

MAINTENANCE TECHNICAL SUPPORT CENTER  
HEADQUARTERS MAINTENANCE OPERATIONS  
UNITED STATES POSTAL SERVICE



# Maintenance Management Order

**SUBJECT:** Guidelines for Transitioning Station/Branch  
Building Equipment Maintenance to Field  
Maintenance Operations

**DATE:** August 12, 2019

**TO:** All Area Maintenance Offices and  
Maintenance Capable Offices

**NO:** MMO-099-18  
**FILE CODE:** M  
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The purpose of this Maintenance Management Order (MMO) is to establish and provide guidelines for converting Building Equipment Maintenance (BEM) in Stations/Branches into the Field Maintenance Operations (FMO) processes and determine the number of positions for both Building Equipment Maintenance and Field Maintenance Operations (FMO). This MMO applies to facilities with the responsibility of providing maintenance support for building equipment in Stations, Branches, and Associate Offices. This bulletin applies to Acronym ADMIN and Class Code AA.

This bulletin supplements MMO-102-18 electronic Work Hour Estimator Program (eWHEP), and is being released in conjunction with the release of the MS-1, Operation of Maintenance of Real Property, MMO-100-18, Guidelines for Creating Detailed Local Building and Building Equipment Maintenance Preventive Maintenance Checklists and, MMO-101-18, Guidelines for Creating Detailed Local Building Equipment Emergency System Preventive Maintenance Checklists. This bulletin also provides guidance for calculating the work hours required for supporting Building Equipment Maintenance (BEM) and Field Maintenance Operations (FMO).

The Senior Maintenance Official must be personally aware and involved in applying this MMO. The Senior Maintenance Official is also responsible for maintaining this document so it reflects all changes in guidelines distributed in subsequent issues of MMOs. A copy of the current completed maintenance-staffing package must be available for review by the Maintenance Technical Support Center, the Area Maintenance Support Office, or the Inspection Service.

Direct any questions or comments concerning this bulletin to the MTSC HelpDesk, online at <https://tickets.mtsc.usps.gov/login.php> or call (800) 366-4123.

A handwritten signature in black ink, appearing to read "Frank Jackson", with the word "Fox" written below it.

Frederick L. Jackson III  
Manager  
Maintenance Technical Support Center  
HQ Maintenance Operations

Attachment:        Converting Station/Branch Building Equipment Maintenance to  
Field Maintenance Operations

## ATTACHMENT

### **CONVERTING STATION/BRANCH BUILDING EQUIPMENT MAINTENANCE TO FIELD MAINTENANCE OPERATIONS**

#### **1.0. GENERAL**

This bulletin provides guidance for the transition of Station/Branch building and building equipment maintenance support to FMO.

#### **2.0. SCOPE**

This bulletin applies to facilities with the responsibility of providing building equipment maintenance support to Stations and Branches.

#### **3.0. SUPPORT**

The Maintenance Technical Support Center (MTSC) provides continuing support for the eWHEP. Report problems with the eWHEP to the MTSC Help Line, 1-800-366-4123.

#### **4.0. FIELD MAINTENANCE OPERATIONS**

Work hour allowances for Stations and Branches will no longer be calculated in eWHEP per MS-1 Operation and Maintenance of Real Property. Forms 4893, 4894S, 4894T, 4895, 4896, and 4896A for each Station and Branch in eWHEP will be removed. During the first year, FMO staffing allowances for Station and Branch maintenance will be based on the current FMO ratio of square footage to FMO FTE for their respective districts. After the first year, the staffing allowance is based on the previous year's historical work records per the eWHEP FMO Staffing Calculation Worksheet.

Maintenance work in Stations and Branches transitioning to FMO as a result of the MS-1 changes will continue to be performed by employees currently performing those duties until adjustments can occur as per the final agreement between United States Postal Service and the American Postal Workers Union agreement resolving Q1OT-4Q-C 14171644, Q1OT-4Q-C 16481407, and the MS-1 Handbook Revisions.

Each facility's Senior Postal Official (SPO) is required to ensure all Emergency Management Systems (EMSYS) checklists are performed per MS-1, Section 1.2. eMARS EMSYS Preventive Maintenance Routes for Stations and Branches will be suspended.

District Managers must inform all Managers of Post Office Operations and their subordinate facility managers (Postmasters, Station Managers, Branch Managers etc.) of the transition to FMO maintenance support and the requirement to ensure all EMSYS checklist are performed. See MMO-101-18, Guidelines for Creating Detailed Local Building Equipment Emergency System Preventive Maintenance Checklists. Maintenance Managers will review all existing Station and Branch building equipment PM routes and work orders to determine which items will be reassigned or deleted.