



Maintenance Management Order

SUBJECT: Maintenance Work Hour Estimating Guide for
Network Distribution Centers

DATE: April 15, 2011

NO: MMO-112-10

TO: All Network Distribution Centers (NDCs)

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This Maintenance Management Order (MMO) provides guidance for completing staffing estimates for Network Distribution Centers (NDCs).

This MMO supersedes MMO-022-04 and provides steps for NDCs to start using the electronic Work Hour Estimator (eWHEP). Work hour estimates and staffing guidelines represent the maximum levels that may be authorized.

Direct any questions or comments concerning this bulletin to the HelpDesk, Maintenance Technical Support Center, P.O. Box 1600, Norman OK 73070-1600; telephone (405) 573-2123 or toll free (800) 366-4123.

A handwritten signature in black ink, appearing to read "Robert E. Albert".

Robert E. Albert
Manager
Maintenance Technical Support Center
Maintenance Policies and Programs

Attachments:

1. NDC Staffing Guidelines
2. Equipment Reactive Maintenance Hours
3. High Cleaning Grid

ATTACHMENT 1**NDC STAFFING GUIDELINES****INTRODUCTION**

Network Distribution Centers are mail processing facilities, comprised of interdependent systems which require dynamic management and control for effective performance.

eWHEP and staffing methods in current Postal Service handbooks and maintenance bulletins shall be used where applicable. This document provides supplemental data for use in NDCs only. These supplemental allowances have been developed by representative analysis of actual performance. The estimates provide the maximum number of hours that may be authorized.

PROCEDURE

Accurate mechanization and postal equipment inventories are required. Record the local facility equipment numbers in the appropriate location using eWHEP:

1. Until applicable Preventive Maintenance (PM) MMOs are updated to include Operational Maintenance, NDCs may request 5280 hours/year for SSIU Operational Maintenance.
2. For Reactive Maintenance Hours, refer to Attachment 2.

HIGH CLEANING

Until eWHEP is updated to accommodate High Cleaning calculations, Attachment 3 can be followed to estimate the maximum hours that may be allowed for Type II and III cleaning.

For staffing estimation, the building shall be divided into the following types of areas:

1. Type II – Medium. Areas with a medium density overhead. This type of area will have two layers of conveyors or a similar density of other mechanization and/or structural steel.
2. Type III – Heavy. This type area will have three or more layers of conveyors or similar density overhead.

It is recommended that a grid of the building similar to Attachment 3 be prepared and Type II and Type III areas be identified. Then add each type of area and utilize the following allowances (see Attachment 3):

Type II: 0.155 minutes per square foot.

Type III: 0.185 minutes per square foot.

Enter this in the Other Equipment Section of eWHEP as HIGHBAY.

MAIL SEARCH

Until MMOs and/or eWHEP are updated to accommodate mail search, operational areas for equipment listed in Attachment 2 are as follows:

Mail search may require removing safety guards or climbing on or over locked-out mechanization or structures. In all cases, mail found will be transferred to the Mail Processing Department for disposition.

The following criteria should be applied to the route analysis for mail search:

NDC Tier I – Up to 4,200 hours

NDC Tier II – Up to 5,850 hours

NDC Tier III – Up to 7,500 hours

Enter this on the Other Equipment Section of eWHEP as acronym MAILSRCH.

MAINTENANCE OPERATIONS SUPPORT

Maintenance support positions will be allotted in accordance with established eWHEP procedures.

ATTACHMENT 2**EQUIPMENT REACTIVE MAINTENANCE HOURS**

If equipment is NOT listed in Sections 2A or 2B of eWHEP, the following may be used to calculate Reactive Maintenance Hours.

NDCs may request up to 23% of the published PM Total Servicing time for equipment not in Sections 2A or 2B of eWHEP. The Reactive Maintenance Hours may be determined by using the total for equipment from prior staffing estimates, providing quantities did not change, or can be recalculated from current MMOs.

Take the total PM time and multiply by a maximum of 0.23 to estimate the reactive maintenance time allowance. Example: MMO-093-99 for IMHS/PPL gives 14.20 Hrs/Yr Total Servicing times 23% equals 3.27 Hrs/Yr for additional Reactive Maintenance for each IMHS/PPL a facility maintains.

This time will only be authorized for the life of this MMO and is the maximum number of hours that may be authorized.

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