

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

April 27, 2010

Omar Gonzalez  
Western Region Coordinator  
American Postal Workers Union, AFL-CIO  
500 Airport Blvd., Suite 450  
Burlingame, CA 94010-1940

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

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impacts in Portland District

Dear Mr. Gonzalez,

This letter is with regard to the removal of equipment and reduction in volume in the Klamath Falls, OR, OR Post Office. In order to minimize impact due to the workload reductions we are authorizing the withholding of three (3) residual vacancies at the same (2 Level 6 and 1 Level 7) or lower level in surrounding installations within a 100 mile radius. These positions include clerk, carrier, mail handler and custodial craft positions.

If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

Scott Sutton for  
Valerie E. Martin  
Manager Human Resources  
Western Area

Attachments: Impact Report, Seniority List, Map, Supportive Documentation

Cc: Manager Labor Relations Western Area  
Manager Programs Delivery Support, Western Area  
Manger In-Plant Support Western Area  
District Manager Portland  
Manager Human Resources Portland  
Manager Labor Relations Portland  
Compliment Coordinator Portland  
NALC Region 2  
NPMHU Regional Director Denver

## WorkHour Impact Report

Impacted Bid Cluster	KLAMATH FALLS POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	11/30/2010
Period (Dates) of Review Performed	03/28/2009 thru 03/26/2010
Report Prepared By	Marilee Spitsnogle
Report Prepared Date	04/27/2010
Reviewed By	Terry Anderson
Phone	(503) 294-2502

# 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	877	732	-145	-580	-7540	-4	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	40	4.6%	-5	0		35	4.8%

## 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	-8
d. Number of CLERK Casuals that will have Reduced Hours	2
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

The casuals will soon be removed and will not be a factor in this process

### Part Time Flexible (PTFs)

a. Current Number of CLERK PTFs on Rolls	7
b. Current Total Non-OverTime CLERK PTFs Hours per Month	924
c. Planned Reduction in Total Non-OverTime CLERK PTFs Hours per Month	-
d. Number of CLERK PTFs that will have Reduced Hours	7
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

The PTF positions are necessary for flexibility to handle the small but demanding processing window.

### 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	NO
CLERK PTRs	0
e. Provide Narrative Explaining need for Excessing	
NA	

## Full Time Regular (FTRs)

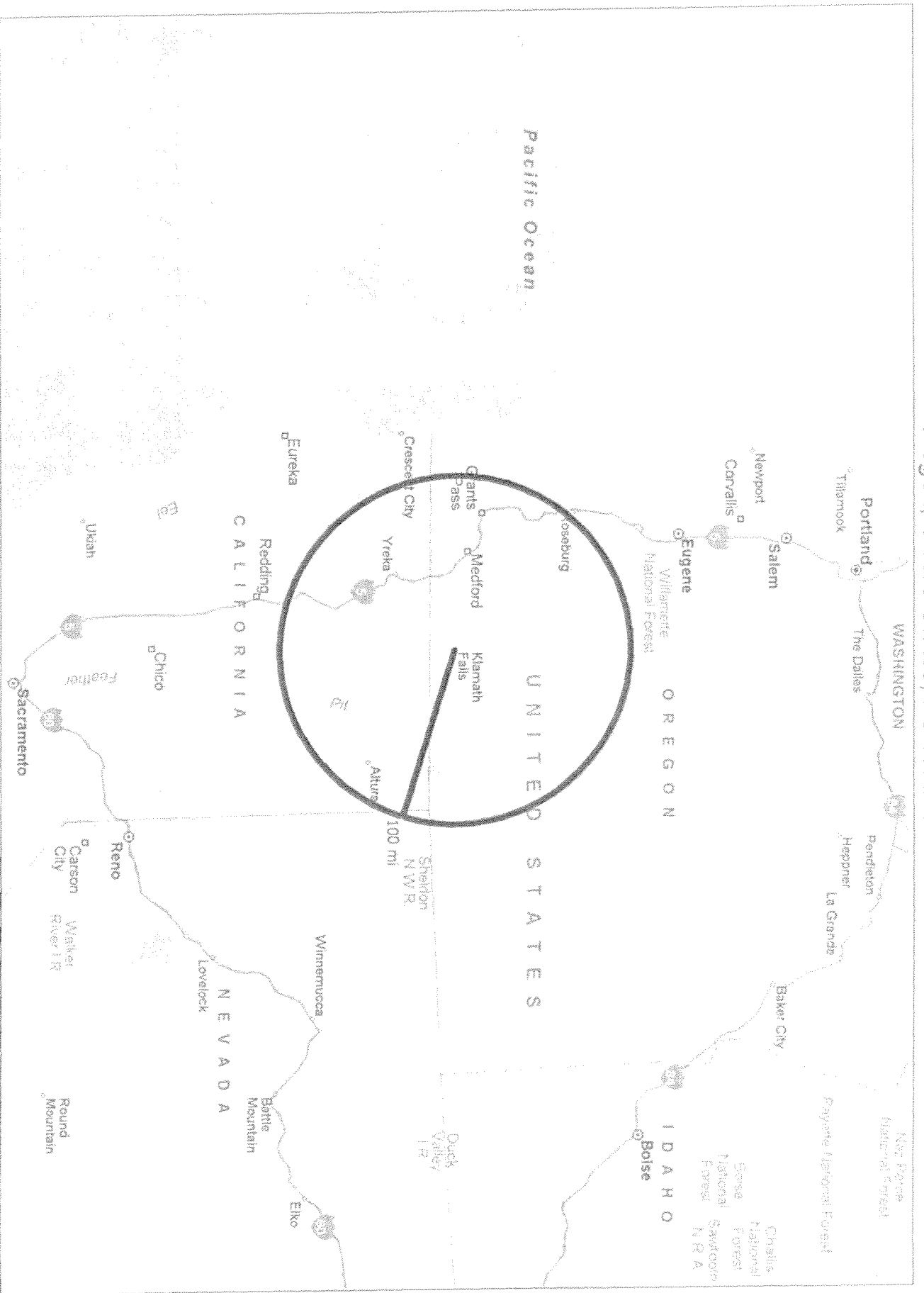
a. Current Number of CLERK FTRs on Rolls	19
b. Planned Number of CLERK FTR Positions After Impact	16
c. Estimated Number of CLERK FTR Attrition	0
d. Will there be any CLERK FTRs Excessed from Craft or Installation	YES
If Yes how Many CLERK FTRs	3
e. Provide Narrative Explaining need for Excessing	
Propose to reduce 3 FTR clerks positions	

## WorkHour Impact Report-CLERK

### **Preliminary Summary**

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-412
b. Planned Reduction in Total OT Hours per Month	-20
c. Planned Reduction in Casual Non-OT Hours per Month	-8
d. Planned Reduction in PTF Non-OT Hours per Month	-160
e. Planned Reduction in TE Non-OT Hours per Month	0
e. Total Planned Non-OT Hours per Month	2928
f. Total FTE Savings	-4

# Oregon, United States, North America



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CUSTOMER SERVICE VARIANCE - [970]-PORTLAND PFC					
KLAMATH FALLS PO - KLAMATH FALLS PO 404576 SCF Site			MPOO 2   Date: 04/30/2010		
Analysis Period: 01/02/2010 to 03/26/2010 - Customer Service Days: 70			Unit Level: 22 Man Yr: 0 CAG: 0		
Benchmark Dates: FY 2009 WK 1 - FY 2009 WK 52		[KLAMATH FALLS PO] KLAMATH FALLS PO			
FTEE COMPLEMENT ANALYSIS					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
Full Time Clerk	0	0	18	18	0%
Part Time Flexible Clerk	26	25	7	-18	35.14%
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	26	25	25	0.00	100.00%
Full Time Equivalent Hrs	1792	1790	1968		
WORKHOUR ANALYSIS					
<i>Automation/Mechanized (LDC41L-41F)</i>					
UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltrs Hours	903	0	0	0	0%
LDC 41 Fits Hours	0	0	0	0	0%
Total Auto/Mech Hours	903	0	0	0	0%
<i>Manual (LDC43-44)</i>					
LDC 43L Hours	475	1363	1221	-142	111.60%
LDC 43F Hours	1327	1006	872	-134	115.36%
LDC 43P Hours	1444	1531	1503	-31	102.07%
LDC 43A Hours	1992	2001	964	-1037	207.54%
LDC 43 Total	5238	5904	4560	-1344	129.46%
LDC 44 Hours	437	264	495	231	53.33%
Total Manual Hours	5675	6168	5055	-1113	122.02%
<i>Retail/Admin (LDC 42, 45, 48)</i>					
LDC 42 Hours	96	63	63	0	100.00%
LDC 45 Hours	1255	1197	1835	638	85.22%
LDC 48 Hours	3035	3029	4452	1423	68.93%
Total Retail/Admin Hours	4386	4288	6350	2062	67.53%
Total Function Four	10964	10456	11405	949	91.68%

**WORKLOAD ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
LDC 41 TPF Ltrs Vol Pcs	14,610,899		0	-14,610,899	0%
LDC 41 TPF Flts Vol Pcs	0		0	0	0%
Auto/Mech Volume	14,610,899		0	-14,610,899	0%
LDC 43 Dist Vol Ltrs (Ft)	3,812		10,936	7,124	186.88%
LDC 43 Dist Vol Flts (Ft)	13,056		9,898	-3,158	-24.19%
LDC 43 Dist Vol PP/Sprs	485,981		516,507	30,526	6.28%
LDC 44 Box Ltrs (Ft)	1,403		1,220	-184	-13.08%
LDC 44 Box Flts (Ft)	590		523	-68	-11.44%
Manual Vol (w/o PP/Sprs)	18,861		22,577	3,716	19.70%
LDC 45 Transactions	53,526		53,076	-450	-0.84%
Retail Transaction Volume	53,526		53,076	-450	-0.84%

**PRODUCTIVITY ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% ACHIEVED
LDC 41 Ltr PPH	16180	0	0	0	0%
LDC 41 Flt PPH	0	0	0	0	0%
LDC 43 Dist Vol Ltrs PPH	8.03	8.03	8.96	0.93	111.60%
LDC 43 Dist Vol Flts PPH	9.84	9.84	11.35	1.51	115.38%
LDC 43 Dist PP/Sprs PPH	337	337	344	7	102.08%
LDC 43 Allied Hrs per day	28.46	28.58	13.77	-14.81	207.54%
LDC 44 Box L&F PPH	4.56	6.59	3.52	-3.07	53.41%
LDC 45 Min. per Trans	1.41	1.35	2.07	0.72	65.22%
LDC 45 Trans per 1412	150.54		163.81	13.28	108.82%

**UNIT ROUTE AND DELIVERIES ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	% VARIANCE
City Routes	23		24	1	4.35%
Rural Routes	10		10	0	0.00%
CDS Routes	4		4	0	0.00%
POB Equivalent Routes	19		18	-1	-5.26%
City Deliveries	18950		18881	31	0.16%
Rural Deliveries	5180		5166	-14	-0.27%
CDS Deliveries	1053		1056	3	0.28%
PO Box Deliveries	2296		2109	-187	-8.14%

**FTES DAILY STAFFING ANALYSIS**

UNIT VARIABLES	BENCHMARK	EARNED	ACTUAL	VARIANCE	
Clerk/Mailhandler	23.65	22.58	24.60	2.02	

Description	Act Ddys 6 Sply Ddys 6		Act Ddys 23 Sply Ddys 23		Act Ddys 145 Sply Ddys 145	
	Act/Plan	\$PLX	Act/Plan	\$PLX	Act/Plan	\$PLX
TOTAL OPS SUPPORT HR	0	0.0	0	0.0	0	0.0
D/S SUPERVISOR	123	-18.5	389	-1.7	3,835	-4.2
CITY CARRIER HRS	1,189	8.1	4,493	8.3	30,236	4.7
RURAL CARRIERS	438	-1.4	1,712	0.2	11,011	-2.9
TOTAL D/S HRS	1,729	3.6	6,851	5.8	45,494	3.4
FN2 OT RATIO	4.01	-2.1	10.6	3.94	11.57	124.2
TOTAL VEH SVC HRS	22	6	266.7	34.8	55.0	-30.3
TOTAL PLNT & EQUIP	153	-8.4	877	29.9	5,405	19.3
C/S CLERK/WH HRS	957	8.3	3,807	7.3	25,013	0.1
TOTAL C/S HRS	957	8.3	3,807	7.0	25,342	-7.9
FN4 OT RATIO	1.99	-52.6	804.3	-33.5	6.37	43.9
ADMIN TOTAL	40	33	21.2	141	7.8	945
TRAINING (NON-ADD)	2	0	0.0	31	34.8	-63.1
TOTAL HOURS	2,892	2,750	5.3	11,718	7.6	-1.6
TOTAL SAL/BEN	112,051	112,911	-0.8	438,930	4.9	-0.7
TOTAL REVENUE	76,124	0	0.0	281,020	0	-8.9
TOTAL OT RATIO	3.04	3.93	-22.5	4.45	3.68	48.3
TOTAL SL RATIO	1.76	3.78	-53.4	3.72	4.13	-6.6
CITY CARR DPS	203,153	220,146	-7.7	859,424	-2.2	-6.4
DPS % - DPS OFFICES	65.42	91.83	-7.1	91.83	-7.1	-7.4
TOT CASHD VOL	96,015	60,890	57.9	390,425	62.6	10.0
TOT CEV PIECE	299,168	284,595	-5.1	1,267,545	12.8	0.3
POSS DEL	18,674	18,990	-0.6	18,989	-0.6	0.2
RURAL BOXES	5,161	5,245	-1.6	5,242	-1.5	0.7
CITY DEL PER ROUTE	786.4	791.2	-0.6	791.2	-0.6	8.5
OFFICE EFF INDICATOR	451.17	484.65	-6.9	439.21	-9.4	-0.5
STREET EFF IND	130.02	140.67	-7.6	127.86	-7.0	0.1
DELIVERIES PER HOUR	97.71	106.99	-8.7	137.43	-9.0	-0.4
F2 CPU	0.4601	0.4583	0.4	0.4634	5.1	0.3
PACKAGES	41,617	33,944	22.6	134,052	18.5	6.5
C/S A/M VOLUME	0	952,280	-100.0	3,687,470	-100.0	-100.0
CUST SVC VOL	304,466	188,469	92.1	646,897	87.1	35.8
OSHA INJ/ILL FREQ	0.00	0.00	0.0	0.00	0.0	-100.0
VEH ACC TOTAL	0	0	0.0	0	0.0	-100.0
Actual YTD	0	0	0	0	0	0
Plan YTD	0	0	0	0	0	0
%P YTD	0	0.0	0.0	0.0	0.0	-100.0
Actual YTD	129	147	-12.2	129	147	-30.3
Plan YTD	19.3	4,531	19.3	5,405	4,531	11.3
%P YTD	0.1	24,991	0.1	25,013	24,991	-8.6
Actual YTD	0.4	25,342	0.4	25,342	25,342	-7.9
Plan YTD	31.3	4,85	31.3	6.37	4,85	43.9
%P YTD	0.0	74,700	3.4	77,225	74,700	-4.0
Actual YTD	2.9	2,973,728	2.9	3,059,411	2,973,728	-1.5
Plan YTD	0.0	0	0.0	1,985,474	0	-8.3
%P YTD	88.3	4,76	88.3	8.96	4,76	63.0
Actual YTD	7.7	4,03	7.7	4.34	4,03	-3.4
Plan YTD	-2.4	5,819,367	-2.4	5,504,606	5,819,367	-14.5
%P YTD	-7.4	91.83	-7.4	85.06	91.83	-7.6
Actual YTD	60.7	1,607,173	60.7	2,583,275	1,607,173	3.5
Plan YTD	9.3	7,523,906	9.3	8,222,804	7,523,906	-9.5
%P YTD	0.1	18,978	-0.7	18,854	18,978	0.1
Actual YTD	0.9	5,223	-1.2	5,161	5,223	0.9
Plan YTD	10.4	832.0	-3.9	759.6	832.0	10.4
%P YTD	-3.8	431.51	-12.4	378.01	431.51	-3.8
Actual YTD	5.1	124.99	-1.9	122.65	124.99	5.1
Plan YTD	-9.5	94.65	-9.5	89.45	94.65	3.2
%P YTD	1.5	0.4964	4.4	0.5183	0.4964	1.5
Actual YTD	7.0	897,269	31.1	1,176,106	897,269	7.0
Plan YTD	-68.3	26,085,901	-63.0	9,643,161	26,085,901	-68.3
%P YTD	32.9	4,340,837	93.1	8,361,504	4,340,837	32.9