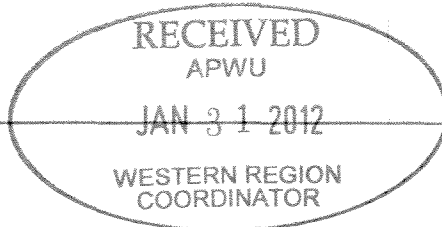


WESTERN AREA
HUMAN RESOURCES



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 writ-
ing
 Comments

January 31, 2012

Omar M. Gonzalez, Coordinator

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

RE: Notice of Withholding for Chugiak, AK Post Office (Maintenance)

Dear Mr. Gonzalez:

This letter concerns the operational change for the Chugiak, AK Post Office. In order to minimize impact due to the planned excessing we are authorizing the withholding of one (1) residual vacancy at the same or lower levels in surrounding installations within a 50-mile radius of the Chugiak, AK Post Office. As information, the one (1) affected Maintenance position is:

(1) – Building Maintenance Custodian, (PS-05), Occ. Code 474910XX

If you have any questions, please contact Anita Works, Labor Relations Specialist, Western Area at 303-313-5605.

Sincerely,

Anita Works for
Simon Storey
Manager, Human Resources
Western Area

cc: Manager Labor Relations, Western Area
Manager Programs Delivery Support, Western Area
District Manager, Alaska
Sr. Plant Manager, Alaska
Mgr., In-Plant Support, Alaska
Manager Human Resources, Alaska
Regional Director NPMHU, Denver
NALC National Business Agent, Region 2

Attachments: Site Impact Report, F-3B Adjustment, Radius Map, Seniority List, MS-47 Staffing Pkg.

aw:31944

1745 STOUT ST., STE. 600
DENVER, CO 80299-4000
(303) 313-5020
FAX: 313-5021

WorkHour Impact Report

Impacted Bid Cluster	CHUGIAK POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	06/15/2012
Period (Dates) of Review Performed	01/08/2011 thru 01/06/2012
Report Prepared By	Joshua Phillips
Report Prepared Date	01/09/2012
Reviewed By	Ronald Haberman
Phone	(907) 266-3261

WorkHour Impact Report

Craft = MAINTENANCE

	A	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	37	0	-37	-148	-1924	-1	1924

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	%

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	
N/A	

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	
N/A	

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	
N/A	

Postal Support Employees (PSE)

a. Current Number of MAINTENANCE PSE on Rolls	0
---	---

b. Current Total Non-OverTime MAINTENANCE PSE Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE PSE Hours per Month	0
d. Number of MAINTENANCE PSE that will have Reduced Hours	0
e. Number of MAINTENANCE PSE that will be Terminated	0
f. Number of MAINTENANCE PSE Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE PSE	
N/A	

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	
N/A	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	1
b. Planned Number of MAINTENANCE FTR Positions After Impact	0
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	1
e. Provide Narrative Explaining need for Excessing	
Custodial Staffing 3B Adjustment.	

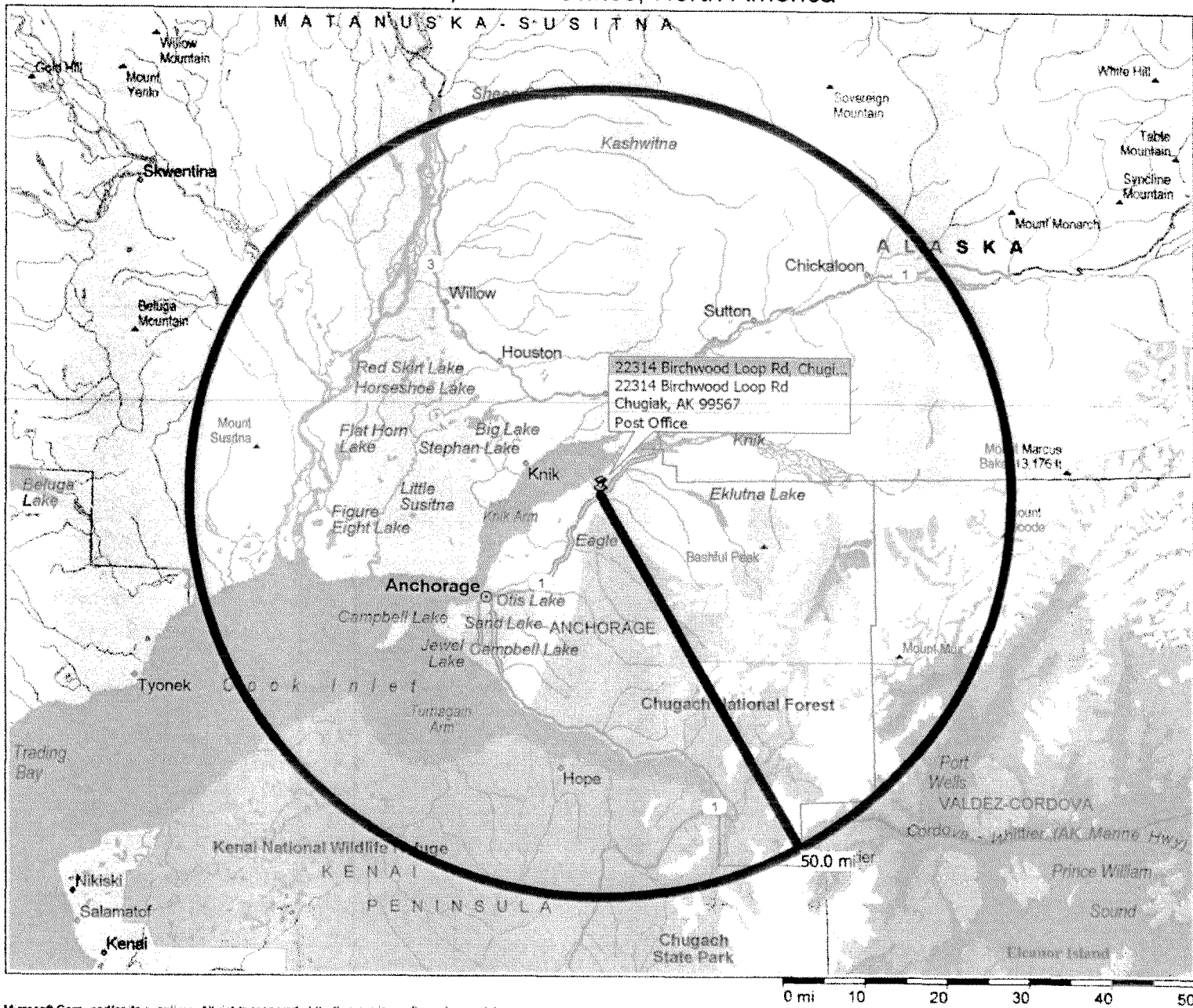
WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-148
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
f. Planned Reduction in PSE Non-OT Hours per Month	0
g. Total Planned Non-OT Hours per Month	0
h. Total FTE Savings	-1

FINANCE	OFFICE	FULL NAME	JOB TITLE	EMP LEVEL	DIA	FUNC	LDC	OCC CODE	VET PREF	SEN DATE
21599	CHUGIAK PO	HEITSMITH STEPHEN D.	BUILDING MAINTENANCE CUSTODIAN	5	167	3B	37	474910XX	Y	5/12/2007

Alaska, United States, North America





October 10, 2011

MEMORANDUM FOR: **Manager
Western Area Human Resources**

THROUGH: **Manager, Operations Support
Western Area**

SUBJECT: **Function 3B Adjustment – Chugiak, AK Post Office**

The Alaska District has requested an adjustment to the maintenance complement of the Chugiak, AK Post Office. This submittal will not increase the authorized maintenance complement of this office and any LDC or position increase is off-set by comparable decreases in other positions or LDCs. Custodial staffing documents (PS-4852s) were submitted and reviewed by District maintenance personnel and discussed with Local and/or Area personnel. Previous validated data was used for any eWHEP sections not submitted. All submitted documentation was analyzed using the requirements of MS-47, MMO-074-00, and other appropriate criteria as needed. A copy of this correspondence has been provided to and/or discussed with local or District maintenance management. Additional results and recommendations of our analysis are as follows:

1. Decrease the maintenance complement of the Chugiak, AK Post Office by one (1) Building Maintenance Custodian, FTR (PS-05) position, from the current level of one (1), to a new level of zero, removing this position and title from all rolls and databases (Webcoins, MM, etc.). Any ancillary LDC 36/37 workloads will be accounted for by other means, i.e. FMO, contract, etc.
2. Increase the maintenance complement of the Chugiak, AK Post Office by establishing one (1) Laborer/Custodial, PTR (PS-04) position for this office. The posting and filling of this position is contingent upon the reversion of the BMC position mentioned in items #1 above.
3. Using ASM, Section 535, this building qualifies for contracting custodial services. When the current Postal custodian position is voluntarily vacated, it is requested that the building's custodial and non-custodial workloads be reviewed. In most cases, it has been shown that contracting custodial services is fiscally and operationally beneficial to the Postal Service. Any remaining non-custodial operational issues or ancillary workloads (LDC 36, 37, etc.) should be evaluated and accounted for by other means (FMO, contract, etc).

With concurrence from the Manager, Western Area Operations Support, we request that the Western Area Human Resources office, if needed, take any actions necessary to assist in the adjustment of the maintenance complement of this office, as recommended.

Upon receipt of this correspondence, we request that the District Human Resources Manager ensure that any impacted job slots are updated and maintained properly in the HCES database and the actions necessary to adjust the maintenance complement of this office as recommended are taken.

With appropriate approvals/concurrence the maximum authorized maintenance complement of this office is as follows:

<u>Position Title</u>	<u>Level</u>	<u>Maximum Authorized Staffing</u>
Laborer/Custodial, PTR	PS-04	1
TOTAL MAINTENANCE COMPLEMENT		1

Based on the documentation submitted, and/or on file at the Western Area Maintenance Operations Office, and the present authorized maintenance complement, the following Function 3B workhours are supported:

Validated Function 3B work hours from documentation submitted.	
Section 5 – MS-47/PS-4852 (LDC 38)	758 hours
Total Function 3B supported	758 hours

The limit for Function 3B work hours is that provided in support documentation submitted and validated. In no case will the work hours exceed those supported by maintenance criteria documentation.

If there are any questions concerning these recommendations or this request please contact me at (303) 313-5990.


Andy Henderson
Manager


Approved by Shaun E. Mossman
Manager, Operations Support

CC. District Manager, Alaska District
Manager, Labor Relations, Alaska District w/attachments
Senior Plant Manager Anchorage P&DC
Manager, Maintenance, (Lead) Anchorage P&DC w/attachment
Linda Rice-Weaver, Alaska P&DC w/attachments
Timothy A. Wright, MMS, Western Area Office w/attachment

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE
GLENN HWY & N BIRCHWOOD

DATE 22 December 2011

CUSTODIAL SCHEDULING
WORKSHEET

CHUGIAK

AK, 99567-9998

COMPLETED BY
STEVE M. CARLSON

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY		SUNDAY		MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		WEEK TOTAL
			CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	CL	PL	
	EXTERIOR PAVED ARE																
120	EXTERIOR PAVED	2									26370						26370
	JANITOR'S CLOSET																
114	JANITOR ROOM	2					1		1		1		1		1		5
	LUNCH/SWING ROOM																
111	BREAK ROOM	2					180				180				180		540
111	BREAK ROOM	2		180						180				180			540
	OFFICE SPACE																
101	PM OFFICE	2					200				200				200		600
	PLATFORM (Dock)																
106	DOCK 1	2					225				225				225		675
107	DOCK 2	2					400				400				400		1200
106	DOCK 1	2		225						225				225			675
107	DOCK 2	2		400						400				400			1200
	SERVICE/BOX LOBBY																
109	INNER LOBBY	2					198		198		198		198		198		990
110	OUTER LOBBY	2					940		940		940		940		940		4700
113	FOYER	2					98		98		98		98		98		490
113	FOYER	2		98													98
	SUPPLY AREA																
105	SUPPLY ROOM	2					112				112				112		336
	WORKROOM																
112	WORK ROOM	2							3964				3964				7928
112	WORK ROOM	2		3964						3964				3964		3964	15856
	WORKROOM TOILET																
102	MENS TOILET	2					3				3				3		9
103	WOMENS TOILET	2					2				2				2		6
102	MENS TOILET	2		3						3				3			9
103	WOMENS TOILET	2		2						2				2			6
	TOTAL for CL:						2359		5201		2359		5201		2359		17479
	TOTAL for PL:			4872						4774		26370		4774		3964	44754
			WM	DM	WM	DM	WM	DM	WM	DM	WM	DM	WM	DM	WM	DM	
	SERVICE/BOX LOBBY																

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE
GLENN HWY & N BIRCHWOOD

DATE 22 December 2011

CUSTOMER SCHEDULING
WORKSHEET

CHUGIAK

AK, 99567-9998

COMPLETED BY
STEVE M. CARLSON

ROOM OR LOC.	DESCRIPTION	TOUR WORK SCHED	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEK TOTAL
109	INNER LOBBY	2				198				198
110	OUTER LOBBY	2				940				940
113	FOYER	2				98				98
109	INNER LOBBY	2							198	198
110	OUTER LOBBY	2							940	940
113	FOYER	2							98	98
	TOTAL for WM:					1236			1236	1236
	TOTAL for DM:									1236

U.S. POSTAL SERVICE
BUILDING INVENTORY

LOCATION/FACILITY
CHUGIAK

POST OFFICE
GLENN HWY & N BIRCHWOOD
AK, 99567-9998

DATE December 22, 2011 2:26 PM

COMPLETED BY STEVE M. CARLSON

ROOM/ LOCA- TION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	WALL FINISH	LIGHT FIXTURES (TYPE)			VENE- TIAN BLINDS	GLASS		CASES		FLOOR SQ. FT. (TYPE)			MISC. CR=CERAMIC FLOOR DE=DECORE METAL TZ=TERRAZZO FB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
					SUSP. FLUOR.	INCAN- DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL- IENT	CARPET	CONCRET	
101	PM OFFICE	OFFICE SPACE	200		3								200			
102	MENS TOILET	WORKROOM TOILET	66		3								66			
103	WOMENS TOILET	WORKROOM TOILET	66		2								66			
104	FURNACE ROOM	INACTIVE STORAGE AREA	33		1	1							33			
105	SUPPLY ROOM	SUPPLY AREA	112		2								112			
106	DOCK 1	PLATFORM (Dock)	225		4										225	
107	DOCK 2	PLATFORM (Dock)	400		6										400	
108	GENERATOR ROOM	INACTIVE STORAGE AREA	160		2											160
109	INNER LOBBY	SERVICEBOX LOBBY	198		2		4		283	130			198			
110	OUTER LOBBY	SERVICEBOX LOBBY	940		13					152			940			
111	BREAK ROOM	LUNCH/SWING ROOM	180		2								180			
PS FORM - 4869 - Aug 1982			2580	5	40	1	4	0	293	596	0	0	1595	200	785	

U.S. POSTAL SERVICE

LOCATION/FACILITY

POST OFFICE

DATE

December 22, 2011 2:26 PM

BUILDING INVENTORY

CHUGIAK

GLENN HWY & N BIRCHWOOD
AK, 99567-9998

COMPLETED BY STEVE M. CARLSON

ROOM/LOCATION	DESCRIPTION	TYPE OF SPACE	SQ.FT OF AREA	LIGHT FIXTURES (TYPE)			VENE-TIAN BLINDS	GLASS		CASES			FLOOR SQ. FT. (TYPE)		MISC. CR=CERAMIC FLOOR DE=DECORE METAL T2=TERRAZZO PB=PO BOX HS=SHRUBS&HEDGS PD=PIPES&DUCTS WS=CERAMIC WALLS OP=OTHER PIPES&DUCTS
				SUSP. FLUOR.	INCAN-DESCENT	RECESSED FLUOR.		INTER. SQ.FT.	EXTER. SQ.FT.	CARRIER	OTHER	RESIL-IENT	CARPET	CONCRET	
112	WORK ROOM	WORKROOM	3964	35	27					15	2		3964		
113	FOYER	SERVICE/BOX LOBBY	98		2			155					98		
114	JANITOR ROOM	JANITOR'S CLOSET	12		1								12		
120	EXTERIOR PAVED	EXTERIOR PAVED AREA	26370												
121	EXTERIOR UNPAVED	EXTERIOR UNPAVED AREA	15500												

PS FORM - 4869 - Aug 1982	45944	0	35	30	0	0	0	158	0	15	2	4074	0	0
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U.S. POSTAL SERVICE
**WORKLOAD
 ANALYSIS AND SUMMARY**

POST OFFICE CHUGIAK
 STATE AND ZIP CODE GLENN HWY & N BIRCHWOOD
 UNIT AK 99587-8958

GROSS INTERIOR AREA 8,654
 EXTERIOR PAVED 26,370
 EXTERIOR UNPAVED 15,500

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	CITY	Frequency	ANNUAL MINS
(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)	(N)	
1	Workroom Tables	CL	FX	4.0000	15	60.00	33	Lt. Floorart	CLRT	FX	0.2500	110	4.0	110.00
2		CL	FX	1.0000	15	22.50	34	Clear	CLRT	FX	1.5000	0	2.0	0.00
3	Office Tables	CL	FX	4.0000	0	0.00	35	Workroom	CLRT	FX	1.0000	0	0.0	0.00
4	Locking RMB	CL	SP	0.0200	940	17.28	36	Lt. Storage	WASH	FX	10.0000	0	3.0	0.00
5		PL	SP	0.0100	540	5.72	37	Locker Tank	WASH	FX	0.0000	0	3.0	0.00
6		RAM	SP	0.0300	0	0.00	38	Locker Machine	WASH	FX	1.0000	0	3.0	0.00
7	Locker RMB	CL	SP	0.0240	0	0.00	39	Vehicle Wash	WASH	DL	32.0000	0	0.0	0.00
8		PL	SP	0.0000	0	0.00	40	Vehicle Wash	WASH	DL	32.0000	0	0.0	0.00
9		WM	SP	0.0000	0	0.00	41	Office	WASH	SP	0.1700	448	12.0	662.40
10	Workbenches	CL	SP	0.0100	750	64.24	42	Office	WASH	SP	0.1700	108	2.0	112.80
11		PL	SP	0.0000	15000	84.00	43	Office	WASH	SP	0.1700	200	2.0	104.80
12	Shower	CL	SP	0.0300	0	0.00	44	Office	WASH	SP	0.1700	0	0.0	0.00
13	Security RMB	CL	SP	0.0100	538	4.03	45	Office Paper and Waste	CLRT	SP	0.0400	0	0.0	0.00
14	Freight Elevators	PL	SA	10.0000	0	0.00	46	Locker Gables	CL	LF	0.0500	0	0.0	0.00
15	Passenger Elevators	CL	SA	20.0000	0	0.00	47	Locker	CL	SA	4.0000	10	1.0	60.00
16	ELECT Panels	PL	SP	0.0210	2000	21.00	48	Locker	CLRT	SA	1.0000	1	1.0	3.00
17	Plastering	CL	SP	0.0100	1875	15.00	49	Ext. Power (Shower)	SWEEP	SP	0.0000	0	0.0	0.00
18		PL	SP	0.0200	1275	9.94	50	Ext. Power (Power Vep)	SWEEP	SP	0.0000	0	0.0	0.00
19	Stainless Steel Lobby	CL	SP	0.0100	6180	36.99	51	Ext. Power (Kiosk)	SWEEP	SP	0.0017	0	0.0	0.00
20		PL	SP	0.0000	88	0.00	52	Auto Storage	CL	SP	0.0100	0	0.0	0.00
21		RAM	SP	0.0000	1000	0.00	53	Auto Storage	CL	SP	0.0100	100	5.0	11.00
22		VS	SP	0.0004	0	0.00	54	Plaster Pl.	DM	SP	0.0100	2004	17.0	713.00
23		DM	SP	0.0100	1200	18.00	55	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
24	Stainless TV	CL	PL	0.0000	0	0.00	56	Plaster Pl.	DM	SP	0.0100	1700	1.0	60.00
25		PL	PL	2.0000	0	0.00	57	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
26	Concessions	CL	SP	0.0000	0	0.00	58	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
27		DM	SP	0.0100	0	0.00	59	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
28		VS	SP	0.0004	0	0.00	60	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
29		PL	SP	0.0000	0	0.00	61	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
30	Shop Area	CL	SP	0.0100	0	0.00	62	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00
31	Wall Cabinet	CL	SA	10.0000	0	0.00	63	Plaster Pl.	DM	SP	0.0100	0	0.0	0.00

SUBTOTAL → 573.74

(C) WORK HOUR CALCULATIONS (D)

A. NET TOTAL LINE 32 BY 52 WEEKS	29,875.80	WEEKLY
B. NET TOTAL FROM LINE 73	11,108.06	WEEKLY
C. TOTAL LINE A and B	41,973.72	WEEKLY
D. COVER LINE C BY 60 MIN	692.80	WEEKLY
E. NET LINE D BY % (TIME)	6.23	WEEKLY
F. NET LINE D BY % (BREAKS)	43.21	WEEKLY
G. NET LINE D BY % (WASH UPS)	14.41	WEEKLY
H. TOTAL LINE D - E - F - G	757.54	WEEKLY
I. COVER LINE H BY 52	14.57	WEEKLY
J. COVER LINE H BY 100	0.4	WEEKLY
K. TOTAL EMPLOYEES	54	WEEKLY

71 APPROVED → 11/20/08

RECEIVED BY: [Signature] DATE: 9/27/11

APPROVED BY: [Signature] DATE: 10/7/11