

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

May 25, 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 the Nevada-Sierra District

Dear Mr. Gonzalez,

This letter concerns the workload validation at the North Las Vegas NV Post Office. In order to minimize the impact due to the planned excessing we are authorizing the withholding of two (2) residual vacancies at the same or lower level in surrounding installations within a 100-mile radius of the North Las Vegas Post Office. As information the two (2) affected Maintenance employees at the North Las Vegas NV Post Office hold the position of Custodian/Level 4/Occ. Code 350203.

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, Radius Map, Maintenance Seniority List, Supportive Documentation

- Cc: Manager Labor Relations Western Area
- Manager Programs Delivery Support, Western Area
- Manger In-Plant Support Western Area
- District Manager Nevada-Sierra
- Manager Human Resources Nevada-Sierra
- Manager Labor Relations Nevada-Sierra
- Compliment Coordinator Nevada-Sierra
- District Manager Arizona
- Manager Human Resources Arizona
- Manager Labor Relations Arizona
- Compliment Coordinator Arizona
- NALC Region 1
- NALC Region 4
- NPMHU Regional Director Oakland



# WorkHour Impact Report

<b>Impacted Bid Cluster</b>	NORTH LAS VEGAS POST OFFICE
<b>Installation Address</b>	
<b>Area Name</b>	WESTERN
<b>Impact Type</b>	Reduction Other Than by Attrition
<b>Date of Impact</b>	05/20/2011
<b>Period (Dates) of Review Performed</b>	05/09/2009 thru 05/21/2010
<b>Report Prepared By</b>	Paul Scrima
<b>Report Prepared Date</b>	05/28/2010
<b>Reviewed By</b>	Yul Melonson
<b>Phone</b>	(702) 361-9300

# 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	164	97	-67	-268	-3484	-2	1716

## 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	3	1.8%	-1	0		2	2.1%

# 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 casual on rolls	

## 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 PTF's in either unit	

## 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	
There are no TE's in either unit	

# 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 PTR's in either unit	

## Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	5
b. Planned Number of MAINTENANCE FTR Positions After Impact	3
c. Estimated Number of MAINTENANCE FTR Attrition	1
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	
Workload reevaluation	

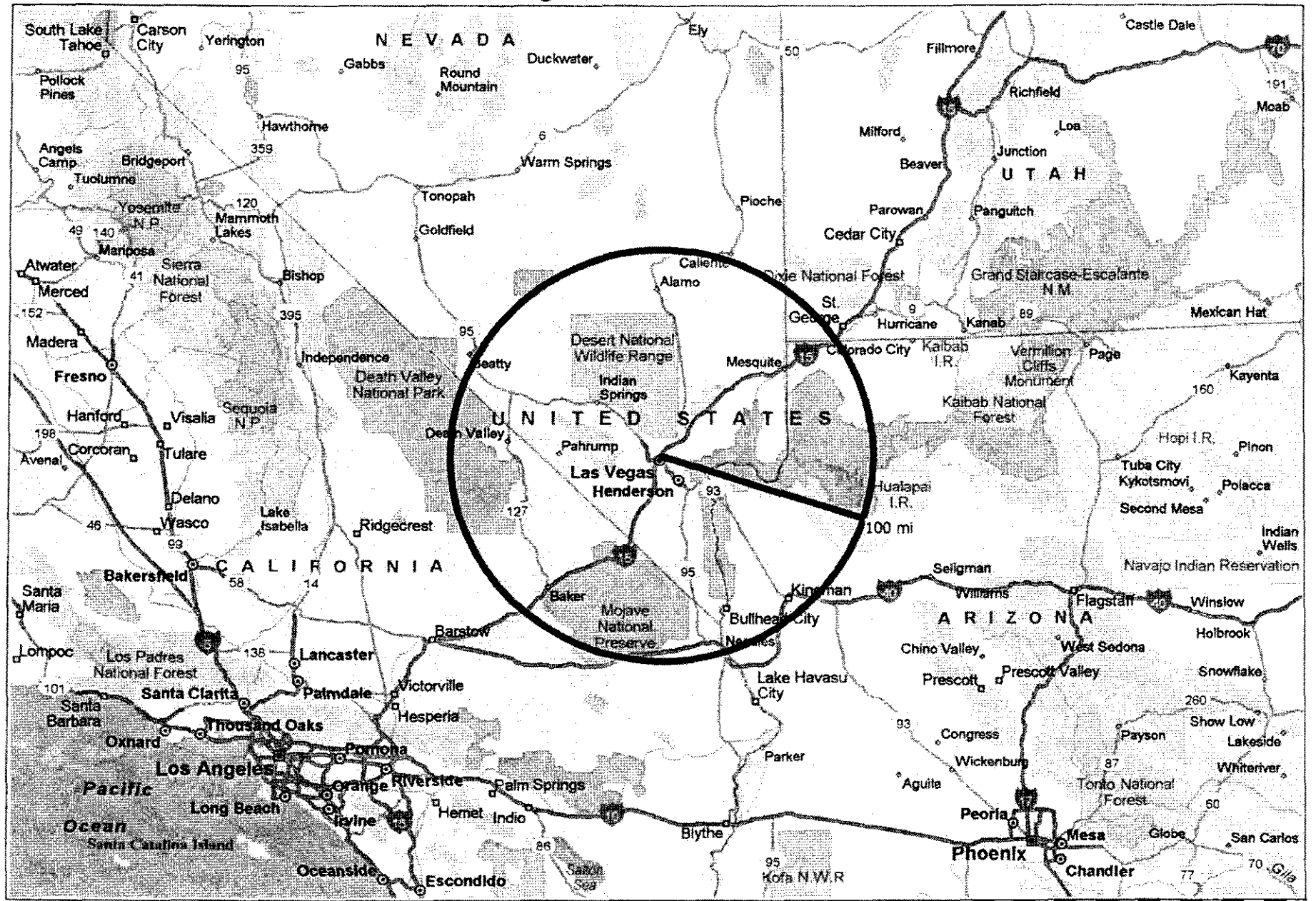
## WorkHour Impact Report-MAINTENANCE

### Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-268
b. Planned Reduction in Total OT Hours per Month	-4
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	388
f. Total FTE Savings	-2



# Las Vegas, Nevada, United States







April 20, 2010

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

Through : **Shaun E. Mossman**  
**Manager**  
**Western Area Operations Support**

SUBJECT: **Function 3B Adjustment– North Las Vegas , NV Post Office**

The Nevada District has requested a validation of the maintenance workload of the North Las Vegas Main Office and subordinate Meadow Mesa Station. This submittal will not increase the authorized maintenance complement of the North Las Vegas Post Office. Documentation was submitted for LDCs 36, 37, and 38. A District reviewed PS-4852 (LDC-38) was submitted as part of the staffing documentation. The submitted documentation was analyzed using the requirement of MS-47, MMO-074-00, and other appropriate criteria. A copy of this correspondence as been provided to and/or discussed with District maintenance management. The results of our analysis are as follows:

1. Decrease the maintenance complement of the North Las Vegas office by one (1) Laborer/Custodian LDC-38, FTR (PS-04) position, from the current complement of four (4) to a new level of three(3) Laborer/Custodian, FTR positions, eliminating the position from all rolls and data bases (Web Coins, MM, etc.) The validated workload does not support the authorized complement.
2. Decrease the maintenance compliment of the North Las Vegas office by one (1) Maintenance Mechanic (PS-07) LDC-36, 37 position from the current level of one (1), to a new level of zero positions, removing this position from all rolls and data bases(Web Coins, MM, etc.) The non-custodial operational issues or ancillary workloads (LDC 36, 37, etc.) should be evaluated and accounted for by other means (FMO, contract, etc ). It is permissible to domicile a FMO position.

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 the North Las Vegas Post Office as recommended.

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

With appropriate approvals/concurrence, the maximum authorized maintenance complement of the North Las Vegas Office is as follows:

<u>Position Title</u>	<u>Level</u>	<u>Maximum Authorized Staffing</u>
Laborer/Custodian FTR	PS-04	3
TOTAL MAINTENANCE COMPLEMENT		3

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 workhours from documentation submitted.

Section 5 – MS-47/PS-4852 (LDC 38	5,847 hrs.
Total Function 3B	5,847 hrs.

The non-custodial operational issues or ancillary workloads (LDC 36, 37) is accounted for by other means (FMO, contract, etc.).

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. This update does not change the Function 3B work hour allocation for this office.

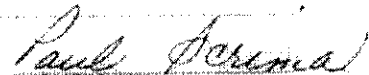
If there are any questions concerning these recommendations or this request please contact me at (303) 313-5990.

  
Andy Henderson  
Manager

  
Shaun E. Mossman

CC. District Manager, Nevada-Sierra District  
Manager, Human Resources, Nevada-Sierra  
Senior Plant Manager, Las Vegas P&DC  
Manager, Maintenance, Las Vegas P&DC  
Timothy Wright, Western Area Maintenance

  
CC: Angus Bush

  
Paul Ferrina

POSTAL SERVICE  WORKLOAD ANALYSIS AND SUMMARY	POST OFFICE	NORTH LAS VEGAS MEADOW MESA STATION	GROSS INTERIOR AREA	22,808
	STATE AND ZIP CODE	4904 CAMINO AL NORTE	EXTERIOR PAVED	122,117
	UNIT	NV, 89031-9998	EXTERIOR UNPAVED	23,439

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 (I)	MINUTES PER SQ.FT OR UNIT (J)	QTY (K)	frequency (L)	ANNUAL MINS. (M)
Workroom Toilets	PL	FX	1.5000	0	0.00	33	LF (Feather)	DUST	FX	0.2500	0	0.0	0.00
	PL	FX	1.5000	0	0.00	34	Clam	DUST	FX	1.5000	0	0.0	0.00
Office Toilets	CL	FX	4.0000	0	0.00	35	Washdown	WASH	FX	10.0000	0	0.0	0.00
Lunch/Break RMS	CL	SF	0.0031	3000	9.30	36	Washdown	WASH	SF	10.0000	248	1.0	2480.00
	PL	SF	0.0039	3000	11.70	37	Lower Tank	WASH	FX	5.8900	0	0.0	0.00
	PL	SF	0.0039	3000	11.70	38	Lower Machine	WASH	FX	5.0000	0	0.0	0.00
Locker RMS	CL	SF	0.0044	3000	13.20	39	Washdown	WASH	SF	10.0000	3370	1.0	33700.00
	PL	SF	0.0080	2982	23.86	40	Washdown	WASH	SF	8.1700	248	1.0	2480.00
	WM	SF	0.0300	984	29.52	41	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Workrooms	CL	SF	0.0108	3000	32.40	42	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	PL	SF	0.0053	3000	15.90	43	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Offices	CL	SF	0.0275	3297	90.67	44	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Supply RMS	CL	SF	0.0120	1509	18.11	45	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Freight Elevators	PL	EA	10.0000	0	0.00	46	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Passenger Elevators	CL	EA	20.0000	0	0.00	47	Washdown	WASH	SF	0.1700	248	1.0	2480.00
EXT Paths	PL	SF	0.0012	16500	19.80	48	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	PL	SF	0.0108	3000	32.40	49	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	PL	SF	0.0033	3000	9.90	50	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Service Box Lobby	CL	SF	0.0150	11234	168.51	51	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	PL	SF	0.0020	0	0.00	52	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	WM	SF	0.0300	0	0.00	53	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	VS	SF	0.0064	0	0.00	54	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	DM	SF	0.0108	0	0.00	55	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Stairways 12	CL	PL	8.0000	0	0.00	56	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	PL	PL	2.4000	0	0.00	57	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Corridors	CL	SF	0.0080	2910	23.28	58	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	DM	SF	0.0150	2010	30.15	59	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	VS	SF	0.0064	0	0.00	60	Washdown	WASH	SF	0.1700	248	1.0	2480.00
	PL	SF	0.0020	4020	8.04	61	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Shop Area	CL	SF	0.0120	0	0.00	62	Washdown	WASH	SF	0.1700	248	1.0	2480.00
Job Closet	CL	EA	10.0000	12	120.00	63	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						64	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						65	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						66	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						67	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						68	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						69	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						70	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						71	Washdown	WASH	SF	0.1700	248	1.0	2480.00
						72	Washdown	WASH	SF	0.1700	248	1.0	2480.00
SUBTOTAL					2,572.16								

(Q) WORK HOUR CALCULATIONS		(R)
MULTIPLY LINE 12 BY 52 WEEKS	133,752.33	MINYR
ENTER TOTAL FROM LINE 14	38,387.20	MINYR
TOTAL LINE A and B	172,139.53	MINYR
DIVIDE LINE C BY 60 MIN	2,868.99	WHYR
MULTIPLY LINE D BY % (BRO)	28.69	HYR
MULTIPLY LINE D BY % (BRLAKS)	119.64	HYR
MULTIPLY LINE D BY % (WASH UPS)	59.80	HYR
TOTAL LINE D + E + F + G	1,078.99	WHYR
DIVIDE LINE H BY 52	59.17	WK HRSWK
DIVIDE LINE H BY 1750	1.75	WORK YRS
TOTAL EMPLOYEES	1.75	

74 SUBTOTAL 38,387.20

REVIEW BY: H.R.P. DATE: 10/8/09 APPROVED BY: [Signature] DATE: 10/15/10  
 NISC MGR, DIR, PLANNING & MAINTENANCE MSO MANAGER/POST MASTER - BMC MANAGER  
 MS4300 rdt - eMS-47 ver. 1.0

J.S. POSTAL SERVICE

POST OFFICE

NORTH LAS VEGAS MAIN OFFICE

GROSS INTERIOR AREA

24,531

WORKLOAD ANALYSIS AND SUMMARY

STATE AND ZIP CODE

1414 E LAKE MEAD DR

EXTERIOR PAVED

71,700

UNIT



NV, 89030-9998

EXTERIOR UNPAVED

200

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)	(I)	(J)	(K)	(L)	(M)	(N)	
1	Workshop (Tool Room)	PL	FX	1.5000	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 (Tool Room)	PL	FX	1.5000	0	0.00	35	Laundry Tank	WASH	FX	8.5800	0	0.0	0.00
4	Lockers	PL	FX	1.5000	0	0.00	36	Laundry Machine	WASH	FX	5.0000	0	0.0	0.00
5														
6														
7														
8														
9							44	WR Pipes and Ducts	DUST	SF	0.0890	0	0.0	0.00
10							45	Other Pipes and Ducts	DUST	SF	0.0480	0	0.0	0.00
11														
12														
13	Supply RMS	CL	SF	0.0120	0	0.00	46	Ext. Paved (Floors)	SWEEP	SF	0.0050	0	02.0	0.00
14	Freight Elevators	PL	EA	10.0000	0	0.00	48	Ext. Paved (Power Vap)	SWEEP	SF	0.0040	0	02.0	0.00
15	Passenger Elevators	CL	EA	20.0000	0	0.00								
16														
17	EXT Poles	PL	SF	0.0010	0	0.00								
18	Platforms	CL	SF	0.0010	0	0.00								
19	Semi-Sub Lobby	CL	SF	0.0150	0	0.00	57	Terrazzo PL	INT	SF	0.2400	0	0.0	0.00
20		PL	SF	0.0020	0	0.00	58	Terrazzo PL	PERI	SF	0.1200	0	0.0	0.00
21		WM	SF	0.0050	0	0.00	59	Concrete	INT	SF	0.2400	0	0.0	0.00
22		VS	SF	0.0054	0	0.00	60	Concrete	PERI	SF	0.0040	0	0.0	0.00
23		UM	SF	0.0158	0	0.00	61	Carpet	SHAMP	SF	0.2400	0	0.0	0.00
24	Stairways 12	CL	FL	8.0000	0	0.00	62	Carpet	SPOT	SF	0.1200	0	0.0	0.00
25		PL	FL	1.4000	0	0.00	63	Wood PL	INT	SF	0.2400	0	0.0	0.00
26							64	Wood PL	PERI	SF	0.1200	0	0.0	0.00
27							65	Lawns (Push)	MOV	SF	0.0120	0	0.0	0.00
28							66	Lawns (Rider)	MOV	SF	0.0060	0	0.0	0.00
29							67	Hedges/Shrubs	TRM	LF	1.2000	0	0.0	0.00
30	Shop Area	CL	SF	0.0120	0	0.00	68	Snow	REMOV	SF	0.0150	0	0.0	0.00
31	Jan Closet	CL	EA	10.0000	0	0.00	69	Concrete	CLS	EA	2.0000	1.685	0.0	0.00
32	SUBTOTAL					3,254.75								

(Q) WORK HOUR CALCULATIONS		(P)	
A	MULTI TOTAL LINE 32 BY 52 WEEKS	117,246.77	MINYR
B	ENTER TOTAL FROM LINE 74	37,720.42	MINYR
C	TOTAL LINE A and B	154,967.20	MINYR
D	DIVIDE LINE C BY 60 MIN	2,582.79	WHYR
E	MULTI LINE D BY % (BRG)	25.83	HYR
F	MULTI LINE D BY % (BREAKS)	107.70	HYR
G	MULTI LINE D BY % (WASHUPS)	53.72	HYR
H	TOTAL LINE D - E + F + G	2,770.04	WHYR
J	DIVIDE LINE H BY 52	53.27	WK HRSWK
K	DIVIDE LINE H BY 1160	1.57	WORK YRS
L	TOTAL EMPLOYEES	1.57	

REVIEWED BY:  DATE: 10-8-09  
 MSC MGR. DIR. PLANT MAINTENANCE  
 APPROVED BY:  DATE: 08/25/10  
 MSC MGR. POST MASTER - BMC MANAGER  
 MS4300.rtf - eMS-47 ver.1.0