

# MPFR Data Entry Page

## 1. "Transfer From" Facility Information

**Type of Distribution Consolidated:** Originating  
**Facility Name & Type:** Eastern Maine ME P&DC  
**Street Address:** 16 Penobscot Meadow Dr  
**City:** Hampden  
**State:** ME  
**5D Facility ZIP Code:** 04444  
**Retail & Delivery District:** ME-NH-VT  
**Retail & Delivery Area:** Atlantic  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 044, 046, 047, 049  
**Miles to "Transfer To" Facility:** 134  
**Processing Region:** Eastern  
**Processing Division:** New England  
**Postmaster or Plant Manager:** John Parlee  
**Sr. Division Director:** Christine Brisk

## 2. "Transfer To" Facility Information

**Facility Name & Type:** Southern Maine ME P&DC  
**Street Address:** 79 Postal Service Way  
**City:** Scarborough  
**State:** ME  
**5D Facility ZIP Code:** 04074  
**Retail & Delivery District:** ME-NH-VT  
**Retail & Delivery Area:** Atlantic  
**Finance Number:** [REDACTED]  
**Current 3D ZIP Code(s):** 039-043, 045, 048  
**Processing Region:** Eastern  
**Processing Division:** New England  
**Plant Manager:** JennieAnn Hanlon  
**Sr. Division Director:** Christine Brisk

## 3. Background Information

**Start of Study:** Nov-22-2023  
**Date Range of Data:** Oct-01-2022                      Sep-30-2023  
**Bargaining Unit Hours per Year:** 1750  
**EAS Hours per Year:** 1840

## 4. Other Information

**Regional Vice President:** Todd Hawkins  
**Vice President, Proc & Maint Ops:** Dane Coleman  
**Division Coordinator:** [REDACTED]  
**HQ MPFR Coordinator:** [REDACTED]

# MPFR Approval Signatures

**Transfer From Facility Name and Type:** Eastern Maine ME P&DC  
**Facility ZIP Code:** 04444  
**Finance Number:** [REDACTED]  
**Current SCF ZIP Code(s):** 044, 046, 047, 049  
**Type of Distribution Consolidated:** Originating

**Transfer To Facility Name and Type:** Southern Maine ME P&DC  
**Facility ZIP Code:** 04074  
**Finance Number:** [REDACTED]  
**Current SCF ZIP Code(s):** 039-043, 045, 048

ACKNOWLEDGEMENT OF ACCOUNTABILITY - I acknowledge that I am accountable for respecting and supporting the integrity of all official postal reporting systems, including financial reports and those relating to compliance with contracting, complement, or similar efforts involving the investment and expenditure of funds, as well as all systems to service to our customers.

**TRANSFER FROM FACILITY:**

**Postmaster or Plant Manager:**

E-SIGNED by JOHN.S PARLEE  
on 2024-04-04 17:36:54 CDT

**John Parlee**

Printed Name

Signature

Date

**Sr. Division Director:**

E-SIGNED by CHRISTINE.E BRISK  
on 2024-04-04 17:03:35 CDT

**Christine Brisk**

Printed Name

Signature

Date

**TRANSFER TO FACILITY:**

**Plant Manager:**

E-SIGNED by JENNIE ANN HANLON  
on 2024-04-04 17:49:59 CDT

**JennieAnn Hanlon /A**

Printed Name

Signature

Date

**Sr. Division Director:**

E-SIGNED by CHRISTINE E BRISK  
on 2024-04-04 17:03:35 CDT

**Christine Brisk**

Printed Name

Signature

Date

**REGION:**

**Regional Vice President:**

E-SIGNED by Todd.S Hawkins  
on 2024-04-08 14:53:39 CDT

**Todd Hawkins**

Printed Name

Signature

Date

**HEADQUARTERS:**

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

E-SIGNED by DANE.A COLEMAN  
on 2024-04-08 16:16:47 CDT

**Dane Coleman**

Printed Name

Signature

Date

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

# Executive Summary

**Transfer From Facility Name and Type:** Eastern Maine ME P&DC

**Street Address:** 16 Penobscot Meadow Dr

**City, State:** Hampden, ME

**Current 3D ZIP Code(s):** 044, 046, 047, 049

**Type of Distribution to Consolidate:** Originating

**Miles between facilities:** 134

**Transfer To Facility Name and Type:** Southern Maine ME P&DC

**Current 3D ZIP Code(s):** 039-043, 045, 048

## Summary of MPFR Analysis

### Savings / Costs

Mail Processing Craft Workhour Savings =	<u>\$300K - \$400K</u>	From Processing Tab
Management Workhour Savings =	<u>\$80K - \$110K</u>	From Management Complement Tab
Transportation Savings =	<u>\$0</u>	From Logistics Tab
Maintenance Savings =	<u>\$230K - \$300K</u>	From Site A Maintenance Tab
Space Savings =	<u>                    </u>	
<b>Total Annual Savings =</b>	<b><u>\$610K - \$810K</u></b>	
<b>Total One-Time Costs =</b>	<b><u>\$0</u></b>	From One-Time Costs Tab
<b>Total First Year Savings =</b>	<b><u>\$610K - \$810K</u></b>	

### Staffing Positions

Net Craft Position Loss =	<u>8</u>	From Craft Complement Tab
Net Management Position Loss =	<u>1</u>	From Management Complement Tab

### Service Standard Impacts

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

There will be an expected 800 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

# Summary Narrative

## Background

The Eastern Maine ME P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCF 044,046,047,049. The Eastern Maine facility is 173,800 square feet. The Eastern Maine facility is located 134 miles from the Southern Maine P&DC. The Mail Processing Facility Review (MPFR) proposal to move originating mail from Eastern Maine P&DC to Southern Maine P&DC was announced on 11/22/2023 under the Delivering for America plan, which includes strategies for the development of a mail processing network that enables more precise, efficient, and reliable service. By using best-in-class logistics practices, the Postal Service is driving efficiency and service performance improvement to fuel revenue growth and customer retention.

## Facility Future

The Eastern Maine facility is not closing and will remain open and be modernized as a Local Processing Center.

## Customer Service Impacts

Retail and business mail acceptance services currently provided at the Eastern Maine facility would not change due to the MPFR implementation. A local postmark is still available at the retail service counter.

There are no changes to collection box times.

## Service Standard Impacts

There will be no changes to Service Standards due to this MPFR. There will be an expected 800 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

## Local Workforce Impact

There will be no career layoffs as part of this initiative. The Postal Service is a responsible employer and will be working closely with the unions and management associations to work through this initiative. The Postal Service will follow requirements of the collective bargaining agreements where they apply and all applicable postal policies.

## Financial Summary

The annual baseline for the MPFR study represents the period of October 1, 2022, through September 30, 2023.

The MPFR shows an estimated annual savings between \$410,000 to \$540,000.

<b>Savings / Costs</b>		
Mail Processing Craft Workhour Savings	=	\$180K - \$240K
Management Workhour Savings	=	\$0
Transportation Savings	=	\$0
Maintenance Savings	=	\$230K - \$300K
Space Savings	=	
<b>Total Annual Savings</b>	=	<b>\$410K - \$540K</b>
<b>Total One-Time Costs</b>	=	<b>\$0</b>
<b>Total First Year Savings</b>	=	<b>\$410K - \$540K</b>

### Mail Processing Employee Impacts

The MPFR is projecting an annual mail processing savings between \$180,000 to \$240,000. The Eastern Maine P&DC MPFR identified a net reduction of 3 craft positions and 0 management positions. Organization Design will determine the future Eastern Maine P&DC management staffing.

<b>Net Craft Staffing Impacts - Both Sites</b>												
Eastern Maine P&DC				Southern Maine P&DC				Net Impacts				
Processing	Maint	Logistics	Total	Processing	Maint	Logistics	Total	Net Proc.	Net Maint	Net Logistics	Net Total	
-25	-3	0	-28	22	0	0	22	-3	-3	0	-6	

<b>Net Management Impacts</b>												
Eastern Maine P&DC				Southern Maine P&DC				Net Impacts				
Processing	Maint	Logistics	Total	Processing	Maint	Logistics	Total	Net Proc	Net Maint	Logistics	Net Total	
-1	0	0	-1	1	0	0	1	0	0	0	0	

### Maintenance

The MPFR is projecting an annual maintenance savings between \$230,000 to \$300,000 due to supporting different equipment sets. The MPFR identified a net reduction of 3 craft positions and 0 management positions. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

### Transportation

The MPFR shows no annual transportation savings. The MPFR has identified no staffing impacts at this time.

**Space Impacts and One-Time Costs**

There is no proposed one-time cost due to equipment relocation costs for this MPFR. Any space in Eastern Maine P&DC made available due to the transfer of operations to the Southern Maine P&DC would be evaluated for future utilization.

**Conclusion**

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

The Eastern Maine P&DC to Southern Maine P&DC MPFR projects an annual savings between \$410K to \$540K.

This go-forward plan for the Eastern Maine facility will help USPS achieve the core goals of our Delivering for America plan: financial sustainability for our organization and improved service reliability for our customers.

## Map of Service Areas



**044, 046-047, 049 Eastern ME**

**039-043, 045, 048 Southern ME**

## Craft Complement

### Career Impacts by Craft - Eastern Maine Only

Processing (F1) Clerks			Processing (F1) Mail Handlers			Other Career Craft		Total
Clerk Impact	PSEs On-Rolls	Career Clerk (Clerk - PSEs)	Mailhandler Impact	MHAs On-Rolls	Career Mailhandler (MH - MHAs)	Maint Impact	Logistics Impact	All Craft Impacts
-3	7	<u>0</u>	-23	13	<u>-10</u>	<u>-3</u>	<u>0</u>	<b>-13</b>

This is only the impact to the Eastern Maine facility

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

### Net Craft Staffing Impacts - Both Sites

Eastern Maine P&DC				Southern Maine P&DC				Net Impacts			
Processing	Maint	Logistics	Total	Processing	Maint	Logistics	Total	Net Proc.	Net Maint	Net Logistics	Net Total
-26	-3	0	-29	21	0	0	21	-5	-3	0	-8

This impact takes both sites into account and reflects the Organizational impact.

This is used to determine the F1 Savings in the MPFR workbook.

Net MPFR Impacts	
F1 Mail Proc.	-5
F3A Logistics	0
F3B Maint.	-3
<b>Total</b>	<b>-8</b>



## Management Complement

### Management Impacts - Eastern Maine Only

#### Eastern Maine P&DC

Processing	Maintenance	Logistics	Total
-1	0	0	-1

This is only the impact to the Eastern Maine facility

### Net Management Impacts

#### Eastern Maine P&DC

#### Southern Maine P&DC

#### Net Impacts

Processing	Maint	Logistics	Total	Processing	Maint	Logistics	Total	Net Proc	Net Maint	Logistics	Net Total
-1	0	0	-1	0	0	0	0	-1	0	0	-1

This impact takes both sites into account and reflects the Organizational impact.

This is used to determine the F1 Savings in the MPFR workbook.

#### Summary for Workbook

	Net Management Impacts	Management Savings \$
F1 Proc.	0	\$0
F3A Logistics	0	\$0
F3B Maint.	0	\$0
<b>Total</b>	0	\$0
Estimated Savings Range		\$80K - \$110K

Function	Hourly Rate
F0	0
F1	0
F3B	0

#### OM to Payroll Staffing Condition Report

Run Date: 12/14/23

SAP Organizational Management Data			Payroll Form 50 Data			
Occupation Series/Code	Title	Total Authorized	On Rolls Count	Variance On Rolls - Authorized	Func	LDC
EASTERN ME P&DC						
23020038	PLANT MANAGER	1	1	0	8	80
23150067	MGR DISTR BUTION OPERATIONS	3	3	0	1	10
16407040	MGR MAINTENANCE	1	1	0	3B	35
23150106	PROCESSING SUPPORT SPECIALIST	2	2	0	0	3
23150066	SUPV DISTR BUTION OPERATIONS	4	4	0	1	10
23550010	SUPV MAINTENANCE OPERATIONS	2	2	0	3B	35
23550022	SUPV MAINTENANCE SUPPORT	1	1	0	3B	35
Cost Center	Total	14	14	0		
Report	Total	14	14			

# Service Standard Impacts

Notes: There will be no changes to Service Standards due to this MPFR.  
There will be an expected 800 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
FCM	372	0
MKT	28	0
PER	372	0
PKG	28	0
<b>Total</b>	<b>800</b>	<b>0</b>

# MPE Inventory

Transfer From Facility: Eastern Maine ME P&DC Transfer To Facility: Southern Maine ME P&DC

Data Extraction Date: 12/04/23

Equipment Type	(1) Current Number	(2) Proposed Number	(3) Difference		Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Excess Equipment	(8) Relocation Costs
ADUS	1	1	0		ADUS			0	0	
AFCS			0		AFCS			0	0	
AFCS 200	1	0	(1)		AFCS 200	2	2	0	1	
AFSM100	1	1	0		AFSM100	1	1	0	0	
APBS			0		APBS	2	2	0	0	
APPS			0		APPS			0	0	
CIOSS			0		CIOSS			0	0	
DBCS	3	3	0		DBCS	6	6	0	0	
DIOSS	2	2	0		DIOSS	3	3	0	0	
HOPS			0		HOPS			0	0	
HSTS			0		HSTS			0	0	
HSUS			0		HSUS			0	0	
LCREM	1	1	0		LCREM	1	1	0	0	
LCTS	1	1	0		LCTS	2	2	0	0	
LCUS			0		LCUS	1	1	0	0	
PSM			0		PSM			0	0	
RCS			0		RCS			0	0	
S PS			0		SIPS	1	1	0	0	
SPSS			0		SPSS			0	0	
USS			0		USS			0	0	
PIV			0		PIV			0	0	
(enter as needed)			0		MaRS			0	0	
(enter as needed)			0		FRS	1	1	0	0	

\$0

**Mail Processing Equipment Relocation Costs:**                     \$0                     (This number is carried forward to One-Time Costs)

(9) Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Customer Service Analysis

**Transfer From Facility:** Eastern Maine ME P&DC

**Current 3-Digit ZIP Code(s):** 044, 046, 047, 049  
**Data Extraction Date:** 12/04/23

**1. Collection Points**

Number picked up before 1 p.m.  
 Number picked up between 1-5 p.m.  
 Number picked up after 5 p.m.  
 Total Number of Collection Points

3-Digit ZIP Code: 044		3-Digit ZIP Code: 046		3-Digit ZIP Code: 047		3-Digit ZIP Code: 049	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
109	257	35	192	78	151	71	253
232	45	172	9	107	31	240	52
2	2	4	3	4	0	0	0
343	304	211	204	189	182	311	305

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

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

**4. Delivery Performance Report**

% Carriers returning after 1700

Quarter/FY	Percent
QTR1/FY23	43.2%
QTR2/FY23	37.6%
QTR3/FY23	32.3%
QTR4/FY23	36.9%

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

	Current		Proposed	
	Start	End	Start	End
Monday	N/A	N/A	N/A	N/A
Tuesday	N/A	N/A	N/A	N/A
Wednesday	N/A	N/A	N/A	N/A
Thursday	N/A	N/A	N/A	N/A
Friday	N/A	N/A	N/A	N/A
Saturday	N/A	N/A	N/A	N/A

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

	Current		Proposed	
	Start	End	Start	End
Monday	10:00	18:30	10:00	18:30
Tuesday	10:00	18:30	10:00	18:30
Wednesday	10:00	18:30	10:00	18:30
Thursday	10:00	18:30	10:00	18:30
Friday	10:00	18:30	10:00	18:30
Saturday	Closed	Closed	Closed	Closed

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

**8. Notes:** \_\_\_\_\_  
 \_\_\_\_\_

**Transfer To Facility:** Southern Maine ME P&DC

**9. What postmark will be printed on collection mail?**  
 Line 1 \_\_\_\_\_  
 Line 2 \_\_\_\_\_

# One-Time Costs

MPE Relocation Costs

Building Modifications

Prep on Workroom Floor

Employee Relocation

Total \$0

Estimated One-Time Cost

# Processing

EASTERN ME P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			33
Flats			9
Packages			19
Other			60
<b>Grand Total</b>			<b>121</b>

FY23 YTD workhour rate				
Mail Mix	Future Workload Content @ Current Facility	Current Workhours Used for Remaining Volume	Current Efficiency Index (EI) for Remaining Volume	Current FTEs for Remaining Volume
Letters			7,084	27
Flats			6,028	9
Packages			4,377	17
Other			1,845	42
<b>Grand Total</b>				<b>95</b>
Current On Rolls Impact				138
				(26)

Mail Mix	Volume Moving	Current Workhours for Volume Moving	Current Efficiency Index (EI) for Volume Moving	Current FTEs for Volume Moving	15% EI Imp. @ Transfer To Facility	Volume Moving @ 15% EI WH Imp. = Future Workhours @ Transfer To Facility	FTEs @ 15% EI Imp. @ Transfer To Facility	New Facility Change	\$ Savings
Letters			3,105	6	3,571		5	(1)	\$ 99,041
Flats			-	-	-		-	-	\$ -
Packages			-	2	-		-	(2)	\$ 198,083
Other			288	18	331		16	(2)	\$ 198,083
<b>Grand Total</b>				<b>26</b>			<b>21</b>	<b>(5)</b>	<b>\$ 495,206</b>
<b>Estimated Savings Range</b>								<b>\$300K - \$400K</b>	

Major MPE Equipment List		
Equipment	Current Count	Future Count
ADUS	1	1
AFCS200	1	0
AFSM100	1	1
ALAFSM	1	1
ASD	2	2
ATSR	1	1
ATU	1	1
BDS	3	0
DBCS BA	2	2
DBCS CI	1	1
DISS	2	2
EAA	1	1
FRES	1	1
UCAFSM	1	0
LAN	1	1
LCREM	1	1
LCTS	1	1
LMS	1	0
MSWYB	6	6
PACK	1	1
TAGBLSTR	1	1
VFS	1	0

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
EASTERN ME PDC	4	18	3	14	1	40

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
EASTERN ME PDC	4	15	3	14	1	37

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
EASTERN ME PDC	\$603,672	\$2,257,492	\$379,565	\$1,406,858	\$113,256	\$4,760,844

Future Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
EASTERN ME PDC	\$603,672	\$1,881,243	\$379,565	\$1,406,858	\$113,256	\$4,384,595

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$4,157,171
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$603,672
<b>Total Annual Cost</b>	<b>\$4,760,844</b>

Total Maintenance Craft x 1799 Hrs x LDC Labor Rate	\$3,780,923
Total Maintenance EAS x 1783 Hrs x LDC Labor Rate	\$603,672
<b>Total Annual Cost</b>	<b>\$4,384,595</b>

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			0	0	\$0
36			-349	-3	-\$376,249
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
<b>Grand Total</b>			<b>-349</b>	<b>-3</b>	<b>-\$376,249</b>

Savings	
Maintenance Craft Work Hour Savings	\$376,249
Maintenance EAS Work Hour Savings	\$0
<b>Total Annual Savings</b>	<b>\$376,249</b>

Estimated Savings Range | \$230K - \$300K

<b>Total Employee Reduction</b>	<b>3</b>
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\$\$\$/FTE	(\$125,416.22)
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Note: Calculation include projected Operational Maintenance hours, 2A - Miscellaneous Equipment hours, 2C - Additional Requirements hours, and LDC 36 FMO hours.

**IV. Productive Workyear Factors.**

Productive workyear factors are for use in all decision analysis reports and contracting out versus in-house service analyses. These factors represent the number of workhours in a workyear and are used in conjunction with the local workhour rates (which include compensation and benefits) in order to determine the cost per workyear.

Bargaining	Supervisor
1,783 hours	1,799 hours

For productive workyear factors for specific types and levels of employees, please refer to the Workhour Rates Memo. The rates provided in the memo are fully loaded and include fringe benefits, servicewide costs, and applicable lump sum payments.

The site where the latest Workhour Rates Memo is located can be accessed using the following link: <https://blue.usps.gov/cape/page2.htm>

LDC Code	Work Hour Rate
35	
36	
37	
38	
39	

# Logistics

Route	Current Annual Mileage	Annual Mileage Change	RPM	Current Annual Cost	Proposed Annual Cost	Annual Cost Change
N/A	-	-	-	-	-	-
N/A	-	-	-	-	-	-
N/A	-	-	-	-	-	-
N/A	-	-	-	-	-	-
N/A	-	-	-	-	-	-
<b>Grand Total</b>	-	-		-	-	<b>\$0.00</b>

0 Net Craft Impacts