

MPFR Data Entry Page

1. "Transfer From" Facility Information

Type of Distribution Consolidated: Originating
Facility Name & Type: Wilmington DE P&DC
Street Address: 147 Quigley Blvd
City: Historic New Castle
State: DE
5D Facility ZIP Code: 19720
Retail & Delivery District: DE-PA-2
Retail & Delivery Area: Atlantic
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 193, 197-199
Shape: Letters and Flats
Miles to "Transfer To" Facility: 32
Processing Region: Eastern
Processing Division: Chesapeake
Postmaster or Plant Manager: Mack Harmon Jr.
Sr. Division Director: Vernal David Webster

2. "Transfer To" Facility Information

Facility Name & Type: Philadelphia PA P&DC
Street Address: 7500 Lindbergh Blvd
City: Philadelphia
State: PA
5D Facility ZIP Code: 19176
Retail & Delivery District: DE-PA-2
Retail & Delivery Area: Atlantic
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 189-192, 194
Shape: All
Processing Region: Eastern
Processing Division: Chesapeake
Plant Manager: Roslyn Bowens
Sr. Division Director: Vernal David Webster

3. Background Information

Start of Study: Oct-18-2023
Date Range of Data: Oct-01-2022 Sep-30-2023
Bargaining Unit Hours per Year: 1750
EAS Hours per Year: 1840

4. Other Information

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

MPFR Approval Signatures

Transfer From Facility Name and Type: Wilmington P&DC
Facility ZIP Code: 19720
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 193, 197-199

Type of Distribution Consolidated: Originating

Transfer To Facility Name and Type: Philadelphia P&DC Letters and Flats
Facility ZIP Code: 19176
Finance Number: [REDACTED]

Transfer To Facility Name and Type: _____
Facility ZIP Code: _____
Finance Number: _____

Current SCF ZIP Code(s): 189-192, 194

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:

Postmaster or Plant Manager:

Mack Harmon Jr.

Printed Name

E-SIGNED by MACK.A HARMON JR
on 2023-12-22 15:19:19 GMT

Signature

Date

Sr. Division Director:

Vernal David Webster

Printed Name

E-SIGNED by David Webster
on 2023-12-22 15:20:15 GMT

Signature

Date

TRANSFER TO FACILITY:

Plant Manager:

Roslyn BOWENS

Printed Name

[REDACTED]

Signature

12/22/23

Date

Sr. Division Director:

Vernal David Webster

Printed Name

E-SIGNED by David Webster
on 2023-12-22 15:20:32 GMT

Signature

Date

REGION:

Regional Vice President:

Todd Hawkins

Printed Name

E-SIGNED by Todd.S Hawkins
on 2024-01-08 22:17:56 GMT

Signature

Date

HEADQUARTERS:

Vice President, Proc & Maint Ops:

Dane A Coleman

Printed Name

E-SIGNED by DANE.A COLEMAN
on 2024-01-11 13:43:00 GMT

Signature

Date

Comments: _____

Executive Summary

Transfer From Facility Name and Type: Wilmington DE P&DC
Street Address: 147 Quigley Blvd
City, State: Historic New Castle, DE
Current 3D ZIP Code(s): 193, 197-199
Type of Distribution to Consolidate: Originating

Transfer To Facility Name and Type: Philadelphia PA P&DC
Transfer To Facility Name and Type: 0
Current 3D ZIP Code(s): 189-192, 194

Miles between facilities: 32
Miles between facilities: 0

Summary of MPFR Analysis

Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$360K - \$480K</u>	From Processing Tab
Management Workhour Savings =	<u>\$360K - \$480K</u>	From Management Complement Tab
Transportation Savings =	<u>\$1.4M - \$1.9M</u>	From Logistics Tab
Maintenance Savings =	<u>\$980K - \$1.3M</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
Total Annual Savings =	<u>\$3.1M - \$4.2M</u>	
Total One-Time Costs =	<u>\$0</u>	From One-Time Costs Tab
Total First Year Savings =	<u>\$3.1M - \$4.2M</u>	

Staffing Positions

Net Craft Position Loss =	<u>19</u>	From Craft Complement Tab
Net Management Position Loss =	<u>4</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 120 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Summary Narrative

Background

The Wilmington DE P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCF 193, and 197-199. The Wilmington facility is 190,036 square feet. The Wilmington DE P&DC is located 32 miles from the Philadelphia PA P&DC, approximately 37 minutes via interstate highways. The Mail Processing Facility Review (MPFR) proposal to move originating mail from Wilmington DE P&DC to Philadelphia PA P&DC was announced on 10/18/2023 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 Wilmington facility is not closing and will remain open and be modernized as a Local Processing Center.

Customer Service Impacts

Business mail acceptance services currently provided at the Wilmington 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 estimated 120 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 October 1, 2022, through September 30, 2023.

The MPFR shows an estimated annual savings between \$3.1M and \$4.2M.

Savings/Costs

Mail Processing Craft Workhour Savings	=	<u>\$360K - \$480K</u>
Management Workhour Savings	=	<u>\$360K - \$480K</u>
Transportation Savings	=	<u>\$1.4M - \$1.9M</u>
Maintenance Savings	=	<u>\$980K - \$1.3M</u>
Space Savings	=	<u>\$0</u>
Total Annual Savings	=	<u>\$3.1M - \$4.2M</u>
Total One-Time Costs	=	<u>\$0</u>
Total First Year Savings	=	<u><u>\$3.1M - \$4.2M</u></u>

Mail Processing

The Wilmington MPFR identified a net reduction of 19 craft positions and 4 management position. Organizational Design will determine the future Philadelphia PA P&DC Management staffing.

Craft Staffing Impacts									
Transfer From Site	Transfer From Impacts			Transfer To Impacts			Net Impacts		
	F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
WILMINGTON DE P&DC	-49	-13	-62	43	0	43	-6	-13	-19

Management Staffing Impacts											
LPC Impacts	F1	Maint	Total	RPDC Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Wilmington	-2	-4	-6	Philadelphia	2	0	2	-4	0	-4	-4

Maintenance

The MPFR identified a net reduction of 13 craft positions. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

Transportation

The MPFR shows an annual savings due to modifying and eliminating existing HCR routes and PVS trips as necessary. The MPFR has identified no staffing impacts at this.

Space Impacts and One-Time Costs

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

Conclusion

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

The Wilmington to Philadelphia P&DC MPFR projects an annual savings between \$3.1M and \$4.2M with no proposed one-time costs.

This go-forward plan for the Wilmington 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



193, 197-199 Wilmington

189-192, 194 Philadelphia

Craft Complement

	Net Complement Impacts
F1 Mail Processing	6
F3A Logistics	0
F3B Maintenance	13
Total	19

Craft Staffing Impacts									
Transfer From Site	Transfer From Impacts			Transfer To Impacts			Net Impacts		
	F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
WILMINGTON DE P&DC	-49	-13	-62	43	0	43	-6	-13	-19

Craft Career Impact (Transfer From Site)							
F1 Clerk Impact	F1 Mail Handler Impact	F1 PSE On-rolls	F1 MHA On Rolls	F1 Clerk Impact Less PSEs	F1 Mail Handler Impact Less MHAs	Maint Impact	Updated Career Craft Impact
-26	-23	33	32	0	0	-13	-13

Service Standard Impacts

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

There will be an expected 120 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
FCM	40	0
MKT	20	0
PER	40	0
PKG	20	0
Total	120	0

MPE Inventory

Transfer From Facility: Wilmington DE P&DC

Transfer To Facility: Philadelphia PA P&DC

Transfer To Facility: 0

Data Extraction Date: _____

Equipment Type	(1) Current Number	(2) Proposed Number	(3) Difference
ADUS			0
AFCS	3	0	(3)
AFCS 200	1	0	(1)
AFSM100	2	2	0
APBS	1	1	0
APPS			0
CIOSS			0
DBCS	14	14	0
DIOSS	3	1	(2)
HOPS			0
HSTS			0
HSUS			0
LCREM	1	1	0
LCTS	1	1	0
LCUS			0
PSM			0
RCS			0
SIPS			0
SPSS			0
USS			0
PIV			0
EPPS			0
MaRS			0
FRS			0

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference
ADUS	1	1	0
AFCS			0
AFCS 200	6	6	0
AFSM100	4	4	0
APBS			0
APPS	2	2	0
CIOSS	2	2	0
DBCS	38	38	0
DIOSS	5	5	0
HOPS			0
HSTS	1	1	0
HSUS			0
LCREM	2	2	0
LCTS	4	4	0
LCUS			0
PSM			0
RCS	4	4	0
SIPS			0
SPSS			0
USS			0
PIV			0
EPPS			0
MaRS			0
FRS			0

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Excess Equipment	(8) Relocation Costs
ADUS			0	0	
AFCS			0	3	
AFCS 200			0	1	
AFSM100			0	0	
APBS			0	0	
APPS			0	0	
CIOSS			0	0	
DBCS			0	0	
DIOSS			0	2	
HOPS			0	0	
HSTS			0	0	
HSUS			0	0	
LCREM			0	0	
LCTS			0	0	
LCUS			0	0	
PSM			0	0	
RCS			0	0	
SIPS			0	0	
SPSS			0	0	
USS			0	0	
PIV			0	0	
EPPS			0	0	
MaRS			0	0	
FRS			0	0	

\$0

Mail Processing Equipment Relocation Costs: \$0 (This number is carried forward to One-Time Costs)

(9) Notes: _____

Customer Service Analysis

Transfer From Facility: Wilmington DE P&DC

3-Digit ZIP Code(s): 193, 197-199

Data Extraction Date: 09/14/23

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: 193		3-Digit ZIP Code: 197		3-Digit ZIP Code: 198		3-Digit ZIP Code: 199	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
107	239	30	53	58	70	41	134
215	131	135	100	180	118	255	123
72	26	80	42	106	84	72	4
394	396	245	195	344	272	368	261

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

0

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

0

4. Delivery Performance Report

% Carriers returning after 1700

Quarter/FY	Percent
QTR4/FY22	63.4%
QTR1/FY23	64.7%
QTR2/FY23	61.6%
QTR3/FY23	62.3%

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

	Current		Proposed	
	Start	End	Start	End
Monday	N/A	N/A	N/A	N/A
Tuesday	N/A	N/A	N/A	N/A
Wednesday	N/A	N/A	N/A	N/A
Thursday	N/A	N/A	N/A	N/A
Friday	N/A	N/A	N/A	N/A
Saturday	N/A	N/A	N/A	N/A

6. Business (Bulk) Mail Acceptance Hours

	Current		Proposed	
	Start	End	Start	End
Monday	9am	7pm	9am	7pm
Tuesday	9am	7pm	9am	7pm
Wednesday	9am	7pm	9am	7pm
Thursday	9am	7pm	9am	7pm
Friday	9am	7pm	9am	7pm
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: Philadelphia PA P&DC - Letters and Flats

Transfer To Facility: -

9. What postmark will be printed on collection mail?

Line 1 _____

Line 2 _____

One-Time Costs

MPE Relocation Costs	\$0
Building Modifications	\$0
Prep on Workroom Floor	\$0
Employee Relocation	\$0
Total	\$0
Estimated One-Time Cost	\$0

Processing

Wilmington DE P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			140
Flats			45
Packages			85
Other			156
Grand Total			426

Wilmington DE P&DC				
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			6,341	116
Flats			5,335	34
Packages			3,734	83
Other			1,177	143
Grand Total				376

Current On Rolls 444
Impact (50)

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			2,362	24	2,717		21	(3)	\$ 297,124
Flats			2,317	11	2,665		10	(1)	\$ 99,041
Packages			12,794	1	14,714		1	-	\$ -
Other			1,104	13	1,270		11	(2)	\$ 198,083
Grand Total				49			43	(6)	\$ 594,248
								Estimated Savings Range	\$360K - \$480K

Major MPE Equipment List		
Equipment	Current Count	Future Count
ADUS	1	1
AFCS200	4	0
AFSM100AFSM100	2	2
APRS	1	1
ATU	2	2
BDS	3	0
CONTLCONTU	3	3
CVY	1	1
DBCS	14	14
DIOS	3	1
DIPRCRCULL	1	0
FRESFRES	1	1
HDUMP	3	3
ICAFSM	1	0
LAN	1	1
LCREM	1	1
LCTSLCTSLCTS	1	1
LMS	1	0
MSWYB	5	5
PIVMS	3	3
VFS	6	0

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
DELAWARE DE P&DC	10	45	4	26	3	88

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
DELAWARE DE P&DC	\$1,509,181	\$5,643,750	\$506,087	\$2,612,737	\$339,768	\$10,611,503

Total Maintenance Craft x 1783 Hrs x LDC Labor Rate	\$9,102,322
Total Maintenance EAS x 1799 Hrs x LDC Labor Rate	\$1,509,181
Total Annual Cost	\$10,611,503

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			-7196	-4	\$603,672
36			-23179	-13	\$1,630,411
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
Grand Total			-30375	-17	-\$2,234,083

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
DELAWARE DE P&DC	6	32	4	26	3	71
						-4

Future Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
DELAWARE DE P&DC	\$905,509	\$4,013,319	\$506,087	\$2,612,737	\$339,768	\$8,377,420

Total Maintenance Craft x 1783 Hrs x LDC Labor Rate	\$7,471,911
Total Maintenance EAS x 1799 Hrs x LDC Labor Rate	\$905,509
Total Annual Cost	\$8,377,420

Savings	
Maintenance Craft Work Hour Savings	\$1,630,411
Maintenance EAS Work Hour Savings	\$603,672
Total Annual Savings	\$2,234,083

Total Employee Reduction	-17
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Craft Range \$980K - \$1.3M
EAS Range \$360K - \$480K

\$\$\$/FTE	(\$131,416.66)
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Note: Calculation include projected Operational Maintenance hours, 2A - Miscellaneous Equipment hours, 2C - Additional Requirements hours, and LDC 36 FMO hours.

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 1,783 hours	Supervisor 1,799 hours
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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/cape/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
070PE HCR						(\$264,015.61)
130L8 HCR						(\$246,412.33)
152Y1 HCR						(\$381,937.39)
18018 HCR						(\$99,814.31)
190M1 HCR						(\$348,284.70)
197LE HCR						(\$361,699.58)
197M3 HCR						(\$140,777.02)
197M8 HCR						(\$548,153.26)
197VS PVS						(\$5,828.09)
197VS PVS						\$15,682.58
Grand Total						(\$2,381,239.71)

\$1.4M - \$1.9M