

# ----- AMP Data Entry Page -----

## 1. Losing Facility Information

Type of Distribution to Consolidate: Orig & Dest MODS/BPI Office  
Facility Name & Type: Quincy IL P&DF  
Street Address: 4330 Postal Dr  
City: Quincy  
State: IL  
5D Facility ZIP Code: 62305  
District: Gateway  
Area: Great Lakes  
Finance Number: 166486  
Current 3D ZIP Code(s): 623, 634, 635  
Miles to Gaining Facility: 122.5  
EXFC office: Yes  
Plant Manager: Peggy Beck  
Senior Plant Manager: Susan Aronson  
District Manager: David Martin  
Facility Type after AMP: CLOSED

## 2. Gaining Facility Information

Facility Name & Type: Columbia MO P&DF  
Street Address: 11450 S Airport Dr  
City: Columbia  
State: MO  
5D Facility ZIP Code: 65299  
District: Gateway  
Area: Great Lakes  
Finance Number: 281685  
Current 3D ZIP Code(s): 650, 651, 652, 653  
EXFC office: Yes  
Plant Manager: Sheila Smith  
Senior Plant Manager: Susan Aronson  
District Manager: David Martin

## 3. Background Information

Start of Study: 9/15/2011  
Date Range of Data: Jul-01-2010 : Jun-30-2011  
Processing Days per Year: 310  
Bargaining Unit Hours per Year: 1,745  
EAS Hours per Year: 1,822

Date of HQ memo, *DAR Factors/Cost of Borrowing/  
New Facility Start-up Costs Update*

June 16, 2011

Date & Time this workbook was last saved:

2/18/2012 12:12

## 4. Other Information

Area Vice President: Jo Ann Feindt  
Vice President, Network Operations: David E. Williams  
Area AMP Coordinator: Nancy Schoenbeck  
HQ AMP Coordinator: Kathy S Peterson

rev 09/21/2011

# Approval Signatures

**Losing Facility Name and Type:** Quincy IL P&DF  
**Street Address:** 4330 Postal Dr  
**City:** Quincy  
**State:** IL  
**Facility ZIP Code:** 62305  
**Finance Number:** 166486  
**Current 3D ZIP Code(s):** 623, 634, 635  
**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Columbia MO P&DF  
**Street Address:** 11450 S Airport Dr  
**City:** Columbia  
**State:** MO  
**Facility ZIP Code:** 65299  
**Finance Number:** 281685  
**Current 3D ZIP Code(s):** 650, 651, 652, 653

ACKNOWLEDGEMENT OF ACCOUNTABILITY - I acknowledge that I am accountable for respecting and supporting the integrity of all official postal reporting systems, including financial reports and those relating to compliance with contracting, complement, or similar efforts involving the investment and expenditure of funds, as well as all systems to service to our customers.

**LOSING FACILITY:**

**Postmaster or Plant Manager:**

Peggy Beck  
 Printed Name \_\_\_\_\_ Signature *Peggy Beck* Date 10-25-11

**Senior Plant Manager:**

Susan Aronson  
 Printed Name \_\_\_\_\_ Signature *Susan Aronson* Date 10-25-11

**District Manager:**

David Martin  
 Printed Name \_\_\_\_\_ Signature *David Martin* Date 10-25-11

**GAINING FACILITY:**

**Plant Manager:**

Sheila Smith  
 Printed Name \_\_\_\_\_ Signature *Sheila Smith* Date 10-25-11

**Senior Plant Manager:**

Susan Aronson  
 Printed Name \_\_\_\_\_ Signature *Susan Aronson* Date 10-25-11

**District Manager:**

David Martin  
 Printed Name \_\_\_\_\_ Signature *David Martin* Date 10-25-11

**AREA OFFICE:**

**A/ Area Vice President:**

Jo Ann Feindt  
 Printed Name \_\_\_\_\_ Signature *Jo Ann Feindt* Date 1/20/12

Implementation Date: \_\_\_\_\_

**HEADQUARTERS:**

Approved:  Disapproved:

**Vice President, Network Operations:**

David E. Williams  
 Printed Name \_\_\_\_\_ Signature *David E. Williams* Date 2/18/12

Comments: \_\_\_\_\_

# Executive Summary

Last Saved: February 18, 2012

**Losing Facility Name and Type:** Quincy IL P&DF

**Street Address:** 4330 Postal Dr

**City, State:** Quincy , IL

**Current 3D ZIP Code(s):** 623, 634, 635

**Type of Distribution to Consolidate:** Orig & Dest

**Miles to Gaining Facility:** 122.5

**Gaining Facility Name and Type:** Columbia MO P&DF

**Current 3D ZIP Code(s):** 650, 651, 652, 653

## Summary of AMP Worksheets

### Savings/Costs

Mail Processing Craft Workhour Savings =	<u>\$1,413,258</u>	from Workhour Costs - Proposed
Non-MP Craft/EAS + Shared LDCs Workhour Savings (less Maint/Trans) =	<u>\$438</u>	from Other Curr vs Prop
PCES/EAS Supervisory Workhour Savings =	<u>\$63,529</u>	from Other Curr vs Prop
Transportation Savings =	<u>\$228,395</u>	from Transportation (HCR and PVS)
Maintenance Savings =	<u>(\$404,109)</u>	from Maintenance
Space Savings =	<u>\$0</u>	from Space Evaluation and Other Costs
<b>Total Annual Savings =</b>	<b><u>\$1,301,511</u></b>	
<b>Total One-Time Costs =</b>	<b><u>\$328,517</u></b>	from Space Evaluation and Other Costs
<b>Total First Year Savings =</b>	<b><u>\$972,994</u></b>	

### Staffing Positions

Craft Position Loss =	<u>14</u>	from Staffing - Craft
PCES/EAS Position Loss =	<u>(6)</u>	from Staffing - PCES/EAS

### Volume

Total FHP to be Transferred (Average Daily Volume) =	<u>471,959</u>	from Workhour Costs - Current
Current FHP at Gaining Facility (Average Daily Volume) =	<u>1,105,049</u>	from Workhour Costs - Current
Losing Facility Cancellation Volume (Average Daily Volume) =	<u>53,748</u>	(= Total TPH / Operating Days)

### Service

**Service Standard Impacts by ADV**

First-Class Mail®	0	0	0	%
Priority Mail®	0	0	0	#DIV/0!
Package Services	0	0	0	#DIV/0!
Periodicals	N/A*	N/A*	N/A*	N/A*
Standard Mail	N/A*	N/A*	N/A*	N/A*

Code to destination 3-digit ZIP Code volume is not available

UPGRADED	DOWNGRADED	Unchanged + Upgrades	Unchanged + Upgrades
ADV	ADV	ADV	%
0	0	0	#DIV/0!
0	0	0	#DIV/0!
0	0	0	#DIV/0!
N/A*	N/A*	N/A*	N/A*
N/A*	N/A*	N/A*	N/A*

rev 10/15/2009

# Summary Narrative

Last Saved: February 18, 2012

**Losing Facility Name and Type:** Quincy IL P&DF

**Current 3D ZIP Code(s):** 623, 634, 635

**Type of Distribution to Consolidate:** Orig & Dest

**Gaining Facility Name and Type:** Columbia MO P&DF

**Current 3D ZIP Code(s):** 650, 651, 652, 653

## **Background**

The Quincy Processing and Distribution Facility (P&DF) is located in Quincy, IL and is a Postal owned facility that processes originating and destinating volumes for the 623, 634, and 635 service area.

The proposed AMP will transfer processing for originating and destinating letter and flat volumes as well as Originating Priority, Express, and Registry volume from Quincy P&DF to the Mid-Missouri P&DF which is located in Columbia, MO approximately 123 miles from Quincy. Quincy's destinating Priority will continue to be processed at the St. Louis NDC and in Quincy. Quincy's originating letter and flat volumes are currently processed in St. Louis on Saturdays. This practice will discontinue with the approval of this proposal as Mid-Missouri will process Quincy's originating volume six days per week.

## **Financial Summary**

Financial savings proposed for the consolidation of mail processing for the Quincy, IL P&DF to the Mid-Missouri P&DF are:

Total First Year Savings: \$ 972,994

Total Annual Savings: \$1,301,511

Total First Handled Pieces (FHP) to be Transferred (Average Daily Volume) = 471,959

## **Customer Service Considerations**

There are currently no retail window operations in the Quincy P&DF. The Business Mail Entry Unit hours allow mail acceptance from 9:00 am to 12:00 pm and 1:00 pm to 4:30 pm (M-F). The unit is closed on Saturdays. Acceptance times at the Quincy BMEU unit will remain the same under this proposal. The current location of the BMEU may be relocated to the Quincy Post Office once the facility space study is completed.

Specific service standard changes associated with this Area Mail Processing consolidation are contingent upon the resolution of both (a) the rulemaking in which current market dominant product service standards in 39 CFR Part 121 are being evaluated, and (b) all remaining AMP consolidation proposals that are part of the same network rationalization initiative. A complete file reflecting any new service standards will be published at [www.usps.com](http://www.usps.com) once all of the related AMP decisions that provide the foundation for new service standards are made. Priority and Express Mail service standards will be based upon the capability of the network.

Collection Box pickup times will not change.

rev 06/10/2009

# Summary Narrative *(continued)*

## Transportation Changes

The Quincy P&DF currently utilizes Highway Contract Routes (HCR) to support mail processing in Quincy and at both the St. Louis P&DC and St. Louis NDC. Destinating Priority volume is currently processed at the St. Louis NDC. This proposal will add routes to Mid-Missouri and eliminate transportation between the St. Louis P&DC and St. Louis NDC.

Transportation for originating letters, flats, Priority, Express, and Registers from the Quincy P&DF into the Mid-Missouri P&DF is as follows:

Area offices for the 623, 634, and 635 SCFs will transport collection mail including letters, flats, Priority, Registers, and Express mail to Mid-Missouri utilizing the following hubs:

623 SCF: Quincy, IL

634 SCF: Hannibal, MO

635 SCF: Kirksville, MO and Macon, MO

The 634 SCF offices will transport their originating mail to Hannibal which will be consolidated and transported to Quincy. The 623 SCF offices will transport mail to the Quincy Main Post Office for consolidation. There will be three trips from Quincy to Mid-Missouri with collection mail for the 623 and 634 SCFs on the first two trips. The latest arrival for originating collection mail will be 21:55. The last trip will be used for parcel post and standard mail from both the 623 and 634 SCFs.

The 635 SCF originating mail will be consolidated in Macon and Kirksville. There will be two trips from Kirksville bringing this mail to the Mid-Missouri P&DF. The first trip will leave Kirksville at 16:30 stopping at Macon to collect all collection mail and arrive at Mid-Missouri at 19:20. All collection mail consolidated in Macon will be on this trip. A second trip will leave Kirksville at 18:20 and go directly to Mid-Missouri arriving at 20:35 with all originating collection mail.

Combined transportation savings for this proposal are \$228,395. PVS is not affected by this proposal at either site.

## Staffing Impacts

Current projections from the AMP study indicate a net reduction of 14 FTE positions. The number of FTE positions reduced was impacted because Mid Missouri was 7 Maintenance employees under authorized staffing. The details of the site specific FTE changes are noted in the chart below.

Management and Craft Staffing Impacts							
	Quincy P&DF			Mid-Missouri P&DF			Net Diff
	Total Current On-Rolls	Total Proposed	Diff	Total Current On-Rolls	Total Proposed	Diff	
Craft <sup>1</sup>	130	77	(53)	145	184	39	(14)
Management	7	5	(2)	6 <sup>2</sup>	14	8	6

<sup>1</sup>Craft = FTR+PTR+PTF+Casuals

<sup>2</sup>Mid-Missouri is authorized 13 management positions but only has 6 currently on-rolls

## Mail Processing Management to Craft Ratio

Management to Craft <sub>2</sub> Ratios	Current		Proposed	
	SDOs to Craft <sub>1</sub> (1:25 target)	MDOs+SDOs to Craft <sub>1</sub> (1:22 target)	SDOs to Craft <sub>1</sub> (1:25 target)	MDOs+SDOs to Craft <sub>1</sub> (1:22 target)
Quincy IL P&DF	1 : 31	1 : 31	1:22	1:22
Mid-Missouri P&DF	1 : 58	1 : 58	1:25	1 :22

<sup>1</sup> Craft = FTR+PTR+PTF+Casuals  
<sup>2</sup>Craft =F1+F4 at Losing; F1 only at Gaining

As a matter of policy, the Postal Service follows the Worker Adjustment and Retraining Notification Act's ("WARN") notification requirements when the number of employees experiencing an employment loss within the meaning of WARN would trigger WARN's requirements. Some or all of the impacted employees described above may not experience an employment loss within the meaning of WARN due to transfers or reassignments.

Quincy will maintain a small dock operation for both incoming and outgoing operations.

**Equipment Relocation and Maintenance Impacts Change**

The Quincy P&DF currently has (3) DBCS letter sorting machines, (1) DIOSS letter sorting machine, and (1) UFSM 1000 Flat sorting machine. The DIOSS and DBCS letter sorting machines are used to process all originating and destinating letter volumes for the 623, 634, 635 service areas. (1) DIOSS machine and (1) DBCS machine will be relocated to the Mid-Missouri P&DF at a total relocation cost of \$16,120. The UFSM 1000 will no longer be needed with this proposal. This machine will be disposed of per Postal guidelines. Mid-Missouri will require the addition of (1) AFSM 100 machine with a relocation cost of \$62,457.

Quincy will realize a maintenance annual labor, parts, and facility utilities of \$1,103,365 savings, across LDC's 36 – 39. The Mid-Missouri P&DF will require \$1,507,474 in LDC 36 - 39 costs for a total cost through all LDC's and spare parts of \$404,109.

**Space Savings**

A total of 62,431 square foot of interior space will be gained in Quincy from the elimination of the mail processing equipment. This facility is being studied for possible use for consolidating carriers. The BMEU located within this facility will remain but may be relocated to the Quincy Main Post Office once the study is complete. If the BMEU is relocated a total of 63,458 square foot will be available for other uses.

## Summary Narrative *(continued)*

Summary Narrative Page 4

### **Other Concurrent Initiatives**

Operational cost saving initiatives, such as additional distribution compression or consolidation, staffing realignments, LCTS project initiative, and BPI improvements are underway at both facilities.

### **Conclusion**

The AMP proposal to transfer processing of originating and destinating letter and flat mail as well as Originating Priority from Quincy, IL P&DF to the gaining facility, Mid-Missouri P&DF, shows a net savings of 2 Full Time Equivalent craft employees. The first year savings of this package is \$972,994 including one-time costs of \$328,517. Thereafter, the annual savings of this package is \$1,301,511.

rev 06/10/2009

# 24 Hour Clock

Last Saved: February 1, 2012

**Losing Facility Name and Type: Quincy IL P&DF**

**Current 3D ZIP Code(s): 623, 634, 635**

**Type of Distribution to Consolidate: Orig & Dest**

**Gaining Facility Name and Type: Columbia MO P&DF**

**Current 3D ZIP Code(s): 650, 651, 652, 653**

			24 Hour Indicator Report				80%	100%	100%	100%	Millions	100%	100%	86.9%
Weekly Trends Beginning Day		%	Facility	Cancelled by 2000 Data Source = EDWMCRS	OGP Cleared by 2300 Data Source = EDWEOR	OGS Cleared by 2400 Data Source = EDWEOR	MMP Cleared by 2400 Data Source = EDWEOR	MMP Volume On Hand at 2400 Data Source = EDWMCRS	Mail Assigned Commercial / FedEx By 0230 Data Source = EDWSASS	DPS 2nd Pass Cleared by 0700 Data Source = EDWEOR	Trips On-Time 0400 - 0800 Data Source = EDWTIMES			
23-Apr	SAT	4/23	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	94.4%			
30-Apr	SAT	4/30	QUINCY PO		99.7%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
7-May	SAT	5/7	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	78.6%			
14-May	SAT	5/14	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
21-May	SAT	5/21	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
28-May	SAT	5/28	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	92.8%			
4-Jun	SAT	6/4	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	86.3%			
11-Jun	SAT	6/11	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	91.7%			
18-Jun	SAT	6/18	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	91.7%			
25-Jun	SAT	6/25	QUINCY PO		98.0%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
2-Jul	SAT	7/2	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
9-Jul	SAT	7/9	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
16-Jul	SAT	7/16	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	87.3%			
23-Jul	SAT	7/23	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	100.0%			
30-Jul	SAT	7/30	QUINCY PO		97.8%	100.0%		#VALUE!	100.0%	100.0%	94.1%			
6-Aug	SAT	8/6	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	91.7%			
13-Aug	SAT	8/13	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	98.6%			
20-Aug	SAT	8/20	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	98.6%			
27-Aug	SAT	8/27	QUINCY PO		99.2%	100.0%		#VALUE!	100.0%	100.0%	97.2%			
3-Sep	SAT	9/3	QUINCY PO		99.8%	100.0%		#VALUE!	100.0%	100.0%	88.4%			
10-Sep	SAT	9/10	QUINCY PO		100.0%	100.0%		#VALUE!	100.0%	100.0%	76.4%			
			24 Hour Indicator Report				80%	100%	100%	100%	Millions	100%	100%	86.9%
Weekly Trends Beginning Day		%	Facility	Cancelled by 2000 Data Source = EDWMCRS	OGP Cleared by 2300 Data Source = EDWEOR	OGS Cleared by 2400 Data Source = EDWEOR	MMP Cleared by 2400 Data Source = EDWEOR	MMP Volume On Hand at 2400 Data Source = EDWMCRS	Mail Assigned Commercial / FedEx By 0230 Data Source = EDWSASS	DPS 2nd Pass Cleared by 0700 Data Source = EDWEOR	Trips On-Time 0400 - 0800 Data Source = EDWTIMES			
23-Apr	SAT	4/23	COLUMBIA MO P&DF	88.5%	99.0%	100.0%		#VALUE!	100.0%	99.7%	86.4%			
30-Apr	SAT	4/30	COLUMBIA MO P&DF	75.9%	99.0%	100.0%		#VALUE!	100.0%	100.0%	94.7%			
7-May	SAT	5/7	COLUMBIA MO P&DF	85.0%	99.8%	100.0%		#VALUE!	100.0%	100.0%	97.0%			
14-May	SAT	5/14	COLUMBIA MO P&DF	84.3%	100.0%	100.0%		#VALUE!	100.0%	100.0%	95.4%			
21-May	SAT	5/21	COLUMBIA MO P&DF	82.3%	98.6%	100.0%		#VALUE!	100.0%	100.0%	86.3%			
28-May	SAT	5/28	COLUMBIA MO P&DF	78.2%	97.0%	100.0%		#VALUE!	100.0%	98.7%	81.9%			
4-Jun	SAT	6/4	COLUMBIA MO P&DF	82.0%	99.2%	100.0%		#VALUE!	100.0%	99.9%	90.8%			
11-Jun	SAT	6/11	COLUMBIA MO P&DF	83.0%	100.0%	100.0%		#VALUE!	100.0%	100.0%	84.0%			
18-Jun	SAT	6/18	COLUMBIA MO P&DF	77.3%	100.0%	100.0%		#VALUE!	100.0%	99.9%	97.0%			
25-Jun	SAT	6/25	COLUMBIA MO P&DF	74.7%	99.4%	100.0%		#VALUE!	100.0%	83.4%	49.6%			
2-Jul	SAT	7/2	COLUMBIA MO P&DF	75.9%	98.7%	100.0%		#VALUE!	100.0%	94.4%	85.2%			
9-Jul	SAT	7/9	COLUMBIA MO P&DF	85.4%	100.0%	100.0%		#VALUE!	100.0%	92.5%	85.7%			
16-Jul	SAT	7/16	COLUMBIA MO P&DF	91.8%	98.4%	100.0%		#VALUE!	100.0%	98.9%	91.7%			
23-Jul	SAT	7/23	COLUMBIA MO P&DF	81.3%	98.9%	100.0%		#VALUE!	100.0%	100.0%	93.2%			
30-Jul	SAT	7/30	COLUMBIA MO P&DF	81.1%	98.9%	100.0%		#VALUE!	100.0%	99.4%	84.1%			
6-Aug	SAT	8/6	COLUMBIA MO P&DF	85.8%	100.0%	100.0%		#VALUE!	100.0%	99.6%	95.5%			
13-Aug	SAT	8/13	COLUMBIA MO P&DF	86.5%	98.6%	100.0%		#VALUE!	100.0%	96.4%	66.9%			
20-Aug	SAT	8/20	COLUMBIA MO P&DF	89.7%	100.0%	100.0%		#VALUE!	100.0%	99.9%	98.5%			
27-Aug	SAT	8/27	COLUMBIA MO P&DF	73.3%	96.3%	100.0%		#VALUE!	100.0%	99.3%	92.4%			
3-Sep	SAT	9/3	COLUMBIA MO P&DF	76.6%	100.0%	100.0%		#VALUE!	100.0%	100.0%	70.7%			
10-Sep	SAT	9/10	COLUMBIA MO P&DF	84.5%	99.8%	100.0%		#VALUE!	100.0%	94.7%	91.0%			

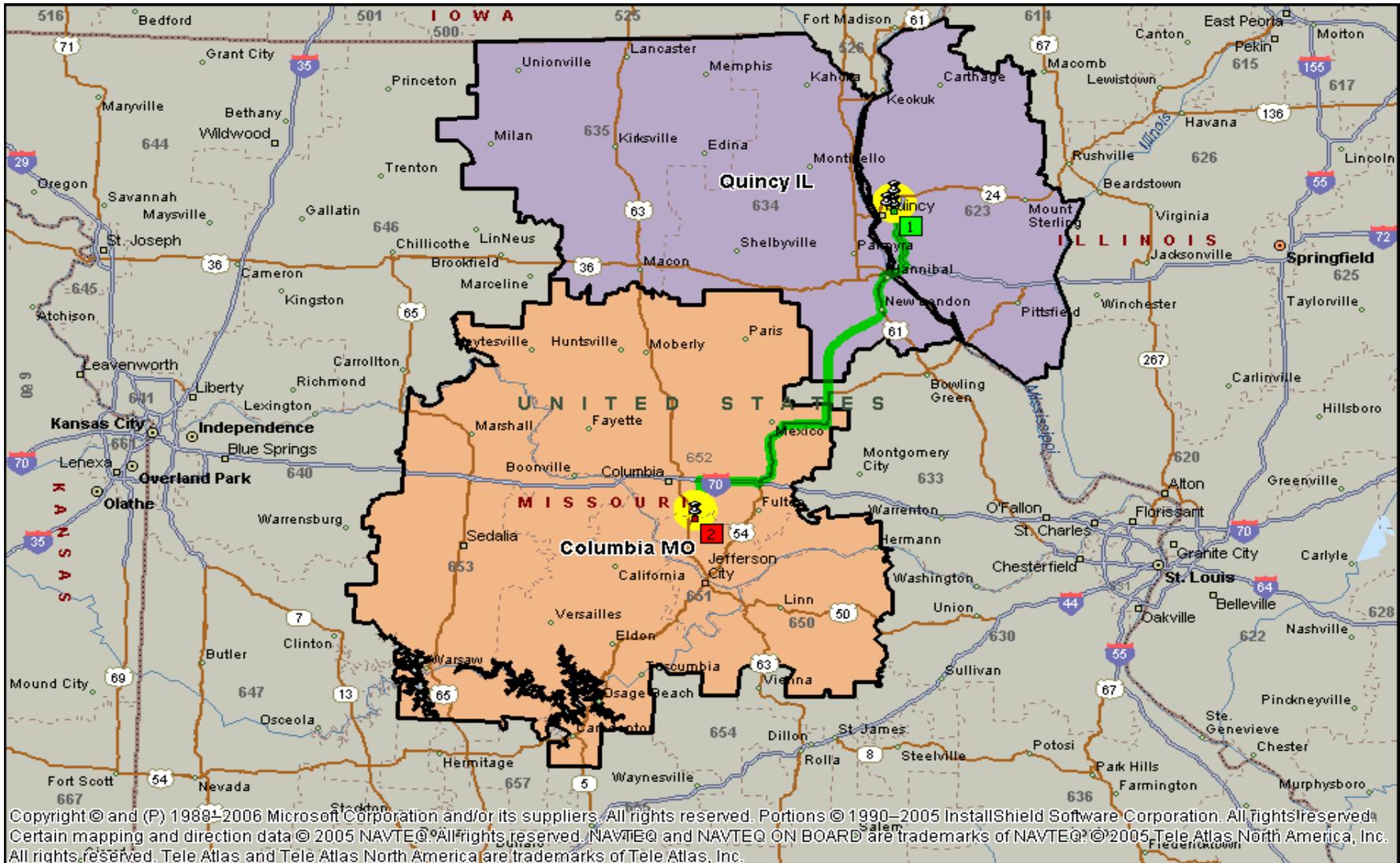
rev 04/2/2008

# MAP

Last Saved: February 1, 2012

**Losing Facility Name and Type:** Quincy IL P&DF  
**Current 3D ZIP Code(s):** 623, 634, 635  
**Miles to Gaining Facility:** 122.5

**Gaining Facility Name and Type:** Columbia MO P&DF  
**Current 3D ZIP Code(s):** 650, 651, 652, 653



rev 03/20/2008

# Service Standard Impacts

Last Saved: February 1, 2012

**Losing Facility:** Quincy IL P&DF

**Losing Facility 3D ZIP Code(s):** 623, 634, 635

**Gaining Facility 3D ZIP Code(s):** 650, 651, 652, 653

Based on report prepared by Network Integration Support dated: mm/dd/yyyy

<b>Service Standard Changes - Average Daily Volume</b> (data obtained from ODIS is derived from sampling and may vary from actual volume)																
	FCM						PRI		PER *		STD *		PSVC		ALL CLASSES	
	Overnight	% Change	All Others	% Change	Total	% Change	All	% Change	All	% Change	All	% Change	All	% Change	All	% Change
UPGRADE																
DOWNGRADE																
TOTAL																
NET UP+NO CHNG																
VOLUME TOTAL																

\* - Periodical and Standard mail origin 3-digit ZIP Code to destination 3-digit ZIP Code volume is not available

Selected summary fields are transferred to the *Executive Summary*

<b>Service Standard Changes - Pairs</b>																
	FCM						PRI		PER		STD		PSVC		ALL CLASSES	
	Overnight	% Change	All Others	% Change	Total	% Change	All	% Change	All	% Change						
UPGRADE																
DOWNGRADE																
TOTAL																
NET																

TBD.

# Stakeholders Notification

(WorkBook Tab Notification - 1)

Last Saved: February 1, 2012

Stakeholder Notification Page 1

**Losing Facility:** Quincy IL P&DF

**AMP Event:** Start of Study


### Workhour Costs - Current

Last Saved: February 1, 2012

Losing Facility: Quincy IL P&DF

Gaining Facility: Columbia MO P&DF

Date Range of Data 07/01/10 <<==== ==>> 06/30/11

Losing Current Workhour Rate by LDC		
	Function 1	Function 4
LDC		
11	\$51.27	\$0.00
12	\$46.61	\$36.11
13	\$0.00	\$37.99
14	\$46.52	\$35.96
15	\$0.00	\$41.71
16	\$0.00	\$0.00
17	\$41.04	\$0.00
18	\$41.51	\$41.23

Gaining Current Workhour Rate by LDC		
	Function 1	Function 4
LDC		
11	\$45.94	\$0.00
12	\$47.38	\$0.00
13	\$45.37	\$0.00
14	\$44.28	\$0.00
15	\$0.00	\$0.00
16	\$0.00	\$0.00
17	\$39.93	\$0.00
18	\$48.89	\$37.14

(1) Current Operation Numbers	(2) % Moved to Gaining	(3) Current Annual FHP Volume	(4) Current Annual TPH or NATPH Volume	(5) Current Annual Workhours	(6) Current Productivity (TPH or NATPH)	(7) Current Annual Workhour Costs
003	100.0%					\$53,187
010	100.0%					\$92
013	100.0%					\$65,058
017	100.0%					\$136,551
020	100.0%					\$19,603
021	100.0%					\$4,832
022	100.0%					\$662
030	100.0%					\$98,739
035	100.0%					\$296,568
044	100.0%					\$101,202
060	100.0%					\$10,609
074	100.0%					\$224
110	100.0%					\$110,282
120	100.0%					\$18,654
122	80.0%					\$131,807
124	100.0%					\$108,555
126	100.0%					\$290,768
150	100.0%					\$1,392
180	100.0%					\$122,534
185	100.0%					\$143,909
208	100.0%					\$25,681
210	100.0%					\$62,370
212	80.0%					\$109,712
230	100.0%					\$8,733
231	100.0%					\$269,138
232	100.0%					\$6,647
233	100.0%					\$18,013
271	100.0%					\$4,316
281	100.0%					\$138,461
320	100.0%					\$14,432
321	100.0%					\$86,234
328	100.0%					\$26
441	100.0%					\$12,073
442	100.0%					\$3,155
444	100.0%					\$22,178
446	100.0%					\$11,695
549	100.0%					\$68,355
560	100.0%					\$2
563	100.0%					\$15,949
585	100.0%					\$9,365

(8) Current Operation Numbers	(9) % Moved to Losing	(10) Current Annual FHP Volume	(11) Current Annual TPH or NATPH Volume	(12) Current Annual Workhours	(13) Current Productivity (TPH or NATPH)	(14) Current Annual Workhour Costs
003						\$4,210
010						\$86,096
013						\$0
017						\$98,386
020						\$71,964
021						\$0
022						\$0
030						\$267,815
035						\$277,087
044						\$271,253
060						\$76,734
074						\$230,337
110						\$36,346
120						\$179
122						\$119,805
124						\$133,457
126						\$144,779
150						\$0
180						\$208,794
185						\$16,587
208						\$95,328
210						\$395,974
212						\$49,792
230						\$373,679
231						\$491,271
232						\$103,860
233						\$19,541
271						\$150,337
281						\$75,228
320						\$0
321						\$153,295
328						\$0
331						\$77,080
332						\$344
334						\$1,694
336						\$625,092
549						\$35,363
560						\$0
563						\$0
585						\$131,330











### Workhour Costs - Proposed

Last Saved: February 1, 2012

Losing Facility: Quincy IL P&DF

Gaining Facility: Columbia MO P&DF

(1) Proposed Operation Numbers	(2) Proposed Annual FHP Volume	(3) Proposed Annual TPH or NATPH Volume	(4) Proposed Annual Workhours	(5) Proposed Productivity (TPH or NATPH)	(6) Proposed Annual Workhour Costs
003					\$0
010					\$0
013					\$0
017					\$0
020					\$0
021					\$0
022					\$0
030					\$0
035					\$0
044					\$0
060					\$0
074					\$0
110					\$0
120					\$0
122					\$26,361
124					\$0
126					\$0
150					\$0
180					\$0
185					\$0
208					\$0
210					\$0
212					\$21,942
230					\$0
231					\$0
232					\$0
233					\$0
271					\$0
281					\$0
320					\$0
321					\$0
328					\$0
441					\$0
442					\$0
444					\$0
446					\$0
549					\$0
560					\$0
563					\$0
585					\$0
586					\$0
587					\$0
607					\$0
630					\$0
811					\$0
812					\$0
816					\$0
891					\$0
894					\$0

(7) Proposed Operation Numbers	(8) Proposed Annual FHP Volume	(9) Proposed Annual TPH or NATPH Volume	(10) Proposed Annual Workhours	(11) Proposed Productivity (TPH or NATPH)	(12) Proposed Annual Workhour Costs
003					\$55,951
010					\$86,185
013					\$59,562
017					\$231,225
020					\$91,034
021					\$4,701
022					\$644
030					\$331,413
035					\$421,340
044					\$336,534
060					\$74,510
074					\$223,427
110					\$89,988
120					\$18,325
122					\$222,384
124					\$239,061
126					\$427,641
150					\$1,010
180					\$268,395
185					\$86,586
208					\$120,311
210					\$437,849
212					\$105,949
230					\$382,174
231					\$639,020
232					\$111,689
233					\$40,758
271					\$141,253
281					\$209,728
320					\$8,554
321					\$199,804
328					\$25
331					\$105,258
332					\$9,395
334					\$57,472
336					\$787,383
549					\$93,324
560					\$2
563					\$13,523
585					\$139,271
586					\$219
587					\$68,851
607					\$18,139
630					\$10,972
331dup					\$0
332dup					\$0
336dup					\$0
891					\$119,848
894					\$439,469













## Other Workhour Move Analysis

Last Saved: February 1, 2012

Losing Facility: Quincy IL P&DF

Gaining Facility: Columbia MO P&DF

Date Range of Data: 07/01/10 to 06/30/11

### Current Other Craft Workhours

Losing Facility					Gaining Facility				
Current MODS Operation Number	Percent Moved to Gaining (%)	Reduction Due to EoS (%)	Current Annual Workhours	Current Annual Workhour Cost (\$)	Current MODS Operation Number	Percent Moved to Losing (%)	Reduction Due to EoS (%)	Current Annual Workhours	Current Annual Workhour Cost (\$)
515	100.0%			\$0	515				\$663
616	100.0%			\$1	616				\$3,662
668	0.0%			\$5,856	668				\$0
680	0.0%	100.0%		\$12	680				\$0
691	100.0%			\$12,387	691				\$0
745	46.0%			\$68,871	745				\$124,015
747	79.5%			\$410,571	747				\$140,305
750	100.0%			\$539,029	750				\$1,524,272
754	17.0%			\$154,461	754				\$0
761	100.0%			\$35	761				\$0
065				\$18,439	065				\$0
228				\$1,371	228				\$0
353				\$159	353				\$0
354				\$28,577	354				\$0
355				\$164,455	355				\$0
542				\$66,789	542				\$0
544				\$24,739	544				\$0
550				\$86,645	550				\$103,724
558				\$48,293	558				\$0
568				\$229,085	568				\$0
613				\$5,511	613				\$0
621				\$27,398	621				\$0
631				\$133	631				\$0
632				\$15,208	632				\$0
638				\$2,182	638				\$0
640				\$29,332	640				\$0
653				\$4,524	653				\$0
727				\$2,282,917	727				\$0
728				\$912,477	728				\$0
731				\$59,350	731				\$0
738				\$906	738				\$0
741				\$47	741				\$0
742				\$256,554	742				\$0
743				\$8,549	743				\$0
756				\$1,632	756				\$0
794				\$19,457	794				\$0
					570				\$75,643
					579				\$75,556
					581				\$101,698
					624				\$2,249
					673				\$89,750
					748				\$266,520
					753				\$169,475

### Proposed Other Craft Workhours

Losing Facility			Gaining Facility		
Proposed MODS Operation Number	Proposed Annual Workhours	Proposed Annual Workhour Cost (\$)	Proposed MODS Operation Number	Proposed Annual Workhours	Proposed Annual Workhour Cost (\$)
515		\$0	515		\$744
616		\$0	616		\$3,663
668		\$5,856	668		\$0
680		\$0	680		\$0
691		\$0	691		\$12,387
745		\$37,182	745		\$162,535
747		\$84,324	747		\$468,592
750		\$0	750		\$2,076,554
754		\$128,142	754		\$27,140
761		\$0	761		\$35
065		\$18,439	065		\$0
228		\$1,371	228		\$0
353		\$159	353		\$0
354		\$28,577	354		\$0
355		\$164,455	355		\$0
542		\$66,789	542		\$0
544		\$24,739	544		\$0
550		\$86,645	550		\$103,724
558		\$48,293	558		\$0
568		\$229,085	568		\$0
613		\$5,511	613		\$0
621		\$27,398	621		\$0
631		\$133	631		\$0
632		\$15,208	632		\$0
638		\$2,182	638		\$0
640		\$29,332	640		\$0
653		\$4,524	653		\$0
727		\$2,282,917	727		\$0
728		\$912,477	728		\$0
731		\$59,350	731		\$0
738		\$906	738		\$0
741		\$47	741		\$0
742		\$256,554	742		\$0
743		\$8,549	743		\$0
756		\$1,632	756		\$0
794		\$19,457	794		\$0
			570		\$75,643
			579		\$75,556
			581		\$101,698
			624		\$2,249
			673		\$89,750
			748		\$266,520
			753		\$169,475











# Staffing - Management

Last Saved: February 1, 2012

**Losing Facility:** Quincy IL P&DF

**Data Extraction Date:** 09/22/11

**Finance Number:** 166486

<b>Management Positions</b>						
Line	(1) Position Title	(2) Level	(3) Current Auth Staffing	(4) Current On-Rolls	(5) Proposed Staffing	(6) Difference
1	POSTMASTER (F)	EAS-24	1	1	1	0
2	MGR MAINTENANCE	EAS-18	1	1	0	-1
3	SUPV CUSTOMER SERVICES	EAS-17	3	3	4	1
4	SUPV DISTRIBUTION OPERATIONS	EAS-17	3	2	0	-2
5						
6						
7						
8						
9						
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75					
76					
77					
78					
79					
	<b>Totals</b>		<b>8</b>	<b>7</b>	<b>5</b>
					<b>(2)</b>

Retirement Eligibles: 0

Position Loss: 2

Management Positions						
Line	(12) Position Title	(13) Level	(14) Current Auth Staffing	(15) Current On-Rolls	(16) Proposed Staffing	(17) Difference
1	MGR PROCESSING/DISTRIBUTION FCLTY	EAS-24	1	1	1	0
2	MGR DISTRIBUTION OPERATIONS	EAS-19	1	0	1	1
3	MGR MAINTENANCE	EAS-18	1	1	1	0
4	OPERATIONS SUPPORT SPECIALIST	EAS-17	2	1	2	1
5	SUPV DISTRIBUTION OPERATIONS	EAS-17	5	2	6	4
6	SUPV MAINTENANCE OPERATIONS	EAS-17	2	0	2	2
7	SECRETARY (FLD)	EAS-12	1	1	1	0
8						
9						
10						
11						
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78						
79						
	<b>Total</b>		<b>13</b>	<b>6</b>	<b>14</b>	<b>8</b>

Retirement Eligibles:           2          

Position Loss: **(8)**

**Total PCES/EAS Position Loss:**           **(6)**           (This number carried forward to the *Executive Summary*)

rev 11/05/2008

# Staffing - Craft

Last Saved: February 1, 2012

**Losing Facility:** Quincy IL P&DF

**Finance Number:** 166486

**Data Extraction Date:** 09/19/11

Craft Positions	(1) Casuals/PSEs On-Rolls	(2) Part Time On-Rolls	(3) Full Time On-Rolls	(4) Total On-Rolls	(5) Total Proposed	(6) Difference
Function 1 - Clerk	0	0	49	49	0	(49)
Function 4 - Clerk	1	0	11	12	19	7
Function 1 - Mail Handler	0	0	1	1	0	(1)
Function 4 - Mail Handler	0	0	0			
<b>Function 1 &amp; 4 Sub-Total</b>	<b>1</b>	<b>0</b>	<b>61</b>	<b>62</b>	<b>19</b>	<b>(43)</b>
Function 3A - Vehicle Service	0	0	0			
Function 3B - Maintenance	0	0	14	14	4	(10)
Functions 67-69 - Lmtd/Rehab/WC	0	0	1	1	1	0
Other Functions	0	4	49	53	53	0
<b>Total</b>	<b>1</b>	<b>4</b>	<b>125</b>	<b>130</b>	<b>77</b>	<b>(53)</b>

Retirement Eligibles: 33

**Gaining Facility:** Columbia MO P&DF

**Finance Number:** 281685

**Data Extraction Date:** 09/19/11

Craft Positions	(7) Casuals/PSEs On-Rolls	(8) Part Time On-Rolls	(9) Full Time On-Rolls	(10) Total On-Rolls	(11) Total Proposed	(12) Difference
Function 1 - Clerk	8	0	89	97	118	21
Function 1 - Mail Handler	0	2	18	20	33	13
<b>Function 1 Sub-Total</b>	<b>8</b>	<b>2</b>	<b>107</b>	<b>117</b>	<b>151</b>	<b>34</b>
Function 3A - Vehicle Service	0	0	0			
Function 3B - Maintenance	0	0	26	26	43	17
Functions 67-69 - Lmtd/Rehab/WC	0	0	0			
Other Functions	0	0	2	2	2	0
<b>Total</b>	<b>8</b>	<b>2</b>	<b>135</b>	<b>145</b>	<b>196</b>	<b>51</b>

Retirement Eligibles: 41

**Total Craft Position Loss:** 2 (This number carried forward to the *Executive Summary*)

(13) Notes: Quincy will continue to have dock operations including separating some Priority mail volume and will also separate mail to the HCR route leaving from the consolidation points. Employees will become F4 employees and be supervised by maintenance and/or carrier supervisor

rev 11/05/2008

# Maintenance

Last Saved: February 1, 2012

**Losing Facility:** Quincy IL P&DF

**Gaining Facility:** Columbia MO P&DF

**Date Range of Data:** Jul-01-2010 : Jun-30-2011

Workhour Activity		(1) Current Cost	(2) Proposed Cost	(3) Difference
LDC 36	Mail Processing Equipment	\$ 539,029	\$ 0	\$ (539,029)
LDC 37	Building Equipment	\$ 154,461	\$ 128,142	\$ (26,319)
LDC 38	Building Services <i>(Custodial Cleaning)</i>	\$ 410,571	\$ 84,324	\$ (326,247)
LDC 39	Maintenance Operations Support	\$ 68,884	\$ 37,182	\$ (31,702)
LDC 93	Maintenance Training	\$ 2,559	\$ 1,279	\$ (1,279)
<b>Workhour Cost Subtotal</b>		\$ 1,175,503	\$ 250,927	\$ (924,577)
Other Related Maintenance & Facility Costs		Current Cost	Proposed Cost	Difference
<b>Total</b>	Maintenance Parts, Supplies & Facility Utilities	\$ 303,788	\$ 125,000	\$ (178,788)
<b>Adjustments</b> <i>(from "Other Curr vs Prop" tab)</i>		\$	\$ 0	
<b>Grand Total</b>		\$ 1,479,291	\$ 375,927	\$ (1,103,365)

Workhour Activity		(4) Current Cost	(5) Proposed Cost	(6) Difference
LDC 36	Mail Processing Equipment	\$ 1,524,272	\$ 2,076,554	\$ 552,282
LDC 37	Building Equipment	\$ 169,475	\$ 196,615	\$ 27,140
LDC 38	Building Services <i>(Custodial Cleaning)</i>	\$ 406,825	\$ 735,112	\$ 328,287
LDC 39	Maintenance Operations Support	\$ 129,926	\$ 168,447	\$ 38,521
LDC 93	Maintenance Training	\$ 15,327	\$ 16,052	\$ 724
<b>Workhour Cost Subtotal</b>		\$ 2,245,825	\$ 3,192,779	\$ 946,954
Other Related Maintenance & Facility Costs		Current Cost	Proposed Cost	Difference
<b>Total</b>	Maintenance Parts, Supplies & Facility Utilities	\$ 542,077	\$ 720,865	\$ 178,788
<b>Adjustments</b> <i>(from "Other Curr vs Prop" tab)</i>		\$	\$ 381,732	
<b>Grand Total</b>		\$ 2,787,902	\$ 4,295,376	\$ 1,507,474

**Annual Maintenance Savings:** (\$404,109) (This number carried forward to the Executive Summary)

(7) Notes: How will we staff the maintenance for the remaining customer service side at Quincy after the closure

### Transportation - PVS

Last Saved: February 1, 2012

**Losing Facility:** Quincy IL P&DF  
**Finance Number:** 166486  
**Date Range of Data:** 07/01/10 -- to -- 06/30/11

**Gaining Facility:** Columbia MO P&DF  
**Finance Number:** 281685

	(1) Current	(2) Proposed	(3) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			0
Eleven Ton Trucks			0
Single Axle Tractors			0
Tandem Axle Tractors			0
Spotters			0
<b>PVS Transportation</b>			
Total Number of Schedules			0
Total Annual Mileage			0
<b>Total Mileage Costs</b>			<b>\$0</b>
<b>PVS Leases</b>			
Total Vehicles Leased			0
<b>Total Lease Costs</b>			<b>\$0</b>
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)	\$0	\$0	\$0
LDC 34 (765, 766)	\$0	\$0	\$0
<b>Adjustments</b> (from "Other Curr vs Prop" tab)		\$0	
<b>Total Workhour Costs</b>	\$0	\$0	\$0

	(4) Current	(5) Proposed	(6) Difference
<b>PVS Owned Equipment</b>			
Seven Ton Trucks			0
Eleven Ton Trucks			0
Single Axle Tractors			0
Tandem Axle Tractors			0
Spotters			0
<b>PVS Transportation</b>			
Total Number of Schedules	2	2	0
Total Annual Mileage	18,611	18,611	0
<b>Total Mileage Costs</b>	<b>\$949,161</b>	<b>\$949,161</b>	<b>\$0</b>
<b>PVS Leases</b>			
Total Vehicles Leased	2	2	0
<b>Total Lease Costs</b>	<b>\$10,800</b>	<b>\$10,800</b>	<b>\$0</b>
<b>PVS Workhour Costs</b>			
LDC 31 (617, 679, 764)	\$0	\$0	\$0
LDC 34 (765, 766)	\$0	\$0	\$0
<b>Adjustments</b> (from "Other Curr vs Prop" tab)		\$0	
<b>Total Workhour Costs</b>	\$0	\$0	\$0

**PVS Transportation Savings (Losing Facility):**

**PVS Transportation Savings (Gaining Facility):**

**Total PVS Transportation Savings:**  <<<< (This number is summed with Total from 'Trans-HCR' and carried forward to the Executive Summary as Transportation Savings)

(7) Notes: Quincy does not have PVS owned equipment





1	2	3	4	5	6	7
Route Numbers	Current Annual Mileage	Current Annual Cost	Current Cost per Mile	Proposed Annual Mileage	Proposed Annual Cost	Proposed Cost per Mile

8	9	10	11	12	13	14
Route Numbers	Current Annual Mileage	Current Annual Cost	Current Cost per Mile	Proposed Annual Mileage	Proposed Annual Cost	Proposed Cost per Mile

Proposed Trip Impacts	Current Losing	Moving to Gain (-)	Other Changes (+/-)	Trips from Gaining	Proposed Result
	20,207	0	0	0	20,207

Proposed Trip Impacts	Current Gaining	Moving to Lose (-)	Other Changes (+/-)	Trips from Losing	Proposed Result
	45,589	0	0	0	45,589

HCR Annual Savings (Losing Facility): **\$1,325,017**

HCR Annual Savings (Gaining Facility): **(\$1,096,622)**

Total HCR Transportation Savings: **\$228,395**

<<== (This number is summed with Total from 'Trans-PVS' and carried forward to the Executive Summary as Transportation Savings)

rev 11/05/2008



## MPE Inventory

Last Saved: February 1, 2012

Lossing Facility: Quincy IL P&DF

Gaining Facility: Columbia MO P&DF

Data Extraction Date: 09/19/11

Equipment Type	(1) Current Number	(2) Proposed Number	(3) Difference
AFCS		0	0
AFCS200		0	0
AFSM - ALL		0	0
APPS		0	0
CIOSS		0	0
CSBCS		0	0
DBCS	3	0	(3)
DBCS-OSS		0	0
DIOSS	1	0	(1)
FSS		0	0
SPBS		0	0
UFSM	1	0	(1)
FC / MICRO MARK		0	0
ROBOT GANTRY		0	0
HSTS / HSUS		0	0
LCTS / LCUS		0	0
LIPS		0	0
MPBCS-OSS		0	0
TABBER		0	0
PIV		0	0
LCREM		0	0

Equipment Type	(4) Current Number	(5) Proposed Number	(6) Difference	(7) Equipment Change	(8) Relocation Costs
AFCS	2	2	0	0	
AFCS200		0	0	0	
AFSM - ALL	1	2	1	1	\$62,657
APPS		0	0	0	
CIOSS		0	0	0	
CSBCS		0	0	0	
DBCS	7	8	1	(2)	
DBCS-OSS		0	0	0	\$8,060
DIOSS	1	3	2	1	\$8,060
FSS		0	0	0	
SPBS	1	1	0	0	
UFSM		0	0	(1)	
FC / MICRO MARK		0	0	0	
ROBOT GANTRY		0	0	0	
HSTS / HSUS		0	0	0	
LCTS / LCUS		0	0	0	
LIPS		0	0	0	
MPBCS-OSS		0	0	0	
TABBER		0	0	0	
PIV		0	0	0	
LCREM		0	0	0	

Mail Processing Equipment Relocation Costs from Losing to Gaining Facility: \$78,777 (This number is carried forward to *Space Evaluation and Other Costs*)

(9) Notes: The RPG Model requires the following Mail Processing equipment for Mid MO:

(8) DBCS, (3) DIOSS, (2) AFSM 100, (2) AFCS. Quincy has (1) DIOSS and a (3) DBCS Machine that can be relocated to Mid MO.

(1) UFSM 1000 will be disposed per Postal regulations. (2) DBCS machines will be relocated at the cost of the gaining facility once determined.

rev 03/04/2008

## Customer Service Issues

Last Saved: February 1, 2012

**Losing Facility:** Quincy IL P&DF

**5-Digit ZIP Code:** 62305

**Data Extraction Date:** 09/27/11

**1. Collection Points**

Number picked up before 1 p.m.  
 Number picked up between 1-5 p.m.  
 Number picked up after 5 p.m.  
 Total Number of Collection Points

3-Digit ZIP Code: 623		3-Digit ZIP Code: 634		3-Digit ZIP Code: 635		3-Digit ZIP Code:	
Current		Current		Current		Current	
Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
8	149	8	80	9	87		
165	32	86	20	76	0		
8	0	6	0	2	0		
181	181	100	100	87	87	0	0

**2. How many collection boxes are designated for "local delivery"?**

**3. How many "local delivery" boxes will be removed as a result of AMP?**

**4. Delivery Performance Report**

% Carriers returning before 5 p.m.

Quarter/FY	Percent
YTD	98.3%

**5. Retail Unit Inside Losing Facility (Window Service Times)**

	Current		Proposed	
	Start	End	Start	End
Monday	n/a			
Tuesday	n/a			
Wednesday	n/a			
Thursday	n/a			
Friday	n/a			
Saturday	n/a			

**6. Business (Bulk) Mail Acceptance Hours**

	Current		Proposed	
	Start	End	Start	End
Monday	9:00 - 12:00	1:00 - 4:30	9:00 - 12:00	1:00 - 4:30
Tuesday	9:00 - 12:00	1:00 - 4:30	9:00 - 12:00	1:00 - 4:30
Wednesday	9:00 - 12:00	1:00 - 4:30	9:00 - 12:00	1:00 - 4:30
Thursday	9:00 - 12:00	1:00 - 4:30	9:00 - 12:00	1:00 - 4:30
Friday	9:00 - 12:00	1:00 - 4:30	9:00 - 12:00	1:00 - 4:30
Saturday				

**7. Can customers obtain a local postmark in accordance with applicable policies in the *Postal Operations Manual*?**

yes

**8. Notes:**

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**Gaining Facility:** Columbia MO P&DF

**9. What postmark will be printed on collection mail?**

Line 1 Mid Missouri P&D

Line 2 MO 652

rev 6/18/2008

# Space Evaluation and Other Costs

Last Saved: February 1, 2012

Losing Facility: Quincy IL P&DF

## Space Evaluation

1. Affected Facility

Facility Name: Quincy P&DF  
Street Address: 4330 Postal Drive  
City, State ZIP: Quincy IL 62305

2. Lease Information. (If not leased skip to 3 below.)

Enter annual lease cost: n/a  
Enter lease expiration date: n/a  
Enter lease options/terms: n/a

3. Current Square Footage

Enter the total interior square footage of the facility: 63,458  
Enter gained square footage expected with the AMP: 63,458

4. Planned use for acquired space from approved AMP

Facility will be given to the FSO to dispose of through the node study process.  
\_\_\_\_\_  
\_\_\_\_\_

5. Facility Costs

Enter any projected one-time facility costs: \$249,740  
(This number shown below under One-Time Costs section.)

6. Savings Information

**Space Savings (\$):** \$0  
(This number carried forward to the *Executive Summary*)

7. Notes Upgrade power to the building \$23,504, Internal equipment moves \$56,636, Modify IDR conveyor, remove wall, modify LOG \$169,600  
\_\_\_\_\_  
\_\_\_\_\_

## One-Time Costs

Employee Relocation Costs: \$0

Mail Processing Equipment Relocation Costs: \$78,777  
(from MPE Inventory)

Facility Costs: \$249,740  
(from above)

**Total One-Time Costs:** \$328,517  
(This number carried forward to *Executive Summary*)

## Remote Encoding Center Cost per 1000

Losing Facility: Quincy IL P&DF

Gaining Facility: Columbia MO P&DF