

Mechanized Staffing Request- Checklist

Maintenance Division- Washington D.C

Date: _____

Location: _____

Please provide us with the reason(s) you are requesting a staffing review, remember to verify your documents, and also provide the following information:

1. Have you created a **Discrepancy List** by reviewing your package and making a list of all of the items you find to be incorrect?
2. Have you verified the number of tour operations and “Number of days equipment runs per week” (Automation only)? If there are differences, have they been listed on the Discrepancy list?
3. Have you verified your inventory and compared it to your 2A, 2B and 2C Forms and Worksheets?

Please verify that you have the following forms for your Mechanized Package:

1. **2A Forms-** Did you verify all minor equipment is accounted for and listed? If not, what are the corrections?
2. **2B Forms-** Did you verify the total count for each Major Mail Processing equipment type listed? Is it correct? If not, what are the corrections?
3. **Equipment Worksheets -** Are all equipment or machines of that type listed on the worksheets? If not, what are the corrections? Is the configuration correct for that item? (i.e. how many keying or induction stations, bins or stackers, or computers?) Are the “tours” and “days per week” that the equipment is used correct on the Equipments’ Worksheet?
4. **2C Forms-** Is any equipment not included on the 2A and 2B listed on 2C? If not, what’s missing? Are there local routes or special conditions specific to your office that are missing? If yes, what is missing?

Additional Questions:

1) Do you have lead acid batteries in Forklifts, Tugs, Pallet movers, etc. used in Mail Process Equipment? If so, how many cells? (For example a 24 volt battery will have 12 cells)

2) Are your employees required to travel to other Post Offices to work? If so, is the travel time accounted for and correct on the EMARS report or the 2C form?

3) Are you doing NDCBU and PO Box maintenance? If so, are the times on the EMARS report or the 2C form correct?

Please request the following important forms from your Maintenance Manager, Supervisor or Control Clerk:

1. An **End of Run Report** must cover a 12 month period; the reports are:
(Machine Operational Performance or Machine Summary Report)

2. The EMARS Plant **Maintenance Cost Summary** by Acronym report

Note: The report must cover a one-year time frame (the previous 12 months are needed; the report does not have to start in accounting period one).

Steps to getting an EMARS report:

1) Manager

2) Performance

3) Acronym (start search with AAA, ending with ZSSP)

4) There are two reports. Get the "Automation" report, not the "All Acronyms" report.

The attached file is a sample report of what it should look like.

These questions were completed by:

Name: _____ Title: _____

Contact Information:

Phone: _____

Email: _____

MAINTENANCE REPORT
Plant Maintenance Cost Summary

U.S.P.S.: eMARS Reports
DATE: 03/02/2009
TIME: 16:10:19

SOUTHERN MARYLAND PDC
9201 EDGEWORTH DRIVE, DK 157 RM 11; FY | SP | WEEK>> BEGINNING: 2008|03|1 ----- ENDING: 2009|03|1
CAPITOL HEIGHTS, MD. 20790-9341 FROM ACRONYM>> AAA TO ACRONYM>> ZSSP

by
Acronym

Subsite

Acronym	Inspect	Clean/ Lube	Route	Total PM	Break Down	React Maint	Oper Maint	Corr Maint	Total CM	Maint. Total	PM Labor Cost (\$)	CM Labor Cost (\$)	Total Labor Cost (\$)
AFC5	237.0	0.0	4,040.8	4,277.8	171.9	1,987.6	138.8	583.6	2,710.0	6,987.8	\$207,186.96	\$162,182.78	\$369,369.74
AFSM100	0.0	0.0	5,824.7	5,824.7	207.5	1,758.1	1,737.5	1,369.1	4,864.7	10,689.4	\$280,961.66	\$249,811.12	\$530,772.78
AFTL	0.0	0.0	124.1	124.1	1,408.6	0.0	0.0	46.0	46.0	170.1	\$5,601.80	\$2,283.94	\$7,885.74
ATS	0.0	0.0	0.0	0.0	0.0	0.0	0.0	2.5	2.5	2.5	\$0.00	\$122.34	\$122.34
ATSII	0.2	0.0	440.8	441.0	9.0	0.0	0.0	13.5	13.5	454.5	\$19,907.27	\$666.54	\$20,573.81
ATU	0.0	0.0	104.3	104.3	0.0	0.0	0.0	0.0	0.0	104.3	\$4,590.15	\$0.00	\$4,590.15
BCS	0.0	0.0	0.0	0.0	0.0	1.3	0.0	0.0	1.3	1.3	\$0.00	\$55.37	\$55.37
BDS	0.0	0.0	556.8	556.8	4.7	0.0	0.0	10.0	10.0	566.8	\$27,223.47	\$494.41	\$27,717.87
CANX	0.0	0.0	13.5	13.5	0.0	0.0	0.0	1.0	1.0	14.5	\$633.87	\$50.59	\$684.46
CIOS5	0.0	0.0	1,365.5	1,365.5	37.8	2.0	38.8	85.7	126.5	1,492.0	\$66,536.88	\$6,402.39	\$72,939.26
CONTL	0.0	0.0	0.0	0.0	0.0	0.1	0.0	0.0	0.1	0.1	\$0.00	\$2.14	\$2.14
CVA	0.0	0.0	0.0	0.0	0.0	1.1	0.0	0.0	1.1	1.1	\$0.00	\$46.04	\$46.04
CVAA	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.2	0.2	\$0.00	\$7.69	\$7.69
CVC	0.0	0.0	0.0	0.0	0.0	0.2	0.0	0.0	0.2	0.2	\$0.00	\$9.72	\$9.72
CVH	0.0	0.0	0.0	0.0	0.0	0.9	0.0	0.0	0.9	0.9	\$0.00	\$36.57	\$36.57
CVSR	0.0	0.0	0.0	0.0	0.0	0.7	0.0	0.0	0.7	0.7	\$0.00	\$32.12	\$32.12
DBCS	11.2	0.0	10,987.8	10,999.0	195.7	2,869.4	1,452.2	2,349.1	6,670.7	17,669.7	\$526,709.82	\$324,728.08	\$851,437.89
DIOS5	0.0	3.0	5,453.5	5,456.5	60.5	1,257.7	288.0	604.6	2,150.3	7,606.8	\$272,346.50	\$106,651.63	\$378,998.14
DPRC	0.0	0.0	428.9	428.9	17.0	0.0	0.0	47.5	47.5	476.4	\$17,905.80	\$2,195.05	\$20,100.85
EAA	0.0	0.0	0.0	0.0	5.0	0.0	0.0	16.0	16.0	16.0	\$0.00	\$783.21	\$783.21
FLATS	0.0	0.0	186.8	186.8	46.2	0.0	0.0	66.5	66.5	253.3	\$8,031.93	\$3,183.86	\$11,215.80
FSM1000	0.0	0.0	0.0	0.0	0.0	0.0	0.0	1.0	1.0	1.0	\$0.00	\$46.16	\$46.16
ICS	0.0	0.0	1,882.6	1,882.6	0.0	0.0	0.0	0.0	0.0	1,882.6	\$91,621.36	\$0.00	\$91,621.36
IDUCT	0.0	0.0	0.0	0.0	0.0	0.9	0.0	0.0	0.9	0.9	\$0.00	\$40.01	\$40.01
IPSS	0.0	0.0	301.4	301.4	10.1	0.0	0.0	25.2	25.2	326.6	\$15,085.57	\$1,264.73	\$16,350.30
LAN	0.0	0.0	27.2	27.2	0.0	0.0	0.0	1.5	1.5	28.7	\$1,353.50	\$74.78	\$1,428.28
LVIS	0.0	0.0	0.0	0.0	0.0	0.0	0.8	118.0	118.8	118.8	\$0.00	\$5,616.15	\$5,616.15
LMLM	0.0	0.0	201.9	201.9	1.0	0.0	0.0	13.9	13.9	215.8	\$8,751.41	\$649.18	\$9,400.59

MACHINE SUMMARY REPORT
Site: Kalamazoo MI P&DC

Calendar Date: 07/05/2010 00:00:00 thru 07/05/2011 00:00:00

MACHINE	FED	TPH	GAR	MAR	OPER	RUN	IDLE	DOWN	JAMS	STOPS	OUT OF	TRANSFER
					TIME	TIME	TIME	TIME			SEQ	
AFCS # 1	4,148,959	4,029,671	97.1%	97.5%	192.7	118.1	74.6	0.0	768	0	0	0
AFCS # 2	2,218,905	2,167,683	97.7%	97.9%	152.9	74.4	78.5	0.0	499	0	0	0
AFCS # 3	346,955	338,079	97.4%	98.3%	39.9	10.4	29.5	0.0	116	0	0	0
AFSM100 # 4	27,817,571	27,355,272	98.3%	99.4%	1,842.6	1,622.2	96.2	124.2	54,628	8,125	0	0
CIOSS # 12	44,433,377	43,520,833	97.9%	100.0%	2,170.2	1,248.5	767.1	154.6	8,081	29,007	19,829	0
DBCS # 1	41,534,981	41,349,929	99.6%	100.0%	1,497.2	1,086.5	373.0	37.7	6,270	12,904	28,865	0
DBCS # 2	38,879,959	38,683,911	99.5%	99.9%	1,551.7	1,048.7	450.7	52.4	7,693	15,603	38,745	0
DBCS # 3	40,576,732	40,353,638	99.5%	99.9%	1,531.2	1,086.8	400.0	44.3	7,785	16,445	35,240	0
DBCS # 4	43,677,466	43,428,540	99.4%	99.9%	1,659.2	1,151.6	467.7	39.9	7,251	16,754	25,446	0
DBCS # 5	45,575,069	45,340,198	99.5%	99.9%	1,673.4	1,243.6	383.9	45.9	9,650	18,250	25,534	0
DBCS # 6	48,025,520	47,812,662	99.6%	99.9%	1,713.6	1,285.5	388.4	39.6	7,036	15,005	35,049	0
DBCS # 7	42,223,412	41,899,638	99.2%	100.0%	1,649.5	1,170.8	417.1	61.6	5,323	13,492	48,130	0
DBCS # 8	44,463,919	44,231,959	99.5%	100.0%	1,563.4	1,162.0	346.3	55.2	8,476	15,881	45,377	0
DBCS # 9	45,680,727	45,452,467	99.5%	99.9%	1,769.8	1,269.9	444.2	55.6	8,360	16,486	27,726	0
DBCS # 10	45,948,829	45,640,737	99.3%	99.9%	1,677.5	1,210.0	401.6	65.9	11,779	19,816	52,455	0
DBCS # 11	42,722,557	42,482,125	99.4%	99.9%	1,695.3	1,159.5	482.6	53.3	9,359	17,689	45,689	0
DBCS # 14	42,679,568	42,396,015	99.3%	99.9%	1,460.9	1,114.2	318.2	28.5	5,862	13,294	23,228	0
DBCS # 15	44,114,737	43,891,836	99.5%	99.9%	1,568.3	1,214.4	309.9	44.0	3,828	10,984	29,991	0
DBCS # 16	40,219,752	39,959,103	99.4%	99.9%	1,665.6	1,174.7	450.6	40.3	4,810	12,087	33,388	0
DBCS # 17	50,429,059	50,151,782	99.5%	99.9%	2,131.5	1,441.6	604.7	85.2	8,796	18,762	34,268	0
DBCS # 18	31,334,590	31,147,135	99.4%	100.0%	1,158.8	849.2	286.4	23.1	3,142	7,573	34,892	0
DBCS # 19	9,961,264	9,806,963	98.5%	100.0%	375.5	269.5	90.0	16.0	1,694	3,831	7,467	0
DIOSS # 13	24,834,557	23,821,383	95.9%	100.0%	1,365.4	720.3	543.8	101.3	3,903	19,461	5,111	0
LCTS # 1	854,459	769,580	98.1%	90.3%	6,554.2	6,480.0	69.6	4.7	0	0	1,754	0
LIPS # 4	2,212,095	2,213,115	100.0%	100.0%	3,186.5	3,186.1	0.4	0.0	0	0	0	0