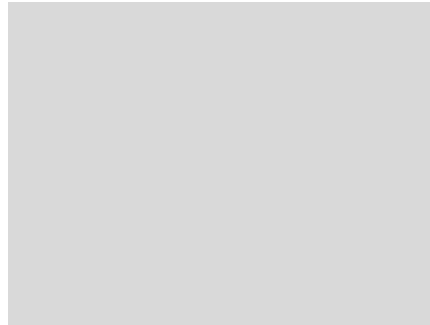


# MPFR Data Entry Page

## 1. "Transfer From" Facility Information

**Type of Distribution Consolidated:** Originating  
**Facility Name & Type:** Waterloo IA P&DC  
**Street Address:** 300 Sycamore St  
**City:** Waterloo  
**State:** IA  
**5D Facility ZIP Code:** 50701  
**Retail & Delivery District:** IA-NE-SD  
**Retail & Delivery Area:** Central  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 504, 506, 507, 521  
**Shape:** Letters and Flats  
**Miles to "Transfer To" Facility:** 128  
**Processing Region:** Western  
**Processing Division:** Midwest  
**Plant Manager:** Dean Teeselink  
**Sr. Division Director:** Kathy Hand



N/A

N/A



## 2. "Transfer To" Facility Information

**Facility Name & Type:** Des Moines IA P&DC  
**Street Address:** 1165 2nd Ave  
**City:** Des Moines  
**State:** IA  
**5D Facility ZIP Code:** 50318  
**Retail & Delivery District:** IA-NE-SD  
**Retail & Delivery Area:** Central  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 500-503, 505, 508-509, 514, 525  
**Shape:** Letters, Flats, Parcels  
**Processing Region:** Western  
**Processing Division:** Midwest  
**Plant Manager:** Reece Steelman (a)  
**Sr. Division Director:** Kathy Hand

N/A

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: Waterloo IA P&DC  
 Facility ZIP Code: 50701  
 Finance Number: [REDACTED]  
 Current SCF ZIP Code(s): 504, 506, 507, 521

Type of Distribution Consolidated: Originating

Transfer To Facility Name and Type: Des Moines IA P&DC  
 Facility ZIP Code: 50318  
 Finance Number: [REDACTED]  
 Current SCF ZIP Code(s): 500-503, 505, 508-509, 514, 525

Shape: Letters and Flats

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

Shape: 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 Dean.B Teeselink  
 on 2024-05-03 08:11:20 CDT

**Dean Teeselink**

Printed Name

Signature

Date

**Midwest Sr. Division Director**

E-SIGNED by Kathy Hand  
 on 2024-05-02 17:31:14 CDT

**Kathy Hand**

Printed Name

Signature

Date

**TRANSFER TO FACILITY:**

**Plant Manager:**

E-SIGNED by Reece.L Steelman  
 on 2024-05-02 11:36:49 CDT

**Reece Steelman**

Printed Name

Signature

Date

**Midwest Sr. Division Director:**

E-SIGNED by Kathy Hand  
 on 2024-05-02 17:31:16 CDT

**Kathy Hand**

Printed Name

Signature

Date

**REGION:**

**Western Regional Vice President:**

E-SIGNED by JOHN.J DIPERI  
 on 2024-05-04 09:48:39 CDT

**John DiPeri**

Printed Name

Signature

Date

**HEADQUARTERS:**

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

E-SIGNED by DANE.A COLEMAN  
 on 2024-05-04 20:46:33 CDT

**Dane A Coleman**

Printed Name

Signature

Date

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

# Executive Summary

**Transfer From Facility Name and Type:** Waterloo IA P&DC

**Street Address:** 300 Sycamore St

**City, State:** Waterloo, IA

**Current 3D ZIP Code(s):** 504, 506, 507, 521

**Type of Distribution to Consolidate:** Originating

**Transfer To Facility Name and Type:** Des Moines IA P&DC

**Current 3D ZIP Code(s):** 500-503, 505, 508-509, 514, 525

**Transfer To Facility Name and Type:** N/A

**Current 3D ZIP Code(s):** N/A

**Miles between facilities:** 128

**Miles between facilities:** N/A

## Summary of MPFR Analysis

### Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$240K - \$320K</u>	From Processing Tab
Management Workhour Savings =	<u>\$0</u>	From Management Complement Tab
Transportation Savings =	<u>\$100K - \$130K</u>	From Logistics Tab
Maintenance Savings =	<u>\$520K - \$690K</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
<b>Total Annual Savings =</b>	<b><u>\$860K - \$1.1M</u></b>	
<b>Total One-Time Costs =</b>	<b><u>\$0</u></b>	From One-Time Costs Tab
<b>Total First Year Savings =</b>	<b><u>\$860K - \$1.1M</u></b>	

### Staffing Positions

Net Craft Position Loss =	<u>11</u>	From Craft Complement Tab
Net Management Position Loss =	<u>0</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 324 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

# Summary Narrative

## Background

The Waterloo IA P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCFs 504, 506, 507, and 521. The Waterloo facility is 58,755 square feet. The Waterloo facility is located 128 miles from the Des Moines IA P&DC. The Mail Processing Facility Review (MPFR) proposal to move originating letter and flat mail from Waterloo IA P&DC to Des Moines IA P&DC was announced on January 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 Waterloo 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 Waterloo facility would not change due to the MPFR implementation. A local postmark is still available at retail service counters.

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 324 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 \$860K to \$1.1M. There are no projected one-time costs associated with this MPFR.

Mail Processing Craft Workhour Savings	=	\$240K - \$320K
Management Workhour Savings	=	\$0
Transportation Savings	=	\$100K - \$130K
Maintenance Savings	=	\$520K - \$690K
Space Savings	=	\$0
<b>Total Annual Savings</b>	=	<b>\$860K - \$1.1M</b>
<b>Total One-Time Costs</b>	=	<b>\$0</b>
<b>Total First Year Savings</b>	=	<b>\$860K - \$1.1M</b>

## Mail Processing Employee Impacts

The MPFR is projecting an annual mail processing savings between \$240K and \$320K. The Waterloo MPFR identified a net reduction of 4 craft positions and no management positions. Organization Design will determine the future Des Moines IA P&DC management staffing.

Net Craft Staffing Impacts - Both Sites											
Waterloo P&DC				Des Moines P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-28	-7	0	-35	24	0	0	24	-4	-7	0	-11

Net Management Impacts											
Waterloo P&DC				Des Moines P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-1	0	0	-1	1	0	0	1	0	0	0	0

## Maintenance

The MPFR is projecting an annual maintenance savings between \$520K and \$690K due to supporting different equipment sets. The MPFR identified a net reduction of 7 craft positions and no 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 \$100K and \$130K 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 are no proposed one-time costs for this MPFR. Any space in Waterloo made available due to the transfer of operations to Des Moines would be evaluated for future utilization.

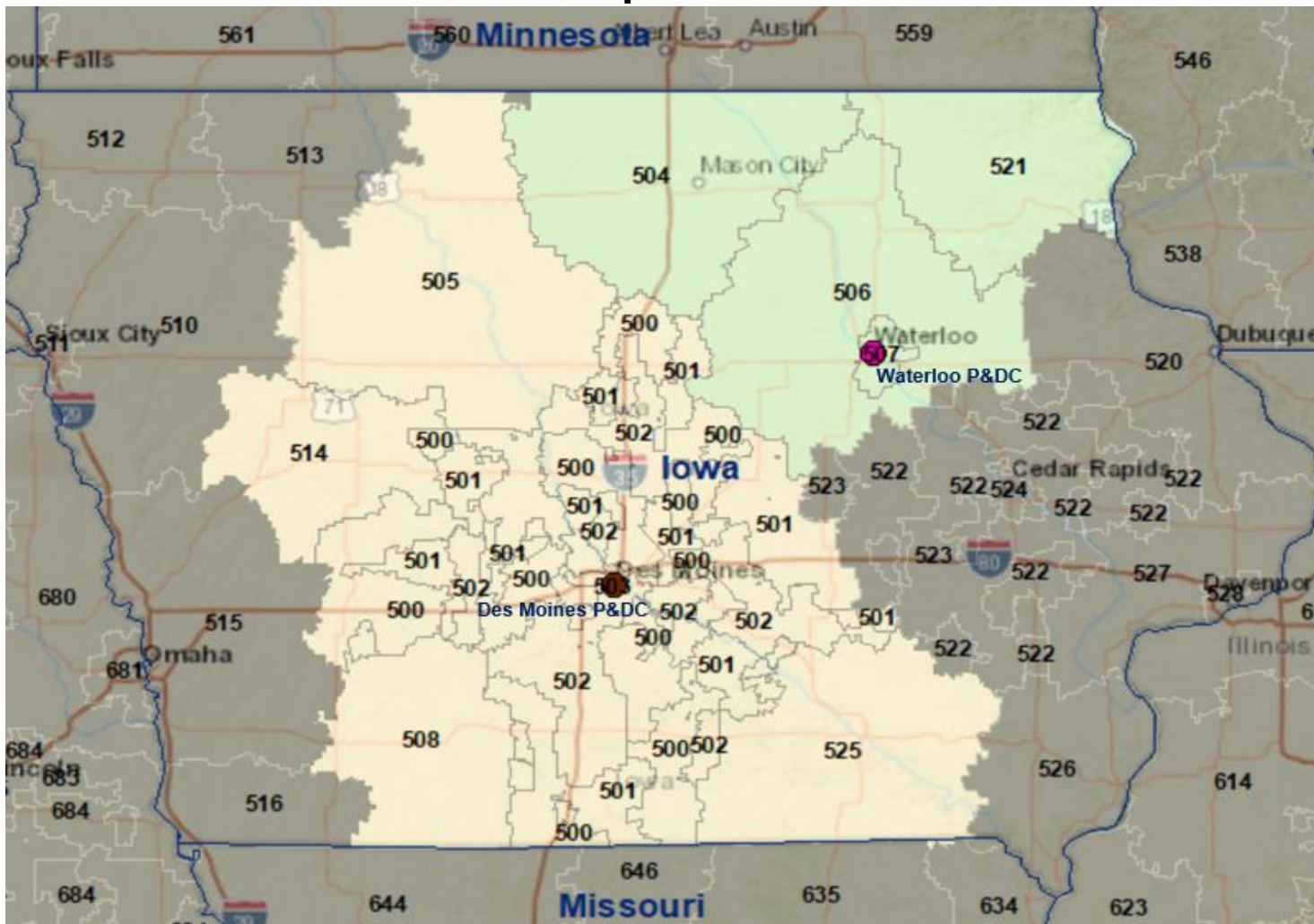
## **Conclusion**

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

The Waterloo IA P&DC to Des Moines IA P&DC MPFR projects an annual savings between \$860K and \$1.1M with no proposed one-time costs.

This go-forward plan for the Waterloo 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



504, 506-507, 521 Waterloo

500-503, 505, 508-509, 514, 525 Des Moines



## Craft Complement

Career Impacts by Craft - Waterloo 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
-14	0	-14	-14	2	-12	-7	0	-33

This is only the impact to the Waterloo facility

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

Net Craft Staffing Impacts - Both Sites											
Waterloo P&DC				Des Moines P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-28	-7	0	-35	24	0	0	24	-4	-7	0	-11

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.	-4
F3A Logistics	0
F3B Maint.	-7
<b>Total</b>	<b>-11</b>



# Management Complement

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

This is only the impact to the Waterloo facility

Net Management Impacts											
Waterloo P&DC				Des Moines P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-1	0	0	-1	1	0	0	1	0	0	0	0

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	
F3A Logistics	0	
F3B Maint.	0	
<b>Total</b>	<b>0</b>	
Estimated Savings Range		\$0

Function	Hourly Rate
F1	

### OM to Payroll Staffing Condition Report

Run Date: 3/4/2024

SAP Organizational Management Data			Payroll Form 50 Data			
Occupation Series/Code	Title	Total Authorized	On Rolls Count	Variance On Rolls - Authorized	Func	LDC
	<b>WATERLOO P&amp;DF</b>					
23020038	PLANT MANAGER	1	1	0	8	80
23150087	MGR DISTRIBUTION OPERATIONS (SDA)	3	3	0	1	10
16407040	MGR MAINTENANCE	1	1	0	3B	35
23150106	PROCESSING SUPPORT SPECIALIST	2	2	0	0	3
23150066	SUPV DISTRIBUTION OPERATIONS	0	1	1	1	10
23550010	SUPV MAINTENANCE OPERATIONS	1	0	-1	3B	35
Cost Center	Total	8	8	0		

## Service Standard Impacts

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

There will be an expected 324 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
FCM	128	0
MKT	36	0
PER	124	0
PKG	36	0
<b>Total</b>	<b>324</b>	<b>0</b>



# Customer Service Analysis

Transfer From Facility: Waterloo IA P&DC

Current 3-Digit ZIP Code(s): 504, 506, 507, 521  
 Data Extraction Date: 01/31/24

**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: 504		3-Digit ZIP Code: 506		3-Digit ZIP Code: 507		3-Digit ZIP Code: 521	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
22	66	17	76	10	13	8	36
97	28	110	28	29	22	44	9
3	7	18	9	5	4	8	7
122	101	145	113	44	39	60	52

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**

**IA-NE-SD District**

% Carriers returning after 1700

Quarter/FY	Percent
FY23/Qtr 2	29.9%
FY23/Qtr 3	26.2%
FY23/Qtr 4	28.0%
FY24/Qtr 1	33.5%

**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	Closed	Closed	Closed	Closed

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

	Current		Proposed	
	Start	End	Start	End
Monday	9:30	17:00	9:30	17:00
Tuesday	9:30	17:00	9:30	17:00
Wednesday	9:30	17:00	9:30	17:00
Thursday	9:30	17:00	9:30	17:00
Friday	9:30	17:00	9:30	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: Waterloo Post Office co-located at same location.

Transfer To Facility: Des Moines IA P&DC - Letters and Flats

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

WATERLOO IA P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			24
Flats			7
Packages			16
Other			25
<b>Grand Total</b>			<b>72</b>

				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			8,794	17	
Flats			10,358	5	
Packages			6,511	3	
Other			1,918	19	
<b>Grand Total</b>				<b>44</b>	
				Current On Rolls	73
				Impact	(28)

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			5,463	7	6,282		6	(1)	\$ 99,041
Flats			8,392	2	9,650		1	(1)	\$ 99,041
Packages			40	13	46		11	(2)	\$ 198,083
Other			1,262	6	1,451		6	-	\$ -
<b>Grand Total</b>				<b>28</b>			<b>24</b>	<b>(4)</b>	<b>\$ 396,165</b>

**\$240,000-\$320,000**

Estimated Savings Range	<b>\$240K - \$320K</b>
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**Maintenance**

Major MPE Equipment List		
Equipment	Current Count	Future Count
AFCSD200	2	0
AFCSM100AFSM100	1	1
AFTL	1	1
ASD_DA	4	4
BDS	2	0
CONTLCONTU	1	1
CVY	7	7
DBCS	4	4
DIOS	1	0
DPRCRCLL	1	0
PRESFRES	1	1
HDUMP	2	2
UCAFSM	1	0
LAN	1	1
LCUS	1	1
MSWYB	2	2
VFS	3	0

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
WATERLOO IA PDC	2	15	2	7	1	27

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
WATERLOO IA PDC	\$301,836	\$1,881,243	\$253,043	\$703,429	\$113,256	\$3,252,808

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$2,950,972
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$301,836
<b>Total Annual Cost</b>	<b>\$3,252,808</b>

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			0	0	\$0
36			-10698	-6	-\$752,497
37			0	0	\$0
38			0	0	\$0
39			-1783	-1	-\$113,256
<b>Grand Total</b>			<b>-12481</b>	<b>-7</b>	<b>-\$865,753</b>

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
WATERLOO IA PDC	2	9	2	7	0	20

Future Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
WATERLOO IA PDC	\$301,836	\$1,128,746	\$253,043	\$703,429	\$0	\$2,387,055

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$2,085,219
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$301,836
<b>Total Annual Cost</b>	<b>\$2,387,055</b>

Savings	
Maintenance Craft Work Hour Savings	\$865,753
Maintenance EAS Work Hour Savings	\$0
<b>Total Annual Savings</b>	<b>\$865,753</b>

\$520,000-\$690,000

<b>Total Employee Reduction</b>	<b>-7</b>	<b>Estimated Savings Range</b>	<b>\$520K - \$690K</b>
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\$\$\$/FTE	(\$123,679.07)
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Note: Calculation include projected Operational Maintenance hours, 2A - Miscellaneous Equipment hours, 2C - Additional Requirements hours, and LDC 36 FMD 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	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/sape/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
50490 HCR						\$94,756.45
50690 HCR						\$66,796.38
506A1 HCR						\$150,650.60
506L4 HCR						(\$125,332.95)
523L2 HCR						(\$125,192.52)
550M2 HCR						(\$169,559.88)
660HE HCR						(\$56,771.40)
<b>Grand Total</b>						<b>(\$164,653.32)</b>

**-\$100,000--\$130,000**

<b>Estimated Savings Range</b>	<b>\$100K - \$130K</b>
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0 Net Craft Impacts