

# MPFR Data Entry Page

## 1. "Transfer From" Facility Information

**Type of Distribution Consolidated:** Originating  
**Facility Name & Type:** Grand Forks P&DC  
**Street Address:** 2501 28th Ave S  
**City:** Grand Forks  
**State:** North Dakota  
**5D Facility ZIP Code:** 58201  
**Retail & Delivery District:** MN-ND  
**Retail & Delivery Area:** Central  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 567, 582-583  
**Miles to Gaining Facility:** 76  
**Processing Region:** Western  
**Processing Division:** Midwest  
**Postmaster or Plant Manager:** Nathan Atherton  
**Sr. Division Director:** Kathy Hand

## 2. "Transfer To" Facility Information

**Facility Name & Type:** Fargo P&DC  
**Street Address:** 657 2nd AVE N.  
**City:** Fargo  
**State:** ND  
**5D Facility ZIP Code:** 58102  
**Retail & Delivery District:** MN-ND  
**Retail & Delivery Area:** Central  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 565,580-581, 584  
**Processing Region:** Western  
**Processing Division:** Midwest  
**Plant Manager:** Scott Wiesneski  
**Sr. Division Director:** Kathy Hand

## 3. Background Information

**Start of Study:** Nov-08-2023  
**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:** John DiPeri  
**Vice President, Proc & Maint Ops:** Dane Coleman  
**Division Coordinator:** [REDACTED]  
**HQ MPFR Coordinator:** [REDACTED]

# MPFR Approval Signatures

Transfer From Facility Name and Type: Grand Forks P&DC  
Facility ZIP Code: 58201  
Finance Number: [REDACTED]  
Current SCF ZIP Code(s): 567, 582-583  
Type of Distribution Consolidated: Originating  
Transfer To Facility Name and Type: Fargo P&DC  
Facility ZIP Code: 58102  
Finance Number: [REDACTED]  
Current SCF ZIP Code(s): 565,580-581, 584

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:**

E-SIGNED by NATHAN.W.ATHERTON  
on 2024-02-28 19:21:20 GMT

**Nathan Atherton**

Printed Name

Signature

Date

**Sr. Division Director:**

E-SIGNED by Kathy Hand  
on 2024-02-29 15:23:36 GMT

**Kathy Hand**

Printed Name

Signature

Date

**TRANSFER TO FACILITY:**

**Plant Manager:**

E-SIGNED by Scott.A.Wiesneski  
on 2024-03-01 15:43:06 GMT

**Scott Wiesneski**

Printed Name

Signature

Date

**Sr. Division Director:**

E-SIGNED by Kathy Hand  
on 2024-02-29 15:23:34 GMT

**Kathy Hand**

Printed Name

Signature

Date

**REGION:**

**Regional Vice President:**

E-SIGNED by JOHN.J.DIPERI  
on 2024-03-15 16:27:51 EDT

**John DiPeri**

Printed Name

Signature

Date

**HEADQUARTERS:**

**Vice President, Proc & Maint Ops:**

E-SIGNED by DANE.A.COLEMAN  
on 2024-03-26 09:48:46 EDT

**Dane Coleman**

Printed Name

Signature

Date

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

# Executive Summary

**Transfer From Facility Name and Type:** Grand Forks P&DC  
**Street Address:** 2501 28th Ave S  
**City, State:** Grand Forks , North Dakota  
**Current 3D ZIP Code(s):** 567, 582-583  
**Type of Distribution to Consolidate:** Originating **Miles between facilities:** 76

**Transfer To Facility Name and Type:** Fargo P&DC  
**Current 3D ZIP Code(s):** 565,580-581, 584

## Summary of MPFR Analysis

### Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$60K - \$80K</u>	From Processing Tab
Management Workhour Savings =	<u>\$90K - \$120K</u>	From Management Complement Tab
Transportation Savings =	<u>\$30K - \$40K</u>	From Logistics Tab
Maintenance Savings =	<u>\$150K - \$200K</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
<b>Total Annual Savings =</b>	<b><u>\$330K - \$440K</u></b>	
<b>Total One-Time Costs =</b>	<u>\$0</u>	From One-Time Costs Tab
<b>Total First Year Savings =</b>	<b><u>\$330K - \$440K</u></b>	

### Staffing Positions

Net Craft Position Loss =	<u>3</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 879 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

# Summary Narrative

## Background

The Grand Forks ND P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCF 567, 582-583. The Grand Forks facility is 62,871 square feet and is located 76 miles from Fargo ND P&DC.

The Mail Processing Facility Review (MPFR) proposal to move originating mail and packages from Grand Forks ND P&DC to Fargo ND P&DC was announced on 11/08/2023 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 Grand Forks ND facility is not closing and will remain open and be modernized as a Local Processing Center (LPC).

## Customer Service Impacts

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

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 879 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 01, 2022, through September 30, 2023.

The MPFR shows an estimated annual savings between \$330K to \$440K. There are no one-time costs for this MPFR.

### Savings / Costs

Mail Processing Craft Workhour Savings = \$120K - \$160K

Management Workhour Savings = \$90K - \$120K

Transportation Savings = \$60K - \$80K

Maintenance Savings = \$380K - \$500K

Space Savings = \$0

**Total Annual Savings** = **\$650K - \$860K**

**Total One-Time Costs** = \$0

**Total First Year Savings** = **\$650K - \$860K**

## Mail Processing

The Grand Forks MPFR identified a net reduction of 1 craft position and 0 management position. Organizational Design will determine the future Fargo P&DC Management staffing.

Craft Staffing Impacts											
Impacts	F1	Maint	Total	Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Grand Forks ND PDC	-15	-2	-17	Fargo ND PDC	14	0	14	Grand Forks/Fargo	-1	-2	-3

Management Staffing Impacts											
Impacts	F1	Maint	Total	Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Grand Forks ND	0	-1	-1	Fargo ND	0	0	0	Grand Forks/Fargo	0	-1	-1

## Maintenance

The MPFR is projecting an annual maintenance savings due to supporting different equipment sets. The MPFR identified a net reduction of 2 craft positions and 1 management position. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

## Transportation

Transportation supporting the Grand Forks MPFR study contains HCR service. The MPFR shows an annual savings due to modifying and eliminating existing HCR routes as necessary. The MPFR has identified no staffing impacts at this time.

## Space Impacts and One-Time Costs

There are no one-time costs for this MPFR. Any space in Grand Forks made available due to the transfer of operations to the Fargo P&DC would be evaluated for future utilization.

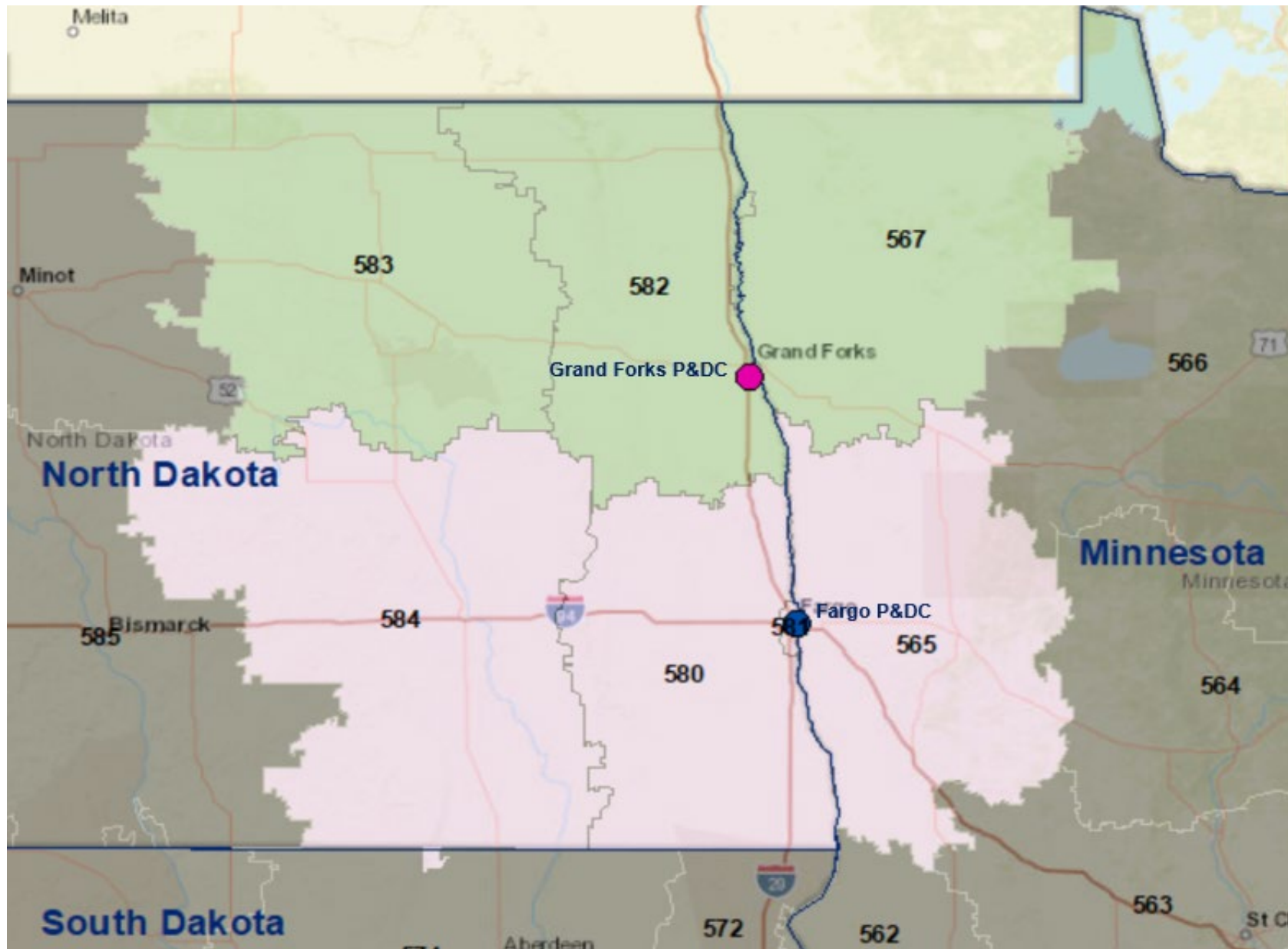
## Conclusion

The Grand Forks facility will remain open and be modernized as a Local Processing Center (LPC). There will be no career layoffs as part of this initiative.

The Grand Forks to Fargo P&DC MPFR projects a first-year savings between \$330K to \$440K. There will be no one-time cost savings. The projected total annual savings is between \$330K to \$440K.

This go-forward plan for the Grand Forks 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



567, 582-583 Grand Forks

565, 580-581, 584 Fargo

## Craft Complement

	Net Complement Impacts
F1 Mail Processing	-1
F3A Logistics	0
F3B Maintenance	-2
Total	-3

Craft Staffing Impacts											
Impacts	F1	Maint	Total	Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Grand Forks ND PDC	-15	-2	-17	Fargo ND PDC	14	0	14	Grand Forks/Fargo	-1	-2	-3

Craft Career Impact (Transfer From)					
Impacts	F1 Impact (Transfer From)	F1 Pre-career On-rolls	F1 Career Impact Less Pre-Career	Maint Impact (Transfer From)**	Updated Career Craft Impact
Grand Forks ND PDC	-15	2	-11	-2	-13





## Service Standard Impacts

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

There will be an expected 879 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Grand Forks

	Upgrade	Downgrade	Total
GAL	279	0	279
FCM	165	0	165
MKT	12	0	12
PER	132	0	132
PKG	12	0	12
GAH	279	0	279
	879	0	879

# MPE Inventory

**Losing Facility:** Grand Forks P&DC

**Gaining Facility:** Fargo P&DC

**Data Extraction Date:** 11/09/23

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

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

\$0

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

(9) **Notes:** There are 1 pc of AFSM100, 1 pc of APBS, 1 pc of LCTS, and 1 pc of SIPS located at Fargo Annex.

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## Customer Service Analysis

Transfer From Facility: Grand Forks P&DC

5-Digit ZIP Code: 567, 582-583

Data Extraction Date: 11/09/23

1. Collection Points	3-Digit ZIP Code: 567		3-Digit ZIP Code: 582		3-Digit ZIP Code: 583	
	Current		Current		Current	
	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
Number picked up before 1 p.m.	15	31	10	19	0	11
Number picked up between 1-5 p.m.	49	27	42	19	19	6
Number picked up after 5 p.m.	15	12	4	5	2	0
Total Number of Collection Points	79	70	56	43	21	17

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

% Carriers returning after 1700

Quarter/FY	Percent
QTR4/FY22	34.5%
QTR1/FY23	45.3%
QTR2/FY23	43.0%
QTR3/FY23	36.0%

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

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

6. Business (Bulk) Mail Acceptance Hours

	Current		Proposed	
	Start	End	Start	End
Monday	12:00	16:00	12:00	16:00
Tuesday	12:00	16:00	12:00	16:00
Wednesday	12:00	16:00	12:00	16:00
Thursday	12:00	16:00	12:00	16:00
Friday	12:00	16:00	12:00	16:00
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: Fargo P&DC

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

**Processing**

GRAND FORKS PDC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			15
Flats			2
Packages			10
Other			9
<b>Grand Total</b>			<b>36</b>

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			8,762	8
Flats			7,774	1
Packages			7,604	6
Other			3,355	6
<b>Grand Total</b>				<b>21</b>

Current On Rolls  
On Rolls Impact (15)

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			2,285	7	2,627		6	(1)	\$ 99,041
Flats			4,038	1	4,644		1	-	\$ -
Packages			5,405	4	6,216		4	-	\$ -
Other			2,605	3	2,996		3	-	\$ -
<b>Grand Total</b>				<b>15</b>			<b>13</b>	<b>(1)</b>	<b>\$ 99,041</b>

Estimated Savings Range **\$60K - \$80K**

**Maintenance**

Major MPE Equipment List		
Equipment	Current Count	Future Count
ADUS	1	1
AFCS200	1	0
BDS	2	0
DBCS	1	1
DIOS	2	1
HDUMP	1	1
LAN	1	0
MSWYB	2	2
VFS	1	0

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
GRAND FORKS ND MPF	1	7	0	4	0	12

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
GRAND FORKS ND MPF	\$150,918	\$877,914	\$0	\$401,960	\$0	\$1,430,791

<b>Total Maintenance Craft x 1799 Hrs x LDC Labor Rate</b>	<b>\$1,279,873</b>
<b>Total Maintenance EAS x 1783 Hrs x LDC Labor Rate</b>	<b>\$150,918</b>
<b>Total Annual Cost</b>	<b>\$1,430,791</b>

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
GRAND FORKS ND MPF	0	5	0	4	0	9

CENTRAL DAKOTA SD P&DF						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
GRAND FORKS ND MPF	\$0	\$627,081	\$0	\$401,960	\$0	\$1,029,041

<b>Total Maintenance Craft x 1799 Hrs x LDC Labor Rate</b>	<b>\$1,029,041</b>
<b>Total Maintenance EAS x 1783 Hrs x LDC Labor Rate</b>	<b>\$0</b>
<b>Total Annual Cost</b>	<b>\$1,029,041</b>

Savings	
Maintenance Craft Work Hour Savings	\$250,832
Maintenance EAS Work Hour Savings	\$150,918
<b>Total Annual Savings</b>	<b>\$401,751</b>

Range	
	\$150K - \$200K
	\$90K - \$120K
	\$240K - \$320K

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			-1799	-1	-\$150,918
36			-3566	-2	-\$250,832
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
<b>Grand Total</b>			<b>-5365</b>	<b>-3</b>	<b>-\$401,751</b>

<b>Total Employee Reduction</b>	<b>-3</b>
<b>\$\$\$/FTE</b>	<b>(\$133,916.85)</b>

**Note:**  
Calculation include projected Operational Maintenance hours, 2A - Miscellaneous Equipment hours, 2C - Additional Requirements hours.

LDC Code	Work Hour Rate
35	
36	
37	
38	
39	

**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

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, servicewide 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>

# Logistics

Route	Current Annual Mileage	Annual Mileage Change	RPM	Current Annual Cost	Proposed Annual Cost	Annual Cost Change
58030 HCR						(\$8,722.11)
582L2 HCR						(\$42,080.77)
<b>Grand Total</b>						<b>(\$50,802.88)</b>

Savings **\$51,000**

0	Net Craft Impacts					<b>\$30K - \$40K</b>
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