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Mail Processing Facility Review

Policy

PO-408

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July 2023

Revisions

This policy and its supporting materials supersede the March 2008 edition of the PO-408 Handbook, *Area Mail Processing Guidelines*.

Content

Contains policy that applies to consolidations of facilities with mail processing operations.

Issuer

Vice President, Processing and Maintenance Operations

Sponsor

Chief Processing and Distribution Officer Organization

Availability

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1 Mail Processing Facility Review

1-1 Introduction and Purpose

The purpose of this policy is to outline the legal, statutory, contractual, and regulatory requirements of the Mail Processing Facility Review (MPFR). MPFR is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service. This process does not apply to the centralization of mail processing activities over a weekend. Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility optimization objectives in the Delivering for America (DFA) Plan. Optimizing toward a flexible network will support improvements in process consistency, equipment standardization, economies of scale, achievement of service objectives, and customer satisfaction.

Throughout the MPFR process, the Postal Service must adhere to all applicable laws, regulations, and labor agreements.

The potential benefits of an MPFR are as follows:

1. MPFR centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation.
2. MPFR takes advantage of state-of-the-art technologies available to process more efficiently.
3. MPFR is intended to have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change due to MPFR.

2 Roles and Responsibilities

Division	Local Facility	<ul style="list-style-type: none"> • Implements consolidation efforts (if applicable). • Identifies stakeholders to be informed of possible consolidation.
	Division MPFR Coordinator	<ul style="list-style-type: none"> • Acts as liaison between Headquarters, the Division, and affected facilities. • Serves as primary contact for Headquarters. • Supports development of MPFR analysis and data validation. • Provides local knowledge. • Establishes division functional review team to assist in MPFR process. • Resolves local issues associated with an MPFR proposal. • Corrects any inadequacies uncovered during Post-Implementation Review.
	Division and Plant Management	<ul style="list-style-type: none"> • Facilitates communications to affected employees.
District	District Customer Relations	<ul style="list-style-type: none"> • Facilitates communications to affected customers.
	District Human Resources Office	<ul style="list-style-type: none"> • Provides timely notification of impacts to employees. • Ensures accurate placement of impacted employees. • Reports to Area Human Resources Office.
	District Labor Relations	<ul style="list-style-type: none"> • Ensures adherence with applicable provisions of the Employee and Labor Relations Manual (ELM) and national agreements between the Postal Service and employee organizations. • Reports to Area Labor Relations.
Region	Regional Vice President (RVP) (or successor)	<ul style="list-style-type: none"> • Identifies and validates implementation date for consolidation of operations. • Facilitates compliance with approved MPFR proposal.
Headquarters	Business Service Network (BSN)	<ul style="list-style-type: none"> • Communicates with managed accounts.
	CCBSO Business Development	<ul style="list-style-type: none"> • Works in conjunction with BSN to communicate with managed accounts.
	CCMO Field Sales	<ul style="list-style-type: none"> • Works in conjunction with BSN to communicate with managed accounts.
	Logistics	<ul style="list-style-type: none"> • Reviews and approves logistics changes.

Mail Processing	<ul style="list-style-type: none"> • oversees operational changes throughout implementation.
Maintenance Operations	<ul style="list-style-type: none"> • oversees operational changes throughout implementation.
Manager Mail Processing Facility Optimization (Manager MPFO)	<ul style="list-style-type: none"> • Evaluates current and proposed service standard changes for facilities under consideration. • Reviews MPFR proposal. • Maintains oversight through data tracking for approved MPFR proposals.
Vice President, Processing and Maintenance Operations (VPPMO)	<ul style="list-style-type: none"> • Sends out initial communications once there is clear intent to conduct an MPFR analysis. • Makes final decision for consolidation of mail processing operations. • Notifies Regional Vice President (RVP) of final consolidation decision.
Headquarters and Field Corporate Communications	<ul style="list-style-type: none"> • Oversees designated communications throughout implementation, as defined in the Communications Plan.
Government Relations	<ul style="list-style-type: none"> • Directs all messaging to the public representatives of the affected facilities.

3 MPFR Analysis and Proposal

3-1 Analysis

Headquarters initiates an MPFR analysis. The analysis is performed to determine whether there is a business case for an MPFR. The analysis will meet the following objectives:

- 1) Evaluate service standard impacts for all classes of mail.
- 2) Consider issues important to local customers.
- 3) Identify impacts to Postal Service staffing, both craft and management positions.
- 4) Analyze savings and costs to the Postal Service associated with moving mail processing operations.

3-2 Proposal

When an MPFR analysis is approved, it becomes known as a proposal, which is required for the final decision on whether to consolidate. The proposal must contain all required information and undergo the required review and approval process outlined in supporting MPFR procedural documents. Only the VPPMO is authorized to make the final decision for the consolidation of mail processing operations.

3-3 Supporting Documentation

All supporting documentation must be retained in accordance with the applicable document retention periods prescribed by Headquarters Processing and Maintenance Operations. Document retention requirements begin at the approval of the final Post-Implementation Review or after the last step taken in the MPFR process, if the MPFR is not completed.

4 Communications

4-1 Notice to Stakeholders

Communications to stakeholders must occur when the following milestones in the MPFR process are reached:

- 1) Notice of intent to undertake an MPFR analysis.
- 2) Scheduling of public meeting.
- 3) Final decision about the approval or disapproval of an MPFR proposal.
- 4) Other events, such as suspending or resuming implementation.

Stakeholders include, at a minimum, the following:

- Affected Employees.
- Employee Organizations.
- Appropriate individuals at various levels of government.
- Local Mailers.
- Community Organizations.
- Local Media.

The MPFR Communications Plan includes tools used to disseminate information about an MPFR event. The MPFR Communications Plan is a separate document and not included in this policy.

4-2 Use of Public Input in Decision Making

The notice of an MPFR analysis shall invite the public to provide input on the proposed MPFR. The Postal Service initiates a comment period and solicits input from the public that will be discussed at a public input meeting, where the audience will have an opportunity to provide oral comments during the meeting. There will be a timeframe following the meeting during which the public can continue to submit comments. Input from the public is summarized and submitted to Headquarters for consideration. The Postal Service shall take any resulting input into account in making a final decision.

4-3 Public Disclosure

Both draft and final copies of the MPFR analysis and any underlying work papers can contain commercially sensitive information, the public disclosure of which could cause competitive harm to the Postal Service. Such information includes operations, volume and service performance data, or other information from which such data may be derived. Accordingly, neither draft nor final copies of the MPFR analysis and any underlying work papers may be publicly disclosed before undergoing review and data redaction in accordance with the Headquarters Manager MPFO.

5 Implementation

5-1 Authorization

MPFR implementation is authorized only when the proposal is approved. An approved proposal must have an implementation date identified in accordance with supporting MPFR procedural documents, and all plans for transportation and staffing adjustments must be finalized prior to the implementation date.

Headquarters and the respective Division(s) will collaborate on implementation in accordance with supporting MPFR procedural documents.

5-2 Transition Timeline

All responsible parties must abide by the transition timeline allocated by the national labor agreements and calculated according to supporting MPFR procedural documents.

During the transition timeline, national-level employee organizations will be notified, and local union representatives will be briefed.

5-3 Human Resources

Field Human Resources must ensure that repositioning of bargaining and non-bargaining unit employees is done in accordance with applicable provisions of the ELM and national agreements between the Postal Service and employee organizations. Compliance with the national agreement requires notification of bargaining unit employees who will be involuntarily reassigned between installations. After the national-level employee organizations have been notified, Field Human Resources ensures adherence to the various advance notice periods for the local employees.

5-4 Variations from Proposal

When substantive changes to the implemented MPFR are warranted, the necessary revised documentation and justification of changes must be provided to the appropriate approvers prescribed in supporting MPFR procedural documents.

Division management will be held accountable for any unauthorized changes from an approved MPFR.

5-5 Termination or Suspension

Implementation can be terminated or suspended at any point prior to completion of the MPFR. Any change in the status of a proposal must be communicated to the stakeholders originally notified of the MPFR analysis.

5-6 **Postmarks**

Each Post Office is required to make a local postmark available as a way of acknowledging the importance some customers place upon local postmarks.

6 Post-Implementation Review

6-1 Overview

Following implementation, an MPFR will undergo review to assess whether proposed savings, workhours, and levels of service are achieved. The purpose of the Post-Implementation Review (PIR) is to:

- Evaluate the effectiveness of consolidating mail processing operations.
- Measure actual data before and after MPFR implementation.
- Compare proposed savings or costs to actual savings or costs after implementation.

The PIR will:

- Affirm the MPFR was implemented as approved.
- Identify issues applicable to the relevant period immediately following an MPFR implementation.
- Ensure that all levels of management are aware of any success or deficiency resulting from the MPFR.

Headquarters is responsible for ensuring accurate completion of PIRs.

A PIR will be considered complete once it has been reviewed and approved by the VPPMO.

The MPFR process is completed once the final PIR has been evaluated by Headquarters.

7 MPFR Reversal

7-1 Circumstances

Circumstances may require the reversal of an implemented MPFR. Supporting MPFR procedural documents detail additional circumstances that may require an MPFR reversal.

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Mail Processing Facility Review

Procedure Title

Mail Processing Facility Review (MPFR)

Issued

July 2023

Revisions

This procedure and its associated policy supersede the March 2008 edition of the PO-408 Handbook, *Area Mail Processing Guidelines*.

Content

Contains the procedures that must be followed to execute consolidations of facilities with mail processing operations.

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1. Introduction

Mail Processing Facility Review (MPFR) is the consolidation of all originating and/or destinating distribution operations from one or more Post Offices/facilities into other automated processing facilities for the purpose of improving operational efficiency and/or service.

1.1. Evolution of MPFR

Effective December 2022, MPFR has replaced the term Area Mail Processing (AMP) to align with the facility objectives in the Delivering for America (DFA) Plan.

Historically, mail processing evolved from manual and mechanized to automated processes. The first guidelines appeared in Handbook M-82, *Developing Area Mail Processing Proposals* (June 1979). Handbook M-82 was replaced in May 1984 with Handbook PO-408, *Developing and Implementing Area Mail Processing*. In April 1995, Handbook PO-408 was re-issued as *Area Mail Processing Guidelines* and updates to this handbook were released electronically in 2008. In July 2023, Handbook PO-408 was replaced with the separately published *PO-408 Mail Processing Facility Review Policy* and this *PO-408 Mail Processing Facility Review Procedures*.

The process of initiating consolidations has evolved. Initially, MPFR was a local initiative that managers used to reduce cost and gain efficiencies by consolidating operations from a smaller facility into a larger facility. Subsequently, the identification of consolidation opportunities expanded to include a top-down approach.

1.2. Benefits of an MPFR Process

The potential benefits of MPFR are as follows:

- MPFR centralizes mail processing operations to better use resources, including space, staffing, processing equipment, and transportation.
- MPFR takes advantage of state-of-the-art technologies available to process more efficiently.
- MPFR is intended to have minimal impact to customer services. Business mail entry, retail, and delivery services are expected to remain unchanged in most cases. Local mailers can expect indicia requirements for their postage meters or permit imprints to remain the same. ZIP Codes will not change due to MPFR.

2. Pre-MPFR

Before an MPFR analysis is initiated, the following actions must occur:

1. Headquarters identifies candidates for potential consolidations.
2. Headquarters designs concept for possible consolidations.

3. Chief Technology Officer (CTO) develops business case without considering state, area, district, region, and division boundaries.
4. CTO shares concept with Headquarters functional groups.
5. Headquarters functional groups provide feedback on concept.
6. Chief Processing & Distribution Officer (CPDO) approves concept.
7. Headquarters leadership determines direction for consolidation.

3. Analysis

3.1. Initiation

The VP Processing & Maintenance initiates MPFR analysis upon concept approval and the decision that an MPFR is required. The VPPMO prepares MPFR analysis and gathers supporting documentation. Region and Division management may provide input, as needed.

3.2. MPFR Process Overview

Headquarters initiates an MPFR analysis. Initial considerations should include the following:

- a. The service impact that consolidation will have on the community as measured by service performance reports and customer satisfaction indicators.
- b. Adjustments to complement, both craft and management employees.
- c. Service standard changes, including upgrades or downgrades for market-dominant and competitive products.
- d. Impacts on customer services, such as collection box pick-up times, location and hours for acceptance by the business mail entry unit (BMEU), retail availability, and drop shipment changes.
- e. Impacts to the operating plan at the Transfer From and Transfer To Facilities.
- f. Future equipment deployment and/or relocation.
- g. Potential savings and efficiencies.

3.3. First Stakeholder Communication: Notice of Intent to Conduct

When there is a clear intent to proceed with an MPFR analysis, the VPPMO will send a notification of intent to perform the analysis to stakeholders.

The date of the notice represents the starting date for the MPFR analysis. The notification of intent will include an invitation to the public to submit any comments or concerns to a Postal Service representative.

The table below identifies the required notices. Refer to the Communications Plan for the timing of the notifications.

Department	Action
PMO	<ul style="list-style-type: none"> Invites public to submit comments/concerns to a Postal Service representative.
Headquarters Labor Relations	<ul style="list-style-type: none"> Notifies national unions and management associations.
Local Management	<ul style="list-style-type: none"> Notifies local union and management association officials. With support from Field Corporate Communications, holds service talk to notify employees.
Headquarters and Field Corporate Communications	<ul style="list-style-type: none"> Notifies local news media and other audiences as identified in the MPFR Communications Plan. Posts the notice of intent on usps.com.
Government Relations	<ul style="list-style-type: none"> Notifies appropriate offices of Members of Congress, as identified in the MPFR Communications Plan.
Business Mail Entry Unit (BMEU)	<ul style="list-style-type: none"> Notifies local mailers.

3.4. Required Documentation

The documentation that supports the business case is also used as a reference during the post-implementation reviews. Examples of supporting documentation include the following:

1. Reports used to determine mail volumes and workhours.
2. Analyses of service, staffing, and transportation impacts.
3. Copies of communications to stakeholders.
4. Complement adjustments at the Transfer From and Transfer To facilities. An operational impact statement must be prepared for the Transfer From facility, in accordance with the applicable collective bargaining agreement(s).
5. Financial Analyses.

3.5. Public Input Meeting

MPFO, Corporate Communications, and local management begin preparations for the public input meeting to share the MPFR findings and address any concerns.

Communication to stakeholders of the public input meeting must be made at least 15 days prior to the public input meeting date.

Within 45 days after submission of the analysis, a public input meeting must occur. This may be conducted in person or virtually as determined by a Postal Service representative. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the summary of the meeting.

3.6. Second Stakeholder Communication: Public Input Meeting

Department	Action
Headquarters and Field Corporate Communications	<ul style="list-style-type: none"> • Posts a summary of the MPFR on usps.com one week prior to public input meeting. • Notifies local news media and other audiences as described in the MPFR Communications Plan.
District Labor Relations	<ul style="list-style-type: none"> • Notifies local union officials and management associations of the public input meeting.
Customer Relations Coordinator	<ul style="list-style-type: none"> • Notifies local mailers of the public input meeting.
Local Management	<ul style="list-style-type: none"> • Gives service talk to craft employees.
Government Relations	<ul style="list-style-type: none"> • Notifies appropriate elected official representing the jurisdiction(s) of the Transfer From and Transfer To Facilities.

The Senior Director Strategic Planning & Implementation, or designee:

- Conducts a virtual or in-person public input meeting within 45 days after submission of study.
- Provides 15 days for the public to submit written comments after the meeting.

A public input meeting summary will be completed in accordance with the Communications Plan. The Manager, Mail Processing Facility Optimization (MPFO) coordinates completion of the workbook and/or supporting documentation required.

3.7. Analysis Review

Within 60 days of the notification of intent:

- Headquarters Processing Operations validates MPFR workbook and finalizes business case.
- Senior Director Strategic Planning & Implementation, or designee, completes MPFR analysis.
- Senior Director Strategic Planning & Implementation, or designee, submits MPFR analysis and required documentation to RVP.

Following the submission to RVP:

1. RVP evaluates business case along with public comments, then:
 - a. Concurs with analysis.
 - b. Does not concur with the analysis: RVP notifies VPPMO along with an explanation for this decision.
2. If approved by RVP, then VPPMO decides to approve or disapprove MPFR analysis. Public comments are considered in decision to approve or disapprove

MPFR analysis.

3. Director, Consumer Advocate reviews analysis and ensures adequate attention and resolution was given to public input prior to final decision by VPPMO.
4. Senior Director Strategic Planning & Implementation, or designee, sends notice of final decision to RVP, with explanation if MPFR is disapproved.

4. Proposal

The MPFR proposal consists of a summary narrative, finalized analysis, a geographical map of the area, and a summary of the public meeting and comments. The MPFR proposal requires approvals from Headquarters Processing Operations.

4.1. Protocol for an MPFR Proposal

Responsibilities include the following:

- VPPMO finalizes plans for logistics and staffing adjustments prior to the implementation date.
- Headquarters Processing Operations compiles the proposal.
- Management, to include Division Director(s) Processing Operations, Regional VP Processing Operations, VPPMO, and Chief Processing Distribution Officer, must review the proposal and indicate approval with signature on the Approval Signatures page.

4.2. Third Stakeholder Communication: Decision to Consolidate

Upon a decision, stakeholders are notified.

Department	Action
Headquarters Labor Relations	<ul style="list-style-type: none">• Notifies national unions and management associations of Postal Service's decision.
Headquarters Corporate Communications	<ul style="list-style-type: none">• Posts summary of public comments and Mail Processing Facility Review (MPFR) on usps.com.• Notifies local news media and other audiences as identified in the MPFR Communications Plan.
Government Relations	<ul style="list-style-type: none">• Notifies the appropriate elected officials representing the jurisdiction.
District Labor Relations	<ul style="list-style-type: none">• Notifies local union officials and management associations of Postal Service's decision.

Local Management	<ul style="list-style-type: none"> Provides service talks to craft employees in Transfer From and Transfer To Facilities throughout the process, including any employees in surrounding facilities impacted by employee, mail volume, and/or equipment relocations.
Business Mail Entry Unit (BMEU)	<ul style="list-style-type: none"> Notifies local mailers to advise of Postal Service's decision.

5. Implementation

MPFR implementation occurs when the Transfer To Facility attains all mail volumes, mail processing equipment, and staffing changes identified in the MPFR proposal.

5.1. Implementation Date

The Senior Director Strategic Planning and Implementation, or designee, coordinates the MPFR implementation date with the Division, Region, Headquarters Processing Operations, and Human Resources. At the time of implementation, the RVP submits notification to the VPPMO validating the identified date and substantiating compliance with approved MPFR proposal.

5.2. Transition Period

Six months or less is allocated to the transition period for an MPFR consolidation. The Senior Director Strategic Planning and Implementation, or designee, coordinates all transitions.

For an MPFR involving originating volume, the transition could begin with the first day the Transfer To Facility processes collection mail from the Transfer From Facility. Outgoing mail volumes, personnel, equipment, and transportation to support consolidated operations should be in place at the Transfer To Facility.

For an MPFR involving destinating volume, the transition could coincide with the first day that logistics for internal mail are in place for the Transfer To Facility to process mail for the Transfer From Facility. Logistical changes affecting external mail from drop shipments will be reflected in Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM®) labeling list change(s) and published in the Postal Bulletin.

For an MPFR involving both originating and destinating distribution, the transition period is limited to six months.

To ensure employees understand potential impacts and available protections, reassignments and/or excessing will be accomplished in accordance with the applicable provisions of the Employee and Labor Relations Manual (ELM) and the applicable

collective bargaining agreements between the Postal Service and its employee organizations. National-level employee organizations must be notified, and local union representatives briefed during the transition period.

6. Post-Implementation Reviews

Manager Mail Processing Facilities Optimization (MPFO) completes the first Post-Implementation Review (PIR) within 30 days after the second full quarter following implementation and will indicate if the Transfer To Facility is on the right track for achieving expected savings. The first PIR determines whether the MPFR consolidation achieved necessary training, relocations, transportation, operational changes, and workhour adjustments. The review will alert the responsible parties of the necessity to change or correct any deficiencies if these things were not accomplished. If needed, an action plan must be developed to ensure targets are met by the Transfer To Facility.

The Manager MPFO completes the final PIR assessment within 30 days after the first full year of implementation. The final PIR compares proposed against actual data and determines the viability of the consolidation.

- A PIR will not be considered complete until it has been reviewed and approved by the VPPMO. Other important items about conducting a PIR include the following: In general, the same methodology employed with the submission of the original MPFR proposal is used for the PIR.
- As with an MPFR proposal, a summary narrative must be included. The narrative must address all issues applicable to those quarters immediately following an MPFR implementation and affirm the MPFR was implemented as approved.
- Manager MPFO must obtain the necessary signatures on the Approval Signatures worksheet to ensure that all levels of management are aware of the success or deficiency resulting from the MPFR.

The PIR compares the projected results to the actual results for the following data points:

- Mail Processing Craft Workhour Savings
- Maintenance Workhour Savings
- Maintenance Supplies, Utilities Costs/Savings
- Management Workhour Savings
- Transportation Costs/Savings (both HCR & PVS if applicable)
- One-Time Costs (Relocation of Employee/Equipment, Renovations)
- Space Savings
- Annual Yearly Savings
- First Year Savings
- Service Performance
- Staffing Impacts - Craft

- Staffing Impacts - Management
- Mail Processing Equipment (MPE) Inventory
- Distribution Changes (Label Lists)
- Drop Shipments, Facility Access and Shipment Tracking (Fast) Appointments
- Customer Service - Collection Times
- Customer Service - Carriers After 1700
- Customer Service - Retail Unit Hours (if applicable)
- Customer Service - Bulk Mail Entry Unit Hours (if applicable)

7. MPFR Reversal Process

When the Division Director (DD) deems it necessary to reverse an MPFR, the DD must complete a narrative statement and provide detailed information on the need to change. The narrative is sent to the RVP for review and concurrence. The RVP will provide the VPPMO with an explanation of the reasons for the reversal and impacts expected from the change.

The narrative must address the following:

1. Service impact.
2. Community impact.
3. Staffing impact and requirements.
4. Replacing budget hours and volume back into an office formerly consolidated.
5. Changes in automation utilization and impacts on the automation mailstream.
6. Replacement of equipment.
7. Impact of reinstating transportation.

The request must also include a detailed action plan, including a timeline of intended actions for accomplishing the reversal.

a. Appendix

MPFR Overview

1. Affected Facilities' Information

- Type of Distribution to Consolidate: Enter whether the consolidation involves originating, destinating, or both types of mail processing operations.
- Facility Name and Type: Indicate the facility name, including type, such as Post Office, processing and distribution facility, or processing and distribution center (data source: Facilities Database).
- Street Address: Enter the respective physical addresses of the affected facilities. Do not enter a PO Box mailing address.
- City: Enter the city of the affected facilities.
- State: Enter the 2-letter state abbreviation of the affected facilities
- 5D Facility ZIP Code: Enter the 5-digit ZIP Code of the affected facilities.
- Division: Enter the division from which the facilities are associated.
- Region: Enter the region from which the facilities are associated.
- Finance Number: Type the 6-digit finance number of the affected facilities.
- Current 3D ZIP Code(s): Enter the 3-Digit ZIP Code(s) associated with the facilities.
- Miles between affected Facilities: Enter the driving distance between the affected facilities.
- Postmaster or Plant Manager: Enter the name and title of the current installation lead.
- Division Director: Enter the name(s) of the Division Director for the affected facilities.
- Facility Type after MPFR: Enter the facility type after the MPFR is implemented.

2. Background Information

- Start of Analysis: Date of the Intent to Conduct from VPPMO announcing the start of an MPFR analysis.
- Date Range of Data: The starting month/day/year and ending month/ day/year.
- Bargaining Unit Hours per Year: Represents the number of

bargaining unit workhours in a workyear.

- EAS Hours per Year: Represents the number of EAS workhours in a workyear.
- VPPMO: Enter the name of the Vice President Processing and Maintenance Operations (VPPMO).
- MPFO Contact: Headquarters will identify the staff member from MPFO who works as the liaison.

A-1 Overview of Summary Narrative

The narrative should include, but is not limited to, the following elements:

1. The background information should contain the following:
 - a) City, state, and facility type, such as Post Office or processing and distribution center.
 - b) Three-digit ZIP Codes served by the affected facilities.
 - c) Type(s) of distribution proposed.
 - d) Driving distance in miles between affected facilities.
 - e) Average daily volume of mail to be shifted.
 - f) Reason(s) for consolidating the mail into another office.
 - g) Changes that affect the operating plan(s) at either of the affected facilities.
2. Financial summary:
 - a) F1 Mail Processing
 - b) Management
 - c) Maintenance
 - d) Logistics
3. Customer and service impacts as follows:
 - a) Analysis of service.
 - b) Summary of customer service changes.
 - c) Analysis of present service performance, based on the most current quarter's data.
4. Staffing impacts.
5. Equipment deployment and/or relocation and maintenance impacts.
6. Transportation analysis.
7. Other significant cost-saving programs occurring during the MPFR process but not associated with consolidation must be noted. Identify any initiative expected to have a financial impact to the affected facilities.

A-2 Overview of Geographical Description

A map of the area where the consolidation will occur is required. The map must highlight landmarks pertinent to the proposal including each impacted facility, major highways, and the boundaries of all three-digit ZIP Code areas affected.

A-3 Overview of Approval Signatures

Signatures indicate concurrence with information provided in the MPFR and approval of a proposed consolidation.

A-4 Overview of Executive Summary

The Executive Summary contains the following information:

- Name of Transfer From Facility and type
- Street address, city, state, and current 3-digit ZIP Codes for the Transfer From Facility
- Type of distribution to consolidate
- Miles to Transfer To Facility
- Name of Transfer To Facility and type
- Current 3-digit ZIP Codes for Transfer To Facility.
- Savings
- Costs
- Staffing loss
- Average daily volume (ADV)
- 3-digit ZIP Code service standard changes.

A-5 Overview of Service Standard Impacts

Headquarters Network Integration Support will provide details of any upgrades and downgrades between 3-Digit ZIP Code pairs by class of mail and volume. Data are derived from the "Exceptions Between Two ZIP Codes" report from <http://networks/ssd/Home.do> and Origin Destination Information System (ODIS) data for the most recent four postal quarters. This reflects a summary of market-dominant and competitive service products, along with notes from the area about any accommodations to upgrade service between specific ZIP Code pairs.

Note: Volume data obtained from ODIS is derived from sampling and may vary from actual volume.

A-5.1 Completing the MPFR Workbook

Header Section

The following information is populated from the information recorded on the MPFR Data Entry Page:

- Affected facility name and type.
- Affected facilities 3-digit ZIP Code(s).

Enter the date the report on Service Standard Impacts was prepared by Headquarters Network Integration Support.

MPFR Workbook Sections

1. Service Standard Changes Pairs: Contains information on upgrades and downgrades between 3-Digit ZIP Codes for all classes of mail. Net changes in 3-digit ZIP Code service standard pairs for all mail classes will transfer to the Executive Summary.
2. Service Standard Changes Average Daily Volume: Contains average daily volume on upgrades and downgrades for all classes of mail.
3. Notes: If downgrades are identified, enter any area commitments to upgrade service if the MPFR is implemented.

A-6 Overview of Workhour Costs

A-6.1 Overview of Workhour Costs - Current

This represents the current annual workhour costs for affected Function 1 operations at the affected facilities prior to consolidation. When the affected facility uses only Function 4 operations, additional instructions are required prior to completing Workhour Costs - Current.

A-6.2 Overview of Workhour Costs - Proposed

This summarizes the volume and workhours that remain at the affected facility; the volume and workhours proposed for the affected facility and the total workhour savings proposed for the MPFR. The data for the worksheet columns are populated based on the data entered in Workhour Costs - Current.

A-7 Overview of Staffing - Craft

This represents craft staffing for the Transfer To and Transfer From facilities. Data from complement systems is used to obtain on-rolls complement data by functional employee craft and category and the retirement eligibles.

Summary

- Retirement Eligibles: The number of retirement eligibles is derived from complement systems' data as of the date of data extraction for affected facilities.
- Total Craft Position Loss: This formula equals the total difference at Transfer From office plus the total difference at the Transfer To office. This number is carried forward to the Executive summary.

A-8 Overview of Staffing - PCES/EAS

This represents the staffing for Postal Career Executive Service (PCES) and Executive and Administrative Schedule (EAS) positions at the affected facilities. It shows the

authorized, on- rolls, and proposed staffing for each position, and the total annual workhours and costs associated with on-rolls and proposed staffing. Even if there is no change in staffing, the authorized, on-rolls, and proposed numbers are required.

Summary

- Retirement Eligibles: The number of retirement eligibles is reported from complement systems as of the date of data extraction for both the Transfer From and the Transfer To facility.
- Total PCES/EAS Position Loss: This formula equals the total position loss for the affected facilities. This number is carried forward to the Executive Summary.
- Total Annual PCES/EAS Workhour Savings: This formula equals the total workhour savings for the affected facilities. This number is carried forward to the Executive Summary.

A-9 Overview of Transportation - HCR

This provides current and proposed data for mileage, cost per mile and annual costs for the affected facilities for Highway Contract Routes (HCR). All information provided must be reviewed for concurrence by the Director of Surface Logistics Planning.

A-10 Overview of Transportation - PVS

This provides data for the affected facilities for postal vehicle service (PVS) lease and craft workhour costs. It also includes information on PVS transportation and PVS equipment. All information provided must be reviewed for concurrence by the Director of Surface Logistics Planning.

A-11 Overview of MPE Inventory

This details the changes in inventory of mail processing equipment (MPE) at the affected facilities and identifies relocation costs to move MPE from the affected facilities.

A-12 Overview of Maintenance

This evaluates the total annual maintenance costs for the affected facilities, including mail processing equipment, building services, training, and other annual costs.

A-13 Overview of Distribution Changes

Using discount or "bulk" mailing services, mailers receive postage reductions for larger mailings by preparing and sorting according to postal requirements and depositing at designated locations.

A-14 Overview of Customer Service Issues

This indicates any changes that may affect customers within the service area of the

affected facility, such as changes in pick-up times for various collection points or changes to hours for window transactions and business mail acceptance. It also indicates the postmark that will be applied to mail collected from the affected facility.

A-15 Overview of Space Evaluation and Other Costs

This provides a summary of space that may come available through the relocation of operations for either Postal Service-owned or leased facilities. It identifies savings and/or costs related to leased facilities.