



March 17, 2009

Omar M. Gonzalez
Western Regional Coordinator
APWU, AFL-CIO
500 Airport Blvd., Suite 450
Burlingame, CA 94010-1940



RE: Notice of Withholding – Monmouth, OR

Dear Mr. Gonzalez:

Based on a review of clerk operations and reductions in mail volumes and retail transactions at the Monmouth, OR Post Office, there is insufficient work for one full-time regular employee. In order to minimize impact due to the planned excessing we are authorizing withholding of one residual vacancy at the same or lower level in all crafts in the affected installation and at the same or lower level in surrounding installations within a 50-mile radius of the Monmouth Post Office.

If you have questions, please contact Gloria Borsick, Labor Relations Specialist, Western Area at 303-313-5444.

Sincerely,

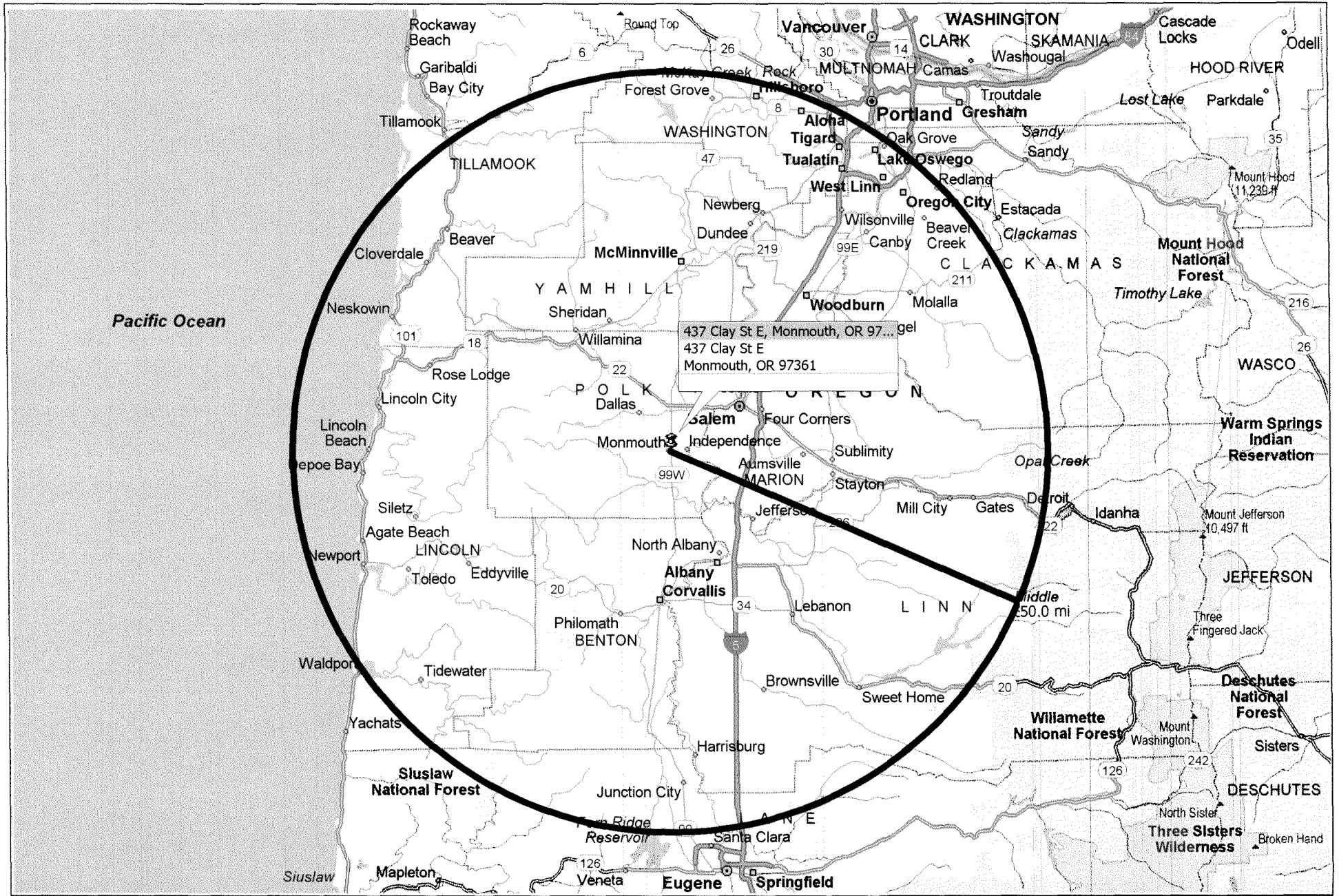
A handwritten signature in cursive script that reads "GK Borsick".

Gloria K. Borsick for
Valerie E. Martin
Manager, Human Resources
Western Area

Attachments: Site Impact Report, Function 4, Radius Map, Seniority List, CSV, Flash

cc: Manager, Labor Relations, Western Area
Manager, Delivery Programs Support, Western Area
Manager, In-Plant Support, Western Area
District Manager, Portland
Manager, Human Resources, Portland
Manager, Labor Relations, Portland
NPMHU Director Western Region (Denver)
NALC NBA Region 2

Salem, Oregon, United States



OFFICE	FULL NAME	JOB TITLE	PAY LEVEL	D/A	LDC	SEN DATE	VET PEF
MONMOUTH PO	DEROWITSCH GARY K.	DIST WINDOW CLK	6	110	48	5/11/1985	N
MONMOUTH PO	NEEDHAM KATHLEEN R.	DIST WINDOW CLK	6	110	48	5/10/1986	N
MONMOUTH PO	MCPAHAN LAVON R.	SALES,SVCS/DISTRIBU TION ASSOC	6	110	48	9/23/2000	N
MONMOUTH PO	VOGT JR EARL C.	SALES,SVCS/DISTRIBU TION ASSOC	6	410	48	8/18/2007	N



March 5, 2009

SUBJECT: Monmouth Clerk Operation

I conducted a review of the clerk operations in Monmouth Oregon from 2:30 PM on Wednesday February 25 until close and then Thursday, February 26 from 5:30 AM until 3:00 PM.

I reviewed the volume recording procedures and found the volumes to be correctly recorded using a measuring tape or a plastic device, measuring in inches then converting the total inches to footage. Clerks for the most part were clocking over to the proper function.

The Postmaster was counting 4 rural routes this day and did not contribute to any bargaining unit work. I am told he normally does the parcel distribution, helps in the box section and backs up at the window when necessary. The floor layout needs improvement which will also help to make the work flow more efficient. Suggestions were provided to the Postmaster and he will make the changes over the next several weeks. I am unable to quantify the workhour savings of these suggestions.

A review of prior daily volumes and transactions showed that these two days were typical of the prior two weeks daily volumes and transactions. The box mail was up 1 hour prior to cut off time. The clerks worked efficiently when work was available. There were many periods throughout the day that the clerks had no work available. There is very limited flexibility in this office with 3 FTR and 1 PTF clerk making the operation inefficient.

This office is clearly overstaffed by one full time regular position. A subsequent review was conducted the following week by an Operations Support Supervisor with the same conclusions.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "M. Spitsnogle", with a long horizontal line extending to the right.

Marilee Spitsnogle
Manager Post Office Operations

WorkHour Impact Report

Impacted Bid Cluster	MONMOUTH POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	08/29/2009
Period (Dates) of Review Performed	03/01/2008 thru 02/27/2009
Report Prepared By	Marilee Spitsnogle
Report Prepared Date	03/17/2009
Reviewed By	Terry Anderson
Phone	(503) 294-2206

WorkHour Impact Report

Craft = CLERK

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	130	96	-34	-136	-1768	-1	1768

OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	11	8.5%	-3	0		8	8.3%

WorkHour Impact Report

Casuals

a. Current Number of CLERK Casuals on Rolls	0
b. Current Total Non-OverTime CLERK Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	0
d. Number of CLERK Casuals that will have Reduced Hours	0
e. Number of CLERK Casuals that will be Terminated	0
f. Number of CLERK Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK Casuals	
NA	

Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	1
b. Current Total Non-OverTime CLERK PTFs Hours per Month	112
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	0
d. Number of CLERK PTFs that will have Reduced Hours	
e. Will there be any CLERK PTFs Excessed from Craft or Installation	NO
If Yes how Many CLERK PTFs	0
f. Provide Narrative Explaining need for Excessing	
NA	

Transitional Employees (TEs)

a. Current Number of CLERK TEs on Rolls	0
b. Current Total Non-OverTime CLERK TE Hours per Month	0
c. Planned Reduction in Total Non-OverTime CLERK TE Hours per Month	0
d. Number of CLERK TEs that will have Reduced Hours	0
e. Number of CLERK TEs that will be Terminated	0
f. Number of CLERK TEs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK TEs	
NA	

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of CLERK PTRs on Rolls	0
b. Planned Number of CLERK PTR Positions after Impact	0
c. Estimated Number of CLERK PTR Attrition	0
d. Will there be any CLERK PTRs Excessed from Craft or Installation CLERK PTRs	NO 0
e. Provide Narrative Explaining need for Excessing NA	

Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	3
b. Planned Number of CLERK FTR Positions After Impact	2
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation If Yes how Many CLERK FTRs	YES 1
e. Provide Narrative Explaining need for Excessing Reduction due to declining mail volume and retail transactions.	

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-136
b. Planned Reduction in Total OT Hours per Month	-12
c. Planned Reduction in Casual Non-OT Hours per Month	0
d. Planned Reduction in PTF Non-OT Hours per Month	0
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	384
f. Total FTE Savings	-1

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AREA CUSTOMER SERVICE VARIANCE - [970]-PORTLAND PFC					
MONMOUTH PO - MONMOUTH PO 405744				Variance Date: 03/06/2009	
Analysis Period: 01/31/2009 to 02/27/2009 - Customer Service Days: 23				Unit Level: 20 Man Yr: 0 CAG: F	
Benchmark Generation: FY 2008 WK 1 - FY 2008 WK 52			[MONMOUTH PO] MONMOUTH PO		
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	0	0	3	3	0%
Part Time Flexible Clerk	3	3	1	-2	300.00%
Part Time Regular Clerk	0	0	0	0	0.00%
Full Time MH	0	0	0	0	0.00%
Part Time Flexible MH	0	0	0	0	0.00%
Part Time Regular MH	0	0	0	0	0.00%
Full Time Equivalent Emp	3	3	4	0.94	76.55%
Full Time Equivalent Hrs	1871	1873	1694		
WORKHOUR ANALYSIS					
<i>Automation/Mechanized (LDC41L-41F)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltrs Hours	0	0	0	0	0%
LDC 41 Flts Hours	0	0	0	0	0%
Total Auto/Mech Hours	0	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	8	5	6	1	91.03%
LDC 43F Hours	32	30	29	-1	104.38%
LDC 43P Hours	23	24	24	0	100.44%
LDC 43A Hours	40	40	20	-20	199.13%
LDC 43 Total	103	100	79	-21	126.16%
LDC 44 Hours	33	27	62	35	43.55%
Total Manual Hours	136	127	141	14	89.93%
<i>Retail/Admin (LDC 42,45,46,48)</i>					
LDC 42 Hours	2	0	0	0	0%
LDC 45 Hours	199	194	214	20	90.67%
LDC 46 Hours	0	0	0	0	0%
LDC 48 Hours	116	116	161	45	72.06%
Total Retail/Admin Hours	317	310	375	65	82.68%
Total Function Four	452	437	516	79	84.66%
WORKLOAD ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Ltrs Vol Pcs	0		0	0	0%
LDC 41 TPF Flts Vol Pcs	0		0	0	0%
Auto/Mech Volume	0		0	0	0%
LDC 43 Dist Vol Ltrs (Ft)	70		46	-25	- 34.93%
LDC 43 Dist Vol Flts (Ft)	334		317	-17	- 5.00%

LDC 43 Dist Vol PP/Sprs	6857		7304	447	6.52%
LDC 44 Box Ltrs (Ft)	120		98	-22	- 18.02%
LDC 44 Box Flts (Ft)	86		73	-13	- 15.21%
Manual Vol (w/o PP/Sprs)	610		534	-76	- 12.46%
LDC 45 Transactions	8326		8041	-285	- 3.42%
Retail Transaction Volume	8326		8041	-285	- 3.42%
PRODUCTIVITY ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltr PPH	0	0	0	0	0%
LDC 41 Flt PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs FPH	8.39	8.39	7.64	- 0.75	91.03%
LDC 43 Dist Vol Flts FPH	10.49	10.49	10.94	0.46	104.38%
LDC 43 Dist PP/Sprs PPH	303	303	304	1	100.33%
LDC 43 Allied Hrs per day	1.73	1.73	0.87	- 0.86	199.13%
LDC 44 Box L&F FPH	6.25	6.32	2.76	- 3.55	43.76%
LDC 45 Min. per Trans	1.43	1.45	1.60	0.15	90.67%
LDC 45 Trans per 1412	113.17		108.66	- 4.51	96.02%
UNIT ROUTE AND DELIVERIES ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	5		5	0	0.00%
Rural Routes	3		3	0	0.00%
CDS Routes	0		0	0	0%
POB Equivalent Routes	4		4	0	0.00%
City Deliveries	3275		3274	-1	- 0.03%
Rural Deliveries	1152		1142	-10	- 0.87%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	508		505	-3	- 0.59%
FTES DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	2.97	2.86	3.38	0.52	

Monmouth	Current					Last 4					YTD				
	Actual	Plan Var	% Plan	SPLY Var	% SPLY	Actual	Plan Var	% Plan	SPLY Var	% SPLY	Actual	Plan Var	% Plan	SPLY Var	% SPLY
PPCC	751	116.0	18.3	-87.0	-10.4	2,880	404.0	16.3	-175.0	-5.7	15,266	3,081.0	25.3	1,028.0	7.2
CPD	19,644	-96.0	-0.5	138.0	0.7	75,302	-335.0	-0.4	534.0	0.7	363,773	-529.0	-0.1	3,632.0	1.0
SDPD	3,274	-16.0	-0.5	23.0	0.7	13,096	-58.0	-0.4	93.0	0.7	65,544	-92.0	-0.1	1,954.0	3.1
CaseVol/OffHrs	356	84.1	30.9	12.6	3.7	327	54.4	20.0	-7.2	-2.2	320	47.1	17.3	-35.8	-10.1
Case Ltrs per Del	0.2	-0.0	-11.8	-0.1	-25.0	0.2	-0.0	-11.1	-0.1	-36.0	0.2	0.0	5.6	-0.1	-20.8
Case Flts per Del	0.7	0.1	10.0	-0.1	-17.5	0.7	0.1	11.5	-0.1	-12.8	0.8	0.2	25.8	-0.1	-8.2
OEI	436.5	84.0	23.8	94.3	27.6	386.2	39.2	11.3	61.1	18.8	330.7	-9.1	-2.7	3.3	1.0
SEI	124.3	-26.4	-17.5	-0.7	-0.6	131.0	-17.4	-11.7	8.4	6.8	125.7	-19.0	-13.1	2.7	2.2
TEI	96.8	-8.8	-8.3	5.2	5.7	97.8	-6.0	-5.7	8.8	9.9	91.1	-10.3	-10.1	2.1	2.3
Func 4 Cust Serv	133	16.0	13.7	-6.0	-4.3	507	54.0	11.9	-22.0	-4.2	2,336	177.0	8.2	-127.0	-5.2
LDC 43	16	-12.0	-42.9	-1.0	-5.9	75	-32.0	-29.9	-7.0	-8.5	373	-148.0	-28.4	-44.0	-10.6
LDC 44	16	8.0	100.0	-3.0	-15.8	59	31.0	110.7	-1.0	-1.7	288	130.0	82.3	27.0	10.3
LDC 45	58	6.0	11.5	-12.0	-17.1	223	19.0	9.3	-37.0	-14.2	1,089	172.0	18.8	-205.0	-15.8
LDC 46	0	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0	0	0.0	0.0	-6.0	-100.0
LDC 48	43	14.0	48.3	10.0	30.3	139	25.0	21.9	12.0	9.4	575	12.0	2.1	90.0	18.6
LDC 94	0	0.0	0.0	0.0	0.0	11	11.0	0.0	11.0	0.0	11	11.0	0.0	10.0	1,000.0
F 4 OT %	2.3	-5.4	-70.6	-5.7	-71.4	2.6	-5.2	-66.9	-3.7	-59.0	6.6	-1.2	-15.8	1.7	35.3
F 4 POT %	0.00	0.0	0.0	0.0	0.0	0.00	-0.4	-100.0	0.0	0.0	0.00	-0.2	-100.0	0.0	0.0
F 4 SL %	0.0	-3.4	-100.0	-5.8	-100.0	0.0	-3.5	-100.0	-4.4	-100.0	3.5	-0.3	-8.7	-2.2	-38.5
F4 LWOP %	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	3.6	3.6	0.0	3.6	0.0
Dist Flts (pcs)	8,777	-792.0	-8.3	-2,953.0	-25.2	36,184	-1,099.0	-2.9	-4,785.0	-11.7	186,559	1,751.0	0.9	-14,952.0	-7.4
Dist Ltrs (pcs)	3,290	-1,046.0	-24.1	-1,420.0	-30.1	11,102	-5,791.0	-34.3	-9,327.0	-45.7	59,492	-24,243.0	-29.0	-38,868.0	-39.5
Dist Vol Prod	754.2	257.6	51.9	-212.9	-22.0	630.5	124.2	24.5	-118.3	-15.8	659.7	144.2	28.0	-59.5	-8.3
PP Tot Unit	1,979	261.0	15.2	-60.0	-2.9	7,689	996.0	14.9	45.0	-0.6	41,009	7,829.0	23.6	859.0	2.1
Box Flts (pcs)	2,194	-289.0	-11.6	9.0	0.4	8,047	-1,628.0	-16.8	-1,354.0	-14.4	53,302	5,337.0	11.1	-45.0	-0.1
Box Ltrs (pcs)	6,045	-938.0	-13.4	-1,174.0	-16.3	24,009	-3,198.0	-11.8	-4,675.0	-16.3	122,535	-12,333.0	-9.1	-22,622.0	-15.6
Tot Box Vol	8,239	-1,227.0	-13.0	-1,165.0	-12.4	32,056	-4,826.0	-13.1	-6,029.0	-15.8	175,837	-6,996.0	-3.8	-22,667.0	-11.4
Tot Box Vol Prod	515	-668.3	-56.5	20.0	4.0	543	-773.9	-58.8	-91.4	-14.4	611	-546.6	-47.2	-150.0	-19.7
F 8 Admin	48	3.0	6.7	0.0	0.0	188	18.0	10.6	2.0	1.1	928	112.0	13.7	-20.0	-2.1
LDC 80	48	3.0	6.7	0.0	0.0	188	18.0	10.6	2.0	1.1	928	112.0	13.7	-12.0	-1.3