

MPFR Data Entry Page

1. "Transfer From" Facility Information

Type of Distribution Consolidated: Originating
Facility Name & Type: Lehigh Valley PA P&DC
Street Address: 17 S Commerce Way
City: Bethlehem
State: PA
5D Facility ZIP Code: 18017
Retail & Delivery District: DE-PA 2
Retail & Delivery Area: Atlantic
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 180-188
Miles to "Transfer To" Facility: 87
Processing Region: Eastern
Processing Division: Chesapeake
Postmaster or Plant Manager: Gregory P Miller
Sr. Division Director: Vernal David Webster

2. "Transfer To" Facility Information

Facility Name & Type: Harrisburg PA P&DC
Street Address: 1425 Crooked Hill Road
City: Harrisburg
State: PA
5D Facility ZIP Code: 17107
Retail & Delivery District: Pennsylvania 1
Retail & Delivery Area: Atlantic
Finance Number: [REDACTED]
Current 3D ZIP Code(s): 169-179, 195-196, 254
Processing Region: Eastern
Processing Division: Chesapeake
Plant Manager: Michael Di Pippa
Sr. Division Director: Vernal David Webster

3. Background Information

Start of Study: Oct-18-2023
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 A Coleman
Division Coordinator: [REDACTED]
HQ MPFR Coordinator: [REDACTED]

MPFR Approval Signatures

Transfer From Facility Name and Type: Lehigh Valley PA P&DC
Facility ZIP Code: 18017
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 180-188
Type of Distribution Consolidated: Originating
Transfer To Facility Name and Type: Harrisburg PA P&DC
Facility ZIP Code: 17107
Finance Number: [REDACTED]
Current SCF ZIP Code(s): 169-179, 195-196, 254

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:

Gregory P Miller

Printed Name

E-SIGNED by Gregory.P Miller
on 2023-12-19 14:17:13 GMT

Signature

Date

Sr. Division Director:

Vernal David Webster

Printed Name

E-SIGNED by David Webster
on 2023-12-22 15:20:43 GMT

Signature

Date

TRANSFER TO FACILITY:

Plant Manager:

Michael Di Pippa

Printed Name

E-SIGNED by MICHAEL DI PIPPA
on 2023-12-22 17:06:33 GMT

Signature

Date

Sr. Division Director:

Vernal David Webster

Printed Name

E-SIGNED by David Webster
on 2023-12-22 15:20:46 GMT

Signature

Date

REGION:

Regional Vice President:

Todd Hawkins

Printed Name

E-SIGNED by Todd.S Hawkins
on 2024-01-08 22:18:31 GMT

Signature

Date

HEADQUARTERS:

Vice President, Proc & Maint Ops:

Dane A Coleman

Printed Name

E-SIGNED by DANE.A COLEMAN
on 2024-01-11 13:34:11 GMT

Signature

Date

Comments: _____

Executive Summary

Transfer From Facility Name and Type: Lehigh Valley PA P&DC

Street Address: 17 S Commerce Way

City, State: Bethlehem, PA

Current 3D ZIP Code(s): 180-188

Type of Distribution to Consolidate: Originating

Miles between facilities: 87

Transfer To Facility Name and Type: Harrisburg PA P&DC

Current 3D ZIP Code(s): 169-179, 195-196, 254

Summary of MPFR Analysis

Savings / Costs

Mail Processing Craft Workhour Savings =	\$535K - \$710K	From Processing Tab
Management Workhour Savings =	\$350K - \$470K	From Management Complement Tab
Transportation Savings =	\$3.7M - \$4.9M	From Logistics Tab
Maintenance Savings =	\$750K - \$1.0M	From Site A Maintenance Tab
Space Savings =	\$0	
Total Annual Savings =	\$5.3M - \$7.0M	
Total One-Time Costs =	\$0	From One-Time Costs Tab
Total First Year Savings =	\$5.3M - \$7.0M	

Staffing Positions

Net Craft Position Loss =	19	From Craft Complement Tab
Net Management Position Loss =	4	From Management Complement Tab

Service Standard Impacts

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

There will be an expected 1,224 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

Summary Narrative

Background

The Lehigh Valley PA P&DC is a postal owned facility that processes originating and destinating volumes for the service area of SCFs 180-188. The Lehigh Valley facility is 315,857 square feet. The Lehigh Valley facility is located 87 miles from the Harrisburg PA P&DC, approximately 1½ hours via local roadways. The Mail Processing Facility Review (MPFR) proposal to move originating mail from Lehigh Valley PA P&DC to Harrisburg PA P&DC was announced on 10/18/2023 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 Lehigh Valley 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 Lehigh Valley 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 1,224 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 \$5,300,000 to \$7,000,000. There are no projected one-time costs associated with this MPFR.

Mail Processing Craft Workhour Savings	=	\$535K - \$710K
Management Workhour Savings	=	\$350K - \$470K
Transportation Savings	=	\$3.7M - \$4.9M
Maintenance Savings	=	\$750K - \$1.0M
Space Savings	=	\$0
Total Annual Savings	=	\$5.3M - \$7.0M
Total One-Time Costs	=	\$0
Total First Year Savings	=	\$5.3M - \$7.0M

Mail Processing Employee Impacts

The Lehigh Valley MPFR identified a reduction of 9 craft positions and 1 management position.

Craft Staffing Impacts									
Transfer From Site	Transfer From Impacts			Transfer To Impacts			Net Impacts		
	F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
LEHIGH VALLEY PA P&DC	-68	-10	-68	59	0	59	-9	-10	-19

Management Staffing Impacts											
LPC Impacts	F1	Maint	Total	PDC Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
Lehigh Valley	-3	-3	-6	Harrisburg	2	0	2	Lehigh Valley/Harrisburg	-1	-3	-4

Maintenance

The MPFR is projecting an annual maintenance savings between \$750,000 to \$1,000,000 due to supporting different equipment sets. The MPFR identified a reduction of 10 craft positions and 3 management positions. Maintenance staffing packages will be performed after implementation of this MPFR to determine actual impacts.

Transportation

The MPFR shows an annual savings between \$3,700,000 to \$4,900,000 due to modifying and eliminating existing HCR service. The MPFR has identified no staffing impacts at this time.

Space Impacts and One-Time Costs

There are no proposed one-time costs for this MPFR. Any space in Lehigh Valley made available due to the transfer of operations to Harrisburg would be evaluated for future utilization.

Conclusion

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

The Lehigh Valley PA P&DC to Harrisburg PA P&DC MPFR projects an annual savings between \$5.3M and \$7.0M with no proposed one-time costs.

This go-forward plan for the Lehigh Valley 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.

Craft Complement

	Net Complement Impacts
F1 Mail Processing	9
F3A Logistics	0
F3B Maintenance	10
Total	19

Craft Staffing Impacts									
Transfer From Site	Transfer From Impacts			Transfer To Impacts			Net Impacts		
	F1	Maint	Total	F1	Maint	Total	Net F1	Net Maint	Net Total
LEHIGH VALLEY PA P&DC	-68	-10	-68	59	0	59	-9	-10	-19

Craft Career Impact (Transfer From Site)							
F1 Clerk Impact	F1 Mail Handler Impact	F1 PSE On-rolls	F1 MHA On Rolls	F1 Clerk Impact Less PSEs	F1 Mail Handler Impact Less MHAs	Maint Impact	Updated Career Craft Impact
-29	-39	20	33	-9	-6	-10	-25

Management Complement

OM to Payroll Staffing Condition Report

Run Date: 10/19/23

SAP Organizational Management Data		Payroll Form 50 Data				
Occupation Series/Code	Title	Total Authorized	On Rolls Count	Variance		LDC
				On Rolls - Authorized	Func	
414583	LEHIGH VALLEY PA P&DC					
23020031	EXEC PLANT MANAGER (4)	1	1	0	8	80
23157145	MGR PROCESSING SUPPORT	1	1	0	0	1
23157140	MGR DISTRIBUTION OPERATIONS	1	1	0	1	10
23550020	MGR MAINTENANCE	1	0	-1	3B	35
8960028	INDUSTRIAL ENGINEER (PROCESSING)	2	1	-1	0	3
23157141	MGR DISTRIBUTION OPERATIONS	1	1	0	1	10
23550055	MGR MAINTENANCE OPERATIONS	1	0	-1	3B	35
23150105	PROCESSING SUPPORT SPECIALIST	1	1	0	0	3
8960018	INDUSTRIAL ENGN TRAINEE (LVL-02)	0	1	1	0	3
23550030	MAINTENANCE SUPPORT SPECIALIST	1	1	0	3B	35
23150067	MGR DISTRIBUTION OPERATIONS	1	1	0	1	10
23550021	MGR MAINTENANCE SUPPORT	1	1	0	3B	35
23150106	PROCESSING SUPPORT SPECIALIST	2	2	0	0	3
23150066	SUPV DISTRIBUTION OPERATIONS	16	16	0	1	10
23150103	SUPV DISTRIBUTION OPS (RELIEF)	3	3	0	1	10
23550010	SUPV MAINTENANCE OPERATIONS	6	5	-1	3B	35
23550066	SUPV MAINTENANCE OPS (RELIEF)	1	1	0	3B	35
3180007	ADMINISTRATIVE ASSISTANT (FLD)	1	1	0	8	82
Cost Center	Total	41	38	-3		

Future EAS Staffing

Occupation Series/Code	Title	Total Authorized	Func	LDC
23020031	EXEC PLANT MANAGER (4)	1	8	80
23157145	MGR PROCESSING SUPPORT	1	0	1
23157140	MGR DISTRIBUTION OPERATIONS	1	1	10
23550020	MGR MAINTENANCE	1	3B	35
8960028	INDUSTRIAL ENGINEER (PROCESSING)	2	0	3
23157141	MGR DISTRIBUTION OPERATIONS	1	1	10
23550055	MGR MAINTENANCE OPERATIONS	1	3B	35
23150105	PROCESSING SUPPORT SPECIALIST	1	0	3
8960018	INDUSTRIAL ENGN TRAINEE (LVL-02)	0	0	3
23550030	MAINTENANCE SUPPORT SPECIALIST	1	3B	35
23150067	MGR DISTRIBUTION OPERATIONS	1	1	10
23550021	MGR MAINTENANCE SUPPORT	1	3B	35
23150106	PROCESSING SUPPORT SPECIALIST	2	0	3
23150066	SUPV DISTRIBUTION OPERATIONS	14	1	10
23150103	SUPV DISTRIBUTION OPS (RELIEF)	2	1	10
23550010	SUPV MAINTENANCE OPERATIONS	3	3B	35
23550066	SUPV MAINTENANCE OPS (RELIEF)	1	3B	35
3180007	ADMINISTRATIVE ASSISTANT (FLD)	1	8	82
Cost Center	Total	35		

Summary

	Net Mgt Impacts	Management Savings \$
F0	0	
F1	1	
F3B	3	
Total	4	
Estimated Savings Range		\$350K - \$470K

Function Hourly Rate

Function	Management Staffing Impacts											
	LPC Impacts	F1	Maint	Total	PDC Impacts	F1	Maint	Total	Net Impacts	Net F1	Net Maint	Net Total
F0												
F1	Lehigh Valley	-3	-3	-6	Harrisburg	2	0	2	Lehigh Valley/Harrisburg	-1	-3	-4

Service Standard Impacts

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

There will be an expected 1,224 Origin/Destinating Pairs that will receive service performance upgrades and no service performance downgrades.

	Upgrades	Downgrades
FCM	486	0
MKT	126	0
PER	486	0
PKG	126	0

MPE Inventory

From Facility: Lehigh Valley PA P&DC

To Facility: Harrisburg PA P&DC

Data Extraction Date: 10/19/23

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

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Excess Equipment	(8) Relocation Costs
ADUS			0	0	
AFCS			0	0	
AFCS 200	6	6	0	3	
AFSM100	4	4	0	0	
APBS			0	0	
APPS	1	1	0	0	
CIOSS	3	3	0	0	
DBCS	29	29	0	0	
DIOSS	7	7	0	2	
HOPS			0	0	
HSTS			0	0	
HSUS			0	0	
LCREM	2	2	0	0	
LCTS	2	2	0	0	
LCUS			0	0	
PSM			0	0	
RCS	9	9	0	0	
SIPS			0	0	
SPSS			0	0	
USS			0	0	
PIV			0	0	
MaRS			0	0	
FRS			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: Lehigh Valley PA P&DC

Current 3D ZIP Code(s): 180-188
 Data Extraction Date: 10/19/23

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: 180		3-Digit ZIP Code: 181		3-Digit ZIP Code: 182		3-Digit ZIP Code: 183	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
14	136	15	8	11	103	13	110
136	79	37	22	107	26	102	26
80	6	6	2	14	2	26	2
230	221	58	32	132	131	141	138

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: 185		3-Digit ZIP Code: 186		3-Digit ZIP Code: 187		3-Digit ZIP Code: 188	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
15	9	8	69	42	29	14	87
18	21	90	38	18	13	80	17
10	3	12	0	7	1	15	3
43	33	110	107	67	43	109	107

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	68.5%
QTR2/FY23	55.8%
QTR3/FY23	56.5%
QTR4/FY23	58.7%

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

	Current		Proposed	
	Start	End	Start	End
Monday	7:00	18:00	7:00	18:00
Tuesday	7:00	18:00	7:00	18:00
Wednesday	7:00	18:00	7:00	18:00
Thursday	7:00	18:00	7:00	18:00
Friday	7:00	18:00	7:00	18:00
Saturday	8:00	12:30	8:00	12:30

6. Business (Bulk) Mail Acceptance Hours

	Current		Proposed	
	Start	End	Start	End
Monday	9:00	18:00	9:00	18:00
Tuesday	9:00	18:00	9:00	18:00
Wednesday	9:00	18:00	9:00	18:00
Thursday	9:00	18:00	9:00	18:00
Friday	9:00	18:00	9:00	18:00
Saturday	Closed	Closed	Closed	Closed

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

8. Notes: _____

Transfer To Facility: Harrisburg PA 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

LEHIGH VALLEY PA P&DC			
Mail Mix	Current Facility Workload Content	Current Facility Workhours	Current Facility FTEs
Letters			143
Flats			45
Packages			89
Other			138
Grand Total			415

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			5,159	114
Flats			4,751	37
Packages			2,902	81
Other			874	115
Grand Total				347

Current On Rolls 424
 Impact (68)

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	FTEs @ 15% EI Imp. @ Transfer To Facility	New Facility Change	\$ Savings
Letters			3,035	29	3,491		25	(4)	\$ 396,165
Flats			5,891	8	6,774		7	(1)	\$ 99,041
Packages			11,185	8	12,863		7	(1)	\$ 99,041
Other			989	23	1,137		20	(3)	\$ 297,124
Grand Total				68			59	(9)	\$ 891,372

Estimated Savings Range **\$535K - \$710K**

Major MPE Equipment List		
Equipment	Current Count	Future Count
AAA	1	0
AFC3200	3	0
AFSM100AFSM100	2	2
AFTL	1	1
APBS	1	1
APPS	1	1
ASD_DA	2	2
ATSIATSU	1	1
ATU	2	2
BDS	3	0
DBCS	7	7
DISS	6	4
DPRCRLULL	1	0
FRESPRES	1	0
HSTS	1	1
UCAFSM	1	0
LAN	1	1
UCREM	1	1
LMS	1	1
MSWVB	4	0
SPUS/SIPS	1	1
VFS	5	0

Current eWHEP Authorized						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
LEHIGH VALLEY PA P&DC	10	45	3	28	3	89

Current Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
LEHIGH VALLEY PA P&DC	\$1,509,181	\$5,643,730	\$379,565	\$2,813,717	\$339,768	\$10,685,961

Total Maintenance Craft x 1783 Hrs x LDC Labor Rate	\$9,176,780
Total Maintenance EAS x 1799 Hrs x LDC Labor Rate	\$1,509,181
Total Annual Cost	\$10,685,961

LDC	Current Work Hrs	Future Work Hrs	Work Hrs Delta	FTE Delta	Estimated Cost
35			-5397	-3	-\$452,754
36			-17630	-10	-\$1,254,162
37			0	0	\$0
38			0	0	\$0
39			0	0	\$0
Grand Total			-23227	-13	-\$1,706,917

Future						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
LEHIGH VALLEY PA P&DC	7	35	3	28	3	76

Future Cost						
SITE	LDC 35	LDC 36	LDC 37	LDC 38	LDC 39	Grand Total
LEHIGH VALLEY PA P&DC	\$1,056,427	\$4,389,568	\$379,565	\$2,813,717	\$339,768	\$8,979,045

Total Maintenance Craft x 1783 Hrs x LDC Labor Rate	\$7,922,618
Total Maintenance EAS x 1799 Hrs x LDC Labor Rate	\$1,056,427
Total Annual Cost	\$8,979,045

Savings	
Maintenance Craft Work Hour Savings	\$1,254,162
Maintenance EAS Work Hour Savings	\$452,754
Total Annual Savings	\$1,706,917

Total Employee Reduction	-13	Estimated Savings Range	\$750K - \$1.0M
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\$\$\$/FTE	(\$131,301.27)
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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, service-wide costs, and applicable lump sum payments.

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

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
117MJ HCR						(\$640,143.04)
170JE HCR						(\$508,408.97)
170P5 HCR						(\$17,049.55)
170R0 HCR						(\$16,789.87)
18018 HCR						(\$850,761.89)
180CE HCR						(\$505,715.92)
180M6 HCR						(\$590,558.79)
180M7 HCR						(\$143,139.50)
180N0 HCR						\$0.00
180N1 HCR						(\$173,181.44)
294DE HCR						(\$1,091,801.10)
381Z2 HCR						(\$1,642,899.07)
Grand Total						(\$6,180,449.14)

Estimated Savings Range	\$3.7M - \$4.9M
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0 Net Craft Impacts