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WESTERN REGION
COORDINATOR

AREA CUSTOMER SERVICE VARIANCE - [913]-SIERRA COASTAL PFC					
HANFORD PO - HANFORD PO 053282			Variance Date: 03/05/2009		
Analysis Period: 06/26/2008 to 09/26/2008 - Customer Service Days: 76			Unit Level: 22 Men Yr: 0 CAG: E		
Benchmark Generation: FY 2008 WK 1 - FY 2008 WK 62		[HANFORD PO] HANFORD PO			
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	0	0	8	8	0%
Part Time Flexible Clerk	11	10	3	-7	333.33%
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	11	10	11	0.76	93.05%
Full Time Equivalent Hrs	1870	1869	1731		
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	356	328	396	68	82.72%
LDC 43F Hours	288	262	288	26	91.12%
LDC 43P Hours	343	285	241	-44	118.12%
LDC 43A Hours	525	526	291	-235	180.78%
LDC 43 Total	1513	1401	1216	-185	115.19%
LDC 44 Hours	350	319	321	2	99.38%
Total Manual Hours	1863	1720	1537	-183	111.88%
<i>Retail/Admin (LDC 42,45,46,48)</i>					
LDC 42 Hours	109	109	109	0	100.00%
LDC 45 Hours	1496	1299	1698	399	76.50%

Rural Routes	10		10	0	0.00%
CDS Routes	0		0	0	0%
POB Equivalent Routes	14		15	1	7.14%
City Deliveries	17320		17345	25	0.14%
Rural Deliveries	5866		5913	47	0.80%
CDS Deliveries	0		0	0	0%
PO Box Deliveries	1736		1756	20	1.15%
FTES DAILY STAFFING ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	10.31	9.57	9.53	-0.05	

CUSTOMER SERVICE VARIANCE - CLERK/MAILHANDLER COMPLEMENT						
Delivery Days: 302		HANFORD PO - HANFORD PO 053282			DATE :03/05/2009	
Leave Replacement Calculation						
Leave Type	Hrs Per Day	Leave %	Formula	Employee Earned		
Annual Leave	65	14.00%	(CSV Avg Daily Hours x 14.00% x (6 day wk/40 hr WtWk))=	1.38	Clerk/MH(s)	
Sick Leave	65	3.50%	(CSV Avg Daily Hours x 3.50% x (6 day wk/40 hr WtWk))=	0.35	Clerk/MH(s)	
LWOP	65	1.00%	(CSV Avg Daily Hours x 1.00% x (6 day wk/40 hr WtWk))=	0.10	Clerk/MH(s)	
(Subtract Overtime)	65	12.00%	(CSV Avg Daily Hours x 12.00% x (6 day wk/40 hr WtWk))=	1.19	Clerk/MH(s)	
Net Total		6.50%	Leave/OT Replacement Needs >>>>	0.64	Clerk/MH(s)	
			Replacement for Replacement >>>>	0.04	Clerk/MH(s)	
			Total Leave Replacement >>>>	0.68	Clerk/MH(s)	
Man Year (0 < 100, 1 100-199, 2 => 200)			0	Current Ratio FT/PT		
				73%	27%	
				Target Ratio FT/PT		
				0%	100%	
Current on Rolls				Earned Complement		
Full Time Clerk			8	Full Time Clerk	0	
Part Time Flexible Clerk			3	Part Time Flexible Clerk	11	
Part Time Regular Clerk			0	Part Time Regular Clerk	0	
Full Time Mailhandler			0	Full Time Mailhandler	0	
Part Time Flexible Mailhandler			0	Part Time Flexible Mailhandler	0	
Part Time Regular Mailhandler			0	Part Time Regular Mailhandler	0	
Total F4 on Rolls			11	Total F4 Earned	11	
Current Actual			Daily Hrs	Employees	Target	
LDC 41 Clerk/MH(s)			0.00	0.00	0.00	
LDC 42 Clerk/MH(s)			0.84	0.13	0.13	
LDC 43 Clerk/MH(s)			16.67	2.52	2.73	
LDC 44 Clerk/MH(s)			4.28	0.65	0.65	
LDC 45 Clerk/MH(s)			23.91	3.61	2.89	
LDC 46 Clerk/MH(s)			0.06	0.01	0.01	
LDC 48 Clerk/MH(s)			20.06	3.03	3.47	
Total Actual Daily Hrs			65.81	9.94	Total Earned Daily Hrs	
Daily Hours Actual			65.81		65.43	
					Daily Hours Earned	
					65.43	

Current Complement	11	Target Complement	10.56
FTEE Current	1807	FTEE Target	1871
Projected Annual Hrs Actual	19,874	Projected Annual Hrs Earned	19,758
On Duty Required Totals	9.88	Full Time Equiv Employee (Hrs per)	1871
Leave Replacement Totals	0.68	Variance FTEE	0.44
Complement Total	10.56	Complement % Achieved	100.00%

WorkHour Impact Report

Impacted Bid Cluster	HANFORD POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	08/29/2009
Period (Dates) of Review Performed	02/02/2008 thru 01/30/2009
Report Prepared By	Linda Shumate
Report Prepared Date	03/11/2009
Reviewed By	Kerry Wolny
Phone	(661) 775-6500

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	403	331	-72	-288	-3744	-2	1820

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	9	2.2%	-2	0		7	2.1%

WorkHour Impact Report

Casuals

a. Current Number of CLERK Casuals on Rolls	1
b. Current Total Non-OverTime CLERK Casuals Hours per Month	144
c. Planned Reduction in Total Non-OverTime CLERK Casuals Hours per Month	-144
d. Number of CLERK Casuals that will have Reduced Hours	0
e. Number of CLERK Casuals that will be Terminated	-1
f. Number of CLERK Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining CLERK Casuals	

There are no casuals at this installation.

Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	3
b. Current Total Non-OverTime CLERK PTFs Hours per Month	348
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-4
d. Number of CLERK PTFs that will have Reduced Hours	1
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

PTF workhours will be reduced.

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

There are no APWU TE's

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	NO
CLERK PTRs	0
e. Provide Narrative Explaining need for Excessing	
There are no PTR's at this installation.	

Full Time Regular (FTRs)

a. Current Number of CLERK FTRs on Rolls	8
b. Planned Number of CLERK FTR Positions After Impact	7
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	1
e. Provide Narrative Explaining need for Excessing	
The workload reduction has resulted in the earned workhours no longer supporting the current level of FT clerk staffing; therefore it will be necessary to excess up to 1 FT level 6 clerk from the craft/installation.	

WorkHour Impact Report-CLERK

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-140
b. Planned Reduction in Total OT Hours per Month	-8
c. Planned Reduction in Casual Non-OT Hours per Month	-144
d. Planned Reduction in PTF Non-OT Hours per Month	-4
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	1324
f. Total FTE Savings	-2

HANFORD FT SENIORITY LIST

OFFICE	LAST	FIRST	MI	JOB TITLE	PAY LEVEL	D/A	LDC	OCC CODE	SEN DATE	SEN #	VET PREF
HANFORD PO	BOYD	CHARLES	E	WINDOW SVC TECH	7	110	48	232029XX	4/7/1957	1	Y
HANFORD PO	LAWLER	SHARON	J	MAIL PROCESSING CLERK	6	110	48	23150063	8/12/1978	1	N
HANFORD PO	JOHNSON	DEAN	A	WINDOW CLK	6	110	45	232001XX	12/20/1979	1	Y
HANFORD PO	MAYO	DEBRA		DIST WINDOW CLK	6	110	48	234002XX	7/20/1985	1	Y
HANFORD PO	CHANG	CAROL		MAIL PROCESSING CLERK	6	110	48	23150063	11/13/1993	1	N
HANFORD PO	BALDERAS	ALBERT	R	MAIL PROCESSING CLERK	6	110	48	23150063	11/13/1993	2	N
HANFORD PO	BLACKWELL	SHELDON	A	SALES, SVCS/DISTRIBUTION ASSOC	6	110	45	23200003	8/1/1998	3	Y
HANFORD PO	ALAYSA	JOSEPHINE	C	SALES, SVCS/DISTRIBUTION ASSOC	6	110	48	23200003	1/15/2000	1	N

Function 4 Scheduling & Staffing Review

	Facility Name: HANFORD CA	53-3282
A	FTES Variance in F4 (13 Weeks): 0.23	
B	FTEE Variance in F4 (13 Weeks): 0.51	
C	FTEE Benchmark Full Time Equivalent Emp: 11	
D	FTEE Earned Full Time Equivalent Emp: 10	
E	FTEE Actual Full Time Equivalent Emp: 11	
F	FTEE Actual Full Time Equivalent Hrs: 1829	
G	Actual LDC 43 Dist Vol Ltrs (F1): 1900	
H	Actual LDC 43 Dist Vol Flts (F1): 1809	
I	Total Number of Routes (City, CDS, and Rural): 33	
J	Total PO Box Equivalent Routes (Boxes/500): 3	
K	Hours worked by carriers in F4: 21	
L	Overtime hours in F4: 109	
M	Clerk PTFs On-Rolls: 3	
N	PTF hours in F4: 1076.00	
O	Total Daily Opportunity Hours: 1.52	A x 6.6225
P	Daily average hours worked by carriers in F4: 0.27	K + 13 + 6
Q	Daily average OT hours in F4: 1.40	L + 13 + 6
R	Daily average PTF hours in F4: 13.79	N + 13 + 8
S	Daily avg PTF hours guaranteed: 6.50	M x 13 + 6
T	Daily Short-Term Opportunity Savings: 1.52	P + Q + (R - S)
U	Daily Long-Term Opportunity Savings: 0.00	O - T
W	F4 Manual Daily Opportunity Hours: 4	20% FLTS/ 5% LTRS
W	Daily Letters per Route (R): 0.68	G / 13 / 6 / (I + J)
X	Daily Flats per Route: 0.64	H / 13 / 6 / (I + J)
