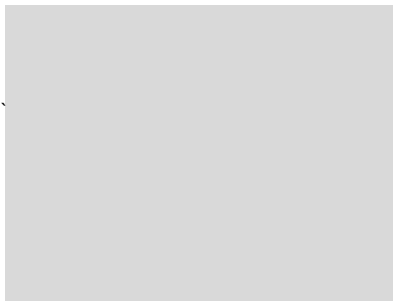


# MPFR Data Entry Page

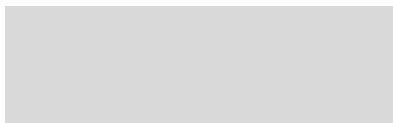
## 1. "Transfer From" Facility Information

**Type of Distribution Consolidated:** Originating  
**Facility Name & Type:** Cheyenne WY P&DC  
**Street Address:** 4800 Converse Ave  
**City:** Cheyenne  
**State:** WY  
**5D Facility ZIP Code:** 82009  
**Retail & Delivery District:** CO-WY  
**Retail & Delivery Area:** Westpac  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 820, 822-823  
**Shape:** Letters, Flats, and Parcels  
**Miles to "Transfer To" Facility:** 104  
**Processing Region:** Western  
**Processing Division:** Western  
**Postmaster or Plant Manager:** Cory Stibley  
**Sr. Division Director:** Felipe Flores



N/A

N/A



## 2. "Transfer To" Facility Information

**Facility Name & Type:** Denver CO P&DC  
**Street Address:** 7540 E 53rd Pl  
**City:** Denver  
**State:** CO  
**5D Facility ZIP Code:** 80266  
**Retail & Delivery District:** CO-WY  
**Retail & Delivery Area:** Westpac  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 800-812  
**Shape:** Letters, Flats, and Parcels  
**Processing Region:** Western  
**Processing Division:** Western  
**Plant Manager:** Willie Love  
**Sr. Division Director:** Felipe Flores

N/A

N/A

N/A

N/A

## 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: Cheyenne WY P&DC  
Facility ZIP Code: 82009  
Finance Number: [REDACTED]  
Current SCF ZIP Code(s): 820, 822-823

Type of Distribution Consolidated: Originating

Transfer To Facility Name and Type: Denver CO P&DC Letters, Flats, and Parcels  
Facility ZIP Code: 80266  
Finance Number: [REDACTED]

Transfer To Facility Name and Type: N/A N/A  
Facility ZIP Code: N/A  
Finance Number: N/A

Current SCF ZIP Code(s): 800-812

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 Cory.E Stibley  
on 2024-03-06 14:55:20 EST  
**Cory Stibley** \_\_\_\_\_  
Printed Name Signature Date

**Sr. Division Director:** E-SIGNED by FELIPE FLORES JR  
on 2024-03-06 19:04:01 EST  
**Felipe Flores** \_\_\_\_\_  
Printed Name Signature Date

**TRANSFER TO FACILITY:**

**Denver CO P&DC Plant Manager:** E-SIGNED by WILLIE.L LOVE JR  
on 2024-02-29 14:48:20 EST  
**Willie Love** \_\_\_\_\_  
Printed Name Signature Date

**Sr. Division Director:** E-SIGNED by FELIPE FLORES JR  
on 2024-03-06 19:04:03 EST  
**Felipe Flores** \_\_\_\_\_  
Printed Name Signature Date

**REGION:**

**Regional Vice President:** E-SIGNED by JOHN.J DIPERI  
on 2024-03-11 12:18:43 EDT  
**John DiPeri** \_\_\_\_\_  
Printed Name Signature Date

**HEADQUARTERS:**

**Vice President, Proc & Maint Ops:** E-SIGNED by DANE.A COLEMAN  
on 2024-03-15 13:49:54 EDT  
**Dane Coleman** \_\_\_\_\_  
Printed Name Signature Date

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

\_\_\_\_\_  
\_\_\_\_\_

# Executive Summary

**Transfer From Facility Name and Type:** Cheyenne WY P&DC  
**Street Address:** 4800 Converse Ave  
**City, State:** Cheyenne, WY  
**Current 3D ZIP Code(s):** 820, 822-823  
**Type of Distribution to Consolidate:** Originating

**Transfer To Facility Name and Type:** Denver CO P&DC  
**Transfer To Facility Name and Type:** N/A  
**Current 3D ZIP Code(s):** 800-812

**Miles between facilities:** 104  
**Miles between facilities:** N/A

## Summary of MPFR Analysis

### Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$120K - \$160K</u>	From Processing Tab
Management Workhour Savings =	<u>\$0</u>	From Management Complement Tab
Transportation Savings =	<u>\$2.2M - \$2.9M</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>\$2.5M - \$3.3M</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>\$2.5M - \$3.3M</u></b>	

### Staffing Positions

Net Craft Position Loss =	<u>4</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 90 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

# Summary Narrative

## Background

The Cheyenne WY P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCF 820, 822, and 823. The Cheyenne facility is 116,338 square feet. The Cheyenne WY P&DC is located 104 miles from the Denver CO P&DC approximately 1 hours and 39 minutes via interstate highways. The Mail Processing Facility Review (MPFR) proposal to move originating mail from the Cheyenne WY P&DC to the Denver CO P&DC was announced on 11/8/2023 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 Cheyenne 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 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 90 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 \$2.5M and \$3.3M. There are no projected one-time costs associated with this MPFR.

## Savings / Costs

Mail Processing Craft Workhour Savings	=	<b>\$120K - \$160K</b>
Management Workhour Savings	=	<b>\$0</b>
Transportation Savings	=	<b>\$2.2M - \$2.9M</b>
Maintenance Savings	=	<b>\$150K - \$200K</b>
Space Savings	=	<b>\$0</b>
<b>Total Annual Savings</b>	=	<b>\$2.5M - \$3.3M</b>
<b>Total One-Time Costs</b>	=	<b>\$0</b>
<b>Total First Year Savings</b>	=	<b>\$2.5M - \$3.3M</b>

## Mail Processing

The MPFR identified a net reduction of 2 craft positions and no management positions. Organizational Design will determine the future Denver PDC Management staffing.

Net Craft Staffing Impacts - Both Sites								
Cheyenne P&DC			Denver P&DC			Net Impacts		
F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
-17	-2	-19	15	0	15	-2	-2	-4

Net Management Impacts								
Cheyenne P&DC			Denver P&DC			Net Impacts		
F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
0	0	0	0	0	0	0	0	0

## Maintenance

The MPFR is projecting an annual maintenance savings due to supporting different equipment sets. The MPFR identified reductions of 2 craft and no management positions at Cheyenne. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

## **Transportation**

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

## **Space Impacts and One-Time Costs**

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

## **Conclusion**

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

The Cheyenne to Denver MPFR projects an annual savings between \$2.5M and \$3.3M with no proposed one-time costs.

This go-forward plan for the Cheyenne 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.



**Craft Complement**

Career Impacts by Craft - Cheyenne Only								
F1 Clerks			F1 Mail Handlers			Other Career Craft		All Career Craft Impact
F1 Clerk Impact	PSEs On-rolls	Career Clerk (Clerk -PSEs)	F1 Mailhandler Impact	MHAs On-Rolls	Career Mailhandlers (MH -MHAs)	Maint Impact	Logistics Impact	
-5	3	-2	-6	3	-3	-2	0	-7

This is only the impact to the Cheyenne facility  
 Clerk & Mailhandler reductions are a fluid number based on flexible workforce staffing (pre-career) upon implementation

Net Craft Staffing Impacts - Both Sites								
Cheyenne P&DC			Denver P&DC			Net Impacts		
F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
-17	-2	-19	15	0	15	-2	-2	-4

Net MPFR Impacts	
F1 Mail Proc.	-2
F3A Logistics	0
F3B Maint.	-2
Total	-4

This impact takes both sites into account and reflects the Organizational impact.  
 This is used to determine the F1 Savings in the MPFR workbook.



**Management Complement**

Management Impacts - Cheyenne Only		
Cheyenne P&DC		
F1	Maint	Total
0	0	0

This is only the impact to the Cheyenne facility

Net Management Impacts								
Cheyenne P&DC			Denver P&DC			Net Impacts		
F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
0	0	0	0	0	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 Mgt Impacts	Management Savings \$
F1	0	
F3B	0	
<b>Total</b>	<b>0</b>	
Estimated Savings Range		

\$0

OM to Payroll Staffing Condition Report

SAP Organizational Management Data			Payroll Form 50 Data			
Occupation Series/Code	Title	Total Authorized	On Rolls Count	Variance On Rolls - Authorized	Func	LDC
571673	CHEYENNE P&DC					
23150006	MGR MAIL PROCESSING OPERATIONS	1	1	0	8	80
23150106	PROCESSING SUPPORT SPECIALIST	1	1	0	0	8
23150066	SUPV DISTRIBUTION OPERATIONS	2	2	0	1	10
23550010	SUPV MAINTENANCE OPERATIONS	1	1	0	3B	35

## Service Standard Impacts

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

There will be an expected 90 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
FCM	9	0
MKT	39	0
PER	3	0
PKG	39	0
<b>Total</b>	<b>90</b>	<b>0</b>

## MPE Inventory

From Facility: Cheyenne WY P&DC

To Facility: Denver CO P&DC

To Facility: N/A

Data Extraction Date: 11/17/23

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

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference
ADUS			0
AFCS			0
AFCS 200	8	8	0
AFSM100	5	5	0
APBS			0
APPS			0
CIOSS			0
DBCS	43	43	0
DIOSS	5	5	0
HOPS			0
HSTS			0
HSUS			0
LCREM	1	1	0
LCTS	4	4	0
LCUS			0
PSM			0
RCS			0
SIPS	2	2	0
SPSS	1	1	0
USS			0
PIV			0
HTPS	2	2	0
HDUS	1	1	0

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Excess Equipment	(8) Relocation Costs
ADUS			0	0	
AFCS			0	1	
AFCS 200			0	0	
AFSM100			0	0	
APBS			0	0	
APPS			0	0	
CIOSS			0	0	
DBCS			0	0	
DIOSS			0	1	
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	
			0	0	
			0	0	

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

\$0

(9) Notes: Cheyenne parcels sorted manually.

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## Customer Service Analysis

Transfer From Facility: Cheyenne WY P&DC

Current 3-Digit ZIP Code(s): 820, 822-823  
 Data Extraction Date: 11/17/23

1. Collection Points	3-Digit ZIP Code: 820		3-Digit ZIP Code: 822		3-Digit ZIP Code: 823		3-Digit ZIP Code:	
	Current		Current		Current		Current	
	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
Number picked up before 1 p.m.	2	13	10	19	0	18		
Number picked up between 1-5 p.m.	8	4	8	4	20	5		
Number picked up after 5 p.m.	5	0	4	0	2	0		
Total Number of Collection Points	15	17	22	23	22	23	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 MPFR?

**4. Delivery Performance Report**

Quarter/FY	Percent
QTR4/FY22	53.9%
QTR1/FY23	56.5%
QTR2/FY23	54.6%
QTR3/FY23	49.0%

% Carriers returning after 1700

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

	Current		Proposed	
	Start	End	Start	End
Monday	7:30	17:30	7:30	17:30
Tuesday	7:30	17:30	7:30	17:30
Wednesday	7:30	17:30	7:30	17:30
Thursday	7:30	17:30	7:30	17:30
Friday	7:30	17:30	7:30	17:30
Saturday	7:00	13:00	7:00	13:00

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

	Current		Proposed	
	Start	End	Start	End
Monday	9:00	17:00	9:00	17:00
Tuesday	9:00	17:00	9:00	17:00
Wednesday	9:00	17:00	9:00	17:00
Thursday	9:00	17:00	9:00	17:00
Friday	9:00	17:00	9:00	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: Cheyenne Main Post Office is co-located at the same facility.

Transfer To Facility: Denver CO P&DC - Letters, Flats, and Parcels

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 \$0

Building Modifications

Prep on Workroom Floor

Employee Relocation

Total \$0

Estimated One-Time Cost

Processing

FY23 YTD workhour rate [REDACTED]

CHEYENNE P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			14
Flats			10
Packages			10
Other			19
<b>Grand Total</b>			<b>53</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			6,301	10
Flats			6,900	8
Packages			1,972	6
Other			186	12
<b>Grand Total</b>				<b>36</b>

Current On Rolls 47  
Impact (11)

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			3,337	4	3,837		4	-	\$ -
Flats			4,967	2	5,712		2	-	\$ -
Packages			2,761	4	3,175		3	(1)	\$ 99,041
Other			81	7	93		6	(1)	\$ 99,041
<b>Grand Total</b>				<b>17</b>			<b>15</b>	<b>(2)</b>	<b>\$ 198,083</b>

Estimated Savings Range \$120,000-\$160,000  
\$120K - \$160K

Site A Maintenance - Cheyenne

Major MPE Equipment List		
Equipment	Current Count	Future Count
MSA	1	0
AFCS200	1	0
AFSM100AFSN	1	1
AFTL	1	1
AIAFSM	1	1
ASD_DA	2	2
ATU	1	1
BCS	14	14
BDS	2	0
CVY	7	7
DBCS	1	1
DIOSS	1	0
FRESFRES	1	1
HJUMP	5	5
LAN	1	1
LCTSLCTSLC	2	2
LMS	1	0
MSWYB	4	4
VFS	1	1

SITE	Current eWHEP Authorized					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
CHEYENNE WY PDC	1	13	1	9	1	25

SITE	Current Cost					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
CHEYENNE WY PDC	\$150,918	\$1,630,411	\$126,522	\$904,409	\$113,256	\$2,925,516

<b>Total Maintenance Craft x 1799 Hrs x LDC Labor Rate</b>	<b>\$2,774,598</b>
<b>Total Maintenance EAS x 1783 Hrs x LDC Labor Rate</b>	<b>\$150,918</b>
<b>Total Annual Cost</b>	<b>\$2,925,516</b>

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			0	0	\$0
36			-356	-2	-\$250,832
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
Grand Total			-356	-2	-\$250,832

SITE	Future					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
CHEYENNE WY PDC	1	11	1	9	1	23

SITE	Future Cost					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
CHEYENNE WY PDC	\$150,918	\$1,379,578	\$126,522	\$904,409	\$113,256	\$2,674,683

<b>Total Maintenance Craft x 1799 Hrs x LDC Labor Rate</b>	<b>\$2,523,765</b>
<b>Total Maintenance EAS x 1783 Hrs x LDC Labor Rate</b>	<b>\$150,918</b>
<b>Total Annual Cost</b>	<b>\$2,674,683</b>

Savings	
Maintenance Craft Work Hour Savings	\$250,832
Maintenance EAS Work Hour Savings	\$0
<b>Total Annual Savings</b>	<b>\$250,832</b>
	\$150,000-\$200,000
<b>Total Employee Reduction</b>	<b>-2</b>
	\$150K - \$200K

SSS/FTE	(\$125,416.22)
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Note: Calculation includes 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	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/caps/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
618GE HCR						(\$57,093.30)
800VE HCR						(\$66,028.50)
800VS PVS						\$102,421.86
80122 HCR						(\$1,278,664.70)
80197 HCR						(\$597,334.75)
80214 HCR						(\$28,233.08)
82010 HCR						(\$615,387.02)
82030 HCR						(\$310,629.60)
84120 HCR						(\$772,057.13)
<b>Grand Total</b>						<b>(\$3,623,006.22)</b>
						<b>-\$2,170,000--\$2,900,000</b>
						<b>\$2.2M - \$2.9M</b>

Net F3A Impacts

0