

MPFR Data Entry Page

1. "Transfer From" Facility Information

Type of Distribution Consolidated: Originating
Facility Name & Type: Medford OR P&DC
Street Address: 2195 Sage Road
City: Medford
State: OR
5D Facility ZIP Code: 97501
Retail & Delivery District: ID-MT-OR
Retail & Delivery Area: WestPac
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 975, 976
Miles to Gaining Facility: 280
Processing Region: Western
Processing Division: Pacific Northwest
Postmaster or Plant Manager: Debbi Brunswick
Sr. Division Director: John DiPeri

2. "Transfer To" Facility Information

Facility Name & Type: Portland OR P&DC
Street Address: 7007 NE Cornfoot Road
City: Portland
State: OR
5D Facility ZIP Code: 97218
Retail & Delivery District: ID-MT-OR
Retail & Delivery Area: WestPac
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 970-973, 977, 978, 986
Processing Region: Western
Processing Division: Pacific Northwest
Plant Manager: Brian Gaines
Sr. Division Director: John DiPeri

3. Background Information

Start of Study: Jul-12-2023
Date Range of Data: Jul-01-2022 Jun-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: Mike L Barber
Division Coordinator: [REDACTED]
HQ MPFR Coordinator: [REDACTED]

MPFR Approval Signatures

Transfer From Facility Name and Type: Medford OR P&DC
Facility ZIP Code: 97501
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 975, 976
Type of Distribution Consolidated: Originating
Transfer To Facility Name and Type: Portland OR P&DC
Facility ZIP Code: 97218
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 970-973, 977, 978, 986

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 Debra.K Brunswick on 2023-08-24 08:47:58 CDT	2023-08-24 08:47:58 CDT
Debbi Brunswick		
Printed Name	Signature	Date

Sr. Division Director:	E-SIGNED by John.J Diperi on 2023-08-24 14:15:29 CDT	2023-08-24 14:15:29 CDT
John DiPeri		
Printed Name	Signature	Date

TRANSFER TO FACILITY:

Plant Manager:	E-SIGNED by Brian.C Gaines on 2023-08-24 12:24:19 CDT	2023-08-24 12:24:19 CDT
Brian Gaines		
Printed Name	Signature	Date

Sr. Division Director:	E-SIGNED by John.J Diperi on 2023-08-24 14:23:41 CDT	2023-08-24 14:23:41 CDT
John DiPeri		
Printed Name	Signature	Date

REGION:

Regional Vice President:	E-SIGNED by Todd.S Hawkins on 2023-08-25 11:43:21 CDT	2023-08-25 11:43:21 CDT
Todd Hawkins		
Printed Name	Signature	Date

HEADQUARTERS:

Vice President, Proc & Maint Ops:	E-SIGNED by Michael.L Barber on 2023-08-25 11:43:50 CDT	2023-08-25 11:43:50 CDT
Mike L Barber		
Printed Name	Signature	Date

Comments: _____

Executive Summary

Transfer From Facility Name and Type: Medford OR P&DC

Street Address: 2195 Sage Road

City, State: Medford OR

Current 3D ZIP Code(s): 975, 976

Type of Distribution to Consolidate: Originating

Miles between facilities: 280

Transfer To Facility Name and Type: Portland OR P&DC

Current 3D ZIP Code(s): 970-973, 977, 978, 986

Summary of MPFR Analysis

Savings/Costs

Mail Processing Craft Workhour Savings =	<u>\$320K - \$420K</u>	From Processing Tab
Management Workhour Savings =	<u>\$80K - \$110K</u>	From Management Complement Tab
Transportation Savings =	<u>\$3.7M - \$4.9M</u>	From Logistics Tab
Maintenance Savings =	<u>\$770K - \$1.0M</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
Total Annual Savings =	<u>\$4.8M - \$6.4M</u>	
Total One-Time Costs =	<u>\$390K</u>	From One Time Costs Tab
Total First Year Savings =	<u>\$4.4M - \$6.0M</u>	

Staffing Positions

Net Craft Position Loss =	<u>17</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 estimated 346 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Summary Narrative

Background

The Medford OR P&DF is a leased facility that processes originating and destinating volumes for the service area of SCF 975 and 976. The Medford facility is 96,943 square feet. The Medford OR P&DF is located 280 miles from the Portland OR P&DC, approximately 4 hours 28 minutes via interstate highways. The Mail Processing Facility Review (MPFR) proposal to move originating mail from Medford OR P&DF to Portland OR P&DC was announced on 7/12/2023 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 Medford facility is not closing and will remain open and be modernized as a Local Processing Center.

Customer Service Impacts

Medford Carrier Annex is co-located with the Medford P&DC. Retail and business mail acceptance services currently provided at the Medford Carrier Annex 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 346 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 July 1, 2022, through June 30, 2023.

The MPFR shows an estimated annual savings between \$4.8M and \$6.4M. There are projected one-time costs of \$390K associated with this MPFR.

Savings/Costs

Mail Processing Craft Workhour Savings	=	<u>\$320K - \$420K</u>
Management Workhour Savings	=	<u>\$80K - \$110K</u>
Transportation Savings	=	<u>\$3.7M - \$4.9M</u>
Maintenance Savings	=	<u>\$770K - \$1.0M</u>
Space Savings	=	<u>\$0</u>
Total Annual Savings	=	<u>\$4.8M - \$6.4M</u>
Total One-Time Costs	=	<u>\$390K</u>
Total First Year Savings	=	<u><u>\$4.4M - \$6.0M</u></u>

Mail Processing

The Medford MPFR identified a net reduction of 7 craft positions and 1 management position. Organizational Design will determine the future Portland RPDC Management staffing.

Craft Staffing Impacts											
LPC Impacts	F1	Maint	Total	RPDC Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Medford	-27	-10	-37	Portland RPDC	20	0	20	LPC/RPDC Total	-7	-10	-17

Management Staffing Impacts											
LPC Impacts	F1	Maint	Total	RPDC Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Medford	-1	0	-1	Portland RPDC	0	0	0	LPC/RPDC Total	-1	0	-1

Maintenance

The MPFR identified a net reduction of 10 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.

*Other Current Initiatives

The Portland P&DC project includes moving some or all mail processing operations from the Eugene P&DC.

Space Impacts and One-Time Costs

There is a proposed one-time cost of \$390K due to equipment relocation costs for this MPFR. Any space in Medford made available due to the transfer of operations to the Portland P&DC would be evaluated for future utilization.

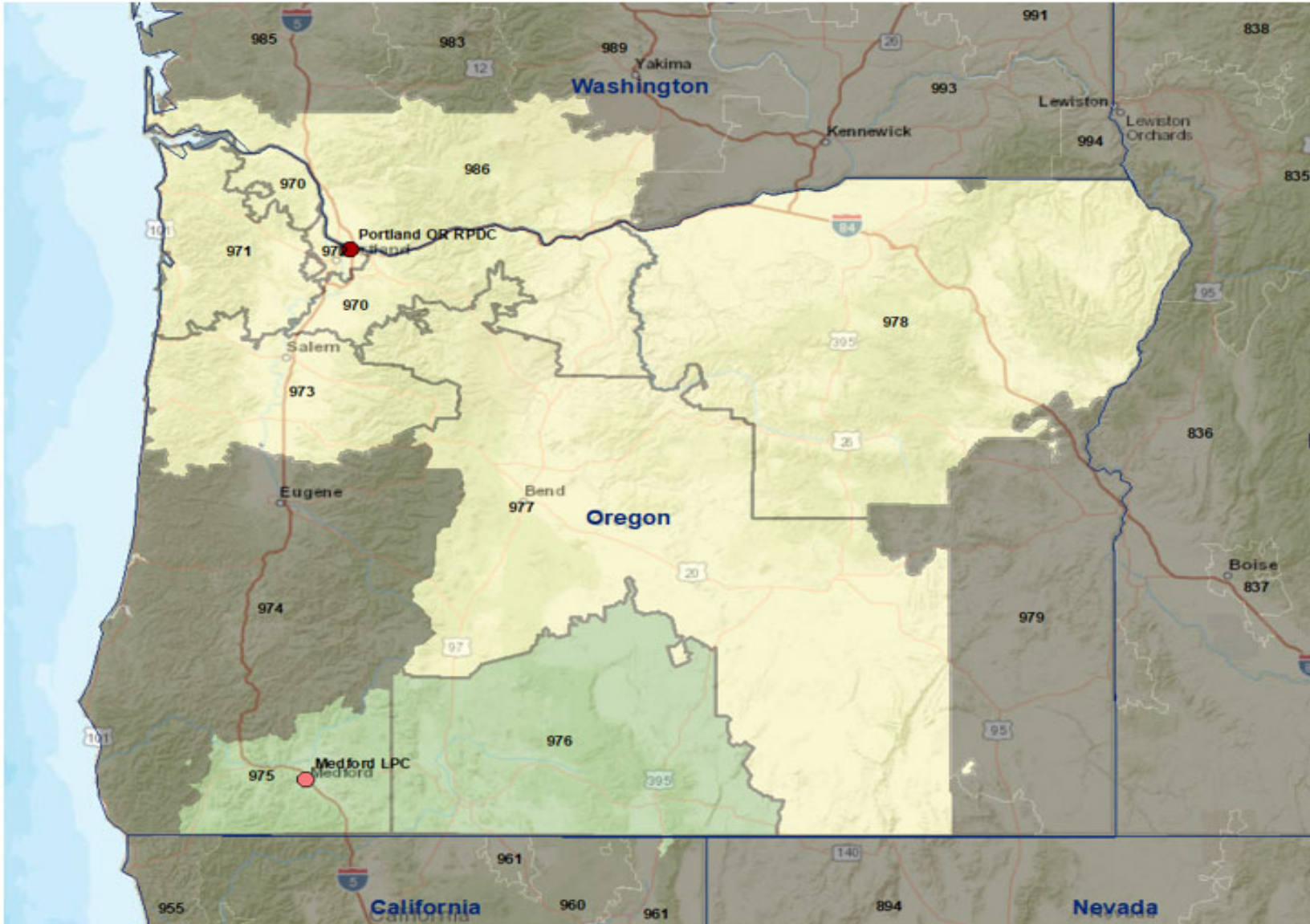
Conclusion

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

The Medford to Portland P&DC MPFR projects a first-year savings between \$4.8M and \$6.4M with a proposed one-time cost of \$390K. The projected total annual savings is between \$4.4M to \$6.0M.

This go-forward plan for the Medford 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



970-973, 977-978, 986 Portland

975-976 Medford

Craft Complement

	Net Complement Impacts
F1 Mail Processing	7
F3A Logistics	0
F3B Maintenance	10
Total	17

Craft Staffing Impacts											
LPC Impacts	F1	Maint	Total	RPDC Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Medford	-27	-10	-37	Portland RPDC	20	0	20	LPC/RPDC Total	-7	-10	-17

Craft Career Impact (Losing Site)					
LPC Impacts	F1 Impact (Losing site)	F1 Pre-career On-rolls	F1 Career Impact Less Pre-Career	Maint Impact (Losing Site)**	Updated Career Craft Impact
Medford	-27	8	-19	-10	-29

Service Standard Impacts

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

There will be an estimated 346 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
PRI	10	0
GAL	98	0
GAH	98	0
FCM	56	0
PER	56	0
MKT	14	0
PKG	14	0
Total	346	0

MPE Inventory

Losing Facility: Medford OR P&DC

Gaining Facility: Portland OR P&DC

Data Extraction Date: 07/11/23

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

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Excess Equipment	(8) Relocation Costs
ADUS			0	1	
AFCS			0	0	
AFCS 200	6	6	0	2	
AFSM100	3	3	0	0	
APBS	1	1	0	0	
APPS			0	0	
CIOSS	2	2	0	0	
DBCS	35	27	(8)	9	
DIOSS	5	5	0	1	
HOPS			0	0	
HSTS		1	1	(1)	\$390,000
HSUS			0	0	
LCREM	1	1	0	0	
LCTS	2	1	(1)	1	
LCUS			0	1	
PSM			0	0	
RCS			0	0	
SIPS	1	1	0	0	
SPSS			0	0	
USS	1	1	0	0	
PIV			0	0	
MaRS			0	0	
FRS			0	0	
EPPS	1	1	0	0	

Mail Processing Equipment Relocation Costs from Losing to Gaining Facility: \$390,000 (This number is carried forward to One-Time Costs)

(9) Notes: _____

Customer Service Analysis

Transfer From Facility: Medford OR P&DC

5-Digit ZIP Code: 975, 976

Data Extraction Date: 07/11/23

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: 975		3-Digit ZIP Code: 976		3-Digit ZIP Code:		3-Digit ZIP Code:	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
8	29	12	22				
55	33	41	24				
19	0	7	0				
82	62	60	46				

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	42.0%
QTR1/FY23	53.0%
QTR2/FY23	40.0%
QTR3/FY23	37.0%

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

	Current		Proposed	
	Start	End	Start	End
Monday	11:00	17:00	11:00	17:00
Tuesday	11:00	17:00	11:00	17:00
Wednesday	11:00	17:00	11:00	17:00
Thursday	11:00	17:00	11:00	17:00
Friday	11:00	17:00	11:00	17:00
Saturday	11:00	14:00	11:00	14:00

6. Business (Bulk) Mail Acceptance Hours

	Current		Proposed	
	Start	End	Start	End
Monday	11:00	17:00	11:00	17:00
Tuesday	11:00	17:00	11:00	17:00
Wednesday	11:00	17:00	11:00	17:00
Thursday	11:00	17:00	11:00	17:00
Friday	11:00	17:00	11:00	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: _____

Transfer To Facility: Portland OR P&DC

9. What postmark will be printed on collection mail?

Line 1 _____
 Line 2 _____

One-Time Costs

MPE Relocation Costs	\$390,000
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Building Modifications

Prep on Workroom Floor

Employee Relocation

Total	\$390,000
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Estimated One-Time Costs	\$390K
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Processing

MEDFORD OR P&DC				
Mail Mix	Total Workload Content	Total Workhou r	Efficiency Index	FTEs
Letters			8,756	21
Flats			10,448	7
Packages			7,718	20
Other			2,118	24
Grand Total			6,396	72

MEDFORD OR P&DC			
Mail Mix	Total Workload Content	Total Workhou r	Efficiency Index
Letters			9,104
Flats			7,899
Packages			7,718
Other			284
Grand Total			5,433

Mail Mix	5% EI Improvement @ Current Facility	Remaining Volume @ 5% Improvement	WH = FTEs @ 5% Improvement
Letters	9,193		17
Flats	10,970		7
Packages	8,104		-
Other	2,224		15
Grand Total			39

Current on-rolls 66
On-Rolls Impact (27)

Volume Moving	Current WH	WH = FTEs	15% EI Improvement @ Gaining Facility	15% EI WH Improvement @ Gaining Facility	15% EI Improvement WH = FTEs @ Gaining Facility	New Facility Change	\$ Savings
3,027,778			10,069	301	2	(1)	\$ (75,779)
2,444,946			12,015	203	2	-	\$ -
19,564,970			8,875	2,204	17	(3)	\$ (227,336)
5,929,909			2,436	2,434	19	(3)	\$ (227,336)
30,967,604			7,356	5,143	40	(7)	\$ (530,450)
Estimated Savings Range							\$320K - \$420K

Site A Maintenance - Medford

Category	Equipment Name	Qty	Current
Package Sorter	ADUS	1	1
Letter Sorter	DBCS	2	3
Letter Sorter	DIOSS	1	2
Letter Sorter	AFC5	2	2
Flat Sorter	AFSM	1	1
Total		7	9

Supplies Reduction% -22%

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
Medford OR PDC	2	16	1	8	1	28

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
Medford OR PDC	\$301,836	\$2,006,660	\$126,522	\$803,919	\$113,256	\$3,352,193

Total Maintenance Craft x 1783 Hrs x LDC Labor Rate	\$3,050,356
Total Maintenance EAS x 1799 Hrs x LDC Labor Rate	\$301,836
Total Annual Cost	\$3,352,193

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
Medford OR LPC	2	7	1	8	0	18

Future Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
Medford OR LPC	\$301,836	\$877,914	\$126,522	\$803,919	\$0	\$2,110,190

Total Maintenance Craft x 1783 Hrs x LDC Labor Rate	\$1,808,354
Total Maintenance EAS x 1799 Hrs x LDC Labor Rate	\$301,836
Total Annual Cost	\$2,110,190

Savings	
Maintenance Craft Work Hour Savings	\$1,242,002
Maintenance EAS Work Hour Savings	\$0
Total Annual Savings	\$1,242,002

Net Savings Supplies Savings \$1,242,002 \$ 38,346

Total Employee Reduction -10

Estimated Savings Range **\$770K - \$1.0M**

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			0	0	\$0
36			-16047	-9	(\$1,128,746)
37			0	0	\$0
38			0	0	\$0
39			-1783	-1	(\$113,256)
Grand Total			-17830	-10	(\$1,242,002)

March Volumes Daily Cancellations 68,000
Daily Outgoing 66,000

-10 Net Craft Impacts

LDC Code	Work Hour Rate
35	
36	
37	
38	
39	

Reduction to MPE Supplies Savings -22% (38,346)

Finance Number	Effective FPR Line Number	Effective Account (8 D Metrics GL Period Status)	Actual	Actual	Actual	Adjustment	Adjustment	Adjustment	Actual + A-Actual + Adjustment	Actual + Adjustment
			CLOSED	OPEN						
			Month Closed	Month Open	Month Closed	Month Open	Month Closed	Month Open	Month Closed	Month Open
405409	MEDFORD OR P8.31	SUPPLIES	52103.000	SPARE PARTS FOR MECHANIZATI	\$10	\$20	\$0	\$0	\$0	20
405409	MEDFORD OR P8.31	SUPPLIES	52173.000	CUSTODIAL & BUILDING SUPPLIE	\$0	\$0	\$0	\$0	\$0	0
405409	MEDFORD OR P8.31	SUPPLIES	Total	\$10	\$20	\$0	\$0	\$0	\$0	20
405409	MEDFORD OR P8.32	EQUIPMENT & FURNITURE	52106.000	MAIL PROCESSING EQUIPMENT	\$2,107	\$2,107	\$0	\$0	\$0	2,107
405409	MEDFORD OR P8.32	EQUIPMENT & FURNITURE	Total	\$2,107	\$2,107	\$0	\$0	\$0	\$0	2,107
405409	MEDFORD OR P8.33	SUPPLIES-ISSUED FROM INVENTORY	52120.000	ISSUES FROM SUPPLY CENTERS	\$163,464	\$172,558	\$0	\$0	\$0	163,464
405409	MEDFORD OR P8.33	SUPPLIES-ISSUED FROM INVENTORY	52210.000	INVENTORY ADJUSTMENTS-MES	\$0	\$0	\$0	\$0	\$0	0
405409	MEDFORD OR P8.33	SUPPLIES-ISSUED FROM INVENTORY	52230.000	REPAIRED ITEMS RETURNED TO	\$1,833	(\$672)	\$1,161	\$0	\$0	1,161
405409	MEDFORD OR P8.33	SUPPLIES-ISSUED FROM INVENTORY	Total	\$165,297	\$8,422	\$173,719	\$0	\$0	\$0	165,297
405409	MEDFORD OR P8.34	SERVICES	52313.000	CUSTODIAL AND BUILDING SERV	\$0	\$0	\$0	\$0	\$0	0
405409	MEDFORD OR P8.34	SERVICES	Total	\$0	\$0	\$0	\$0	\$0	\$0	0
405409	MEDFORD OR P8.37	EQUIPMENT RENT & REPAIR	54521.998	POSTAL OPR EQUIP-REPAIRMMN	\$7,221	\$7,221	\$0	\$0	\$0	7,221
405409	MEDFORD OR P8.37	EQUIPMENT RENT & REPAIR	Total	\$7,221	\$7,221	\$0	\$0	\$0	\$0	7,221
405409	MEDFORD OR P8.42	FUEL & UTILITIES	54143.000	GAS - HEATING	\$19,587	\$374	\$19,961	\$0	\$0	19,961
405409	MEDFORD OR P8.42	FUEL & UTILITIES	54151.000	ELECTRICITY	\$155,716	\$172,872	\$0	\$0	\$0	155,716
405409	MEDFORD OR P8.42	FUEL & UTILITIES	54153.000	GARBAGE & TRASH DISPOSAL	\$3,751	\$1,319	\$5,071	\$0	\$0	3,751
405409	MEDFORD OR P8.42	FUEL & UTILITIES	Total	\$179,054	\$18,849	\$197,903	\$0	\$0	\$0	179,054
405409	MEDFORD OR P8 Total			\$353,689	\$27,282	\$380,970	\$0	\$0	\$0	353,689

Logistics

HCR	Contract	Annual Miles	Edit Annual Miles	RATE PER MILE	Pre-Annual Cost	Post - Annual Cost	Annual Cost Δ	Comment
Network	975L0	72219.312					-197,716	
	'97011	14729.494					-56,762	
	'97011	104242.35					-401,714	
	'97011	36913.926					-142,253	Removing the via Eugene only until Medford is consolidated into Portland
	'97011	86496.178					-333,326	
	'97011	104242.35					-401,714	
	'975L0	103000.5					-396,928	
	'97011	14739.816					-56,802	
	'97011	105045.9					-404,810	
	'97011	14822.392					-57,120	
	'97011	14822.392					-57,120	
	'97011	74564.403					-287,345	
	'97011	105959.025					-408,329	
	'97011	14910.129					-57,458	
	'97011	2889					-11,133	
	975L0	86617.406					-237,134	THS
	'97011	86617.406					-333,793	THS
	975L0	72219.312					-197,716	
	975L0	86617.406					-237,134	THS
	'97011	14750.138					-56,842	
	'97011	73921.828					-284,869	Removing the via Eugene only until Medford is consolidated into Portland
	'97011	105045.9					-404,810	
	'97011	14889.485					-57,379	Removing the via Eugene only until Medford is consolidated into Portland
	'97011	105374.625					-406,077	
	'97011	14910.129					-57,458	Removing the via Eugene only until Medford is consolidated into Portland
	'97011	105520.725					-406,640	
	'97011	2885					-11,118	Removing the via Eugene only until Medford is consolidated into Portland
	'97011	105374.625					-406,077	
	975L0	0					41,028	Adding SCR
	975L0	0					238,296	Adding SCR
Total							-6,088,257	
	PVS SITE	Annual Miles	Edit Annual Miles	RATE PER MILE	Pre-Annual Cost	Post - Annual Cost	Annual Cost Δ	
							\$ (6,088,256.84)	
							\$3.7M - \$4.9M	

0 Net Craft Impacts