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Area Mail Processing Guidelines
USPS Handbook PO-408

UNITED STATES POSTAL SERVICE™

Area Mail Processing Guidelines

Handbook PO-408
March 1995

AREA MAIL PROCESSING (AMP) BRIEF

What is an AMP?

Area Mail Processing (AMP) is the consolidation of all originating and/or destinating distribution operations from one or more postal facilities into other automated and/or mechanized facilities for the purpose of improving operational efficiency and/or service. By transporting mail to another facility, the Postal Service makes better use of space, staffing, equipment, and transportation, and more efficiently processes mail.

The Postal Service has taken advantage of operational efficiencies and service improvements from the deployment of mechanized and automated distribution equipment by implementing AMPs for about three decades.

AMP Guidelines

Handbook PO-408, *Area Mail Processing (AMP) Guidelines* was issued in March 1995 and establishes the current AMP process. These guidelines replaced the Handbook PO-408, *Developing and Implementing Area Mail Processing* which was issued in May 1984, which had replaced the Handbook M-82, *Developing Area Mail Processing Proposals* at that time.

AMP Development and Evaluation Process

Feasibility Study: An AMP study analyzes the feasibility of relocating processing and distribution operations, as well as necessary support functions, from one location to another. The study examines the impacts on employees, the community, and customers, and considers the AMP's effect on service, costs, productivity, and future strategic initiatives.

An AMP study may be initiated whenever deemed appropriate by district office or processing and distribution center (P&DC) management. Once notification is sent to the area office stating the intent to conduct an AMP study, the initiating office has six months to complete it After a preliminary determination is made that service and efficiency will be effectively improved by the AMP, the sponsoring area must inform the senior vice president, Operations, Headquarters, that an AMP study is being conducted.

AMP Proposal Documentation: An AMP proposal is the process of developing and submitting the supporting documentation through the appropriate approving officials for final Headquarters consideration. The AMP documentation consists of an executive summary, required supporting worksheets, and a map of the area with geographic descriptions.

Proposal Approval: The approval process of an AMP proposal begins at the local level with the signatures of the plant managers of each affected P&DC after their final evaluation of the operational feasibility. The district manager must then evaluate the proposal on the merit of customer service and satisfaction, and forward the locally approved AMP proposal to the vice president, Area Operations.

The vice president, Area Operations will review all aspects of the AMP proposal ensuring that all human resource and employee impacts are correctly administered; all local governmental officials have been notified; customer, community, service, and operational impacts are explored and have been resolved; workhour, costs, savings, and budget adjustments are addressed; and that all transportation and network modifications are correct for each class of mail. The area has up to thirty days for their review and approval process. Once this evaluation is completed, the area office will either disapprove and return the AMP proposal package to the local originator or approve and forward it to Headquarters.

The senior vice president, Operations, Headquarters, will coordinate the final review of the AMP proposal with other functional offices at Headquarters and once their review is completed, and any issues resolved, give final approval. The AMP review and approval process at the headquarters level also has up to thirty days for completion.

AMP Implementation: As soon as practicable following final approval of the AMP proposal, a date is set announcing the AMP plan's effective date to the managers of the affected facilities, district, and area. Notification will be provided to affected employees, national and local employee organization representatives, government officials and customers.

There must be close coordination between area and local Human Resources throughout the implementation to ensure that reassignment and/or excessing of bargaining and nonbargaining unit employees is accomplished in accordance with applicable provisions of the Employee and Labor Relations Manual (ELM) and employee organization National Agreements.

Post-Implementation Reviews: To ensure that the projected operational and service efficiencies outlined in the AMP proposal have been accomplished, AMP plans must be reviewed twice during the first year after the implementation is completed. This follow-up process is the Post-Implementation Review (PIR) and must be reviewed by the vice president, Area Operations for accuracy.

UNITED STATES
POSTAL SERVICE.

Area Mail Processing (AMP) Guidelines

Handbook PO-408

March 1995
Transmittal Letter

A. **Material Transmitted.** Attached is the revised Handbook PO-408, *Developing and Implementing Area Mail Processing.* Handbook PO-408 was completely revised to better define mail processing strategies involving Area Mail Processing (AMP). The handbook is being reissued under a new name, *Area Mail Processing Guidelines.*

B. **Explanation.** The purpose of Handbook PO-408, *Area Mail Processing Guidelines*, is to ensure that when mail processing for two or more buildings is consolidated, the Area Mail Processing plan supports the strategic objectives of the Postal Service, makes optimum use of available resources, and establishes management's accountability for the AMP decision.

C. **Distribution**

1. **Initial Distribution.** These guidelines are being distributed to Headquarters; Vice Presidents, Area Operations; Managers, Distribution Networks; Plant Managers, Processing and Distribution Centers; and District Managers.
2. **Additional Copies.** Additional copies may be obtained from the appropriate material distribution center by submitting Form 7380, *MDC Supply Requisition.*

D. **Effective Date.** These guidelines are effective upon receipt.

E. **Comments and Questions.** Address any comments or questions regarding the contents of this directive to:

MANAGER
SERVICE MANAGEMENT POLICIES AND PROGRAMS
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Allen Kane

James Walton
Vice President
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1 Introduction

What Is AMP?

Area Mail Processing (AMP) is the consolidation of *all* originating and/or destinating distribution operations from one or more post offices into another automated and/or mechanized facility for the purpose of improving operational efficiency and/or service.

How Does AMP Function?

AMP transfers responsibility and accountability for distributing mail from a nonautomated or nonmechanized office to an automated and/or mechanized office. By transporting mail to another office, the Postal Service makes better use of space, staffing, and transportation, and more efficiently processes mail, which ensures better service.

- AMP masses smaller volumes together at one office to better use resources and to improve dispatching.
- AMP takes advantage of automated/mechanized capabilities (originating and destinating) currently not available at nonautomated offices.

How Do You Know if AMP Is Effective?

All AMP plans must be reviewed twice during the first year after implementation to assess whether planned savings, workhours, and levels of service are being attained. This follow-up process is the Post-Implementation Review (PIR).

Can AMP Be Reversed?

Chapter 6 contains instructions on how to reverse a decision to implement AMP.

Local Cancelation

The Postal Service acknowledges a local postmark's (cancelation) significance to our customers. The local post office must provide a local postmark for stamped mail deposited in a locally designated lobby drop or mailbox.

and

If operationally feasible, the local post office will also provide a local postmark on outgoing (nonlocal) mail upon request by the customer.

Boundaries and Responsibilities

State, district, and area boundaries may be disregarded when it is advantageous in the development of a sound AMP plan. However, any proposed plan involving post offices located in adjacent areas or districts must be coordinated with the appropriate vice president, Area Operations.

- Coordinate inter-area AMP plans through the vice president, Area Operations.
- Inter-area transportation changes must be reviewed and approved by Headquarters Operations Support.

2 AMP Study

Primary Considerations

Before beginning an AMP study, the initiating office must *fully* consider the following:

- The service impact that AMP will have on the community, as measured by service indicators such as (but not limited to) Customer Service Index (CSI), External First Class (EXFC), and Origin Destination Information System (ODIS).
- Current and proposed service commitments. Will there be any degradation to service commitments? Upgrades?
- Other impacts on the community.
- Impact on employees.
- Transportation and network concerns.
- Changes to the operating plan at the area mail processing center (AMPC) and at the affected office.
- Future automation deployment.
- New and existing facilities.
- Changes in the transportation requirements of any existing Highway Contract Route (HCR). If so, is the implementation planned to coincide with the contract's effective date in order to avoid unnecessary indemnity costs?
- Impacts on costs and productivity.

What Is an AMP Study?

An AMP study analyzes the feasibility of relocating processing and distribution operations from one location to another.

The study includes the research, interviews, and data collection necessary for entering information on AMP proposal worksheets. The study examines impacts on community, business, and employees.

An AMP study may be initiated whenever it is deemed necessary by a district office or a processing and distribution center.

Area Liaison

The area office will appoint a person to act as liaison with the district/plant. This person is responsible for providing assistance and guidance during the

development of an AMP study. Additionally, the area liaison will review the data collection and monitor the progress in order to ensure that the AMP information is correct in the initial package submission.

When Is an AMP Study Necessary?

An AMP study is required when you are considering consolidating *all* originating and/or destinating distribution operations from one or more post offices into another automated and/or mechanized facility for the purpose of improving operational efficiency and/or service.

Conduct an AMP study when a *new facility* is being considered for the consolidation of two or more offices.

When Is an AMP Study Unnecessary?

Not all transfers of mail require an AMP study. The following transfers do not require one:

- The consolidation of automation candidate mail alone.
- Automating barcoded flats at a different office.
- The consolidation of all processing on weekends. (However, area Operations Support must be notified prior to weekend consolidations.)

Who Should Initiate an AMP Study?

The AMP proposal process may be initiated by either the district manager, Customer Sales and Service and/or the plant manager, Processing and Distribution Center.

After a preliminary determination is made that service and efficiency will be effectively improved by consolidating the mail processing of two or more offices, send a letter to the area office stating your intent to conduct an AMP study. The area office must inform the vice president, Operations Support, Headquarters, that an AMP study is being conducted.

- The initiating office has up to six months to complete the study after notifying the area office.
- If for any reason an AMP study is canceled by the initiating office prior to the six months, the initiating office must inform the area office the reason for discontinuing the study. The area office must inform Headquarters of the cancelation.

3 AMP Proposal

What Is an AMP Proposal?

An AMP proposal is the process of submitting the completed required worksheets (Appendix A) through the appropriate approving officials for final Headquarters consideration.

Completing the Executive Summary

Along with the required worksheets, a *brief* (narrative format) executive summary must also be included. The purpose of the narrative is to present why this proposal should be adopted. The narrative should include, but is not limited to, the following:

- Which offices will consolidate mail (from/to).
- Volume of mail to be shifted.
- The reason(s) for consolidating the mail into another office.
- Impacts on service commitments, employees, and transportation.
- Impacts on cost/productivity.
- Changes that affect the operating plan(s) at either the consolidated office or the Area Mail Processing Center (AMPC).
- A list of all existing mail processing equipment for each office involved.
- Impacts, if any, on mail transport equipment.
- Anticipated implementation date.
- Probable effects on the community, management, and employees.
- Impacts on service as reflected in our service measurement systems.

Geographic Descriptions

In addition to the required worksheets and the narrative, include a map of the area highlighting landmarks pertinent to an AMP proposal and the boundaries of all three-digit ZIP Code areas affected.

Completing the Required Worksheets

Chapter 7 contains the necessary worksheets to guide you through the AMP proposal process.

- Worksheets represent a roll-up of only the most pertinent data.
- All data collection must be consistent and must utilize recognized data sources, such as Management Operating Data System (MODS), ODIS, and locally developed statistics.
- Supporting documentation should include, at a minimum, the methodology used to determine:
  - Mail arrival profile.
  - Operation window availability.
  - Flows used to determine total piece handling volume and total piece handling workhours.
  - Service impacts.
  - Employee impacts.
  - Transportation impacts.

Keep all supporting documentation on file until the Post-Implementation Review is complete.

The Submittal Process of an AMP Proposal

Local Level

Complete the sequence of signatures in consecutive order to ensure that all levels of management are aware of the contents of the AMP proposal.

The initiating Processing and Distribution Center completes the AMP proposal package and returns it to the postmaster at the consolidated office for signature and concurrence.

Forward the AMP proposal package to the plant manager, Processing and Distribution Center for final evaluation of the operational feasibility. The district manager must evaluate the package on the merit of customer service and satisfaction, and forward the package to the vice president, Area Operations.

Area Level

The vice president, Area Operations reviews all aspects of the proposal, ensuring that:

- All transportation routings are correct and *each* class of mail is considered.
- Workhours, costs, and budget adjustments are addressed.
- Customer satisfaction, community impacts, and operational feasibility are fully explored and documented.
- All respective local government officials and all contact with congressional representatives is documented.
- All human resource and employee contingencies are correctly administered.

The area office will complete the evaluation within *30* days and either disapprove and return the package to origin or approve and forward it to Headquarters.

No commitments will be made until Headquarters has given its written approval to proceed with implementation.

Headquarters

Send the completed package to the vice president, Operations Support, Headquarters, for final review.

Headquarters, Operations Support will coordinate the final arrangements with Legislative Affairs, Consumer Affairs, Inspection Service, Transportation, and Operations Support. Headquarters will also make final arrangements for any changes to service commitments.

Review and approval at the Headquarters level will not exceed 30 days.

4 Implementation

Notification

As soon as practicable following the approval of an AMP proposal, a date will be set announcing the AMP plan's effective date to postmasters of affected offices. The postmasters must provide briefings for local union representatives prior to the implementation.

The official implementation date will correspond with the first day of the quarter.

Area and Local Coordination

There must be close coordination between area and local Human Resources throughout implementation to ensure that reassignment and/or excessing of bargaining and nonbargaining unit employees is accomplished in accordance with applicable provisions of the Employee and Labor Relations Manual (ELM) and National Agreement (Handbook EL-901, *Agreement Between USPS and American Postal Workers Union and National Association of Letter Carriers, AFL–CIO (1991–1993)*). Take care to ensure adherence to the various advance notice periods. Compliance with the National Agreement (Handbook EL-901) requires notification of bargaining unit employees who will be involuntarily detailed or reassigned between installations.

5 Post-Implementation Review (PIR)

What Is a Post-Implementation Review?

A Post-Implementation Review ensures management's accountability for implementing an AMP plan. A PIR facilitates:

- Proposed versus actual expectations.
- Accountability for decision making.
- The meeting of corporate/local goals and objectives.

Who Conducts a Post-Implementation Review?

The area where the AMPC is physically located is responsible for ensuring that a Post-Implementation Review is accurately completed within the given time frames. A Post-Implementation Review will not be considered complete until it has been reviewed by the vice president, Area Operations.

When Do You Conduct a Post-Implementation Review?

Post-Implementation Reviews must be completed within 30 days after the second full quarter following implementation and after the first full year following implementation. Local management and the area have 30 days to complete, review, and submit a Post-Implementation Review package.

Why Conduct Two Post-Implementation Reviews?

The purpose of conducting two Post-Implementation Reviews is to ensure that the projected savings, improved operational efficiency, and management accountability for making decisions regarding AMPs have been accomplished. The first review determines whether the implementation of an

AMP plan is accomplishing necessary training, relocations, transportation and operational changes, and workhour adjustments. If these things are not being accomplished, the review will alert the responsible parties of the necessity to change or correct any deficiencies.

The second PIR determines the viability of the consolidation and allows management the opportunity for decision analysis concerning the AMP plan.

How to Complete a Post-Implementation Review

For each Post-Implementation Review, complete a new set of AMP worksheets (found in Appendix A of this handbook). However, it is not necessary to fill in Worksheet 3 and Worksheet 8 since this information should not have changed.

As with the original submission package, include a narrative executive summary. The narrative must address all issues applicable to the period immediately following an AMP plan's implementation. Document any deviations or modifications from the original AMP proposal in the narrative.

For comparison purposes, complete the worksheets using the same methodology employed with the original submission package.

Obtain the necessary signatures on Worksheet 1, *Approving Signatures*, to ensure that all levels of management are aware of the success or deficiency resulting from AMP.

While Post-Implementation Review worksheets are the same worksheets as those used for developing the original proposal, there are variations.

- On PIR worksheets, write "POST-IMPLEMENTATION REVIEW" at the top of each page.
- In each instance where the column header says *Current*, draw a line through it and write in "Proposed." Where the column header says *Proposed*, draw a line through it and write "Current."

Example

Proposed ~~Current~~ TPH Annual Workhours	Proposed ~~Current~~ Annual Cost

Current ~~Proposed~~ Operation Numbers	Current ~~Proposed~~ Transferred TPH Volumes

- Obtain the information listed in the *Proposed* column in the original submission package and enter it in the column now marked *Proposed*. You will now use the column you marked *Current* to enter the information that you collected for the period following the implementation.

Semi-annual Post-Implementation Review

For the semi-annual Post-Implementation Review, use information from the second full postal quarter after implementation and information provided in

the original submission package for the same postal quarter from the previous year.

Annual Post-Implementation Review

For the annual Post-Implementation Review, use information from the first four full postal quarters following implementation and the information provided in the original package.

Submission of a Post-Implementation Review

After a PIR is complete and the vice president, Area Operations has reviewed the package, it will be forwarded to the vice president, Operations Support, Headquarters. Headquarters will notify the area within 30 days after receiving the package of the final disposition of the PIR.

6 Reversal of Area Mail Processing

How to Reverse AMP

In spite of careful planning and stringent review processes, there may be circumstances when it is necessary to reverse a current implementation of an AMP plan. Examples of this include:

- Inability to maintain service commitments.
- Advances in automation technology.

When it is deemed absolutely necessary to reverse an implementation of an AMP plan, complete a narrative statement with detailed information from the initiating district/plant. Forward the narrative through the area office for concurrence and then to the vice president, Operations Support, Headquarters.

The narrative *must* address the following:

- Service impact.
- Community impact.
- Employee impact.
- Replacing budget hours and volume back into an office formerly consolidated into an AMPC.
- Changes in automation utilization and impacts on the automation mailstream.
- Staffing requirements.
- Replacement of equipment.
- Impact of replacing transportation.

The request must also include a detailed action plan for accomplishing the reversal. It should include a timetable of intended actions.

PAUL VOGEL
VICE PRESIDENT, NETWORK OPERATIONS MANAGEMENT

UNITED STATES POSTAL SERVICE

September 8, 2004

VICE PRESIDENTS, AREA OPERATIONS
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Updates to Area Mail Processing Worksheets

The attached are updated Area Mail Processing (AMP) worksheets located in Handbook PO-408. Instructions on how to complete the worksheets are also attached. The changes are summarized as follows:

- Worksheet 1 – Approving Signatures: Consolidating office name, Area Mail Processing Center (AMPC) facility name and type of distribution change have been added. Titles of approving officials have been updated.
- Worksheet 2 – Executive Summary: A calculation for first-year savings and the change in committed priority mail average daily volume have been added.
- Worksheet 4 and 4a – Annual Workhour Savings/Cost: A column for the annual total piece handling volumes for the consolidated office and a column for the annual first handling piece volumes for the AMPC facility have been added.
- Worksheet 7 – First-Class Mail Service Commitments: Columns 3 and 4 have been revised to display changes (upgraded and downgraded) between present overnight and two-day service commitments and columns 5 and 6 to display changes between present two-day and three-day service commitments.
- Worksheet 7a – Priority Mail Service Commitments: A worksheet which parallels priority mail information provided in Worksheet 7 with information for first-class mail has been added.
- Worksheet 8 – Service Commitments: A section has been added to list distribution changes to the Domestic Mail Manual labeling lists L002 and L005 when a destinating mail AMP is being proposed.
- Worksheet 10 – Annual Associated Costs: Remote Encoding Center (REC) annual associated costs and equipment reconfiguration one-time costs have been added.
- Worksheet 10a – Equipment Relocation: A worksheet to document the relocation of equipment between the consolidated offices and AMPC facility, the redeployment of equipment to another Area office, the availability of excess equipment, and the impact of any deployments of new equipment has been added.
- Worksheet 10b – Remote Encoding Center Operations: A worksheet to document the changes in costs for image processing operations and one-time equipment reconfigurations has been added.

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The revised worksheets and instructions will be sent to the Area Managers, In-Plant Support via email.

Please direct any questions regarding these updated AMP worksheets to David Goldstein, Manager, Processing and Distribution Center Operations, at 202-268-5072.

Paul Vogel

Attachment

cc: Mr. Rapp
Mr. Gordon
Ms. Heppenstall
Ms. Lericos
Mr. Pajunas
Ms. Weaver

7 Instructions and Examples of Completed Worksheets

Chapter seven contains instructions on how to complete the AMP worksheets, completed examples of each worksheet, and a timeline of the AMP process. Blank worksheets can be found in Appendix A, following this chapter, and on the enclosed diskette.

Worksheet 1, *APPROVING SIGNATURES*

Overview of the worksheet

Complete the approval worksheet in successive order. If an AMP proposal is not approved by any of the successive individuals, the reason must be noted at the bottom of the sheet and the package returned to the initiator.

Completing the worksheet

Enter the name and five-digit ZIP Code for each processing office being consolidated into the AMPC. Enter the name and ZIP Code of the area mail processing center (AMPC) facility. Indicate the type of distribution: originating, destinating, or both.

The postmaster/ plant manager's signature is required for each office being consolidated. If more than one office is involved, the postmaster/plant manager from each office must sign the approval sheet.

Exception: If mail for an entire three-digit ZIP Code area is being consolidated, only the post-master/manager(s) responsible for processing must sign.

The signature of the district manager in which an AMP is proposed is required. If an AMP crosses district lines, the district manager(s) in the consolidated district(s) is also required to sign.

The signature of the plant manager, Processing and Distribution Center and/or facility that is receiving the consolidated mail is required.

If the plant being consolidated or receiving the consolidated mail reports to another manager, the signature of that manager is required.

Note: The above signatures indicate concurrence as well as an understanding of the volumes, workhours, and budget dollars to be moved from one facility or district to another as a result of AMP.

The signature of the vice president, Area Operations of the area in which an implementation of an AMP plan occurs is required. If an AMP plan involves more than one area, then the area vice presidents of the areas involved must also sign.

The signature of the senior vice president, Operation is required. If an AMP proposal is not approved, comments are required below.

Area Mail Processing

Consolidated Office Name/ZIP Code: Midtown USA 00000
AMPC Facility Name/ZIP Code: Metropolis USA 00000
Type Distribution: ALL

Approving Signatures

AMP Origination

Postmaster(s)/Manager
(Manager responsible for processing offices from which mail is consolidated) _____ Date: _____

District Manager, Customer Services
(District from which mail is consolidated if difference from AMPF) _____ Date: _____

Plant Manager, P&D Center
(Plant that will receive the mail) _____ Date: _____

District Manager, Customer Services
(District from which mail is consolidated) _____ Date: _____

Senior Plant Manager
(Manager responsible for the office that will receive the mail) _____ Date: _____

Area Office

Vice President, Area Operations _____ Date: _____

Headquarters

Chief Operating Officer _____ Date: _____

Implementation Date: _____

Reason for disapproval:

_____
_____
_____
_____
_____
_____
_____

(Signature) _____ (Title) _____ (Date) _____

Worksheet 2, *Executive Summary*

Overview of the worksheet

Data from the supporting worksheets will be brought forward and used to complete the appropriate line items.

Completing the worksheet

Enter the name and ZIP Code of the area mail processing center (AMPC) facility.

Enter the name and five-digit ZIP Code for each processing office being consolidated into the AMPC. Indicate the type of distribution—originating, destinating, or both. Enter the mileage from the consolidated office to the AMPC facility.

Summary of Worksheets

Note: Savings will be expressed as positive (+) and cost as negative (-).

Annual Workhour Savings/Cost—Bring forward the total from the bottom of Worksheet 4a.

EAS Workhour Savings/Cost—Bring forward total savings/cost from Worksheet 6. **Transportation Savings/Cost**—Bring forward the total from the bottom of Worksheet 9.

Annual Associated Cost—Bring forward the total from the bottom of Worksheet 10.

Total Annual Savings—Sum of the four previous items.

One-Time Associated Cost—Bring forward the total associated costs from Worksheet 10.

One-Time Indemnity Cost—Bring forward the total one-time indemnity costs from the bottom of Worksheet 9. (This number will always be expressed as a negative number)

Total One-Time Cost—Sum of the two previous items.

Total First Year Savings—Sum of Total Annual Savings and Total One-Time Cost

(Personnel)

Craft Personnel Gain/Loss—Bring forward the total from the bottom of Worksheet 5.

EAS Personnel Gain/Loss—Bring forward the total from the bottom of Worksheet 6.

(Service)

First-Class Mail ADV Service Commitment Overnight—Bring forward the overnight total from the bottom of Worksheet 7.

Priority Mail ADV Service Commitment Two-Day—Bring forward the overnight total from the bottom of Worksheet 7a.

Total Number of Pieces to Be Transferred—List the total number of pieces (ADV) to be transferred to the AMPC.

Executive Summary

Area Mail Processing Center/Facility and ZIP Code: Metropolis USA 00000

Office(s) Consolidated	ZIP Code	Type Distribution (Originating and/or Destinating)	Miles to AMPC Facility
Midtown USA	00000	All	20.5

Summary of Worksheets

Savings/Cost

Annual Workhours Savings/Cost	=	$14,890,985.44	from worksheet 4a
EAS Workhours Savings/Cost	=	$2,220,652.08	from worksheet 6
Transportation Savings/Cost	=	-$477,768.00	from worksheet 9
Annual Associated Savings/Cost	=	-$1,547,692.24	from worksheet 10
Total Annual Savings	=	**$15,086,177.28**	
One-Time Associated Cost	=	-$5,406,852.00	from worksheet 10
One-Time Indemnity Cost	=	-$92,000.00	from worksheet 9
Total One-Time Cost	=	-$5,498,852.00	
Total First Year Savings	=	**$9,587,325.28**	

Personnel

Craft Personnel Gain/Loss	=	-264	from worksheet 5
EAS Personnel Gain/Loss	=	-18	from worksheet 6

Service

FCM ADV Service Commitment OND (+/-)	=	55,874	from worksheet 7
PRIORITY ADV Service Commitment OND (+/-)	=	0	from worksheet 7a
Total Number of Pieces to be Transferred (ADV)	=	1,797,500	

Worksheet 3, *Communication Documentation*

Overview of the worksheet

A vital aspect of implementing AMP is timely, clear communication with all those involved. An AMP proposal begins with open communication to all employees and employee organizations. To the extent possible, employ a team approach with all craft and management organizations.

Completing the worksheet

Local Employee Organizations: Name, title, and the date local officials of unions and management associations were notified of the AMP study.

Employees: Notification method(s) to local employees of the AMP study and the notification date(s).

Appropriate Level of Government: Name, title, location, and the date(s) government officials notified of the AMP study. Please specify the level of government, either local or congressional.

Media: Name of individual contact person, name of radio or television station/company, and date(s) various forms of media (except newspapers) were notified of the AMP study.

Local Newspaper(s): Name of individual contact person, name of newspaper(s), location, and date(s) notified of the AMP study.

Community Organizations/Groups: Name of person, name of organization or group, and location and date notified of the AMP study.

Major Mailers: Name of person, name of company, and the date contacted.

▶ **Note:** Many of the above named individuals or organizations will have more than one date of contact. Please indicate the first contact date and, in parentheses, the total number of contacts. Backup documentation is not required as an attachment but must be kept on file with the AMP study material.

If additional lines for contacts are necessary, please use additional sheets.

Communication Documentation
Consolidated Office

Facility: Midtown USA **ZIP Code:** 00000

Notify the following:

		Date:
Local Employee Organizations		
John Union	Branch President Local 000	
(Contact Person)	(Title)	
Richard Steward	President, APWU, Local	
(Contact Person)	(Title)	
(Contact Person)	(Title)	
Employees		
Standup Talks and Written Notification		
Appropriate Level of Government		
Joe Senator	Senator (D-US) / Metropolis USA	
(Contact Person)	(Title / Location)	
Jane Congresswoman	Representative (D- Only Dist)/Midtown USA	
(Contact Person)	(Title / Location)	
(Contact Person)	(Title / Location)	
Media		
	News 12 New Jersey	
(Contact Person)	(Name of Company)	
(Contact Person)	(Name of Company)	
Local Newspaper's)		
Editor	Metropolis Press	
(Contact Person)	(Name/Location of Newspaper)	
(Contact Person)	(Name/Location of Newspaper)	
Community Organizations/Groups		
Fran Protest	Midtown Chamber of Commerce	
(Contact Person)	(Name/Location of Organization)	
(Contact Person)	(Name/Location of Organization)	
(Contact Person)	(Name/Location of Organization)	
Major Mailers		
Manager	Addresses Unlimited / Midtown USA	
(Contact Person)	(Name/Location of Organization)	
Business Agent	J Kipper Co. / Metropolis USA	
(Contact Person)	(Name/Location of Organization)	

Worksheet 4, *Annual Workhour Savings/Cost*

Overview of the worksheet

Worksheets 4 and 4a compare the AMPC and consolidated office operations, volume, and work-hours before and after the consolidation. Worksheet 4 represents the consolidated office and the AMPC prior to consolidation. Worksheet 4a represents those offices after the AMP is implemented. Complete a separate worksheet for each office being consolidated. If there is more than one consolidated office, complete a summary (roll-up) worksheet showing total cost by operation.

Completing the worksheet

Consolidated Office Name: Enter the name of office being consolidated. Write "summary sheet" in as the office name if this is the summary sheet.

(1) **Current Operation Numbers:** List all operation numbers with volume and/or workhours to be removed from the consolidated office.

(2) **Current Annual FHP Volume:** Record the annual first handling pieces (FHP) volume (in thousands of pieces) by operation that will leave the consolidated office.

(3) **Current Annual TPH Volumes:** Record the annual total pieces handled (TPH) volume by operation that will leave the consolidated office.

(4) **Current TPH Annual Workhours:** Record annual TPH workhours by operation that will leave the consolidated office.

(5) **Current Annual Cost:** Record annual costs as determined by workhours and labor cost by operation that will leave the consolidated office. Calculate workhour cost using actual office workhour cost by LDC applied to the appropriate operation number.

(6) **Current Operation Numbers:** List all operation numbers where volume and/or workhours will be received from the consolidated office. Include downstream operations with subsequent handling volumes and/or workhours.

(7) **Current Annual FHP Volume:** Record annual FHP volume by operations for the operations listed in column (5).

(8) **Current Annual TPH Volumes:** Record annual TPH volumes by operation for the operations listed in column (5).

(9) **Current TPH Annual Workhours:** Record annual TPH workhours by operation for the operations listed in column (5).

(10) **Current Annual Cost:** Record annual costs as determined by workhours and labor cost by operation. Calculate workhour cost using actual office workhour cost by LDC applied to the appropriate operation number.

Impact on Craft Personnel Workhours — Current Annual Cost

Consolidated Office Name: Midtown USA 00000

Consolidated Office

(1) Current Operation Numbers	(2) Current Annual FHP Volume (000)	(3) Current Annual TPH Volume (000)	(4) Current Annual TPH Workhours	(5) Current Annual Cost
834	49053	49486	9,353	$328,477.36
944	2168	2938	555	$19,491.60
894	335399	382734	54,690	$1,920,712.80
896	38515	102665	22,074	$775,238.88
918	36564	164411	18,555	$651,651.60
919	0	141996	9,951	$349,479.12
334	48509	48172	25,072	$880,528.64
336	38918	57776	25,870	$908,554.40
136	0	74	27,721	$973,561.52
137	0	17244	27,569	$968,223.28
044	7915	14980	54,543	$1,915,550.16
074	3779	4384	17,116	$601,113.92
112	0	0	9,370	$329,074.40
114	0	0	1,999	$70,204.88
117	0	0	293	$10,290.16
122	0	722	6,288	$220,834.56
126	0	140	53,223	$1,869,191.76
180	0	72013	51,954	$1,824,624.48
185	0	68804	26,125	$917,510.00
210	0	302	66,097	$2,321,326.64
229	0	0	29956	$1,052,054.72
230	0	0	5,826	$204,609.12
585	0	12	11,922	$418,700.64
035	0	48893	35,093	$1,232,466.16
Totals	560820	1177746	591215	$20,763,470.80

AMPC

(6) Current Operation Numbers	(7) Current Annual FHP Volume (000)	(8) Current Annual TPH Volume (000)	(9) Current Annual TPH Workhours	(10) Current Annual Cost
834	6907	18409	4379	$153,790.48
844	861	610	188	$6,602.56
894	177028	181997	31313	$1,099,712.56
896	8	55616	6878	$241,555.36
918	50903	202358	37711	$1,324,410.32
919	0	157823	22186	$779,172.32
334	24554	30740	49252	$1,729,730.24
336	23300	25645	26260	$922,251.20
136	0	6320	16395	$575,792.40
137	0	4931	14077	$494,384.24
044	11179	19151	43480	$1,527,017.60
074	1962	834	4209	$147,820.08
112	0	0	6597	$231,686.64
114	0	0	361	$12,678.32
115	0	91	11369	$399,279.28
124	0	0	774	$27,182.88
126	0	0	252	$8,850.24
180	0	0	45873	$1,611,059.76
185	0	0	18199	$639,148.88
210	0	0	45646	$1,603,087.52
229	0	0	2827	$99,284.24
230	0	0	14941	$524,727.92
585	0	0	20280	$712,233.60
035	0	0	5490	$192,808.80
Current Totals	296702	704525	428937	$15,064,267.44

Current Annual Workhours Cost (A+B): $35,827,738.24 Carry this number forward to the bottom of Worksheet 4a.

Worksheet 4A, *Annual Workhour Savings/Cost*

Completing the worksheet

Consolidated Office Name: Enter the name of office being consolidated. Write "summary sheet" in as the office name if this is the summary sheet.

(11) **Proposed Operation Numbers:** List all operation numbers with volume and/or workhours that are listed in column (1) and which are to remain at the consolidated office after AMP implementation.

(12) **Proposed Annual FHP Volume:** Record the annual FHP volume (in thousands of pieces) by operation for operations listed in column (11).

(13) **Proposed Annual TPH Volumes:** Record the annual TPH volumes by operations listed in column (11).

(14) **Proposed TPH Annual Workhours:** Record annual TPH workhours by operation for those operations listed in column (11).

(15) **Proposed Annual Cost:** Record annual costs as determined by workhours and labor cost by operation for those operations listed in column (11). Calculate workhour cost using actual office workhour cost by LDC applied to the appropriate operation number.

(16) **Proposed Operation Numbers:** List all operation numbers for operations listed in column (6).

(17) **Proposed [Combined] Annual FHP Volume:** Record annual FHP volume by operation for operations listed in column (16).

(18) **Proposed [Combined] Annual TPH Volumes:** Record annual TPH volumes by operation for operations listed in column (16). Note: With combined operations the TPH to FHP ratio may increase due to necessary changes in sortation plans.

(19) **Proposed TPH Annual Workhours:** Record annual TPH workhours by operation for operations listed in column (16).

(20) **Proposed Annual Cost:** Record annual costs as determined by workhours and labor cost by operation. Calculate workhour cost using actual office workhour cost by LDC applied to the appropriate operation number.

For Worksheets 4 and 4a, enter column totals at the bottom of the columns. Add A plus B on Worksheet 4 and enter the results at bottom of Worksheets 4 and 4a. Add C plus D and enter the results at the bottom of Worksheet 4a. Subtract the proposed annual cost from the current annual cost and enter the results in the proposed annual savings line. This number will be carried forward to Worksheet 2, *Executive Summary*.

Impact on Craft Personnel — Proposed Annual Workhours Cost and Total Workhours Savings/Cost

Consolidated Office Name: Midtown USA 00000

Consolidated Office

(11) Proposed Operation Numbers	(12) Proposed Annual FHP Volume (000)	(13) Proposed Annual TPH Volume (000)	(14) Proposed Annual TPH Workhours	(15) Proposed Annual Cost
Totals	0	0	0	$0

AMPC

(16) Proposed Operation Numbers	(17) Proposed Annual FHP Volume (000)	(18) Proposed Annual TPH Volume (000)	(19) Proposed Annual TPH Workhours	(20) Proposed Annual Cost
834	25743	37412	8622	$302,804.64
844	1694	1738	188	$6,602.56
894	310182	333943	54607	$1,917,797.84
896	8173	77381	14922	$524,060.64
918	5923	239680	47656	$1,673,678.72
919	0	190056	27888	$979,426.56
334	43327	49383	62999	$2,212,524.88
336	37856	47253	40007	$1,405,045.84
136	0	6349	24439	$858,297.80
137	0	11673	14077	$494,384.24
044	14313	25083	63563	$2,232,332.56
074	3459	2570	11620	$408,094.40
112	0	0	10840	$380,700.80
114	0	0	361	$12,678.32
115	0	91	11369	$399,279.08
124	0	251	774	$27,182.88
126	0	48	4495	$157,864.40
180	0	25003	59620	$2,093,854.40
185	0	23889	22442	$788,163.04
210	0	105	49889	$1,752,101.68
229	0	0	7070	$248,298.40
230	0	0	14941	$524,727.92
585	-	4	24523	$861,247.76
035	0	16976	19237	$675,603.44
Proposed Totals	450670	1088888	576912	$20,936,752.80

Current Annual Workhours Cost (A+B): $35,827,738.24 Bring this number forward from Worksheet 4.

Proposed Annual Workhours Cost (C+D): $20,936,752.80

Annual Craft Workhours Savings/Cost (A+B) - (C+D): $14,890,985.44 Carry this number forward to Worksheet 2.

Worksheet 5, *Impact on Craft Personnel*

Overview of the worksheet

List all impacts on craft personnel associated with mail processing, both current and proposed. If there is no change at the AMPC, then it is not necessary to complete the AMPC Office Staffing portion. Total the number of current and proposed personnel and calculate the difference. Show the impact for the consolidated office even if there is no change.

Completing the worksheet

Enter the name and ZIP Code of the consolidated office. If more than one office is being consolidated, complete a separate sheet for each office and prepare a summary worksheet which totals each category and calculates the personnel impact in the AMPC section.

For each category of craft employee, list the current and proposed complement. Calculate the total for each column and calculate the total current and the total proposed in items G and H. Calculate the difference in item X and indicate a plus or minus. Even if there is no change in the numbers at the consolidated office, please complete the list.

Enter the name and ZIP Code of the AMPC facility. Perform the same calculations for the AMPC facility as described above. For any category that has no change in personnel, the current and proposed numbers are not required.

Calculate the total craft personnel impact (X + Y) at the bottom of the worksheet. Carry this number forward to Worksheet 2, *Executive Summary*.

▶ **Special note:** Include function 4 (e.g., LDC 43) affected by the AMP on the worksheet.

Impact On Craft Personnel — Number of Positions

Consolidated Office Staffing

Consolidated Office Name/ZIP Code: Midtown USA 00000

Craft	Noncareer		PTFs		Career	
	Current	Proposed	Current	Proposed	Current	Proposed
Clerk	55	0	68	0	414	
Mail Processor						
Mail Handler	28		22		202	
ET					24	
MPE					71	
Custodial					39	
Other					9	
Total	83	0	90	0	759	0
	(A)	(B)	(C)	(D)	(E)	(F)

Total Current (A+C+E): 932 (G) **Total Proposed (B+D+F):** 0 (H)

Difference at Consolidated Office (H-G) (+/-): -932 (X)

AMPC Staffing

AMPC Name/ZIP Code: Metropolis USA 00000

Craft	Noncareer		PTFs		Career	
	Current	Proposed	Current	Proposed	Current	Proposed
Clerk	39	94	74	142	1053	1413
Mail Processor						
Mail Handler	42	70	26	48	560	642
ET					59	75
MPE					128	147
Custodial	2				99	116
Other					26	29
Total	83	164	100	190	1925	2422
	(J)	(K)	(L)	(M)	(N)	(O)

Total Current (J+L+N): 2108 (P) **Total Proposed (K+M+O):** 2776 (Q)

Difference at AMPC (Q-P) (+/-): 668 (Y)

Craft Personnel Gain/Loss (X+Y) (+/-): -264 Carry this number forward to Worksheet 2.

Worksheet 6, *Impact on EAS Personnel*

Overview of the worksheet

List the total number of EAS employee positions and workhours, both current and proposed, for both the consolidated office and the AMPC. List the total annual costs associated, both current and proposed, for both and calculate the total dollar savings.

Completing the worksheet

Enter the name and ZIP Code of the consolidated office. If more than one office is being consolidated, complete a separate worksheet for each office and prepare a summary worksheet which totals each category and calculates EAS personnel impact in the AMPC section.

Enter the number of EAS positions and associated annual workhours affected at the consolidated office as a result of the study. Even if there is no change in the numbers at the consolidated office, please complete the list. In these cases, indicate "No Change." Calculate the annual, current, and proposed cost for each line that impacts EAS staffing. Total columns A, B, C, D, E, and F. Calculate the impact by subtracting B minus A for the number of positions, subtracting D minus C for the workhours, and subtracting E minus F for the savings/cost.

Enter the name and ZIP Code of the AMPC facility.

Enter the number of EAS positions and associated annual workhours affected at the AMPC facility as a result of the study. If there is no change in personnel workhours, the current and proposed numbers are not required. Calculate the annual current and proposed cost for each line that has an impact on EAS staffing. Total columns G, H, I, J, K, and L. Calculate the impact by subtracting H minus G for the number of positions, subtract J minus I for the workhours, and subtract K minus L for the savings/cost.

Calculate the total affected EAS employees by adding M and P. Calculate the total annual workhours by adding N to Q and calculate the annual savings/cost by adding O and R. Carry this number forward to Worksheet 2, *Executive Summary.*

Impact on EAS Personnel

Consolidated Office Name/ZIP Code: Midtown USA 00000

EAS Staffing	Positions		Annual Workhours		Annual Cost	
Position/Level	Current	Proposed	Current	Proposed	Current	Proposed
MDO + SDO	37		130080	0	$5,040,600.00	$0.00
Maint EAS	14		36000	0	$1,432,800.00	$0.00
Plant Mgr	1		1820	0	$125,000.00	$0.00
EAS Funtion 0 Staffing	3		5460	0	$211,575.00	$0.00
Total	55	0	173360	0	6809975	0
	(A)	(B)	(C)	(D)	(E)	(F)

Position Gain/Loss (B-A) (+/-): -55 (M)

Workhour Gain/Loss (D-C) (+/-): -173360

Annual Savings/Cost (E-F): 6809975 (O)

AMPC Name/ZIP Code: Metropolis USA 00000

EAS Staffing	Positions		Annual Workhours		Annual Cost	
Position/Level	Current	Proposed	Current	Proposed	Current	Proposed
MDO + SDO	94	123	278448	400208	$10,890,101.28	$14,891,739.68
Maint EAS	28	33	76842	96642	$3,008,364.30	$3,596,048.82
EAS Funtion 0 Staffing	15	18	27300	32670	$1,067,703.00	$1,067,703.00
Total	137	174	382590	529520	14966168.58	$19,555,491.50
	(G)	(H)	(I)	(J)	(K)	(L)

Position Gain/Loss (H-G) (+/-): 37 (P)

Workhour Gain/Loss (J-I) (+/-): $146,930.00 (Q)

Annual Savings/Cost (K-L): -$4,589,322.92 (R)

Total EAS Personnel Gain/Loss (M+P) (+/-): **-18** Carry this number forward to Worksheet 2, Personnel section.

Total Annual Workhours Gain/Loss (N+Q) (+/-): **-26430**

Total Annual EAS Workhour Savings/Cost (O+R): **$2,220,652.08** Carry this number forward to Worksheet 2, Savings/Cost section.

Worksheet 7, *FCM Service Commitments*

Overview of the worksheet

In certain consolidations, it may not be feasible to protect all of the overnight or two-day service commitments for the consolidated office. The general rule is that consolidating two or more offices should not result in any degradation of service; however, there will be instances where it is not economically wise to maintain commitments involving a small amount of mail. In order for any trade-off between service commitments to be approved, it must be clearly established that the overall service/cost relationship for the combined service area improves.

Completing the worksheet

AMPC Facility /Zip Code: Enter the name and ZIP Code of the facility in which mail will be processed.

Consolidated Office/ZIP Code: Enter the name and ZIP Code of the office being consolidated.

Origin Three-digit ZIP Code of ADC (1): For every origin/destinating service commitment pair that will change as a result of the AMP, record the originating three-digit ZIP Code.

Destinating Three-digit ZIP Code of ADC (2): For every origin/destinating service commitment pair that will change as a result of the AMP, record the destinating three-digit ZIP Code.

Overnight / Two-Day Service Standard Upgraded or Downgraded Average Daily Volume Before/After AMP (3-4): In columns 3 (before AMP) and 4 (after AMP), record the committed average daily volume (in pieces) using the Origin Destination Information System (ODIS) data for the most recent 4 postal quarters. If there are no service commitment changes as result of the AMP, include the form in the AMP package stating "No Service Commitment Changes".

Total each entry at the bottom of each column. Calculate the number of pieces changing service commitments for the overnight category by subtracting B minus A. Carry this number forward to Worksheet 2, Executive Summary.

Two-Day / Three-Day Service Standard Upgraded or Downgraded Average Daily Volume Before/After AMP (5-6): In columns 5 (before AMP) and 6 (after AMP), record the two-day committed average daily volume (in pieces) using the Origin Destination Information System (ODIS) data for the most recent 4 postal quarters. If there are no service commitment changes as result of the AMP, include the form in the AMP package stating "No Service Commitment Changes".

Total each entry at the bottom of each column. Calculate the number of pieces changing service commitments for the two-day category by subtracting D minus C. Carry this number forward to Worksheet 2, Executive Summary.

ODIS Data Periods: Identify the 4 postal quarters used in developing the average daily volumes.

FCM Service Commitments
Overnight and Two-Day Service Areas

AMPC Facility/ZIP Code: Midtown USA 00000

Consolidated Office/ZIP Code: Metropolis USA 00000

Origin 3-Digit ZIP Code or ADC (1)	Dest. 3-Digit ZIP Code or ADC (2)	Overnight / 2-Day Changes		2-Day / 3-Day Changes	
		Overnight Average Daily Volume (Pcs.) Before AMP (3)	Overnight Average Daily Volume (Pcs.) After AMP (4)	Two-Day Average Daily Volume (Pcs.) Before AMP (5)	Two-Day Average Daily Volume (Pcs.) After AMP (6)
001	010	0	18546	0	0
002	011	0	5006	0	0
003	012	0	3542	0	0
004	013	0	2525	0	0
005	014	0	2143	0	0
006	015	0	13985	0	0
006	016	0	3794	0	0
007	017	0	1865	0	0
008	018	0	2212	0	0
009	019	0	2256	0	0
TOTALS		0	55,874	0	0
		(A)	(B)	(C)	(D)

ODIS Data Period:

Overnight / 2-Day Change (+/-) B-A: 55,874

2-Day / 3-Day Change (+/-) D-C: 0

TOTAL 55,874

Worksheet 7a, *Priority Mail Service Commitments*

Overview of the worksheet

In certain consolidations, it may not be feasible to protect all of the overnight or two-day service commitments for the consolidated office. The general rule is that consolidating two or more offices should not result in any degradation of service; however, there will be instances where it is not economically wise to maintain commitments involving a small amount of mail. In order for any trade-off between service commitments to be approved, it must be clearly established that the overall service/cost relationship for the combined service area improves.

Completing the worksheet

AMPC Facility /Zip Code: Enter the name and ZIP Code of the facility in which mail will be processed.

Consolidated Office/ZIP Code: Enter the name and ZIP Code of the office being consolidated.

Origin Three-digit ZIP Code of ADC (1): For every origin/destinating service commitment pair that will change as a result of the AMP, record the originating three-digit ZIP Code.

Destinating Three-digit ZIP Code of ADC (2): For every origin/destinating service commitment pair that will change as a result of the AMP, record the destinating three-digit ZIP Code.

Overnight / Two-Day Service Standard Upgraded or Downgraded Average Daily Volume Before/After AMP (3-4): In columns 3 (before AMP) and 4 (after AMP), record the committed average daily volume (in pieces) using the Origin Destination Information System (ODIS) data for the most recent 4 postal quarters. If there are no service commitment changes as result of the AMP, include the form in the AMP package stating "No Service Commitment Changes".

Total each entry at the bottom of each column. Calculate the number of pieces changing service commitments for the overnight category by subtracting B minus A. Carry this number forward to Worksheet 2, Executive Summary.

Two-Day / Three-Day Service Standard Upgraded or Downgraded Average Daily Volume Before/After AMP (5-6): In columns 5 (before AMP) and 6 (after AMP), record the two-day committed average daily volume (in pieces) using the Origin Destination Information System (ODIS) data for the most recent 4 postal quarters. If there are no service commitment changes as result of the AMP, include the form in the AMP package stating "No Service Commitment Changes".

Total each entry at the bottom of each column. Calculate the number of pieces changing service commitments for the two-day category by subtracting D minus C. Carry this number forward to Worksheet 2, Executive Summary.

ODIS Data Periods: Identify the 4 postal quarters used in developing the average daily volumes.

Priority Mail Service Commitments
Overnight and Two-Day Service Areas

AMPC Facility/ZIP Code: Midtown USA 00000

Consolidated Office/ZIP Code: Metropolis USA 00000

Origin 3-Digit ZIP Code or ADC (1)	Dest. 3-Digit ZIP Code or ADC (2)	Overnight / 2-Day Changes		2-Day / 3-Day Changes	
		Overnight Average Daily Volume (Pcs.) Before AMP (3)	Overnight Average Daily Volume (Pcs.) After AMP (4)	Two-Day Average Daily Volume (Pcs.) Before AMP (5)	Two-Day Average Daily Volume (Pcs.) After AMP (6)
TOTAL		0	0	0	0
		(A)	(B)	(C)	(D)

ODIS Data Period:

Overnight / 2-Day Change (+/-) B-A: 0

2-Day / 3-Day Change (+/-) D-C: 0

TOTAL 0

Worksheet 8, *Service Commitments / Distribution Changes*

Overview of the worksheet

This form provides space for a detailed narrative of any negative service commitment impact to all classes of mail other than First Class Mail and Priority Mail. Include in the narrative any volume data and areas affected a well as customer comments on each. In addition for a Destinating AMP, there is space for any changes to the Domestic Mail Manual (DMM) distribution-labeling lists L002 and L005.

Completing the worksheet

(1) **Downgrades:** In the area provided fully explain the reason for any negative impact. This should include at the minimum, the rationale for the impact, the average daily volume, and the ZIP Code areas affected.

(2) **Customer comments:** In the area provided list any customer comments with regards to the changes. Attach any additional documentation as appropriate.

(3) **Distribution Changes to L002:** For a destinating AMP list any 3 digit ZIP codes that are to be changed DELETE (1), as they appear on the current DMM labeling list columns A, B, and C. List the change ADD (2), that the DMM will reflect in columns A, B, and C.

(4) **Distribution Changes to L005:** For a destinating AMP list any 3 digit ZIP codes that are to be changed DELETE (3), as they appear on the current DMM labeling list columns A and B. List the change ADD (4), that the DMM will reflect in columns A and B.

Service Commitments

Explain in detail any downgrades to services for other mail classes:

Customer comments (Express, Priority, and 2C only):

Distribution Changes

DMM Labeling List L002 - 3 Digit ZIP Code Prefix Matrix

3-Digit ZIP	Column A - Label to	Column B - Label to	Column C - Label to
DELETE (1)			
000	Midtown USA 000	MIDTOWN USA 000	SCF MIDTOWN USA 000
001	South Midtown USA 001	MIDTOWN USA 000	SCF MIDTOWN USA 000
002	East Midtown USA 002	MIDTOWN USA 000	SCF MIDTOWN USA 000
003	West Midtown USA 003	MIDTOWN USA 000	SCF MIDTOWN USA 000
ADD (2)			
000	MIDTOWN USA 000	METROPOLIS USA 005	SCF METROPOLIS USA 005
001	SOUTH MIDTOWN USA 001	METROPOLIS USA 005	SCF METROPOLIS USA 005
002	EAST MIDTOWN USA 002	METROPOLIS USA 005	SCF METROPOLIS USA 005
003	WEST MIDTOWN USA 003	METROPOLIS USA 005	SCF METROPOLIS USA 005

DMM Labeling List L005 - 3-Digit ZIP Code Prefix Groups - SCF Sortation

Column A - 3-Digit ZIP group	Column B - Label to
DELETE (3)	
000-003	SCF MIDTOWN USA 000
ADD (4)	
000-003,005	SCF METROPOLIS USA 005

Worksheet 9, *Transportation Savings/Cost*

Overview of the worksheet

When constructing an effective AMP proposal, carefully plan transportation. If transportation is to be effective and efficient, the total savings and costs must be calculated for both the consolidated office and the AMPC facility.

In order to effectively summarize transportation requirements on the worksheet, use the following to establish supporting documentation:

- A short summary of total transportation savings/costs to be incurred upon implementation.
- A brief description of current characteristics of each route to be changed (including the area served, load and volume data, types of equipment used, and mileage).
- A description of each affected route after proposed changes are made, as described above.
- Copies of current and proposed transportation plates showing the schedule of service for each affected route.
- A statement of compliance with Headquarters requirements for changes in air taxi routes when applicable.

Completing the worksheet

(1) **List Route Numbers:** List all current affected and proposed routes for the consolidated office.

(2) **Current Annual Cost:** Enter the current annual cost for the affected routes for the consolidated office.

(3) **Proposed Annual Cost:** Enter the proposed annual cost for the proposed changes and new routes for the consolidated office.

(4) **One-Time Indemnity:** List the indemnity cost for the consolidated office's affected routes.

(5) **List Route Numbers:** List all current affected and proposed routes for the AMPC facility.

(6) **Current Annual Cost:** Enter the current annual cost for the affected routes for the AMPC facility.

(7) **Proposed Annual Cost:** Enter the proposed annual cost for the proposed changes and new routes for the AMPC facility.

(8) **One-Time Indemnity:** List the indemnity cost for any affected routes for the AMPC facility.

▶ **Caution:** Do not duplicate costs for the same route. Costs must be entered either for the consolidated office or the AMPC facility, not both.

Subtract the proposed annual cost from current annual cost for the consolidated office: A minus B equals G. Subtract proposed annual cost from current annual cost for the AMPC facility: D minus E equals H. Total one time indemnity cost: C plus F. Total Annual Transportation Savings/Cost: G plus H. Bring totals forward to Worksheet 2, *Executive Summary*.

Annual Transportation Savings/Cost and One-Time Indemnity Cost

Consolidated Office Name: Midtown USA 00000

Consolidated Office

(1) List Route Numbers	(2) Current Annual Cost	(3) Proposed Annual Cost	(4) One-Time Indemnity Cost
000LO	$379,830.00	$431,598.00	$25,000.00
000TX	$43,127.00	$43,127.00	$15,000.00
001RC	$251,060.00	$251,060.00	$13,000.00
001H	$174,127.00	$174,127.00	$5,000.00
002A	$35,930.00	$35,930.00	$4,000.00
002B	$59,687.00	$59,687.00	$7,000.00
002C	$86,316.00	$86,316.00	$6,000.00
002D	$162,209.00	$193,209.00	$17,000.00
Total	$1,192,286.00	$1,275,054.00	$92,000.00
	(A)	(B)	(C)

Annual Savings/Cost (A-B): -$82,768.00 (G)

AMPC

(5) List Route Numbers	(6) Current Annual Cost	(7) Proposed Annual Cost	(8) One-Time Indemnity Cost
005HY	$155,100.00	$155,100.00	
005LC		$250,000.00	
005MV		$145,000.00	
Total	$155,100.00	$550,100.00	$0.00
	(D)	(E)	(F)

Annual Savings/Cost (D-E): -$395,000.00 (H)

Annual Transportation Savings/Cost (G+H): -477,768.00 Carry this number forward to Worksheet 2.

One-Time Indemnity Cost (C+F): -92,000.00 Carry this number forward to Worksheet 2.

Worksheet 10, *Annual Associated and One-Time Costs*

Overview of the worksheet

This worksheet evaluates the AMP plan's total annual associated cost not listed on any other worksheet. This form is primarily used in conjunction with new facilities, but may also be used to justify other costs when appropriate. This worksheet, however, must be completed for all AMPs. Leave areas not applicable to your AMP blank. Keep all supporting documentation on file.

Examples of associated costs include:

- Maintenance.
- Training.
- Energy.
- Space related costs.
- Remote Encoding Center(s) Operations

Completing the worksheet

Print the name and Zip Code of the office being consolidated, if there is more than one office, a summary worksheet must be prepared totaling each category and calculating the impact on the AMPC section of the worksheet.

Print the name and Zip Code of the facility receiving the consolidated volume (AMPC).

Annual Associated Cost: List all annual associated costs before and after the AMP for each office being consolidated and for the AMPC facility. If a line item is not applicable, indicate that with an "N/A". Calculate the difference (+/-) and compute the total of the difference column. The annual Remote Encoding Center (REC) cost will be brought forward from Worksheet 10b. These numbers will be calculated at the bottom of the worksheet under Total AMP Difference. Carry this number forward to Worksheet 2, *Executive Summary*

One-Time Associated Costs: List all one-time costs for each office being consolidated and for the AMPC facility. If a line item is not applicable, indicate that with an "N/A".

List all employee and equipment relocation costs separately. Equipment reconfiguration change costs will be brought forward from Worksheet 10b. List and document all other one-time costs. Carry the total number forward to the Worksheet 2, *Executive Summary*.

Annual Associated Savings/Cost and One-Time Associated Cost

Annual Associated Savings/Cost

Consolidated Office Name/ZIP Code: Midtown USA 00000

AMPC Name/ZIP Code: Metropolis USA 00000

Consolidated Office	Current Cost	Proposed (After AMP)	Difference
Automation Maintenance	601045	545707	-55,338.00
Mechanization Maintenance			0.00
Other Equipment Maintenance			0.00
Building Maintenance	155135	155135	0.00
Annual Maintenance Training Costs	45700	40466	-5,234.00
Annual Scheme/Machine Training Costs	55189.42	55189	-0.42
Annual Electrical Expense			0.00
Annual HVAC Fuel Expense			0.00
Changes in Other Annual Support Costs			0.00
Reduced Annual REC Cost (from Worksheet 10b)			404,135.46
Total Difference			343,563.04

AMPC	Current Cost	Proposed (After AMP)	Difference
Automation Maintenance	3191497	3191497	0
Mechanization Maintenance			0
Other Equipment Maintenance			0
Building Maintenance	1915355	1915355	0
Annual Maintenance Training Costs	210624	210624	0
Annual Scheme/Machine Training Costs	389792	389792	0
Annual Electrical Expense			0
Annual HVAC Fuel Expense			0
Changes in Other Annual Support Costs			0
Increased Annual REC Cost (from Worksheet 10b)			$1,204,129.20
Total Difference			$1,204,129.20

Consolidated Office:	343,563.04 (A)	
AMPC:	1,204,129.20 (B)	
Annual Associated Savings/Cost (A+B):	-1,547,692.24 (C)	Carry this number forward to Worksheet 2.

One-Time Associated Cost

Employee Relocation Cost:		(D)	Obtain this number from your Human Resources office.
Equipment Relocation Cost:	$15,000.00	(E)	Calculated for movement of equipment on Worksheet 10a.
Equipment Reconfiguration Cost:	$37,000.00	(F)	Bring this number forward from Worksheet 10b.
Other*:	$5,354,852.00	(G)	Enter any one-time costs not identified elsewhere. Explain below.
One-Time Associated Cost:	-$5,406,852.00	(H)	Carry this number forward to Worksheet 2.

* Please Explain Other Building Renovations and Sack Sorter Removal

Worksheet 10a, *Equipment Relocation*

Overview of the worksheet

This worksheet details the changes in location of mail processing equipment at the consolidated office(s), the AMPC facility, any other facility within the Area, and any equipment excess to the needs of the Area.

Completing the worksheet

Consolidated Office Name: Print the name of the office being consolidated, if there is more than one office, a worksheet must be prepared for each consolidated office.

(1) **Equipment Type:** A list of mail processing equipment is provided. Add any additional mail processing equipment types that will be relocated or excess as a result of the AMP.

(2) **Current Number:** Enter the current number of each mail processing equipment type presently installed at the consolidated office. Add an asterisk after a number if additional pieces of equipment are scheduled for deployment and notate below in (9) when each piece of equipment is due to be deployed.

(3) **Proposed Number:** Enter the proposed number for each equipment type that will remain after the AMP is implemented.

(4) **Difference:** Calculate the difference (+/-) of current equipment minus proposed equipment.

AMPC Facility Name: Print the name of the facility receiving the consolidated volume.

(5) **Equipment Type:** A list of mail processing equipment is provided. Add any additional mail processing equipment types that will be relocated or excess as a result of the AMP.

(6) **Current Number:** Enter the current number of each mail processing equipment type presently installed at the consolidated office. Add an asterisk after a number if additional pieces of equipment are scheduled for deployment and notate below in (9) when each piece of equipment is due to be deployed.

(7) **Proposed Number:** Enter the proposed number for each equipment type that will remain after the AMP is implemented.

(8) **Difference:** Calculate the difference (+/-) of current equipment minus proposed equipment.

Equipment Scheduled for Deployment: List equipment scheduled for deployment and the expected date due at the Consolidated Office or AMPC facility that were identified by asterisk in (2) and (6). Explain any further impact of this equipment on future redeployments and/or excess.

Equipment Relocated to Other Area Facilities or Excess: List below in (9) equipment scheduled for redeployment within the Area. to which facility and expected date of redeployment and equipment excess to the needs of the Area.

Equipment Relocation

Consolidated Office Name: Midtown USA 00000

AMPC Facility Name: Metropolis USA 00000

(1) Equipment Type	(2) Current Number	(3) Proposed Number	(4) Difference
AFCS	2	0	2
MICRO MARK	1	0	1
MLOCR-ISS	1	0	1
MPBCS-OSS	1	0	1
DBCS	10	13	-3
DIOSS	0	0	0
DBCS-OSS	2	0	2
EC-DBCS	1	0	1
EC-DIOSS	1	0	1
AFSM 100	1	0	1
UFSM 1000	1	0	1
SPBS	0	0	0
APPS	2	0	2
LIPS	1	0	1

(5) Equipment Type	(6) Current Number	(7) Proposed Number	(8) Difference
AFCS	10	12	2
MICRO MARK	2	3	1
MLOCR-ISS	5	0	-5
MPBCS-OSS	0	0	0
DBCS	51	64	13
DIOSS	1	5	4
DBCS-OSS	9	11	2
EC-DBCS	2	4	2
EC-DIOSS	1	2	1
AFSM 100	4	6	2
FSM 1000	1	2	1
SPBS	1	3	2
APPS	1	0	-1
LIPS	0	1	1

(9)

Worksheet 10b, *Remote Encoding Center Operations*

Overview of the worksheet

This worksheet details the changes in Remote Encoding Center (REC) Operations as a result of this AMP. Annual image processing volumes and savings/costs are calculated by operations number. Letter and flat image processing, APPS image processing and PARS image processing may not be the same REC. The image processing costs are totaled and carried forward to Worksheet 10. The changes in equipment reconfigurations at the Consolidated Office, AMP facilities and RECS are included and the one-time costs are estimated by the Maintenance Technical Service Center (MTSC) at time of submission and updated when finalized as either MTSC cost or contract cost is a Contractor is used. The one-time costs are carried forward to Worksheet 10.

Completing the worksheet–Annual Image Processing Savings/Cost

Consolidated Office Name: Print the name of the office being consolidated, if there is more than one office, a worksheet must be prepared for each consolidated office. Print the name of the REC responsible for letter and flats image processing, APPS image processing, and PARS image processing.

(1) **LDC:** The labor distribution code volume and workhours are charged against.

(2) **Operations Number:** The MODS operation number volume and workhours are charged against.

(3) **Reduced REC Annual Image Volume:** Record the annual image volume (in thousands of pieces) by operation that will leave the consolidated office's RECs.

(4) **Reduced REC Annual Workhours:** Record the annual workhours that will leave the consolidated office's RECs.

(5) **Reduced REC Annual Cost:** Record annual costs as determined by workhours and labor cost by operation that will leave the consolidated office's RECs. Add cost total (A) at the bottom of the table.

AMPC Facility Name: Print the name of the facility receiving the consolidated volume. Print the name of the REC responsible for letter and flats image processing, APPS image processing, and PARS image processing.

(6) **LDC:** The labor distribution code volume and workhours are charged against.

(7) **Operations Number:** The MODS operation number volume and workhours are charged against.

(8) **Reduced REC Annual Image Volume:** Record the annual image volume (in thousands of pieces) by operation that will leave the consolidated office's RECs.

(9) **Reduced REC Annual Workhours:** Record the annual workhours that will leave the consolidated office's RECs.

(10) **Reduced REC Annual Cost:** Record annual costs as determined by workhours and labor cost by operation that will leave the consolidated office's RECs. Add cost total (B) at the bottom of the table.

Annual REC Cost Changes: Subtract A from B and enter the results at the bottom of the image processing section. This number will be carried forward to Worksheet 10.

Worksheet 10b, *(Continued)*

Completing the worksheet–Equipment Reconfigurations

Consolidated Office Reductions, AMPC Facility Additions, and Associated REC Reductions/Additions: Enter into each table equipment upgrade types or quantities of equipment reduced. Add a description for other equipment. The source for the equipment changes will come from a survey conducted by MTSC. MTSC will provide estimated costs.

One Time Equipment Configuration Change Costs: Total the costs estimated for each table. This number will be carried forward to Worksheet 10. Upon implementation of the AMP, update these costs itemizing MTSC and Contractor costs.

Remote Encoding Center Operations

Annual Image Processing Savings/Cost

Consolidated Office Name: Midtown USA 00000
Associated REC Name (Letters/Flats):
Associated REC Name (APPS): Peoria IL 00000
Associated REC Name (PARS):

AMPC Facility Name: Metropolis USA 00000
Associated REC Name (Letters/Flats):
Associated REC Name (APPS): Peoria IL 00000
Associated REC Name (PARS):

(1) LDC	(2) Operation Number	(3) Reduced REC Annual Image Volume (000)	(4) Reduced REC Annual Workhours	(5) Reduced REC Annual Cost (A)
10	770			
10	927			
15	081			
15	082	9,557,304	15,398	$313,154.64
15	387			
15	388			
15	389	3,092,126	2,589	$52,660.26
15	775	1,687,787	1,884	$38,320.56
15	779			
TOTAL				$404,135.46

(6) LDC	(7) Operation Number	(8) Increased REC Annual Image Volume (000)	(9) Increased REC Annual Workhours	(10) Increased REC Annual Cost (B)
10	770			
10	927			
15	081			
15	082			
15	387			
15	388			
15	389	10,344,183	9,039	$188,463.15
15	775	41,697,219	48,713	$1,015,666.05
15	779			
TOTAL				$1,204,129.20

Annual REC Cost Changes>> (B-A) $799,993.74

Equipment Reconfigurations

Consolidated Office Reductions

Equipment Description	Upgrade Type and/or Quantity
ICU Hardware (NIP,NOP, ...)	
Contractor Costs	Remove IPSS,RCR
0200	
RCR	
T1 Lines	
FIRES/FRES	
APPS Servers	
PARS Servers	
Other -	

C	CERTIFIED MTSC COST	$1,000.00
D	CONTRACTOR COST	$2,000.00

AMPC Facility Additions

Equipment Description	Upgrade Type and/or Quantity
ICU Hardware (NIP,NOP, ...)	
Contractor Costs	Install IPSS, Upgrade RCR
0200	
RCR	
T1 Lines	
FIRES/FRES	
APPS Servers	
PARS Servers	
Other -	

C	CERTIFIED MTSC COST	$1,000.00
D	CONTRACTOR COST	$1,500.00

Associated REC Reductions

Equipment Description	Upgrade Type and/or Quantity
IPU Hardware (NIP,NOP,....)	
Contractor Costs	Remove Consoles, IPUs
VDTs	
VDT Trunks	
FIRES/FRES	
APPS Servers and VDTs	
PARS Servers and VDTs	
Other -	

C	CERTIFIED MTSC COST	$2,000.00
D	CONTRACTOR COST	$1,500.00

Associated REC Additions

Equipment Description	Upgrade Type and/or Quantity
IPU Hardware (NIP,NOP,....)	
Contractor Costs	Install IPU, Add Partitions
VDTs	
VDT Trunks	
FIRES/FRES	
APPS Servers and VDTs	
PARS Servers and VDTs	
Other -	

C	CERTIFIED MTSC COST	$3,000.00
D	CONTRACTOR COST	$25,000.00

One Time Equipment Configuration Change Costs>> $37,000.00 (F) Carry this number forward to Worksheet 10.
TOTAL C & D