



March 02, 2010

Del. Con. # DC # 0308 2690 00023391
1302

Omar Gonzalez
Western Regional Coordinator, APWU
500 Airport Blvd. #460
Burlingame, CA 94010

This is to advise you of the intent of the San Francisco District to utilize the provisions of Article 12.5.C.5 of the National Agreement to involuntarily reassign up to 16 maintenance craft employees from the craft and/or installation at the San Francisco bid cluster. The specifics as to the number of employees to be exceeded by occupational code and level is set forth below:

JOB TITLE	OCCUPATIONAL CODE	LEVEL	NUMBER TO BE EXCESSED
Building Equipment Mechanic ✓	53060002	L-9	3
Maintenance Mechanic	474903xx	L-7	4
Laborer Custodial	350203xx	L-4	8
Maintenance Support Clerk	030301xx	L-6	1
TOTAL NUMBER			16

To: Pacific Area Local(s)
 Western Area Local(s)
 So. West Area Local(s)

Withholding Info
 Staffing Issue(s)
 Status Update
 Grievance Administration
 Please review, take action and reduce issues to writing
 Comments

Omar M. Gonzalez, Coordinator

The basis for this action is the transfer of carrier operations from the EPC to Townsend.

The impacted employees will be advised of their involuntary reassignments by separate letter. The final placement date would normally not occur any earlier than August 30, 2010; however, due to the drastic loss of workload and the financials of the company, it may be necessary to effect the placement of some or all of the impacted employees earlier than that date. Specifically, the Postal Service has lost almost 26 billion pieces of mail this past year alone. Additionally, it may be necessary to utilize the provisions of Article 7.B.2 of the National Agreement to detail some or all of the impacted employees during the notice period in order to provide them with a work opportunity.

By copy of this notice the Pacific Area will withhold up to 16 full-time residual positions in the maintenance, clerk, carrier, and mail handler crafts in post offices and plants within 250 miles of the impacted site.

A copy of the automated impact statement and the operational data supporting the need to excess is

attached along with a copy of the seniority list for each of the identified occupational codes listed above.
We are placing this package on the agenda for our next scheduled meeting.



Mike Thomas

Attachments

cc: Area Manager, Operations Support
Area Manager, Finance
Area Manager, Human Resources
District Manager, San Francisco District
District Manager, Human Resources with attachments
Area Complement Coordinator with attachments
District Complement Coordinator with attachments
NALC – with attachments
NPMHU with attachments

WorkHour Impact Report

Impacted Bid Cluster	SAN FRANCISCO POST OFFICE
Installation Address	
Area Name	PACIFIC
Impact Type	Reduction Other Than by Attrition
Date of Impact	08/31/2010
Period (Dates) of Review Performed	01/31/2009 thru 02/12/2010
Report Prepared By	Callie Grett
Report Prepared Date	03/02/2010
Reviewed By	John Bertolina
Phone	(415) 550-5638

WorkHour Impact Report

Craft = MAINTENANCE

	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	11946	11375	-571	-2284	-29692	-16	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	0	0%	0	0		0	0%

WorkHour Impact Report

Casuals

a. Current Number of MAINTENANCE Casuals on Rolls	0
b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE Casuals Hours per Month	0
d. Number of MAINTENANCE Casuals that will have Reduced Hours	0
e. Number of MAINTENANCE Casuals that will be Terminated	0
f. Number of MAINTENANCE Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals	
No casuals in the Maintenance craft in this office	

Part Time Flexible (PTFs)

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

Transitional Employees (TEs)

a. Current Number of MAINTENANCE TEs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE TE Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE TE Hours per Month	0
d. Number of MAINTENANCE TEs that will have Reduced Hours	0
e. Number of MAINTENANCE TEs that will be Terminated	0
f. Number of MAINTENANCE TEs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE TEs	
TEs are not authorized in the Maintenance Craft	

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	0
b. Planned Number of MAINTENANCE PTR Positions after Impact	0
c. Estimated Number of MAINTENANCE PTR Attrition	0
d. Will there be any MAINTENANCE PTRs Excessed from Craft or Installation	NO
MAINTENANCE PTRs	0
e. Provide Narrative Explaining need for Excessing	
There are no PTRs in the Maintenance Craft in this office	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	339
b. Planned Number of MAINTENANCE FTR Positions After Impact	323
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	16
e. Provide Narrative Explaining need for Excessing	
The elimination of Tour 2 staffing at the EPC resulted in a need to excess 16 Maintenance craft employees from the craft and/or installation	

WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-2284
b. Planned Reduction in Total OT Hours per Month	0
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	45500
f. Total FTE Savings	-16

**U.S. POSTAL SERVICE
ANNUAL BUILDING EQUIPMENT OPERATING AND MAINTENANCE WORKHOUR SUMMARY**

BUILDING EMBARCADERO SF	CITY SAN FRANCISCO	STATE CA	GROSS BLDG SQUARE FEET 528000	NET INTERIOR SQUARE FEET	
				POSTAL 528000	NON-POSTAL 0

LINE NO.	TYPE OF WORK	ANNUAL WORKHOUR REQUIREMENTS										
		PREVENTIVE MAINTENANCE		EQUIPMENT OPERATION			CORRECTIVE MAINTENANCE	MISC	SPACE ADJUSTMENT	NON-POSTAL FUNDED	TOTAL ANNUAL WORKHOURS	
		PS 4896A STD	PS 4896 LOCAL	PS 4894 STD	PS 4895 STD	PS 4896 LOCAL	<input type="checkbox"/> STD <input checked="" type="checkbox"/> LOCAL	(10% of c thru h)	<input type="checkbox"/> STD <input checked="" type="checkbox"/> LOCAL		(Columns c thru k)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	
1	'A' GUIDES - HVAC	1094.20	0.00	1432.65	1031.68	0.00		355.85				3914.38
2	'E' GUIDES - ELECTRICAL	247.96	122.20	23.14		155.35		54.87				603.52
3	'L' GUIDES - ELEVATORS	0.00	0.00	0.00		0.00		0.00				0.00
4	'P' GUIDES - PLUMBING	212.56	7.80	226.55		0.00		44.69				491.60
5	'M' GUIDES - MISCELLANEOUS	365.91	17.16	36.26		316.60		73.59				809.52
6	TRAVELING OPERATING ROUTES			0.00				0.00				0.00
7	CORRECTIVE / SPACE ADJUST						4224.00	422.40	2640.00			7286.40
8	NON-POSTAL WORKHOURS									0.00		0.00
9	SUB-TOTALS	1920.64	147.16	1718.60	1031.68	471.95						
10	STATIONS & BRANCHES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	GRAND TOTAL	2067.80		3222.23			4224.00	951.40	2640.00	0.00		13105.42

REMARKS

(1) 8 WORKHOURS PER 1000 GROSS SQUARE FEET OR AVERAGE ACTUAL

(2) 5 WORKHOURS PER 1000 GROSS SQUARE FEET OR AVERAGE ACTUAL

PREPARED/REVIEWED BY (SR. MAINT. OFFICIAL)		DIVISION APPROVAL	
PRINTED NAME, TITLE AND SIGNATURE	DATE	PRINTED NAME, TITLE AND SIGNATURE	DATE
	02/25/2010		02/25/2010

U.S. POSTAL SERVICE

WORKLOAD ANALYSIS AND SUMMARY

POST OFFICE **EMBARCADERO SF**

STATE AND ZIP CODE **390 MAIN ST.**

UNIT **CA, 94105**

GROSS INTERIOR AREA **455,809**

EXTERIOR PAVED **111,802**

EXTERIOR UNPAVED **0**

Line No	JOB REQUIRMENT (A)	Operation (B)	UNIT OF MEASURE (C)	MINUTES PER SQ.FT OR UNIT (D)	WEEKLY QUANTITY (E)	WEEKLY MINS. (F)	Line No	JOB REQUIRMENT (G)	Operation (H)	UNIT OF MEASURE (J)	MINUTES PER SQ.FT OR UNIT (K)	QTY (L)	Frequency (M)	ANNUAL MINS. (N)

32 SUBTOTAL 22,137.18

(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	1,151,133.14 MINYR
B	ENTER TOTAL FROM LINE 75	288,840.65 MINYR
C	TOTAL LINE A and B	1,439,973.78 MINYR
D	DIVIDE LINE C BY 60 MIN	23,999.56 WHYR
E	MULTI. LINE D BY % (TRG)	240.00 HYR
F	MULTI. LINE D BY % (BREAKS)	1,499.97 HYR
G	MULTI. LINE D BY % (WASH UPS)	499.19 HYR
H	TOTAL LINE D + E + F + G	26,238.72 WHYR
J	DIVIDE LINE H BY 52	504.59 WK HRSWK
K	DIVIDE LINE H BY 1760	14.9 WORK YRS
L	TOTAL EMPLOYEES	14.9

75 SUBTOTAL 288,840.65

REVIEWED BY: _____
 MSC MGR, DIR, PLANT MAINTENANCE
 PS Form 11-17-82 4852 FEB-25-10 04:44 PM

DATE: _____

APPROVED BY: _____
 MSC MANAGER/POST MASTER- BMC MANAGER

DATE: _____

U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	EMBARCADERO SF	GROSS INTERIOR AREA	455,809
	STATE AND ZIP CODE	390 MAIN ST.	EXTERIOR PAVED	111,802
	UNIT	CA, 94105	EXTERIOR UNPAVED	0

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ. FT. OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	(Cloth)	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	(Vacuum)	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	(Louwer Tank)	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	(Louwer Machine)	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	42	Exterior Glass	WASH	SF	0.1790	2424	13.0	6040.85
12	Offices	CL	SF	0.0375	0	0.00	43	Interior Glass	WASH	SF	0.1790	25047	2.0	6668.83
13	Supply RMS	CL	SF	0.0120	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	46	Lookout Gallery	CL	LF	0.4800	1377	12.0	7931.52
17	Platforms	CL	SF	0.0106	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
24	Stairways 18	CL	FL	10.0000	0	0.00	52	Active Storage	CL	SF	0.0120	3414	12.0	491.62
25		PL	FL	2.4000	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	54	Resilient FL	DM	SF	0.0150	46105	13.0	28490.48
27		DM	SF	0.0150	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
							59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
							60	Concrete FL	PERI	SF	0.0960	287	4.0	110.21
							61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
							62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32	SUBTOTAL	22,137.18
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	1,151,133.14
B	ENTER TOTAL FROM LINE 75	288,840.65
C	TOTAL LINE A and B	1,439,973.78
D	DIVIDE LINE C BY 60 MIN	23,999.56
E	MULTI. LINE D BY % (TRG)	240.00
F	MULTI. LINE D BY % (BREAKS)	1,499.97
G	MULTI. LINE D BY % (WASH UPS)	499.19
H	TOTAL LINE D + E + F + G	26,238.72
J	DIVIDE LINE H BY 52	504.59
K	DIVIDE LINE H BY 1760	14.9
L	TOTAL EMPLOYEES	14.9

75	SUBTOTAL	288,840.65
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U.S. POSTAL SERVICE WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	EMBARCADERO SF	GROSS INTERIOR AREA	455,809
	STATE AND ZIP CODE	390 MAIN ST.	EXTERIOR PAVED	111,802
	UNIT	CA, 94105	EXTERIOR UNPAVED	0

Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	WEEKLY QUANTITY	WEEKLY MINS.	Line No	JOB REQUIREMENT	Operation	UNIT OF MEASURE	MINUTES PER SQ.FT OR UNIT	QTY	Frequency	ANNUAL MINS.
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)	(N)		
1	Workroom Toilets	CL	FX	4.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
2		PL	FX	1.5000	0	0.00	34	Cloth	DUST	FX	1.5000	0	0.0	0.00
3	Office Toilets	CL	FX	4.0000	0	0.00	35	Vacuum	DUST	FX	1.0000	0	0.0	0.00
4	Lunch/Swing RMS	CL	SF	0.0320	0	0.00	36	LF (Sponge)	WASH	FX	10.0000	0	0.0	0.00
5		PL	SF	0.0106	0	0.00	37	Louwer Tank	WASH	FX	8.8900	0	0.0	0.00
6		WM	SF	0.0300	0	0.00	38	Louwer Machine	WASH	FX	5.0000	0	0.0	0.00
7	Locker RMS	CL	SF	0.0240	0	0.00	39	Venetian Blinds	DUST	BL	5.0000	0	0.0	0.00
8		PL	SF	0.0080	0	0.00	40	Venetian Blinds	WASH	BL	30.0000	0	0.0	0.00
9		WM	SF	0.0300	0	0.00	41	Lobby Glass	WASH	SF	0.1790	0	0.0	0.00
10	Workrooms	CL	SF	0.0106	0	0.00	42	Exterior Glass	WASH	SF	0.1790	0	0.0	0.00
11		PL	SF	0.0053	0	0.00	43	Interior Glass	WASH	SF	0.1790	0	0.0	0.00
12	Offices	CL	SF	0.0375	0	0.00	44	WR Pipes and Ducts	DUST	SF	0.0690	0	0.0	0.00
13	Supply RMS	CL	SF	0.0120	0	0.00	45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	46	Lookout Gallery	CL	LF	0.4800	0	0.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00	47	Carrier Cases	CL	EA	4.0000	0	0.0	0.00
16	EXT Police	PL	SF	0.0012	0	0.00	48	Other Cases	DUST	EA	1.5000	0	0.0	0.00
17	Platforms	CL	SF	0.0106	0	0.00	49	Ext. Paved (Broom)	SWEEP	SF	0.0060	0	0.0	0.00
18		PL	SF	0.0053	0	0.00	50	Ext. Paved (Power Vac)	SWEEP	SF	0.0040	0	0.0	0.00
19	Service/Box Lobby	CL	SF	0.0160	0	0.00	51	Ext. Paved (Rider)	SWEEP	SF	0.0012	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	52	Active Storage	CL	SF	0.0120	0	0.0	0.00
21		WM	SF	0.0300	0	0.00	53	Inactive Storage	CL	SF	0.0120	0	0.0	0.00
22		VS	SF	0.0064	0	0.00	54	Resilient FL	DM	SF	0.0150	0	0.0	0.00
23		DM	SF	0.0150	0	0.00	55	Resilient FL	INT	SF	0.2400	0	0.0	0.00
24	Stairways 12	CL	FL	8.0000	0	0.00	56	Resilient FL	PERI	SF	0.0960	0	0.0	0.00
25		PL	FL	2.4000	0	0.00	57	Terrazzo FL	INT	SF	0.2400	0	0.0	0.00
26	Corridors	CL	SF	0.0060	0	0.00	58	Terrazzo FL	PERI	SF	0.1200	0	0.0	0.00
27		DM	SF	0.0150	0	0.00	59	Concrete FL	INT	SF	0.2400	0	0.0	0.00
28		VS	SF	0.0064	0	0.00	60	Concrete FL	PERI	SF	0.0960	0	0.0	0.00
29		PL	SF	0.0020	0	0.00	60	Concrete FL	PERI	SF	0.0960	5783	3.0	1666.38
30	Shop Area	CL	SF	0.0120	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
							63	Wood FL	INT	SF	0.2400	0	0.0	0.00
							64	Wood FL	PERI	SF	0.1200	0	0.0	0.00
							65	Lawns (Push)	MOW	SF	0.0120	0	0.0	0.00
							66	Lawns (Rider)	MOW	SF	0.0060	0	0.0	0.00
							67	Hedges/Shrubs	TRIM	LF	1.2000	0	0.0	0.00
							68	Snow	REMOV	SF	0.0150	0	0.0	0.00
							69	PO Box	CL	EA	2.0000	0	0.0	0.00

32	SUBTOTAL	→	22,137.18
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(O) WORK HOUR CALCULATIONS		(P)
A	MULTI.TOTAL LINE 32 BY 52 WEEKS	1,151,133.14 MIN/YR
B	ENTER TOTAL FROM LINE 75	288,840.65 MIN/YR
C	TOTAL LINE A and B	1,439,973.78 MIN/YR
D	DIVIDE LINE C BY 60 MIN	23,999.56 WH/YR
E	MULTI. LINE D BY % (TRG)	240.00 H/YR
F	MULTI. LINE D BY % (BREAKS)	1,499.97 H/YR
G	MULTI. LINE D BY % (WASH UPS)	499.19 H/YR
H	TOTAL LINE D - E + F + G	26,238.72 WH/YR
J	DIVIDE LINE H BY 52	504.59 WK HRSWK
K	DIVIDE LINE H BY 1760	14.9 WORK YRS
L	TOTAL EMPLOYEES	14.9

75	SUBTOTAL	→	288,840.65
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