

# ----- AMP Data Entry Page -----

## 1. Losing Facility Information

**Type of Distribution to Consolidate:** Orig & Dest MODS/BPI Office  
**Facility Name & Type:** Effingham CSMPC  
**Street Address:** 210 N. 3rd St  
**City:** Effingham  
**State:** IL  
**5D Facility ZIP Code:** 62401  
**District:** Gateway  
**Area:** Great Lakes Area  
**Finance Number:** 16-2388  
**Current 3D ZIP Code(s):** 624  
**Miles to Gaining Facility:** 75  
**EXFC office:** Yes  
**Plant Manager:** Dennis Whitten  
**Senior Plant Manager:** Susan Aronson  
**District Manager:** David Martin  
**Facility Type after AMP:** Post Office

## 2. Gaining Facility Information

**Facility Name & Type:** Champaign P&DF  
**Street Address:** 2001 N. Mattis Ave  
**City:** Champaign  
**State:** IL  
**5D Facility ZIP Code:** 61821  
**District:** Gateway  
**Area:** Great Lakes Area  
**Finance Number:** 16-1430  
**Current 3D ZIP Code(s):** 618, 619  
**EXFC office:** Yes  
**Plant Manager:** Roxanna Keyes  
**Senior Plant Manager:** Susan Aronson  
**District Manager:** David Martin

## 3. Background Information

**Start of Study:** 9/15/2011  
**Date Range of Data:** Jul-01-2010 : Jun-30-2011  
**Processing Days per Year:** 310  
**Bargaining Unit Hours per Year:** 1,745  
**EAS Hours per Year:** 1,822

**Date of HQ memo, DAR Factors/Cost of Borrowing/  
 Facility Start-up Costs Update** **New**

June 16, 2011

**Date & Time this workbook was last saved:**

**2/14/2012 9:53**

## 4. Other Information

**Area Vice President:** JoAnn Feindt  
**Vice President, Network Operations:** David E. Williams  
**Area AMP Coordinator:** Nancy Schoenbeck  
**HQ AMP Coordinator:** Carol A. Lunkins

rev 10/10/2011

# Approval Signatures

**Losing Facility Name and Type:** Effingham CSMPC  
**Street Address:** 210 N 3rd St  
**City:** Effingham  
**State:** IL  
**Facility ZIP Code:** 62401  
**Finance Number:** 16-2388  
**Current 3D ZIP Code(s):** 624  
**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Champaign P&DF  
**Street Address:** 2001 N. Mattis Ave  
**City:** Champaign  
**State:** IL  
**Facility ZIP Code:** 61821  
**Finance Number:** 16-1430  
**Current 3D ZIP Code(s):** 618, 619

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.

**LOSING FACILITY:**

**Postmaster or Plant Manager:**  
 Dennis Whitten *Dennis Whitten* 12-01-2011  
Printed Name Signature Date

**Senior Plant Manager:**  
 Susan Aronson *Susan Aronson* 12-5-11  
Printed Name Signature Date

**District Manager:**  
 David Martin *David Martin* 12/5  
Printed Name Signature Date

**GAINING FACILITY:**

**Plant Manager:**  
 Roxanna Keyes *Roxanna Keyes* 12/01/2011  
Printed Name Signature Date

**Senior Plant Manager:**  
 Susan Aronson *Susan Aronson* 12/5/11  
Printed Name Signature Date

**District Manager:**  
 David Martin *David Martin* 12/5  
Printed Name Signature Date

**AREA OFFICE:**

**Area Vice President:**  
~~JoAnn Feindt~~ *Jacqueline Kragoshako* *Jacqueline Kragoshako* 11/20/12  
Printed Name Signature Date

**Implementation Date:** \_\_\_\_\_

**HEADQUARTERS:**

**Vice President, Network Operations:**  
 David E. Williams *David E. Williams* 2/20/12  
Printed Name Signature Date

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

# Executive Summary

Last Saved: February 14, 2012

**Losing Facility Name and Type:** Effingham CSMPC

**Street Address:** 210 N. 3rd St

**City, State:** Effingham , IL

**Current 3D ZIP Code(s):** 624

**Type of Distribution to Consolidate:** Orig & Dest

**Miles to Gaining Facility:** 75

**Gaining Facility Name and Type:** Champaign P&DF

**Current 3D ZIP Code(s):** 618, 619

## Summary of AMP Worksheets

### Savings/Costs

Mail Processing Craft Workhour Savings =	<u>\$658,987</u>	from Workhour Costs - Proposed
Non-MP Craft/EAS + Shared LDCs Workhour Savings (less Maint/Trans) =	<u>\$0</u>	from Other Curr vs Prop
PCES/EAS Supervisory Workhour Savings =	<u>\$91,471</u>	from Other Curr vs Prop
Transportation Savings =	<u>\$39,489</u>	from Transportation (HCR and PVS)
Maintenance Savings =	<u>\$42,183</u>	from Maintenance
Space Savings =	<u>\$0</u>	from Space Evaluation and Other Costs
<b>Total Annual Savings =</b>	<b><u>\$832,130</u></b>	
<b>Total One-Time Costs =</b>	<b><u>\$8,060</u></b>	from Space Evaluation and Other Costs
<b>Total First Year Savings =</b>	<b><u>\$824,070</u></b>	

### Staffing Positions

Craft Position Loss =	<u>23</u>	from Staffing - Craft
PCES/EAS Position Loss =	<u>(1)</u>	from Staffing - PCES/EAS

### Volume

Total FHP to be Transferred (Average Daily Volume) =	<u>0</u>	from Workhour Costs - Current
Current FHP at Gaining Facility (Average Daily Volume) =	<u>935,076</u>	from Workhour Costs - Current
Losing Facility Cancellation Volume (Average Daily Volume) =	<u>0</u>	(= Total TPH / Operating Days)

### Service

#### Service Standard Impacts by ADV

	UPGRADED	DOWNGRADED	Unchanged + Upgrades	Unchanged + Upgrades
	ADV	ADV	ADV	%
First-Class Mail®	0	0	0	#DIV/0!
Priority Mail®	0	0	0	#DIV/0!
Package Services	0	0	0	#DIV/0!
Periodicals	N/A*	N/A*	N/A*	N/A*
Standard Mail	N/A*	N/A*	N/A*	N/A*

Code to destination 3-digit ZIP Code volume is not available

rev 10/15/2009

# Summary Narrative

Last Saved: February 14, 2012

**Losing Facility Name and Type:** Effingham CSMPC

**Current 3D ZIP Code(s):** 624

**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Champaign P&DF

**Current 3D ZIP Code(s):** 618, 619

## **Background**

The Effingham Customer Service Mail Processing Center (CSMPC) located in Effingham, IL is a leased facility that processes originating and destinating volumes for the 624 service area.

The proposed AMP would transfer originating and destinating letters, flats, Registry, Express Mail, and Priority Mail volumes from Effingham CSMPC (624) to the Champaign P&DF (618/619) which is approximately 75 miles from Effingham. Effingham would continue to process overnight Priority Mail and Express Mail destinating to the Centralia (628) and St. Louis 630-633 service areas. Effingham's originating letter and flat volumes which are currently processed in St. Louis on Saturdays would be discontinued with the implementation of this AMP.

## **Financial Summary**

Financial savings proposed for the consolidation of originating and destinating mail processing operations at the Effingham, IL CSMPC to the Champaign P&DF are:

Total Annual Savings: \$832,130  
Total One-Time Costs: \$8,060  
Total First Year Savings: \$824,070

## **Customer Service Considerations**

There would be no changes in retail window open and close times. The current hours of 7:30am to 5:30pm (M-F) and 8:30am to 12:30pm would remain in effect. Acceptance times at the Effingham BMEU unit would also remain the same with acceptance times between 8:00am and 5:00pm (M-F). The unit would remain closed on Saturdays and Sundays.

## **Saturday AMP**

As previously mentioned, the Effingham collection mail is currently cancelled at the St. Louis P&DC on Saturday. This successful practice would not continue after the implementation of this AMP. All mail would be processed in Champaign.

## **Service Standards and Collections**

Specific service standard changes associated with this Area Mail Processing consolidation are contingent upon the resolution of both (a) the rulemaking in which current market dominant product service standards in 39 CFR Part 121 are being evaluated, and (b) all remaining AMP consolidation proposals that are part of the same network rationalization initiative. A complete file reflecting any new service standards will be published at [www.usps.com](http://www.usps.com) once all of the related AMP decisions that provide the foundation for new service standards are made. Priority Mail and Express Mail service standards will be based upon the capability of the network.

There will be no changes to collection box times.

## **Transportation Changes**

The Effingham CSMPC currently utilizes (11) Highway Contract Routes (HCR) to support mail processing in Effingham. This AMP would require a \$39,489 cost increase in transportation between Effingham and Champaign. Under the proposed schedules, the final collection trip would arrive at 20:45 at the Champaign P&DF, with AFCS operations clearing by midnight and OPN 481 Outgoing Primary by 00:30.

rev 06/10/2009

# Summary Narrative *(continued)*

## **Staffing Impacts**

Current projections from the AMP study indicate a net reduction of (23) FTE positions. The details of the site specific FTE changes are noted in the chart below.

As a matter of policy, the Postal Service follows the Worker Adjustment and Retraining Notification Act's ("WARN") notification requirements when the number of employees experiencing an employment loss within the meaning of WARN would trigger WARN's requirements. Some or all of the impacted employees described above may not experience an employment loss within the meaning of WARN due to transfers or reassignments.

Management and Craft Staffing Impacts							
	Effingham			Champaign			Net Diff
	Total Current On-Rolls	Total Proposed	Diff	Total Current On-Rolls	Total Proposed	Diff	
Craft <sup>1</sup>	58	28	-30	200	207	7	-23
Management <sup>2</sup>	4	3	-1	12	14	2	1

<sup>1</sup>Craft = FTR+PTR+PTF+Casuals

<sup>2</sup>Plant Manager position currently not filled which accounts for one of the additional management positions proposed.

## **Equipment Relocation and Maintenance Impacts**

The Effingham CSMPC currently has (1) DIOSS-B machine which would no longer be needed in Effingham. This machine is used to process all originating letter volumes and a portion of the destinating volumes for the 624 service area. Once this AMP is implemented the machine would be relocated to Champaign at a cost of \$8,060.

## **Space Savings**

A total of 2,886 square foot of interior space would be gained in Effingham from the elimination of the DIOSS-B and manual sortation equipment. The building is currently being studied by the Great Lakes area for possible alternate uses.

## **Other Concurrent Initiatives**

Operational cost saving initiatives, such as additional distribution compression or consolidation, staffing realignments, LCTS project initiative, and BPI improvements are underway at both facilities.

## **Conclusion**

The AMP proposal to process originating letters, flats, registered mail, Priority Mail, and Express Mail from Effingham, IL CSMPC at the gaining facility, Champaign P&DF, shows a net savings of 23 FTE's. The first year savings of this package is \$824,070 which includes the relocation cost of moving the DIOSS-B (\$8,060) to Champaign. The annual savings of this package after year one is \$832,130.

# 24 Hour Clock

Last Saved: February 14, 2012

Losing Facility Name and Type: Effingham CSMPC

Current 3D ZIP Code(s): 624

Type of Distribution to Consolidate: Orig & Dest

Gaining Facility Name and Type: Champaign P&DF

Current 3D ZIP Code(s): 618, 619

# No 24 Hour Clock for Effingham, IL

24 Hour Indicator Report				80%	100%	100%	100%	Millions	100%	100%	86.9%
Weekly Trends Beginning Day			Facility	Cancelled by 2000 Data Source = EDW MCRS	OGP Cleared by 2300 Data Source = EDW EOR	OGS Cleared by 2400 Data Source = EDW EOR	MMP Cleared by 2400 Data Source = EDW EOR	MMP Volume On Hand at 2400 Data Source = EDW MCRS	Mail Assigned Commercial / FedEx By 0230 Data Source = EDW SASS	DPS 2nd Pass Cleared by 0700 Data Source = EDW EOR	Trips On-Time 0400 - 0900 Data Source = EDW TIMES
		%									
16-Apr	SAT	4/16	CHAMPAIGN P&DF	71.3%	100.0%	100.0%		#VALUE!	100.0%	100.0%	94.9%
23-Apr	SAT	4/23	CHAMPAIGN P&DF	79.7%	100.0%	100.0%		#VALUE!	99.3%	100.0%	96.8%
30-Apr	SAT	4/30	CHAMPAIGN P&DF	74.2%	99.1%	100.0%		#VALUE!	99.8%	100.0%	94.2%
7-May	SAT	5/7	CHAMPAIGN P&DF	62.2%	99.3%	100.0%		#VALUE!	98.8%	100.0%	98.7%
14-May	SAT	5/14	CHAMPAIGN P&DF	67.2%	100.0%	100.0%		#VALUE!	100.0%	100.0%	98.7%
21-May	SAT	5/21	CHAMPAIGN P&DF	71.4%	97.0%	100.0%		#VALUE!	96.1%	100.0%	96.8%
28-May	SAT	5/28	CHAMPAIGN P&DF	69.6%	100.0%	100.0%		#VALUE!	100.0%	100.0%	95.0%
4-Jun	SAT	6/4	CHAMPAIGN P&DF	71.9%	100.0%	100.0%		#VALUE!	97.2%	100.0%	89.1%
11-Jun	SAT	6/11	CHAMPAIGN P&DF	57.1%	100.0%	100.0%		#VALUE!	98.9%	100.0%	87.2%
18-Jun	SAT	6/18	CHAMPAIGN P&DF	74.0%	98.6%	100.0%		#VALUE!	97.7%	100.0%	97.4%
25-Jun	SAT	6/25	CHAMPAIGN P&DF	71.2%	100.0%	100.0%		#VALUE!	97.2%	100.0%	94.2%
2-Jul	SAT	7/2	CHAMPAIGN P&DF	66.8%	99.8%	100.0%		#VALUE!	100.0%	100.0%	90.8%
9-Jul	SAT	7/9	CHAMPAIGN P&DF	72.2%	100.0%	100.0%		#VALUE!	97.4%	100.0%	93.6%
16-Jul	SAT	7/16	CHAMPAIGN P&DF	73.7%	100.0%	100.0%		#VALUE!	99.0%	100.0%	100.0%
23-Jul	SAT	7/23	CHAMPAIGN P&DF	73.4%	99.8%	100.0%		#VALUE!	98.7%	100.0%	85.9%
30-Jul	SAT	7/30	CHAMPAIGN P&DF	70.5%	99.7%	100.0%		#VALUE!	97.9%	100.0%	96.8%
6-Aug	SAT	8/6	CHAMPAIGN P&DF	75.7%	100.0%	100.0%		#VALUE!	96.0%	100.0%	94.2%
13-Aug	SAT	8/13	CHAMPAIGN P&DF	71.0%	100.0%	100.0%		#VALUE!	98.6%	100.0%	98.7%
20-Aug	SAT	8/20	CHAMPAIGN P&DF	69.4%	98.5%	100.0%		#VALUE!	99.3%	100.0%	98.7%
27-Aug	SAT	8/27	CHAMPAIGN P&DF	65.3%	98.0%	100.0%		#VALUE!	91.3%	100.0%	78.9%
3-Sep	SAT	9/3	CHAMPAIGN P&DF	66.6%	99.0%	100.0%		#VALUE!	96.2%	100.0%	87.5%

rev 04/2/2008

# MAP

Last Saved: February 14, 2012

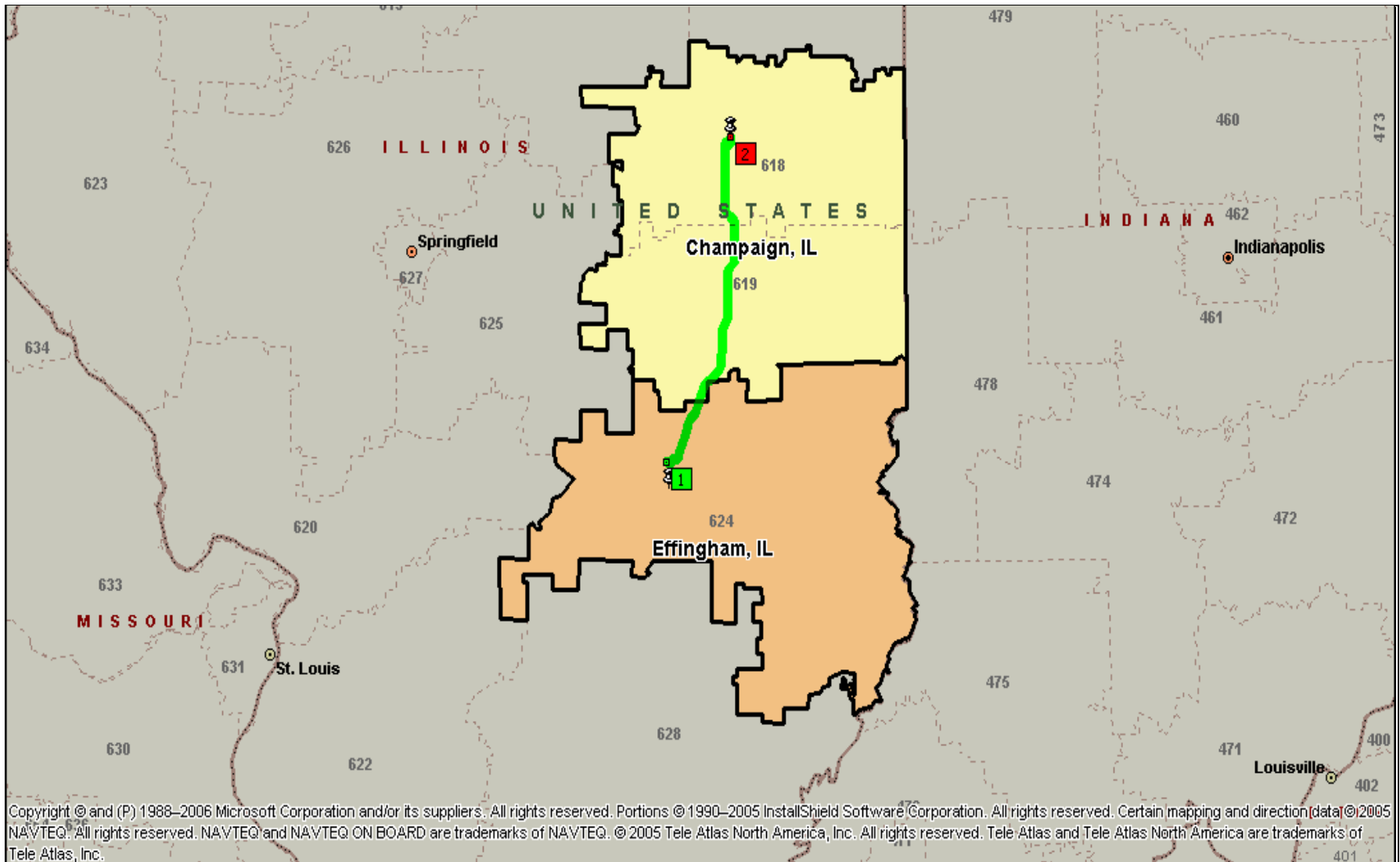
**Losing Facility Name and Type:** Effingham CSMPC

**Current 3D ZIP Code(s):** 624

**Miles to Gaining Facility:** 75

**Gaining Facility Name and Type:** Champaign P&DF

**Current 3D ZIP Code(s):** 618, 619



rev 03/20/2008

# Service Standard Impacts

Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC

**Losing Facility 3D ZIP Code(s):** 624

**Gaining Facility 3D ZIP Code(s):** 618, 619

Based on report prepared by Network Integration Support dated: mm/dd/yyyy

<b>Service Standard Changes - Average Daily Volume</b> (data obtained from ODIS is derived from sampling and may vary from actual volume)																
	FCM						PRI		PER *		STD *		PSVC		ALL CLASSES	
	Overnight	% Change	All Others	% Change	Total	% Change	All	% Change	All	% Change	All	% Change	All	% Change	All	% Change
UPGRADE																
DOWNGRADE																
TOTAL																
NET UP+NO CHNG																
VOLUME TOTAL																

\* - Periodical and Standard mail origin 3-digit ZIP Code to destination 3-digit ZIP Code volume is not available

Selected summary fields are transferred to the *Executive Summary*

<b>Service Standard Changes - Pairs</b>																
	FCM						PRI		PER		STD		PSVC		ALL CLASSES	
	Overnight	% Change	All Others	% Change	Total	% Change	All	% Change	All	% Change	All	% Change	All	% Change	All	% Change
UPGRADE																
DOWNGRADE																
TOTAL																
NET																



# Stakeholders Notification

(WorkBook Tab Notification - 1)

Last Saved: February 14, 2012

Stakeholder Notification Page 1

**Losing Facility:** Effingham CSMPC

**AMP Event:** Start of Study


### Workhour Costs - Current

Last Saved: February 14, 2012

Losing Facility: Effingham CSMPC

Gaining Facility: Champaign P&DF

Date Range of Data 07/01/10 <<==== >>>> 06/30/11

Losing Current Workhour Rate by LDC			
LDC	Function 1	LDC	Function 4
11	\$0.00	41	\$39.56
12	\$0.00	42	\$35.10
13	\$0.00	43	\$48.25
14	\$0.00	44	\$36.87
15	\$0.00	45	\$40.97
16	\$0.00	46	\$0.00
17	\$0.00	47	\$0.00
18	\$0.00	48	\$38.14

Gaining Current Workhour Rate by LDC			
LDC	Function 1	LDC	Function 4
11	\$39.81	41	\$0.00
12	\$41.93	42	\$0.00
13	\$45.44	43	\$0.00
14	\$36.68	44	\$0.00
15	\$0.00	45	\$0.00
16	\$0.00	46	\$0.00
17	\$42.43	47	\$0.00
18	\$39.89	48	\$27.59

(1) Current Operation Numbers	(2) % Moved to Gaining	(3) Current Annual FHP Volume	(4) Current Annual TPH or NATPH Volume	(5) Current Annual Workhours	(6) Current Productivity (TPH or NATPH)	(7) Current Annual Workhour Costs
037	100.0%					\$174,288
076	100.0%					\$238,319
079	100.0%					\$89,798
364	100.0%					\$1,914
366	100.0%					\$2,397
371	100.0%					\$1,531
374	100.0%					\$23
391	100.0%					\$69,327
394	100.0%					\$2,525
637	100.0%					\$19,868
822	100.0%					\$1,944
824	100.0%					\$150,560
826	100.0%					\$4
912	100.0%					\$83,126
913	100.0%					\$78,128
241						\$1,012,243
769						\$52,619

(8) Current Operation Numbers	(9) % Moved to Losing	(10) Current Annual FHP	(11) Current Annual TPH or	(12) Current Annual	(13) Current Productivity	(14) Current Annual Workhour Costs
030						\$178,511
070						\$0
434						\$0
484						\$49,946
896						\$1,975
481						\$106,551
484dup						
481dup						
894						\$848,600
637						\$0
892						\$0
894dup						
896dup						
918						\$638,289
919						\$142,097
241						\$0
769						\$0
009						\$0
010						\$19,558
014						\$43,583
015						\$90,252
017						\$127,264
020						\$122,344
021						\$5,852
022						\$0
030dup						
040						\$9,973
044						\$180,975
060						\$61,504
066						\$1,910
067						\$1,293
074						\$149,284
110						\$26,572
112						\$332,061
115						\$83
117						\$117,563
121						\$43
124						\$57,104
126						\$299,555
134						\$4,043

























(1) Proposed Operation Numbers	(2) Proposed Annual FHP Volume	(3) Proposed Annual TPH or NATPH Volume	(4) Proposed Annual Workhours	(5) Proposed Productivity (TPH or NATPH)	(6) Proposed Annual Workhour Costs
---	---	--	--	---	---

(13) New Flow Adjustments at Losing Facility					
Op#	FHP	TPH/NATPH	Workhours	Productivity	Workhour Cost
822					\$1,944
<b>Totals</b>	<b>0</b>	<b>384,878</b>	<b>49</b>	<b>7,831</b>	<b>\$1,944</b>

(7) Proposed Operation Numbers	(8) Proposed Annual FHP Volume	(9) Proposed Annual TPH or NATPH Volume	(10) Proposed Annual Workhours	(11) Proposed Productivity (TPH or NATPH)	(12) Proposed Annual Workhour Costs
---	---	--	---	--	--

(14) New Flow Adjustments at Gaining Facility					
Op#	FHP	TPH/NATPH	Workhours	Productivity	Workhour Cost
892					\$0
<b>Totals</b>	<b>0</b>	<b>739</b>	<b>0</b>	<b>No Calc</b>	<b>\$0</b>

**Combined Current Annual Workhour Cost :**           **\$13,748,308**  
(This number brought forward from *Workhour Costs - Current*)  
  
**Proposed Annual Workhour Cost :**           **\$13,089,321**  
(Total of Columns 6 and 12 on this page)  
  
**Minimum Function 1 Workhour Savings :**           **\$119,749**  
(This number represents proposed workhour savings with no productivity improvements applied to operations at the gaining facility)  
  
**Function 1 Workhour Savings :**           **\$658,987**  
(This number equals the difference in the current and proposed workhour costs above and is carried forward to the *Executive Summary*)

<b>Comb Totals</b>	Impact to Gain	202,836,213	511,883,150	63,674	8,039	\$2,507,148
	Impact to Lose	0	0	0	No Calc	\$0
	Total Impact	202,836,213	511,883,150	63,674	8,039	\$2,507,148
	Non-impacted	0	18,157,127	20,978	866	\$1,012,243
	Gain Only	87,037,204	355,814,790	224,750	1,583	\$9,567,986
	Tot Before Adj	289,873,417	885,855,068	309,402	2,863	\$13,087,377
	Lose Adj	0	384,878	49	7,831	\$1,944
	Gain Adj	0	739	0	No Calc	\$0
	All	289,873,417	886,240,685	309,451	2,864	\$13,089,321

<b>Cost Impact</b>	Comb Current	289,873,417	885,855,068	323,131	2,741	\$13,748,308
	Proposed	289,873,417	886,240,685	309,451	2,864	\$13,089,321
	Change	0	(385,617)	(13,680)		(\$658,987)
	Change %	0.0%	0.0%	-4.2%		-4.8%

rev 04/02/2009

## Other Workhour Move Analysis

Last Saved: February 14, 2012

Losing Facility: Effingham CSMP

Gaining Facility: Champaign P&DF

Date Range of Data: 07/01/10 to 06/30/11

### Current Other Craft Workhours

Losing Facility					Gaining Facility				
Current MODS Operation Number	Percent Moved to Gaining (%)	Reduction Due to EoS (%)	Current Annual Workhours	Current Annual Workhour Cost (\$)	Current MODS Operation Number	Percent Moved to Losing (%)	Reduction Due to EoS (%)	Current Annual Workhours	Current Annual Workhour Cost (\$)
747	50.0%			\$88,755	747				\$1,054,633
750	100.0%			\$249,019	750				\$1,426,960
001				\$277,286	001				\$0
065				\$466,883	065				\$0
355				\$236,923	355				\$0
421				\$786,597	421				\$0
470				\$110	470				\$51,015
713				\$469,981	713				\$0
714				\$187,457	714				\$0
731				\$93	731				\$0
733				\$172	733				\$0
743				\$149	743				\$0
					515				\$413
					566				\$73,898
					581				\$195,505
					582				\$53
					591				\$13,274
					616				\$233
					634				\$27
					645				\$88,397
					745				\$201,373
					753				\$670,725

### Proposed Other Craft Workhours

Losing Facility			Gaining Facility		
Proposed MODS Operation Number	Proposed Annual Workhours	Proposed Annual Workhour Cost (\$)	Proposed MODS Operation Number	Proposed Annual Workhours	Proposed Annual Workhour Cost (\$)
747		\$44,378	747		\$1,107,895
750		\$0	750		\$1,643,552
001		\$277,286	001		\$0
065		\$466,883	065		\$0
355		\$236,923	355		\$0
421		\$786,597	421		\$0
470		\$110	470		\$51,015
713		\$469,981	713		\$0
714		\$187,457	714		\$0
731		\$93	731		\$0
733		\$172	733		\$0
743		\$149	743		\$0
			515		\$413
			566		\$73,898
			581		\$195,505
			582		\$53
			591		\$13,274
			616		\$233
			634		\$27
			645		\$88,397
			745		\$201,373
			753		\$670,725













# Staffing - Management

Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC

**Data Extraction Date:** 11/11/11

**Finance Number:** 16-2388

<b>Management Positions</b>						
Line	(1) Position Title	(2) Level	(3) Current Auth Staffing	(4) Current On-Rolls	(5) Proposed Staffing	(6) Difference
1	POSTMASTER	EAS-22	1	1	1	0
2	SUPV CUSTOMER SERVICES	EAS-17	5	4	3	-1
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						

44					
45					
46					
47					
48					
49					
50					
51					
52					
53					
54					
55					
56					
57					
58					
59					
60					
61					
62					
63					
64					
65					
66					
67					
68					
69					
70					
71					
72					
73					
74					
75					
76					
77					
78					
79					
	<b>Totals</b>		<b>6</b>	<b>5</b>	<b>4</b>
					<b>(1)</b>

Retirement Eligibles:           4          

Position Loss: 1

Management Positions						
Line	(12) Position Title	(13) Level	(14) Current Auth Staffing	(15) Current On-Rolls	(16) Proposed Staffing	(17) Difference
1	MGR PROCESSING/DISTRIBUTION FCLTY	EAS-22	1	0	1	1
2	MGR DISTRIBUTION OPERATIONS	EAS-19	1	1	1	0
3	MGR MAINTENANCE	EAS-19	1	1	1	0
4	OPERATIONS SUPPORT SPECIALIST	EAS-17	2	2	2	0
5	SUPV DISTRIBUTION OPERATIONS	EAS-17	5	5	6	1
6	SUPV MAINTENANCE OPERATIONS	EAS-17	3	3	3	0
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						

47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
78						
79						
	<b>Total</b>		<b>13</b>	<b>12</b>	<b>14</b>	<b>2</b>

Retirement Eligibles: 4

Position Loss: **(2)**

**Total PCES/EAS Position Loss:** **(1)** (This number carried forward to the *Executive Summary*)

rev 11/05/2008



# Staffing - Craft

Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC

**Finance Number:** 16-2388

**Data Extraction Date:** 11/11/11

Craft Positions	(1) Casuals/PSEs On-Rolls	(2) Part Time On-Rolls	(3) Full Time On-Rolls	(4) Total On-Rolls	(5) Total Proposed	(6) Difference
Function 1 - Clerk	0	0	0		0	0
Function 4 - Clerk	0	0	32	32	5	(27)
Function 1 - Mail Handler	0	0	0		0	0
Function 4 - Mail Handler	0	0	0			
<b>Function 1 &amp; 4 Sub-Total</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>32</b>	<b>5</b>	<b>(27)</b>
Function 3A - Vehicle Service	0	0	0			
Function 3B - Maintenance	0	0	4	4	2	(2)
Functions 67-69 - Lmtd/Rehab/WC	0	0	1	1	0	(1)
Other Functions	0	2	19	21	21	0
<b>Total</b>	<b>0</b>	<b>2</b>	<b>56</b>	<b>58</b>	<b>28</b>	<b>(30)</b>

Retirement Eligibles: 16

**Gaining Facility:** Champaign P&DF

**Finance Number:** 16-1430

**Data Extraction Date:** 11/11/11

Craft Positions	(7) Casuals/PSEs On-Rolls	(8) Part Time On-Rolls	(9) Full Time On-Rolls	(10) Total On-Rolls	(11) Total Proposed	(12) Difference
Function 1 - Clerk	16	0	85	101	103	2
Function 1 - Mail Handler	6	3	46	55	60	5
<b>Function 1 Sub-Total</b>	<b>22</b>	<b>3</b>	<b>131</b>	<b>156</b>	<b>163</b>	<b>7</b>
Function 3A - Vehicle Service	0	0	0			
Function 3B - Maintenance	0	0	43	43	43	0
Functions 67-69 - Lmtd/Rehab/WC	0	0	0			
Other Functions	0	0	1	1	1	0
<b>Total</b>	<b>22</b>	<b>3</b>	<b>175</b>	<b>200</b>	<b>207</b>	<b>7</b>

Retirement Eligibles: 51

**Total Craft Position Loss:** 23 (This number carried forward to the *Executive Summary*)

(13) Notes: \_\_\_\_\_

rev 11/05/2008

# Maintenance

Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC

**Gaining Facility:** Champaign P&DF

**Date Range of Data:** Jul-01-2010 : Jun-30-2011

Workhour Activity		(1) Current Cost	(2) Proposed Cost	(3) Difference
LDC 36	Mail Processing Equipment	\$ 249,019	\$ 0	\$ (249,019)
LDC 37	Building Equipment	\$ 0	\$ 0	\$ 0
LDC 38	Building Services <i>(Custodial Cleaning)</i>	\$ 88,755	\$ 44,378	\$ (44,378)
LDC 39	Maintenance Operations Support	\$ 0	\$ 0	\$ 0
LDC 93	Maintenance Training	\$ 3,960	\$ 0	\$ (3,960)
<b>Workhour Cost Subtotal</b>		<b>\$ 341,734</b>	<b>\$ 44,378</b>	<b>\$ (297,357)</b>
Other Related Maintenance & Facility Costs		Current Cost	Proposed Cost	Difference
<b>Total</b>	Maintenance Parts, Supplies & Facility Utilities	\$ 67,669	\$ 0	\$ (67,669)
<b>Adjustments</b> <i>(from "Other Curr vs Prop" tab)</i>		\$ 0	\$ 0	\$ 0
<b>Grand Total</b>		<b>\$ 409,403</b>	<b>\$ 44,378</b>	<b>\$ (365,026)</b>

Workhour Activity		(4) Current Cost	(5) Proposed Cost	(6) Difference
LDC 36	Mail Processing Equipment	\$ 1,426,960	\$ 1,643,552	\$ 216,592
LDC 37	Building Equipment	\$ 670,725	\$ 670,725	\$ 0
LDC 38	Building Services <i>(Custodial Cleaning)</i>	\$ 1,054,633	\$ 1,107,895	\$ 53,262
LDC 39	Maintenance Operations Support	\$ 201,633	\$ 201,633	\$ 0
LDC 93	Maintenance Training	\$ 248	\$ 2,936	\$ 2,687
<b>Workhour Cost Subtotal</b>		<b>\$ 3,354,198</b>	<b>\$ 3,626,740</b>	<b>\$ 272,542</b>
Other Related Maintenance & Facility Costs		Current Cost	Proposed Cost	Difference
<b>Total</b>	Maintenance Parts, Supplies & Facility Utilities	\$ 615,219	\$ 665,520	\$ 50,301
<b>Adjustments</b> <i>(from "Other Curr vs Prop" tab)</i>		\$ 0	\$ 0	\$ 0
<b>Grand Total</b>		<b>\$ 3,969,417</b>	<b>\$ 4,292,260</b>	<b>\$ 322,843</b>

**Annual Maintenance Savings: \$42,183** (This number carried forward to the Executive Summary)

(7) Notes: \_\_\_\_\_

**Transportation - PVS**  
Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC  
**Finance Number:** 16-2388  
**Date Range of Data:** 07/01/10 -- to -- 06/30/11

**Gaining Facility:** Champaign P&DF  
**Finance Number:** 16-1430

	(1) Current	(2) Proposed	(3) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			0
Eleven Ton Trucks			0
Single Axle Tractors			0
Tandem Axle Tractors			0
Spotters			0
<b>PVS Transportation</b>			
Total Number of Schedules			0
Total Annual Mileage			0
<b>Total Mileage Costs</b>			<b>\$0</b>
<b>PVS Leases</b>			
Total Vehicles Leased			0
<b>Total Lease Costs</b>			<b>\$0</b>
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)	\$0	\$0	\$0
LDC 34 (765, 766)	\$0	\$0	\$0
<b>Adjustments</b> (from "Other Curr vs Prop" tab)		\$0	
<b>Total Workhour Costs</b>	\$0	\$0	\$0

	(4) Current	(5) Proposed	(6) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks	1	1	0
Eleven Ton Trucks			0
Single Axle Tractors			0
Tandem Axle Tractors			0
Spotters			0
<b>PVS Transportation</b>			
Total Number of Schedules			0
Total Annual Mileage			0
<b>Total Mileage Costs</b>			<b>\$0</b>
<b>PVS Leases</b>			
Total Vehicles Leased			0
<b>Total Lease Costs</b>			<b>\$0</b>
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)	\$0	\$0	\$0
LDC 34 (765, 766)	\$0	\$0	\$0
<b>Adjustments</b> (from "Other Curr vs Prop" tab)		\$0	
<b>Total Workhour Costs</b>	\$0	\$0	\$0

**PVS Transportation Savings (Losing Facility):**

**PVS Transportation Savings (Gaining Facility):**

**Total PVS Transportation Savings:**  <<== (This number is summed with Total from 'Trans-HCR' and carried forward to the Executive Summary as Transportation Savings)

(7) Notes: Have (1) Seven Ton truck for use as admin vehicle





1	2	3	4	5	6	7
Route Numbers	Current Annual Mileage	Current Annual Cost	Current Cost per Mile	Proposed Annual Mileage	Proposed Annual Cost	Proposed Cost per Mile
Totals		1,456,355		1,253,883		

8	9	10	11	12	13	14
Route Numbers	Current Annual Mileage	Current Annual Cost	Current Cost per Mile	Proposed Annual Mileage	Proposed Annual Cost	Proposed Cost per Mile
Totals		5,276,347		5,453,248		

Proposed Trip Impacts	Current Losing	Moving to Gain (-)	Other Changes (+/-)	Trips from Gaining	Proposed Result

Proposed Trip Impacts	Current Gaining	Moving to Lose (-)	Other Changes (+/-)	Trips from Losing	Proposed Result

HCR Annual Savings (Losing Facility): \$309,112

HCR Annual Savings (Gaining Facility): (\$269,622)

Total HCR Transportation Savings: \$39,489

<<== (This number is summed with Total from 'Trans-PVS' and carried forward to the Executive Summary as Transportation Savings )

rev 11/05/2008



## MPE Inventory

Last Saved: February 14, 2012

Lossing Facility: Effingham CSMPC

Gaining Facility: Champaign P&DF

Data Extraction Date: 11/11/11

Equipment Type	(1) Current Number	(2) Proposed Number	(3) Difference
AFCS	0	0	0
AFCS200	0	0	0
AFSM - ALL	0	0	0
APPS	0	0	0
CIOSS	0	0	0
CSBCS	0	0	0
DBCS	0	0	0
DBCS-OSS	0	0	0
DIOSS	1	0	(1)
FSS	0	0	0
SPBS	0	0	0
UFSM	0	0	0
FC / MICRO MARK	0	0	0
ROBOT GANTRY	0	0	0
HSTS / HSUS	0	0	0
LCTS / LCUS	0	0	0
LIPS	0	0	0
MPBCS-OSS	0	0	0
TABBER	0	0	0
PIV	0	0	0
LCREM	0	0	0

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Equipment Change	(8) Relocation Costs
AFCS	2	3	1	1	
AFCS200	0	0	0	0	
AFSM - ALL	1	2	1	1	
APPS	0	0	0	0	
CIOSS	0	0	0	0	
CSBCS	0	0	0	0	
DBCS	7	8	1	1	
DBCS-OSS	0	0	0	0	
DIOSS	1	4	3	2	\$8,060
FSS	0	0	0	0	
SPBS	2	2	0	0	
UFSM	0	0	0	0	
FC / MICRO MARK	0	0	0	0	
ROBOT GANTRY	0	0	0	0	
HSTS / HSUS	0	0	0	0	
LCTS / LCUS	0	0	0	0	
LIPS	0	0	0	0	
MPBCS-OSS	0	0	0	0	
TABBER	0	0	0	0	
PIV	0	0	0	0	
LCREM	0	0	0	0	

Mail Processing Equipment Relocation Costs from Losing to Gaining Facility: \$8,060 (This number is carried forward to *Space Evaluation and Other Costs*)

(9) Notes: 3 AFCS, 4 DIOSS, 8 DBCS, 2 AFSM, 2 APBS are the proposed equipment set sent to GLA based on RPG. Relocation costs for other proposed equipment will be part of the Bloomington to Peoria AMP.

rev 03/04/2008



## Customer Service Issues

Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC

**5-Digit ZIP Code:** 62401

**Data Extraction Date:** 11/03/11

**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: 624		3-Digit ZIP Code:		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	115						
128	44						
23	0						
159	159	0	0	0	0	0	0

**2. How many collection boxes are designated for "local delivery"?**

22

**3. How many "local delivery" boxes will be removed as a result of AMP?**

0

**4. Delivery Performance Report**

% Carriers returning before 5 p.m.

Quarter/FY	Percent
QTR 3 FY11	85.8%
QTR 2 FY11	81.3%
QTR 1 FY11	82.1%
QTR 4 FY10	86.7%

**5. Retail Unit Inside Losing 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	8:30	12:30	8:30	12:30

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

	Current		Proposed	
	Start	End	Start	End
Monday	8:00	17:00	8:00	17:00
Tuesday	8:00	17:00	8:00	17:00
Wednesday	8:00	17:00	8:00	17:00
Thursday	8:00	17:00	8:00	17:00
Friday	8:00	17:00	8:00	17:00
Saturday	0:00	0:00	0:00	0:00

**7. Can customers obtain a local postmark in accordance with applicable policies in the *Postal Operations Manual*?**

\_\_\_\_\_ **yes**

**8. Notes:**

\_\_\_\_\_

**Gaining Facility:** Champaign P&DF

**9. What postmark will be printed on collection mail?**

Line 1 Champaign P&DF

Line 2 \_\_\_\_\_

rev 6/18/2008

## Space Evaluation and Other Costs

Last Saved: February 14, 2012

**Losing Facility:** Effingham CSMPC

### Space Evaluation

**1. Affected Facility**

Facility Name: Effingham CSMPC  
 Street Address: 210 N 3rd St  
 City, State ZIP: Effingham, IL 62401-9997

**2. Lease Information.** (If not leased skip to 3 below.)

Enter annual lease cost: Leased  
 Enter lease expiration date: Oct-11  
 Enter lease options/terms: 5 years

**3. Current Square Footage**

Enter the total interior square footage of the facility: 14,042 sq ft  
 Enter gained square footage expected with the AMP: 2,886 sq. ft.

**4. Planned use for acquired space from approved AMP**

Great Lakes Area is currently studying possible uses for the gained square footage.  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Facility Costs**

Enter any projected one-time facility costs: \$0  
 (This number shown below under One-Time Costs section.)

**6. Savings Information**

**Space Savings (\$):** \_\_\_\_\_  
 (This number carried forward to the *Executive Summary*)

**7. Notes** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### One-Time Costs

Employee Relocation Costs: \_\_\_\_\_

Mail Processing Equipment Relocation Costs: \$8,060  
 (from MPE Inventory)

Facility Costs: \$0  
 (from above)

**Total One-Time Costs:** \$8,060  
 (This number carried forward to *Executive Summary*)

### Remote Encoding Center Cost per 1000

**Losing Facility:** Effingham CSMPC

**Gaining Facility:** Champaign P&DF

**YTD Range of Report:** 07/01/10 : 06/30/11

(1) Product	(2) Associated REC	(3) Current Cost per 1,000 Images
Letters	Wichita KS	\$30.52
Flats	Wichita KS	\$33.09
PARS COA	Wichita KS	\$188.26
PARS Redirects	Wichita KS	\$34.78
APPS	Wichita KS	\$34.04

(4) Product	(5) Associated REC	(6) Current Cost per 1,000 Images
Letters	Salt Lake City, UT	\$28.25
Flats	Salt Lake City, UT	\$30.30
PARS COA	Salt Lake City, UT	\$175.68
PARS Redirects	Salt Lake City, UT	\$33.32
APPS	Salt Lake City, UT	\$31.16

rev 9/24/2008