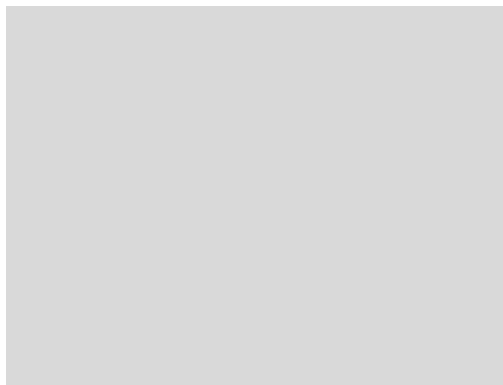


# MPFR Data Entry Page

## 1. "Transfer From" Facility Information

**Type of Distribution Consolidated:** Originating  
**Facility Name & Type:** Missoula MT P&DF  
**Street Address:** 1100 W Kent Ave  
**City:** Missoula  
**State:** MT  
**5D Facility ZIP Code:** 59801  
**Retail & Delivery District:** ID-MT-OR  
**Retail & Delivery Area:** Westpac  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 598-599  
**Shape:** Letters, Flats, and Parcels  
**Miles to "Transfer To" Facility:** 204  
**Processing Region:** Western  
**Processing Division:** Pacific Northwest  
**Plant Manager:** Darren Kirby  
**Sr. Division Director:** Brian Gaines



N/A

N/A



## 2. "Transfer To" Facility Information

**Facility Name & Type:** Spokane WA P&DC  
**Street Address:** 2928 S Spotted Rd  
**City:** Spokane  
**State:** WA  
**5D Facility ZIP Code:** 99224  
**Retail & Delivery District:** Washington  
**Retail & Delivery Area:** Westpac  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 835, 838, 990-994  
**Shape:** Letters, Flats, and Parcels  
**Processing Region:** Western  
**Processing Division:** Pacific Northwest  
**Plant Manager:** Earl Eisenrich  
**Sr. Division Director:** Brian Gaines

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 Di Peri  
**Vice President, Proc & Maint Ops:** Dane A. Coleman  
**Division Coordinator:** [REDACTED]  
**HQ MPFR Coordinator:** [REDACTED]

# MPFR Approval Signatures

Transfer From Facility Name and Type: Missoula MT P&DF  
 Facility ZIP Code: 59801  
 Finance Number: [REDACTED]  
 Current SCF ZIP Code(s): 598-599

Type of Distribution Consolidated: Originating

Transfer To Facility Name and Type: Spokane WA P&DC  
 Facility ZIP Code: 99224  
 Finance Number: [REDACTED]  
 Current SCF ZIP Code(s): 835, 838, 990-994

Shape: Letters, Flats, and Parce

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 BRIAN.C GAINES  
 on 2024-04-26 00:46:27 CDT

**Darren Kirby**

Printed Name

Signature

Date

**Pacific Northwest Sr. Division Director**

E-SIGNED by BRIAN.C GAINES  
 on 2024-04-26 00:46:29 CDT

**Brian Gaines**

Printed Name

Signature

Date

**TRANSFER TO FACILITY:**

**Plant Manager:**

E-SIGNED by BRIAN.C GAINES  
 on 2024-04-26 00:46:31 CDT

**Earl Eisenrich**

Printed Name

Signature

Date

**Pacific Northwest Sr. Division Director:**

E-SIGNED by BRIAN.C GAINES  
 on 2024-04-26 00:46:33 CDT

**Brian Gaines**

Printed Name

Signature

Date

**REGION:**

**Western Regional Vice President:**

E-SIGNED by JOHN.J DIPERI  
 on 2024-04-29 10:07:12 CDT

**John Di Peri**

Printed Name

Signature

Date

**HEADQUARTERS:**

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

E-SIGNED by DANE.A COLEMAN  
 on 2024-04-30 08:37:33 CDT

**Dane A. Coleman**

Printed Name

Signature

Date

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

\_\_\_\_\_

\_\_\_\_\_

# Executive Summary

**Transfer From Facility Name and Type:** Missoula MT P&DF

**Street Address:** 1100 W Kent Ave

**City, State:** Missoula, MT

**Current 3D ZIP Code(s):** 598-599

**Type of Distribution to Consolidate:** Originating

**Transfer To Facility Name and Type:** Spokane WA P&DC

**Current 3D ZIP Code(s):** 835, 838, 990-994

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

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

**Miles between facilities:** 204

**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>\$80K - \$110K</u>	From Management Complement Tab
Transportation Savings =	<u>\$720K - \$960K</u>	From Logistics Tab
Maintenance Savings =	<u>\$370K - \$490K</u>	From Site A Maintenance Tab
Space Savings =	<u>\$0</u>	
<b>Total Annual Savings =</b>	<b><u>\$1.3M - \$1.7M</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>\$1.3M - \$1.7M</u></b>	

### Staffing Positions

Net Craft Position Loss =	<u>7</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 124 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

# Summary Narrative

## Background

The Missoula, MT P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCFs 598, 599. Missoula facility is postal owned 77,490 square feet. The Missoula facility is located 204 miles from the Spokane Processing and Distribution Center (PDC). The Mail Processing Facility Review (MPFR) proposal to move originating mail from Missoula P&DC to Spokane 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 Missoula 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 Missoula facility would not change due to the MPFR implementation. A local postmark is still available at the retail service counter. The co-located Post Office is the nearest retail services location with services expected to remain unchanged.

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 124 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 \$1,300,000 to \$1,700,000.

<b>Savings / Costs</b>			
Mail Processing Craft Workhour Savings	=	<b>\$120K - \$160K</b>	
Management Workhour Savings	=	<b>\$80K - \$110K</b>	
Transportation Savings	=	<b>\$720K - \$960K</b>	
Maintenance Savings	=	<b>\$370K - \$490K</b>	
Space Savings	=	<b>\$0</b>	
<b>Total Annual Savings</b>	=	<b>\$1.3M - \$1.7M</b>	
<b>Total One-Time Costs</b>	=	<b>\$0</b>	
<b>Total First Year Savings</b>	=	<b>\$1.3M - \$1.7M</b>	

## Mail Processing Employee Impacts

The MPFR is projecting an annual mail processing savings between \$120,000 - \$160,000. The Missoula P&DC MPFR identified a net reduction of 2 craft positions and 1 management position. Organization Design will determine the future Spokane P&DC management staffing.

<b>Net Craft Staffing Impacts - Both Sites</b>											
Missoula P&DC				Spokane P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-23	-5	0	-28	21	0	0	21	-2	-5	0	-7

<b>Net Management Impacts</b>											
Missoula P&DC				Spokane P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-1	0	0	-1	0	0	0	0	-1	0	0	-1

## Maintenance

The MPFR is projecting an annual maintenance savings between \$370,000 to \$490,000 due to supporting different equipment sets. The MPFR identified a net reduction of 5 craft positions and

0 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 \$720,000 to \$960,000 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 Missoula P&DC made available due to the transfer of operations to the Spokane P&DC would be evaluated for future utilization.

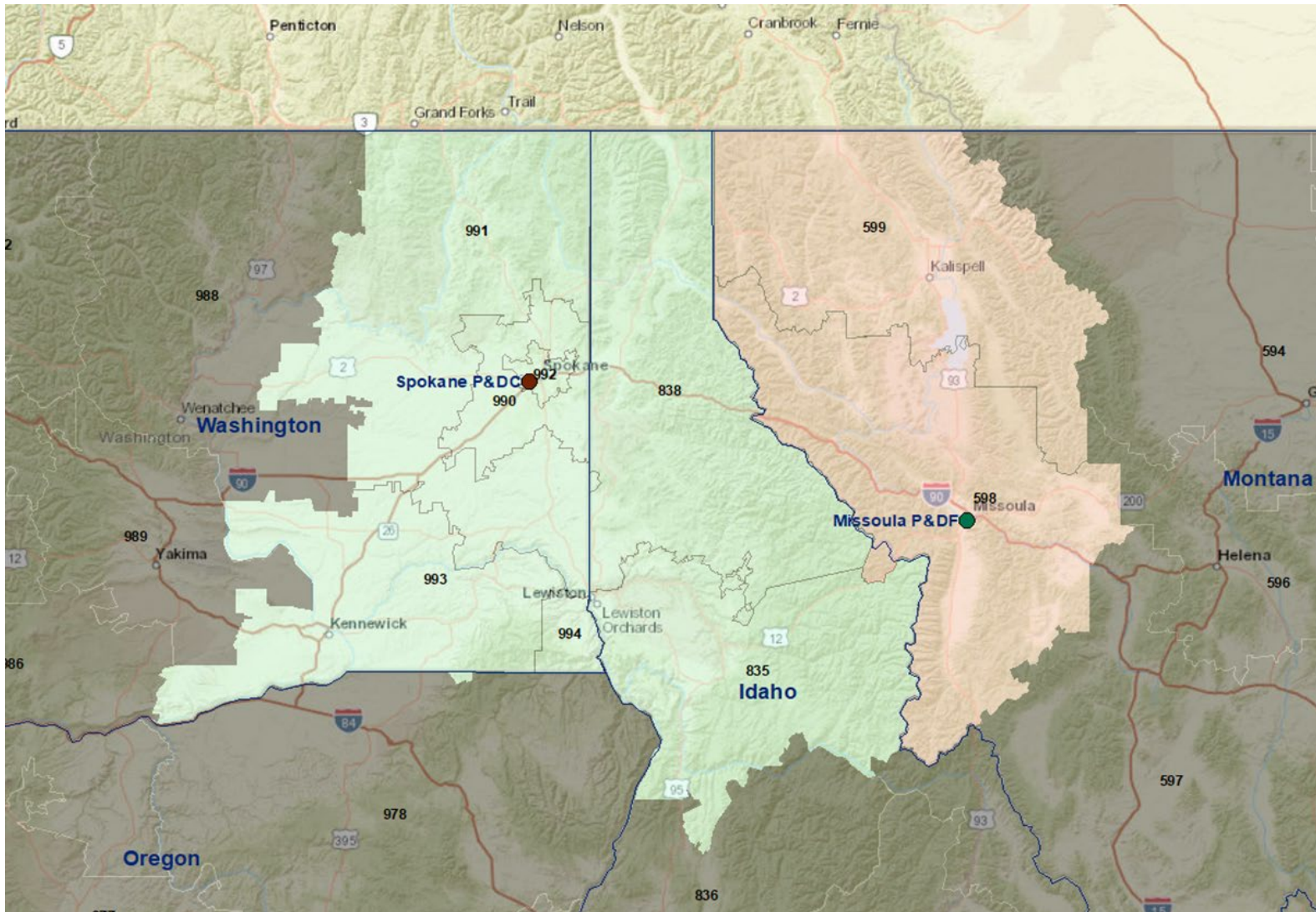
### **Conclusion**

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

The Missoula MT P&DC to Spokane WA P&DC MPFR projects an annual savings is between \$1,300,000 to \$1,700,000 with no proposed one-time costs.

This go-forward plan for the Missoula 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



598-599 Missoula

835, 838, 990-994 Spokane

## Craft Complement

Career Impacts by Craft - Missoula 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
-18	7	-11	-2	1	-1	-5	0	-17

This is only the impact to the Missoula facility

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

Net Craft Staffing Impacts - Both Sites											
Missoula P&DC				Spokane P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-23	-5	0	-28	21	0	0	21	-2	-5	0	-7

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.	-2
F3A Logistics	0
F3B Maint.	-5
<b>Total</b>	<b>-7</b>



# Management Complement

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

This is only the impact to the Missoula facility

Net Management Impacts											
Missoula P&DC				Spokane P&DC				Net Impacts			
Processing	Maintenance	Logistics	Total	Processing	Maintenance	Logistics	Total	Net Proc	Net Maint	Net Log	Net Total
-1	0	0	-1	0	0	0	0	-1	0	0	-1

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.	-1	
F3A Logistics	0	
F3B Maint.	0	
<b>Total</b>	<b>-1</b>	
Estimated Savings Range		<b>\$80K - \$110K</b>

Function	Hourly Rate
F1	

### OM to Payroll Staffing Condition Report

Run Date: 4/22/2024

SAP Organizational Management Data		Payroll Form 50 Data				
Occupation		Total	On Rolls	Variance		
Series/Code	Title	Authorized	Count	On Rolls - Authorized	Func	LDC
	MISSOULA MPF					
23150002	MGR MAIL PROCESSING OPERATIONS	1	1	0	8	80
23150106	PROCESSING SUPPORT SPECIALIST	1	1	0	0	3
23150066	SUPV DISTRIBUTION OPERATIONS	1	2	-1	1	10
23550010	SUPV MAINTENANCE OPERATIONS	1	1	0	3B	35
Cost Center	Total	4	5	-1		

## Service Standard Impacts

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

There will be an expected 124 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
GAL	24	0
FCM	32	0
PER	16	0
MKT	14	0
PKG	14	0
GAH	24	0
<b>Total</b>	<b>124</b>	<b>0</b>



# Customer Service Analysis

Transfer From Facility: Missoula MT P&DF

Current 3-Digit ZIP Code(s): 598-599  
 Data Extraction Date: 01/08/24

1. Collection Points	3-Digit ZIP Code: 598		3-Digit ZIP Code: 599		3-Digit ZIP Code:		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.	10	89	15	35				
Number picked up between 1-5 p.m.	116	47	38	21				
Number picked up after 5 p.m.	34	16	8	3				
Total Number of Collection Points	160	152	61	59	0	0	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

**ID-MT-OR District**

Quarter/FY	Percent
QTR2/FY23	39.8%
QTR3/FY23	37.1%
QTR4/FY23	37.5%
QTR1/FY24	43.7%

% Carriers returning after 1700

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

	Current		Proposed	
	Start	End	Start	End
Monday	8:30	17:30	8:30	17:30
Tuesday	8:30	17:30	8:30	17:30
Wednesday	8:30	17:30	8:30	17:30
Thursday	8:30	17:30	8:30	17:30
Friday	8:30	17:30	8:30	17:30
Saturday	9:00	13:00	9:00	13:00

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: Spokane WA 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

Building Modifications

Prep on Workroom Floor

Employee Relocation

Total \$0

Estimated One-Time Cost \$000K

# Processing

Missoula P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			21
Flats			4
Packages			24
Other			24
<b>Grand Total</b>			<b>73</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			7,381	17
Flats			8,601	4
Packages			6,709	12
Other			1,879	17
<b>Grand Total</b>				<b>50</b>
Current On Rolls				69
On Rolls Impact				(19)

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			6,388	4	7,346		3	(1)	\$ 99,041
Flats			17,503	1	20,129		1	-	\$ -
Packages			7,730	12	8,890		11	(1)	\$ 99,041
Other			2,753	6	3,166		6	-	\$ -
<b>Grand Total</b>				<b>23</b>			<b>20</b>	<b>(2)</b>	<b>\$ 198,083</b>

Estimated Savings Range	<b>\$120K - \$160K</b>
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Major MPE Equipment List		
Equipment	Current Count	Future Count
AAA	1	0
ADUS	1	1
AFCS200	1	0
AFSM100	1	1
AFTL		
AFTU		
AGV_UP		
AIAFSM		
APBS		
APPS		
ASD_DA	4	4
ATSIATSU		
ATU		
BCS		
BDS	3	0
CBS		
CFPS		
CFS_DACFS_FACFS		
CIOSS		
COMPACTCOMPACT		
CONTLCONTU		
CVY		
DBCS	2	2
DIOSS	2	1
DPRCRCULL		
EAA	1	0
ELEC		
EPPS		
FMPCS		
FRESFRES	1	1
FRS		
HDUMP	1	1
HOPS		
HSTS		
UCAFSM		
LAN	1	1
LCREM		
LCTSLCTSLCTS		
LCUS		
LMS		
MARS		
MWSYB	3	3
PARSPARS_ABPARS		
PIVMS		
PRS		
PSM		
RBUS		
RCS		
SDUS/SIPS		
SPSS		
USS		
VFS	1	0
D10 Conveyor Length		
Tray Transport System Length		
Parcel Feed System (incl sack conveyor)		

SITE	Current eWHEP Authorized					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MISSOULA MT PDC	1	12	1	7	1	22

SITE	Current Cost					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MISSOULA MT PDC	\$150,918	\$1,504,995	\$126,522	\$703,429	\$113,256	\$2,599,120

<b>Total Maintenance Craft x 1799 Hrs x LDC Labor Rate</b>	<b>\$2,448,202</b>
<b>Total Maintenance EAS x 1783 Hrs x LDC Labor Rate</b>	<b>\$150,918</b>
<b>Total Annual Cost</b>	<b>\$2,599,120</b>

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			0	0	\$0
36			-7132	-4	(\$501,665)
37			0	0	\$0
38			0	0	\$0
39			-1783	-1	(\$113,256)
<b>Grand Total</b>			<b>-8915</b>	<b>-5</b>	<b>(\$614,921)</b>

**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, 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/cape/page2.htm>

SITE	Future					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MISSOULA MT PDC	1	8	1	7	0	17

SITE	Future Cost					Grand Total
	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	
MISSOULA MT PDC	\$150,918	\$1,003,330	\$126,522	\$703,429	\$0	\$1,984,199

<b>Total Maintenance Craft x 1799 Hrs x LDC Labor Rate</b>	<b>\$1,833,281</b>
<b>Total Maintenance EAS x 1783 Hrs x LDC Labor Rate</b>	<b>\$150,918</b>
<b>Total Annual Cost</b>	<b>\$1,984,199</b>

Savings	
Maintenance Craft Work Hour Savings	\$614,921
Maintenance EAS Work Hour Savings	\$0
<b>Total Annual Savings</b>	<b>\$614,921</b>

<b>Total Employee Reduction</b>	<b>-5</b>
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<b>Estimated Savings Range</b>	<b>\$370K - \$490K</b>
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<b>\$\$\$/FTE</b>	<b>(\$122,984.21)</b>
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**Note:** Calculation include projected Operational Maintenance hours, 2A - Miscellaneous Equipment hours, 2C - Additional Requirements hours, and LDC 36 FMO hours.

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
591L5 HCR						(\$825,079.15)
598AD HCR						(\$599,938.62)
59930 HCR						(\$362,379.90)
80211 HCR						(\$294,604.80)
990N0 HCR						\$0.00
990XX HCR						\$881,443.57
Grand Total						(\$1,200,558.90)

<b>Estimated Savings Range</b>	<b>\$720K - \$960K</b>
--------------------------------	------------------------

0 Net Craft Impacts