANE.A COLEMAN
 on 2024-04-15 16:58:05 CDT

Dane A Coleman
 Printed Name

Signature

Date

Comments: _____

Executive Summary

Transfer From Facility Name and Type: Casper WY PDC
Street Address: 411 N Forest Dr
City, State: Casper, WY
Current 3D ZIP Code(s): 824-828
Type of Distribution to Consolidate: Originating

Transfer To Facility Name and Type: Billings MT P&DC
Current 3D ZIP Code(s): 590-593, 597, 821
Transfer To Facility Name and Type: N/A
Current 3D ZIP Code(s): N/A

Miles between facilities: 280

Miles between facilities: N/A

Summary of MPFR Analysis

Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$180K - \$240K</u>	From Processing Tab
Management Workhour Savings =	<u>\$90K - \$120K</u>	From Management Complement Tab
Transportation Savings =	<u>\$1.9M - \$2.5M</u>	From Logistics Tab
Maintenance Savings =	<u>\$230K - \$300K</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
Total Annual Savings =	<u>\$2.4M - \$3.2M</u>	
Total One-Time Costs =	<u>\$0</u>	From One-Time Costs Tab
Total First Year Savings =	<u>\$2.4M - \$3.2M</u>	

Staffing Positions

Net Craft Position Loss =	<u>6</u>	From Craft Complement Tab
Net Management Position Loss =	<u>1</u>	From Management Complement Tab

Service Standard Impacts

There will be no changes to Service Standards due to this MPFR.

There will be an expected 215 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Summary Narrative

Background

The Casper WY P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCF 824, 825, 826, 827, 828. The Casper WY facility is 45,049 square feet. The Casper WY facility is located 280 miles from the Billings MT P&DC. The Mail Processing Facility Review (MPFR) proposal to move originating mail from Casper WY P&DC to Billings MT P&DC was announced on 1/10/2024 under the Delivering for America plan, which includes strategies for the development of a mail processing network that enables more precise, efficient, and reliable service. By using best-in-class logistics practices, the Postal Service is driving efficiency and service performance improvement to fuel revenue growth and customer retention.

Facility Future

The Casper WY facility is not closing and will remain open and be modernized as a Local Processing Center.

Customer Service Impacts

Retail and business mail acceptance services currently provided at the Casper WY facility would not change due to the MPFR implementation. A local postmark is still available at the retail service counter.

There are no changes to collection box times.

Service Standard Impacts

There will be no changes to Service Standards due to this MPFR. There will be an expected 215 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Local Workforce Impact

There will be no career layoffs as part of this initiative. The Postal Service is a responsible employer and will be working closely with the unions and management associations to work through this initiative. The Postal Service will follow requirements of the collective bargaining agreements where they apply and all applicable postal policies.

Financial Summary

The annual baseline for the MPFR study represents the period of January 1, 2023, through December 31, 2023.

The MPFR shows an estimated annual savings between \$2.4 million to \$3.2 million. There are no projected one-time costs associated with this MPFR.

Savings / Costs		
Mail Processing Craft Workhour Savings	=	\$180K - \$240K
Management Workhour Savings	=	\$90K - \$120K
Transportation Savings	=	\$1.9M - \$2.5M
Maintenance Savings	=	\$230K - \$300K
Space Savings	=	\$0
Total Annual Savings	=	\$2.4M - \$3.2M
Total One-Time Costs	=	\$0
Total First Year Savings	=	\$2.4M - \$3.2M

Mail Processing Employee Impacts

The MPFR is projecting an annual mail processing savings between \$180,000 to \$240,000. The Casper WY P&DC MPFR identified a net reduction of 3 craft positions. Organization Design will determine the future Billings MT P&DC management staffing.

Net Craft Staffing Impacts - Both Sites											
Casper P&DC				Billings P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-19	-3	0	-22	16	0	0	16	-3	-3	0	-6

Net Management Impacts											
Casper P&DC				Billings P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
0	-1	0	-1	0	0	0	0	0	-1	0	-1

Maintenance

The MPFR is projecting an annual maintenance savings between \$230,000 to \$300,000 due to supporting different equipment sets. The MPFR identified a net reduction of 3 craft and 1 management positions. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

Transportation

The MPFR shows an annual savings between \$1.9M to \$2.5M due to modifying and eliminating existing HCR service. The MPFR has identified no staffing impacts at this time.

Space Impacts and One-Time Costs

There is no proposed one-time cost due to equipment relocation costs for this MPFR. Any space in Casper WY P&DC made available due to the transfer of operations to the Billings MT P&DC would be evaluated for future utilization.

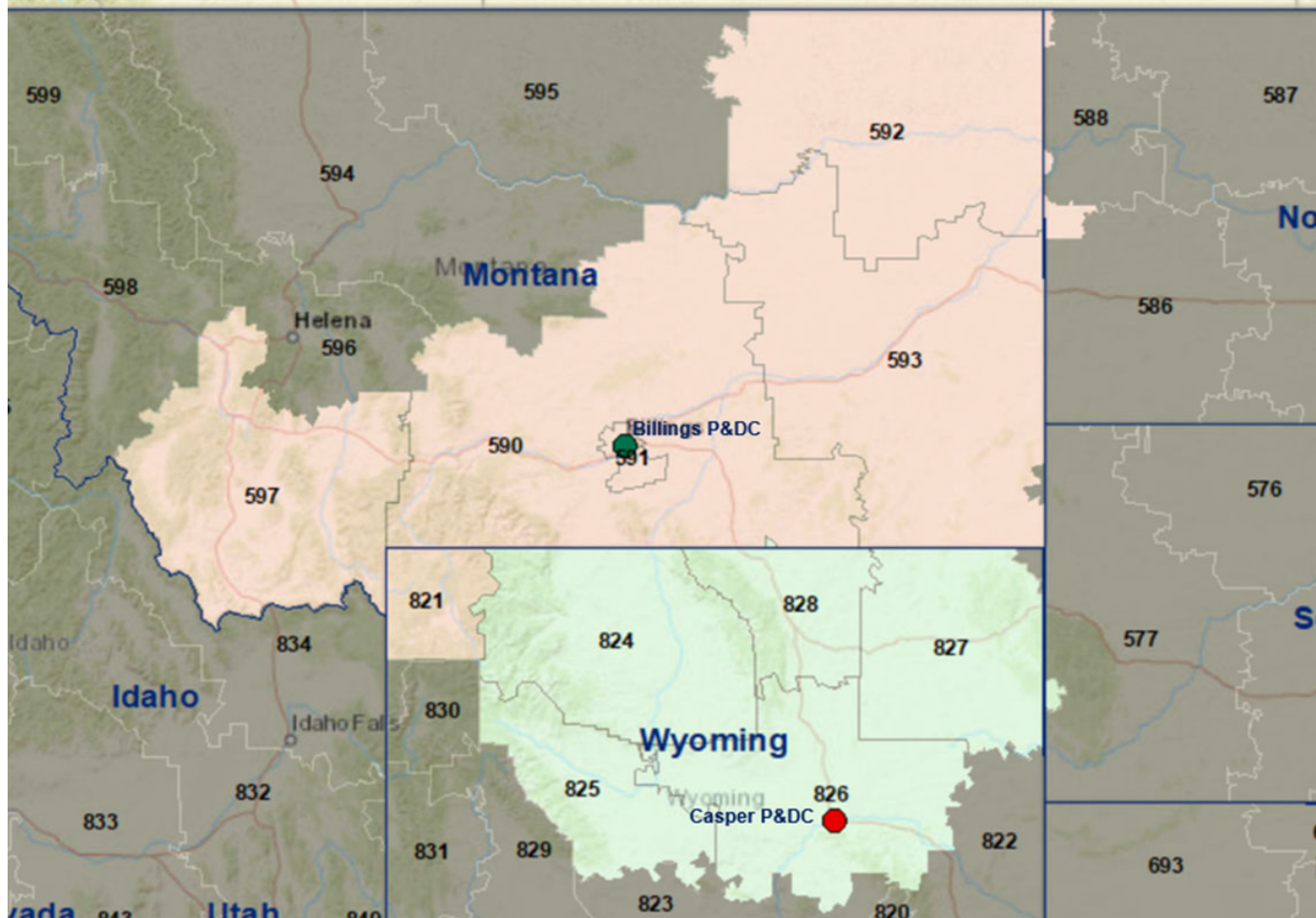
Conclusion

The Casper WY facility will remain open and be modernized as a Local Processing Center. There will be no career layoffs as part of this initiative.

The Casper WY P&DC to Billings MT P&DC MPFR projects an annual savings between \$2.4 million to \$3.2 million with no one-time costs.

This go-forward plan for the Casper WY facility will help USPS achieve the core goals of our Delivering for America plan: financial sustainability for our organization and improved service reliability for our customers.

Map of Service Areas



824-828 Casper

590-593, 597, 821 Billings

Craft Complement

Career Impacts by Craft -Casper P&DC Only								
Processing (F1) Clerks			Processing (F1) Mail Handlers			Other Career Craft		Total
Clerk Impact	PSEs On-Rolls	Career Clerk (Clerk - PSEs)	Mailhandler Impact	MHAs On-Rolls	Career Mailhandler (MH - MHAs)	Maintenance Impact	Logistics Impact	All Craft Impacts
-13	4	-9	-5	2	-3	-3	0	-15

This is only the impact to the Casper facility

Clerk & Mailhandler reductions are a fluid number based on flexible workforce staffing (pre-career) upon implementation

Net Craft Staffing Impacts - Both Sites											
Casper P&DC				Billings P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-19	-3	0	-22	16	0	0	16	-3	-3	0	-6

This impact takes both sites into account and reflects the Organizational impact.

This is used to determine the F1 Savings in the MPFR workbook.

Net Craft Impacts	
F1 Mail Proc.	-3
F3A Logistics	0
F3B Maint.	-3
Total	-6

Management Complement

Management Impacts - Casper Only			
Casper P&DC			
Processing	Maintenance	Logistics	Total
0	-1	0	-1

This is only the impact to the Casper facility

Net Management Impacts											
Casper P&DC				Billings P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
0	-1	0	-1	0	0	0	0	0	-1	0	-1

This impact takes both sites into account and reflects the Organizational impact.

This is used to determine the F1 Savings in the MPFR workbook.

Summary for Workbook

	Net Management Impacts	Management Savings \$
F1 Proc.	0	\$0
F3A Logistics	0	\$0
F3B Maint.	-1	\$90K - \$120K
Total	-1	\$90K - \$120K
Estimated Savings Range		\$90K - \$120K



OM to Payroll Staffing Condition Report

Run Date: 2/5/2024

SAP Organizational Management Data		Payroll Form 50 Data				
Occupation		Total	On Rolls	Variance		
Series/Code	Title	Authorized	Count	On Rolls - Authorized	Func	LDC
23150002	MGR MAIL PROCESSING OPERATIONS	1	1	0	1	10
23150106	PROCESSING SUPPORT SPECIALIST	1	1	0	0	3
23150066	SUPV DISTRIBUTION OPERATIONS	2	2	0	1	10
23550010	SUPV MAINTENANCE OPERATIONS	1	1	0	3B	35
Cost Center	Total	5	5	0		
Report	Total	5	5			

Service Standard Impacts

Notes: There will be no changes to Service Standards due to this MPFR.

There will be an expected 215 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
GAL	0	0
FCM	105	0
PER	35	0
MKT	45	0
PKG	30	0
GAH	0	0
Total	215	0

Customer Service Analysis

Transfer From Facility: Casper WY PDC

Current 3-Digit ZIP Code(s): 824-828
 Data Extraction Date: 02/05/24

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: 824		3-Digit ZIP Code: 825		3-Digit ZIP Code: 826		3-Digit ZIP Code: 827-828	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
14	54	8	17	50	61	# 20	56
44	15	25	19	17	6	# 63	32
11		3		21	6	# 15	6
69	69	36	36	88	73	98	94

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

3. How many "local delivery" boxes will be removed as a result of MPFR?

4. Delivery Performance Report

CO-WY District

% Carriers returning after 1700

Quarter/FY	Percent
Q2 2023	54.6%
Q3 2023	48.9%
Q4 2023	49.0%
Q1 2024	53.6%

5. Retail Unit Inside Transfer From Facility (Window Service Times)

	Current		Proposed	
	Start	End	Start	End
Monday	8:30	17:00	8:30	17:00
Tuesday	8:30	17:00	8:30	17:00
Wednesday	8:30	17:00	8:30	17:00
Thursday	8:30	17:00	8:30	17:00
Friday	8:30	17:00	8:30	17:00
Saturday	9:00	12:00	9:00	12:00

6. Business (Bulk) Mail Acceptance Hours

	Current		Proposed	
	Start	End	Start	End
Monday	10:30	17:00	10:30	17:00
Tuesday	10:30	17:00	10:30	17:00
Wednesday	10:30	17:00	10:30	17:00
Thursday	10:30	17:00	10:30	17:00
Friday	10:30	17:00	10:30	17:00
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: _____

Transfer To Facility: Billings MT P&DC - Letters

Transfer To Facility: N/A - N/A

9. What postmark will be printed on collection mail?

Line 1 _____
 Line 2 _____

One-Time Costs

MPE Relocation Costs

Building Modifications

Prep on Workroom Floor

Employee Relocation

Total \$0

Estimated One-Time Cost \$0

Processing

CASPER WY P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			18
Flats			1
Packages			11
Other			16
Grand Total			46

FY23 YTD workhour rate				
Mail Mix	Future Workload Content @ Current Facility	Current Workhours Used for Remaining Volume	Current Efficiency Index (EI) for Remaining Volume	Current FTEs for Remaining Volume
Letters			7,741	12
Flats			10,018	1
Packages			3,991	4
Other			2,772	11
Grand Total			24,523	28
Current On Rolls				48
Impact				(18)

Mail Mix	Volume Moving	Current Workhours for Volume Moving	Current Efficiency Index (EI) for Volume Moving	Current FTEs for Volume Moving	15% EI Imp. @ Transfer To Facility	Volume Moving @ 15% EI WH Imp. = Future Workhours @ Transfer To Facility	FTEs @ 15% EI Imp. @ Transfer To Facility	New Facility Change	\$ Savings
Letters			3,240	6	3,726		5	(1)	\$ 99,041
Flats			11,723	-	13,482		-	-	\$ -
Packages			2,920	8	3,358		7	(1)	\$ 99,041
Other			2,587	5	2,975		4	(1)	\$ 99,041
Grand Total			20,470	19	23,540		16	(3)	\$ 297,124

Estimated Savings Range	\$180K - \$240K
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Maintenance

Major MPE Equipment List		
Equipment	Current Count	Future Count
AFC5200	1	0
BDS	3	0
DBCS	2	2
DISS	2	1
HDLMP	7	7
LAN	1	1
LMS	1	0
MSWYB	3	3
VFS	1	0

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
CASPER WY PDC	1	9	0	4	0	14

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
CASPER WY PDC	\$150,918	\$1,128,746	\$0	\$401,960	\$0	\$1,681,624

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$1,530,706
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$150,918
Total Annual Cost	\$1,681,624

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
CASPER WY PDC	0	6	0	4	0	10

Future Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
CASPER WY PDC	\$0	\$752,497	\$0	\$401,960	\$0	\$1,154,457

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$1,154,457
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$0
Total Annual Cost	\$1,154,457

Savings	
Maintenance Craft Work Hour Savings	\$376,249
Maintenance EAS Work Hour Savings	\$150,918
Total Annual Savings	\$527,167

Total Employee Reduction	4	Estimated Savings Range	\$230K - \$300K
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\$\$\$/FTE	(\$131,791.69)
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Note: Calculation include projected Operational Maintenance hours, 2A - Miscellaneous Equipment hours, 2C - Additional Requirements hours, and LDC 36 FMO hours.

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			-1799	-1	-\$150,918
36			-5349	-3	-\$376,249
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
Grand Total			-7148	-4	-\$527,167

IV. Productive Workyear Factors

Productive workyear factors are for use in all decision analysis reports and contracting out versus in-house service analyses. These factors represent the number of workhours in a workyear and are used in conjunction with the local workhour rates (which include compensation and benefits) in order to determine the cost per workyear.

Bargaining	Supervisor
1,783 hours	1,799 hours

For productive workyear factors for specific types and levels of employees, please refer to the Workhour Rates Memo. The rates provided in the memo are fully loaded and include fringe benefits, service-wide costs, and applicable lump sum payments.

The site where the latest Workhour Rates Memo is located can be accessed using the following link: <https://blue.usps.gov/caspe/page2.htm>

LDC Code	Work Hour Rate
35	
36	
37	
38	
39	

Logistics

Route	Current Annual Mileage	Annual Mileage Change	RPM	Current Annual Cost	Proposed Annual Cost	Annual Cost Change
80122 HCR						(1,962,038)
80193 HCR						(405,224)
80214 HCR						(10,485)
82010 HCR						(615,387)
82030 HCR						(310,630)
591AD HCR						51,227
591AD HCR						25,614
Grand Total						(3,226,922)

Estimated Savings Range	\$1.9M - \$2.5M
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0 Net Craft Impacts