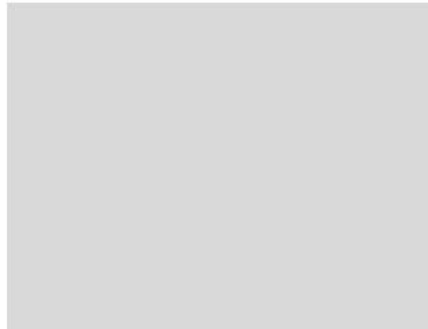


MPFR Data Entry Page

1. "Transfer From" Facility Information

Type of Distribution Consolidated: Originating
Facility Name & Type: Manchester NH P&DC
Street Address: 955 Goffs Falls Rd
City: Manchester
State: NH
5D Facility ZIP Code: 03103
Retail & Delivery District: ME-NH-VT
Retail & Delivery Area: Atlantic
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 030,031,032,033,034,038
Shape: Letters, Flats
Miles to "Transfer To" Facility: 51
Processing Region: Eastern
Processing Division: New England
Plant Manager: Janie Beltran
Sr. Division Director: Christine Brisk



N/A

N/A



2. "Transfer To" Facility Information

Facility Name & Type: Boston MA P&DC
Street Address: 25 Dorchester Ave
City: Boston
State: MA
5D Facility ZIP Code: 02205
Retail & Delivery District: MA-RI
Retail & Delivery Area: Atlantic
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 013-019, 021-022, 024, 055
Shape: Letters, Flats
Processing Region: Eastern
Processing Division: New England
Plant Manager: Lawrence Crosby
Sr. Division Director: Christine Brisk

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

MPFR Approval Signatures

Transfer From Facility Name and Type: Manchester NH P&DC
Facility ZIP Code: 03103
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 030,031,032,033,034,038

Type of Distribution Consolidated: Originating

Transfer To Facility Name and Type: Boston MA P&DC Shape: Letters, Flats
Facility ZIP Code: 02205
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 013-019, 021-022, 024, 055

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 JANIE.M BELTRAN
on 2024-02-29 10:42:39 EST

Janie Beltran

Printed Name

Signature

Date

New England Sr. Division Director

Myles Donoghue

Printed Name

E-SIGNED by MYLES.D DONOGHUE
on 2024-03-08 10:01:24 EST

Signature

Date

TRANSFER TO FACILITY:

Plant Manager:

E-SIGNED by LAWRENCE.W CROSBY JR
on 2024-02-29 09:58:12 EST

Lawrence Crosby

Printed Name

Signature

Date

New England Sr. Division Director:

Myles Donoghue

Printed Name

E-SIGNED by MYLES.D DONOGHUE
on 2024-03-08 10:01:25 EST

Signature

Date

REGION:

Eastern Regional Vice President:

Todd Hawkins

Printed Name

E-SIGNED by Todd.S Hawkins
on 2024-04-01 18:55:09 GMT

Signature

Date

HEADQUARTERS:

Vice President, Proc & Maint Ops:

Dane Coleman

Printed Name

E-SIGNED by DANE.A COLEMAN
on 2024-04-01 21:00:06 GMT

Signature

Date

Comments: _____

Executive Summary

Transfer From Facility Name and Type: Manchester NH P&DC
Street Address: 955 Goffs Falls Rd
City, State: Manchester, NH
Current 3D ZIP Code(s): 030,031,032,033,034,038
Type of Distribution to Consolidate: Originating

Transfer To Facility Name and Type: Boston MA P&DC
Current 3D ZIP Code(s): 013-019, 021-022, 024, 055
Transfer To Facility Name and Type: N/A
Current 3D ZIP Code(s): N/A

Miles between facilities: 51
Miles between facilities: N/A

Summary of MPFR Analysis

Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$360K - \$480K</u>	From Processing Tab
Management Workhour Savings =	<u>\$000K - \$0.0M</u>	From Management Complement Tab
Transportation Savings =	<u>\$420K - \$561K</u>	From Logistics Tab
Maintenance Savings =	<u>\$380K - \$500K</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
Total Annual Savings =	<u>\$1.2M- \$1.5M</u>	
Total One-Time Costs =	<u>\$000K</u>	From One-Time Costs Tab
Total First Year Savings =	<u>\$1.2M - \$1.5M</u>	

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 456 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Summary Narrative

Background

The Manchester NH P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCF 030,031,032,033,034,038. The Manchester NH facility is 209,495 square feet. The Manchester NH facility is located 51 miles from the Boston MA P&DC, approximately 1 hour via interstate highway. The Mail Processing Facility Review (MPFR) proposal to move originating mail from Manchester NH P&DC to Boston MA 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 Manchester NH 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 Manchester NH 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 456 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 \$1,200,000 to \$1,500,000.

Savings / Costs	
Mail Processing Craft Workhour Savings =	\$360K - \$480K
Management Workhour Savings =	\$000K - \$0.0M
Transportation Savings =	\$420K - \$560K
Maintenance Savings =	\$380K - \$500K
Space Savings =	\$0
Total Annual Savings =	\$1.2M - \$1.5M
Total One-Time Costs =	\$000K
Total First Year Savings =	\$1.2M - \$1.5M

Mail Processing Employee Impacts

The MPFR is projecting an annual mail processing savings between \$360,000 to \$480,000. The Manchester NH P&DC MPFR identified a net reduction of 6 craft positions. Organization Design will determine the future Boston MA P&DC management staffing.

Net Craft Staffing Impacts - Both Sites											
Manchester P&DC				Boston P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-40	-5	0	-45	34	0	0	34	-6	-5	0	-11

Net Management Impacts											
Manchester P&DC				Boston 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 \$380,000 to \$500,000 due to supporting different equipment sets. The MPFR identified a net reduction of 5 craft positions. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

Transportation

The MPFR shows an annual savings between \$420,000 to \$560,000 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 Manchester NH P&DC made available due to the transfer of operations to the Boston MA P&DC would be evaluated for future utilization.

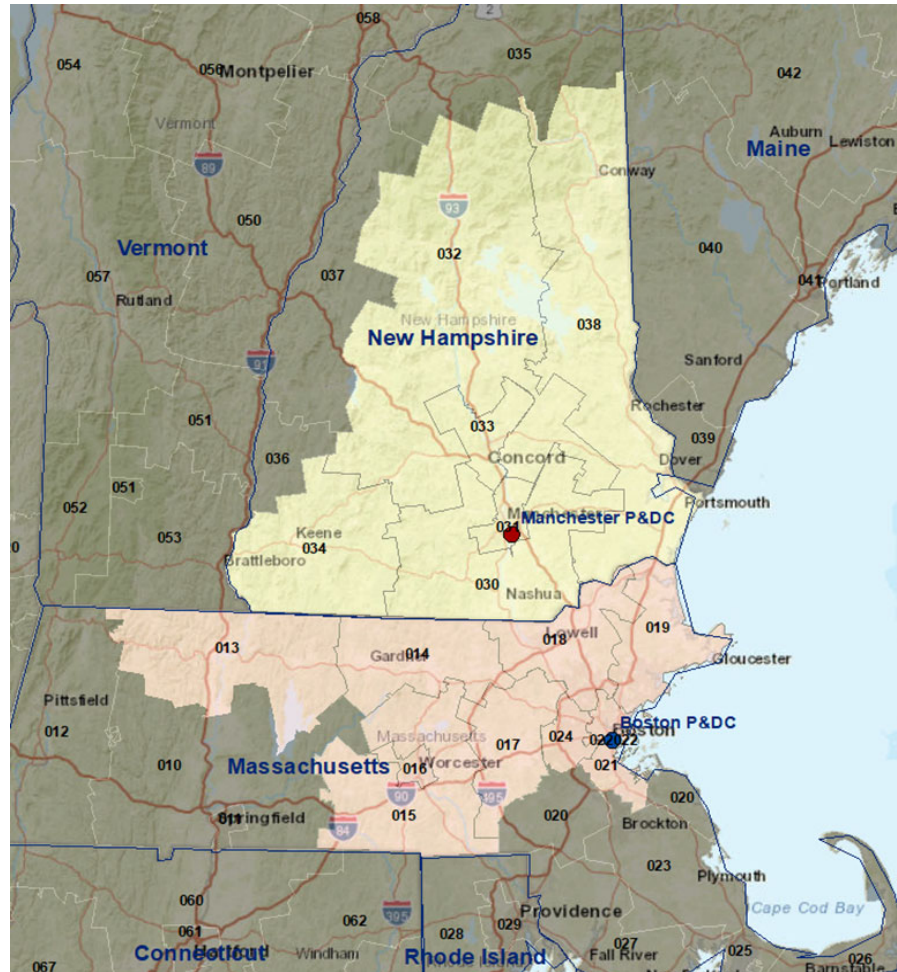
Conclusion

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

The Manchester NH P&DC to Boston MA P&DC MPFR projects an annual savings is between \$1.2M to \$1.5M.

This go-forward plan for the Manchester NH 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



030-034, 038 Manchester

013-019, 021-022, 024, 055 Boston

Craft Complement

Career Impacts by Craft - Manchester 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
-16	18	0	-24	23	-1	-5	0	-6

This is only the impact to the Manchester facility

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

Net Craft Staffing Impacts - Both Sites											
Manchester P&DC				Boston P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-40	-5	0	-45	34	0	0	34	-6	-5	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.	-6
F3A Logistics	0
F3B Maint.	-5
Total	-11

Management Complement

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

This is only the impact to the Manchester facility

Net Management Impacts											
Manchester P&DC				Boston 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	\$0
F3A Logistics	0	\$0
F3B Maint.	0	\$0
Total	0	\$0
Estimated Savings Range		\$000K - \$0.0M

Function F1 Hourly Rate



OM to Payroll Staffing Condition Report

Run Date: 1/22/2024

SAP Organizational Management Data		Payroll Form 50 Data				
Occupation Series/Code	Title	Total Authorized	On Rolls Count	Variance On Rolls - Authorized	Func	LDC
	MANCHESTER NH P&DC					
23020030	EXEC PLANT MANAGER (3)	1	1	0	8	80
23157138	SR MGR DISTRIBUTION OPERATIONS	1	1	0	1	10
23157145	MGR PROCESSING	1	1	0	0	1
23157140	MGR DISTRIBUTION OPERATIONS	2	2	0	1	10
23550020	MGR MAINTENANCE	1	1	0	3B	35
8960028	INDUSTRIAL ENGINEER (PROCESSING)	2	1	-1	0	3
23550052	MGR MAINT ENGINEERING SUPPORT	1	1	0	3B	35
23550055	MGR MAINTENANCE OPERATIONS	1	1	0	3B	35
23150105	PROCESSING SUPPORT SPECIALIST	1	1	0	0	3
23550030	MAINTENANCE SUPPORT SPECIALIST	1	1	0	3B	35
23550021	MGR MAINTENANCE SUPPORT	1	1	0	3B	35
23150106	PROCESSING SUPPORT SPECIALIST	3	3	0	0	3
23150066	SUPV DISTRIBUTION OPERATIONS	13	12	-1	1	10
23150103	SUPV DISTRIBUTION OPS (RELIEF)	2	2	0	1	10
23550010	SUPV MAINTENANCE OPERATIONS	5	5	0	3B	35
23550066	SUPV MAINTENANCE OPS (RELIEF)	1	0	-1	3B	35
3180007	ADMINISTRATIVE ASSISTANT (FLD)	1	1	0	8	82
Cost Center	Total	38	35	-3		

Service Standard Impacts

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

There will be an expected 456 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
GAL	0	0
FCM	192	0
PER	36	0
MKT	210	0
PKG	18	0
GAH	0	0
Total	456	0

Customer Service Analysis

Transfer From Facility: Manchester NH P&DC

Current 3-Digit ZIP Code(s): 030,031,032,033,034,038

Data Extraction Date: 01/22/24

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: 030		3-Digit ZIP Code: 031		3-Digit ZIP Code:032-034		3-Digit ZIP Code:038	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
149	208	13	11	189	407	# 189	347
116	140	72	126	246	69	# 207	81
139		71	9	111		# 112	4
404	348	156	146	546	476	508	432

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

ME-NH-VT District

% Carriers returning after 1700

Quarter/FY	Percent
QTR2/FY23	37.6%
QTR3/FY23	32.4%
QTR4/FY23	37.0%
QTR1/FY24	42.3%

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

	Current		Proposed	
	Start	End	Start	End
Monday	7:30	19:00	7:30	19:00
Tuesday	7:30	19:00	7:30	19:00
Wednesday	7:30	19:00	7:30	19:00
Thursday	7:30	19:00	7:30	19:00
Friday	7:30	19:00	7:30	19:00
Saturday	7:30	14:00	7:30	14:00

6. Business (Bulk) Mail Acceptance Hours

	Current		Proposed	
	Start	End	Start	End
Monday	10:00	18:00	10:00	18:00
Tuesday	10:00	18:00	10:00	18:00
Wednesday	10:00	18:00	10:00	18:00
Thursday	10:00	18:00	10:00	18:00
Friday	10:00	18:00	10:00	18:00
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: Boston MA P&DC - Letters, 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 \$000K

Processing

MANCHESTER NH P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			98
Flats			37
Packages			18
Other			142
Grand Total			295

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			6,420	85
Flats			3,747	34
Packages			2,962	12
Other			14	125
Grand Total				256
Current On Rolls Impact				312
				(39)

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			5,280	13	6,072		11	(2)	\$ 198,083
Flats			10,740	4	12,351		3	(1)	\$ 99,041
Packages			204	6	235		5	(1)	\$ 99,041
Other			58	17	67		15	(2)	\$ 198,083
Grand Total				40			34	(6)	\$ 594,248

Estimated Savings Range **\$360K - \$480K**

Maintenance

Major MPE Equipment List		
Equipment	Current Count	Future Count
AAA	1	0
AFCR200	3	0
AFCM100	1	1
AFIL	1	1
AAAFSM	1	1
ASD_DA	4	4
ATSIATSU	1	1
ATU	2	2
BDS	2	0
DBCS	11	11
DIOSS	2	1
DPRCRULL	1	0
FRESFRES	1	1
HDUMP	2	2
UCAFSM	1	0
LAW	1	1
LCREM	1	1
LCTSLCTSLCTS	1	1
LMS	1	0
MSWVB	5	5
PVMS	2	0
PSS	1	1
VES	4	0

SITE	Current eWHEP Authorized					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MANCHESTER NH PDC	12	64	3	26	4	109

SITE	Current Cost					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MANCHESTER NH PDC	\$1,811,017	\$8,026,638	\$379,565	\$2,612,737	\$453,025	\$13,282,982

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$11,471,965
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$1,811,017
Total Annual Cost	\$13,282,982

LDC	Current Work Hrs	Future Work Hrs	Work-Hrs Delta	FTE Delta	Estimated Cost
35			0	0	\$0
36			-8915	-5	-\$627,081
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
Grand Total			-8915	-5	-\$627,081

SITE	Future					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MANCHESTER NH PDC	12	59	3	26	4	104

SITE	Future Cost					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MANCHESTER NH PDC	\$1,811,017	\$7,399,557	\$379,565	\$2,612,737	\$453,025	\$12,655,901

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$10,844,884
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$1,811,017
Total Annual Cost	\$12,655,901

Savings	
Maintenance Craft Work Hour Savings	\$627,081
Maintenance EAS Work Hour Savings	\$0
Total Annual Savings	\$627,081

Total Employee Reduction	5	Estimated Savings Range	\$380K \$500K
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\$\$\$/FTE	(\$125,416.22)
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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	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/oaep/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
03010 HCR						(\$689,288.37)
03090 HCR						(\$11,493.20)
Grand Total						(\$700,781.57)

Estimated Savings Range	\$420K - \$561K
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0 Net Craft Impacts