



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

November 6, 2019

Omar Gonzalez
Western Region Coordinator
American Postal Workers Union, AFL-CIO
1350 Old Bayshore Hwy. Suite 360
Burlingame, CA 94010-1882

- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing
- Comments

Omar M. Gonzalez, Coordinator

SUBJECT: Notice of Impacts in the Dakotas District

Dear Mr. Gonzalez,

This letter concerns the staffing changes at the Great Falls MT Post Office. In order to minimize the impact due to the staffing changes we are authorizing the withholding of one (1) residual vacancy at the same or lower level in surrounding installations within a 50-mile radius of the Great Falls MT Post Office. As information, the one (1) affected Maintenance employee at the Great Falls MT Post Office holds the position of Building Equipment Mechanic/Level 9/Occ. Code 53060002.

If you have any questions, please contact Scott Sutton Western Area Labor Relations at 303-313-5449.

Scott Sutton for
James Davey
Manager Human Resources
Western Area

Attachments: Impact Report, Radius Map, Maintenance Seniority List, Supportive Documentation

Cc: Manager Labor Relations Western Area
District Manager Dakotas
Manager Human Resources Dakotas
Manager Labor Relations Dakotas
Compliment Coordinator Dakotas
NALC Region 2
NPMHU Regional Director Denver

WorkHour Impact Report

Impacted Bid Cluster	GREAT FALLS POST OFFICE
Installation Address	
Area Name	WESTERN
Impact Type	Reduction Other Than by Attrition
Date of Impact	04/30/2020
Period (Dates) of Review Performed	10/27/2018 thru 11/08/2019
Report Prepared By	Andrew Schreiber
Report Prepared Date	11/06/2019
Reviewed By	Marc Kersey
Phone	(605) 575-3404

WorkHour Impact Report

Craft = MAINTENANCE

	A Current Average Weekly Hrs	B Planned Weekly Hrs	C Weekly Hrs Savings	D Monthly Savings	E Annual Work Hours Savings	F Annual FTE Savings	G Current FTE Yearly Hr Rate
Total	759	724	-35	-140	-1820	-1	1716

OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	23	3%	-1	0		22	3%

WorkHour Impact Report

Casuals

a. Current Number of MAINTENANCE Casuals on Rolls	0
b. Current Total Non-OverTime MAINTENANCE Casuals Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE Casuals Hours per Month	0
d. Number of MAINTENANCE Casuals that will have Reduced Hours	0
e. Number of MAINTENANCE Casuals that will be Terminated	0
f. Number of MAINTENANCE Casuals Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE Casuals	

Mail Handler (MHAs)

a. Current Number of MAINTENANCE MHAs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE MHA Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE MHA Hours per Month	0
d. Number of MAINTENANCE MHAs that will have Reduced Hours	0
e. Number of MAINTENANCE MHAs that will be Terminated	0
f. Number of MAINTENANCE MHAs Remaining After Impact	0
g. Provide Narrative Justifying need for Remaining MAINTENANCE MHAs	

Part Time Flexible (PTFs)

a. Current Number of MAINTENANCE PTFs on Rolls	0
b. Current Total Non-OverTime MAINTENANCE PTFs Hours per Month	0
c. Planned Reduction in Total Non-OverTime MAINTENANCE PTFs Hours per Month	0
d. Number of MAINTENANCE PTFs that will have Reduced Hours	0
e. Will there be any MAINTENANCE PTFs Excessed from Craft or Installation	NO
If Yes how Many MAINTENANCE PTFs	0
f. Provide Narrative Explaining need for Excessing	

City Carrier Assistant (CCAs)

a. Current Number of MAINTENANCE CCAs on Rolls	0
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- b. Current Total Non-OverTime MAINTENANCE CCA Hours per Month 0
- c. Planned Reduction in Total Non-OverTime MAINTENANCE CCA Hours per Month 0
- d. Number of MAINTENANCE CCAs that will have Reduced Hours 0
- e. Number of MAINTENANCE CCAs that will be Terminated 0
- f. Number of MAINTENANCE CCAs Remaining After Impact 0
- g. Provide Narrative Justifying need for Remaining MAINTENANCE CCAs

Postal Support Employees (PSE)

- a. Current Number of MAINTENANCE PSE on Rolls 0
- b. Current Total Non-OverTime MAINTENANCE PSE Hours per Month 0
- c. Planned Reduction in Total Non-OverTime MAINTENANCE PSE Hours per Month 0
- d. Number of MAINTENANCE PSE that will have Reduced Hours 0
- e. Number of MAINTENANCE PSE that will be Terminated 0
- f. Number of MAINTENANCE PSE Remaining After Impact 0
- g. Provide Narrative Justifying need for Remaining MAINTENANCE PSE

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAINTENANCE PTRs on Rolls	0
b. Planned Number of MAINTENANCE PTR Positions after Impact	0
c. Estimated Number of MAINTENANCE PTR Attrition	0
d. Will there be any MAINTENANCE PTRs Excessed from Craft or Installation	NO
MAINTENANCE PTRs	0
e. Provide Narrative Explaining need for Excessing	

Full Time Regular (FTRs)

a. Current Number of MAINTENANCE FTRs on Rolls	23
b. Planned Number of MAINTENANCE FTR Positions After Impact	22
c. Estimated Number of MAINTENANCE FTR Attrition	0
d. Will there be any MAINTENANCE FTRs Excessed from Craft or Installation	YES
If Yes how Many MAINTENANCE FTRs	1
e. Provide Narrative Explaining need for Excessing	

Implementation of MS1 will result in the reduction of 1 BEM.

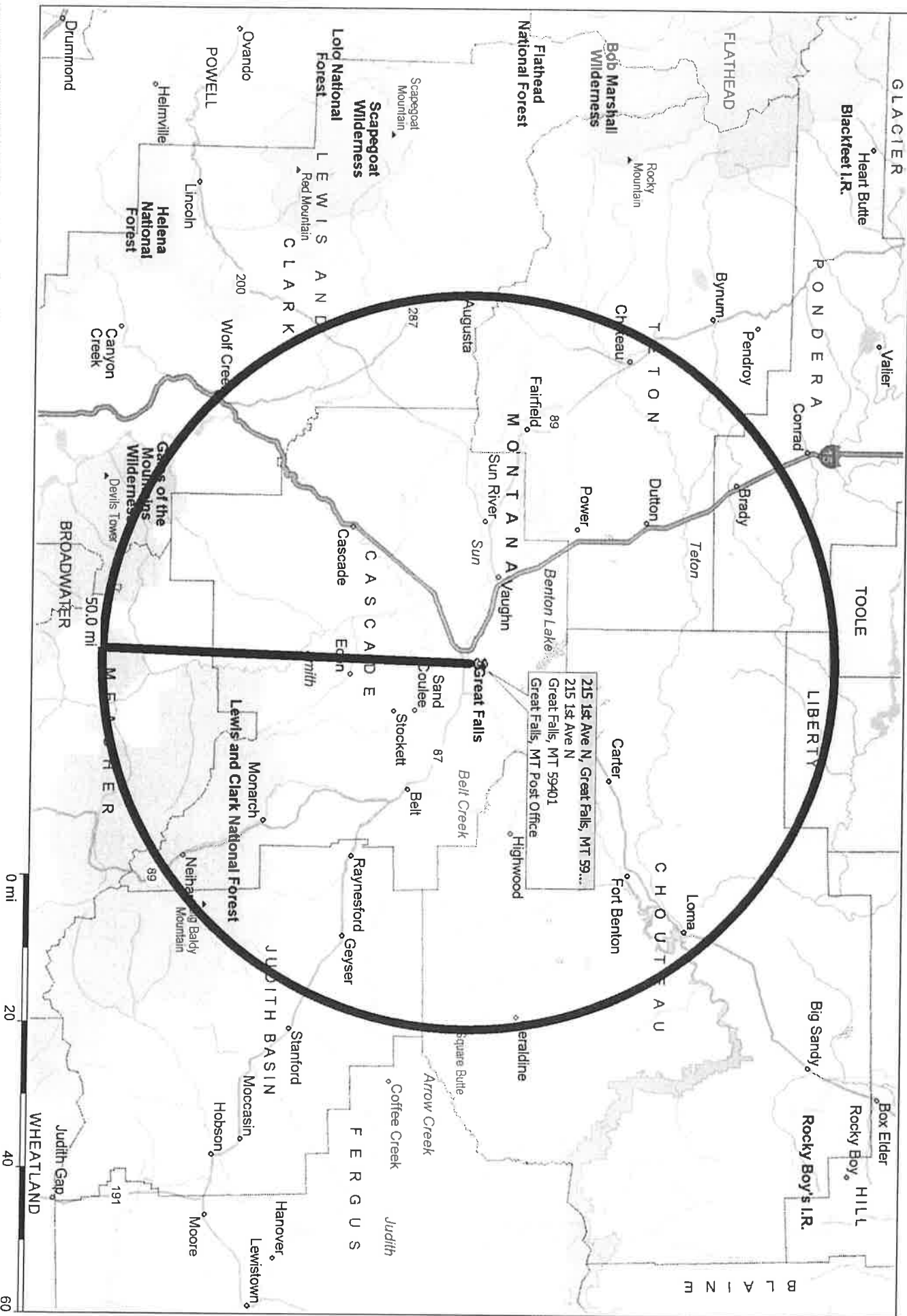
WorkHour Impact Report-MAINTENANCE

Preliminary Summary

a. Total Planned Non-OT Reduction per Month for Regulars and PTRs	-140
b. Planned Reduction In Total OT Hours per Month	-4
c. Planned Reduction In Casual Non-OT Hours per Month	0
d. Planned Reduction in MHA Non-OT Hours per Month	0
e. Planned Reduction In PTF Non-OT Hours per Month	0
f. Planned Reduction In CCA Non-OT Hours per Month	0
g. Planned Reduction in PSE Non-OT Hours per Month	0
h. Total Planned Non-OT Hours per Month	2896
i. Total FTE Savings	-1

FINANCE	OFFICE	LAST	FIRST	EMP ID	JOB TITLE	D/A	FUNC	LDC	OCC CODE	SEN DATE	VET	PREF
293633	GREAT FALLS P&DF	SIMBERG	JAMES	2788274	ELECTRONIC TECHNICIAN	168	3B	36	8560020	10/17/2015	Y	
293633	GREAT FALLS P&DF	PRIMOZIC	JOHN	3118914	ELECTRONIC TECHNICIAN	168	3B	36	8560020	5/18/2002	N	
293633	GREAT FALLS P&DF	NADER	GENE	3382026	ELECTRONIC TECHNICIAN	168	3B	36	8560020	10/12/1996	Y	
293633	GREAT FALLS P&DF	GOULET	EDMUND	4057740	ELECTRONIC TECHNICIAN	168	3B	36	8560020	5/31/2014	Y	
293633	GREAT FALLS P&DF	MILLER	TIM	4707141	ELECTRONIC TECHNICIAN	168	3B	36	8560020	4/14/2018	Y	
293633	GREAT FALLS P&DF	DAMMEN	GARY	3036743	BUILDING EQUIPMENT MECHANIC	167	3B	37	53060002	10/12/1996	N	
293633	GREAT FALLS P&DF	STRUNK	ROBERT	3286833	BUILDING EQUIPMENT MECHANIC	167	3B	37	53060002	1/15/2000	N	
293633	GREAT FALLS P&DF	POWERS	KRIS	3614901	BUILDING EQUIPMENT MECHANIC	167	3B	37	53060002	3/14/2009	N	
293633	GREAT FALLS P&DF	CUCHINE	SHAWN	3005365	MAINTENANCE MECHANIC MPE	168	3B	36	53500001	3/14/2009	N	
293633	GREAT FALLS P&DF	SALDIVAR	DOUGLAS	3085440	MAINTENANCE MECHANIC MPE	168	3B	36	53500001	4/30/2016	Y	
293633	GREAT FALLS P&DF	PINOCCHI	MARIO	3399478	MAINTENANCE MECHANIC MPE	168	3B	36	53500001	9/1/2007	Y	
293633	GREAT FALLS P&DF	BUCK	LINDA	3131974	MAINTENANCE SUPPORT CLERK	169	3B	39	030302XX	8/12/2000	N	
293633	GREAT FALLS P&DF	CLOUGH	ROBERT	3055840	LABORER CUSTODIAL	166	3B	38	350203XX	9/26/1977	Y	
293633	GREAT FALLS P&DF	NAULT	PATRICK	3316442	LABORER CUSTODIAL	166	3B	38	350203XX	6/20/2009	Y	
293633	GREAT FALLS P&DF	NEWMILLER	CAMERON	3657435	LABORER CUSTODIAL	166	3B	38	350203XX	6/9/2018	N	
293633	GREAT FALLS P&DF	SPARKS	PAUL	3706739	LABORER CUSTODIAL	166	3B	38	350203XX	6/14/2014	Y	
293633	GREAT FALLS P&DF	HAJEK	TYSON	4412918	LABORER CUSTODIAL	166	3B	38	350203XX	6/9/2018	N	
293633	GREAT FALLS P&DF	ELLER	DONNA	4438504	LABORER CUSTODIAL	166	3B	38	350203XX	9/3/2016	N	
293633	GREAT FALLS P&DF	JOHNSTON	JESSE	4205083	MAINTENANCE MECHANIC	168	3B	36	474903XX	4/5/2014	N	
293633	GREAT FALLS P&DF	SWANDAL	JASON	3071039	MAINTENANCE MECHANIC	168	3B	36	474903XX	5/3/2003	Y	
293633	GREAT FALLS P&DF	HJELM	BRADLEY	3226390	MAINTENANCE MECHANIC	168	3B	36	474903XX	9/1/2007	N	
293633	GREAT FALLS P&DF	QUELLETT	RON	3401225	MAINTENANCE MECHANIC	168	3B	36	474903XX	10/14/2006	N	
293633	GREAT FALLS P&DF	HURT	MATTHEW	4162216	MAINTENANCE MECHANIC	168	3B	36	474903XX	7/26/2014	N	

Great Falls, Montana, United States



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**U.S POSTAL SERVICE
ANNUAL BUILDING EQUIPMENT OVERRIDE AND
SUPPLEMENTAL MAINTENANCE JUSTIFICATION**

GREAT FALLS PDF
1409 14TH ST SW
GREAT FALLS, MT 59404-9988

BUILDING(S):
GREAT FALLS ANNEX

GROSS
INTERIOR SQFT:
41,656.79

DATE: 7/15/2019
PREPARED BY: Rogers, Don

TABLE A: PREVENTIVE MAINTENANCE

GUIDE CAT/NO	TASK DESCRIPTION	EQUIPMENT TYPE	EQUIPMENT DESCRIPTION	JUSTIFICATION
SUPPLEMENTAL TASKS				
NONE	WEEKLY INSPECTION	AIR COMPRESSORS	COMP # 1	Air compressors need to be inspected weekly.
NONE	WEEKLY INSPECTION	AIR COMPRESSORS	COMP # 2	Air compressors need to be inspected weekly.
NONE	WEEKLY INSPECTION	AIR DRYER	AIR DRYER # 1	Annual filter change
NONE	ESCORT CONTRACTOR WHILE DOING THE ANNUAL INSPECTION ON THE FIRE DETECTION SYSTEM	BACKFLOW PREVENTORS	FIRE DETECTION SYSTEM	Escort contractor
NONE	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM-ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER-2	Done annually
NONE	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM-ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER-3	Done annually
NONE	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM-ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER 1	Done annually
NONE	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM-ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER # 3	Done annually
NONE	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM-ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER # 4	Done annually
NONE	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM-ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER FOR BIG JOE	Done annually
NONE	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLL UP DOOR # 4	Perform inspection IAW manual.
NONE	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLL UP DOOR # 4	Perform inspection IAW manual.
NONE	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 1	Perform inspection IAW manual.
NONE	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 1	Perform inspection IAW manual.
NONE	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 2	Perform inspection IAW manual.
NONE	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 2	Perform inspection IAW manual.
NONE	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 3	Perform inspection IAW manual.
NONE	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 3	Perform inspection IAW manual.
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	DRAIN 1	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 1	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 2	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 3	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 4	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 5	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 6	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 7	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 8	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them

NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 9	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 10	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 11	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 12	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 13	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 14	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 15	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 16	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	STORM DRAIN	Need to clear drains of leaves, grass, ice and any trash that may have gotten into them
NONE	ESCORT CONTRACTOR WHILE DOING ANNUAL INSPECTION	FIRE ALARM SYSTEM CONTROL BOARDS	FIRE ALARM CONTROL	Escort contractor while doing annual inspection on fire detection devices such as alarm pulls, smoke detectors, sprinklers system, sprinkler system backflow preventer and control box.
NONE	WEEKLY INSPECTION	HOISTS, OTHER	BATTERY HOIST	Perform weekly inspection of battery hoist IAW instructions.
NONE	ESCORT CONTRACTOR DURING ANNUAL INSPECTION	HOISTS, OTHER	BATTERY HOIST	Escort contractor while he/she performs the annual inspection
NONE	ANNUAL INSPECTION	HOISTS, OTHER	BATTERY HOIST	Perform annual inspection IAW instructions
NONE	ANNUAL AIR LEAK SURVEY	OTHER, BLDG EQUIPMENT	ANNUAL AIR LEAK SURVEY	PERFORM ANNUAL AIR LEAK SURVEY
NONE	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 1	Inspect the tilter IAW instructions.
NONE	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 2	Inspect the tilter IAW instructions.
NONE	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 3	Inspect the tilter IAW instructions.
NONE	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 4	Inspect the tilter IAW instructions.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-1	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-2	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-3	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-4	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-5	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.

NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-6	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-7	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-8	During the months of May, June and July the cotton wood trees in the area shed there cotton type material and this material covers the filters and coils causing the HVAC units to freeze up and not work. We need to check and clean these units to ensure the are working properly during this time.
NONE	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 5	Perform inspection IAW maintenance manual.
NONE	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 6	Perform inspection IAW maintenance manual.
NONE	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 7	Perform inspection IAW maintenance manual.
NONE	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 8	Perform inspection IAW maintenance manual.
NONE	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 9	Perform inspection IAW maintenance manual.

**U.S POSTAL SERVICE
ANNUAL STANDARD REQUIREMENT
BUILDING OPERATIONAL MAINTENANCE**

GREAT FALLS PDF
1409 14TH ST SW
GREAT FALLS, MT 59404-9998

BUILDING(s):
GREAT FALLS ANNEX

DATE: 7/15/2019
PREPARED BY: Rogers,
Don

TABLE A: HVAC

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY	WORK HOURS (per freq)	ANNUAL TRAVEL TIME	TOTAL ANNUAL WORKHOURS
HVAC-12	FANS CENTRIFUGAL >15HP	0			0	0
NONE	FANS PROPELLER >=24INCHES	0			0	0
SUBTOTAL						0

TABLE B: ELEC

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY	WORK HOURS (per freq)	ANNUAL TRAVEL TIME	TOTAL ANNUAL WORKHOURS
NONE	BATTERY SYSTEM, 24 VOLT	0			0	0
NONE	BATTERY SYSTEM, 48 VOLT	0			0	0
NONE	BATTERY SYSTEM, 120 VOLT	0			0	0
EMS-11	GROUND FAULT CIRCUIT INTERRUPTER (GFCI)	12	2	0.02	0.20	0.68
NOGUIDE1	MAIN ELECTRICAL CUBICLE/ SWITCHGEAR ROOMS (>600VAC)	0			0	0
NOGUIDE2	SWITCHBOARD ROOMS (<600VAC)	1	52	0.05	0.43	3.03
NOGUIDE3	TRANSFORMER VAULTS	0			0	0
SUBTOTAL						3.71

TABLE C: PLUM

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY	WORK HOURS (per freq)	ANNUAL TRAVEL TIME	TOTAL ANNUAL WORKHOURS
NOGUIDE4	HYDRO-PNEUMATIC SYSTEM (INCL FIRE PROTECTION SYSTEM)	0			0	0
NONE	PRESSURE REDUCING AND REGULATING STATIONS - STEAM AND WATER	0			0	0
NONE	PUMPS >5HP, REMOTE FROM OTHER EQUIPMENT	0			0	0
NONE	SUMP PUMP, OPERATIONAL	0			0	0
SUBTOTAL						0

TABLE D: EMS

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY	WORK HOURS (per freq)	ANNUAL TRAVEL TIME	TOTAL ANNUAL WORKHOURS
EMS-4	EMERGENCY EXIT SIGNS	8	12	0.02	0.80	2.72
EMS-10	EMERGENCY EXIT SIGNS	8	1	0.02	0.07	0.23
EMS-1	EMERGENCY EYEWASHES	2	52	0.10	0.87	11.27
EMS-9	EMERGENCY LIGHTS	25	1	0.02	0.21	0.71
EMS-3	EMERGENCY LIGHTS	25	12	0.02	2.50	8.50
EMS-2	EMERGENCY SHOWERS	1	52	0.10	0.43	5.63
EMS-7	FIRE EXTINGUISHER, PORTABLE, STORED-PRESSURE	22	12	0.02	2.20	7.48
EMS-8	FIRE PUMPS	0			0	0
SUBTOTAL						36.53

TABLE E: MISC

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY	WORK HOURS (per freq)	ANNUAL TRAVEL TIME	TOTAL ANNUAL WORKHOURS
SUBTOTAL						0

U.S POSTAL SERVICE ANNUAL WORKHOUR REQUIREMENT FOR CENTRAL CHILL WATER PLANT OPERATIONAL MAINTENANCE	GREAT FALLS PDF 1409 14TH ST SW GREAT FALLS, MT 59404-9998	BUILDING(s): GREAT FALLS ANNEX	DATE: 7/15/2019 PREPARED BY: Rogers, Don
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**U.S POSTAL SERVICE
ANNUAL SUPPLEMENTAL REQUIREMENT
FOR BUILDING PREVENTIVE AND
OPERATIONAL MAINTENANCE**

GREAT FALLS PDF
1409 14TH ST SW
GREAT FALLS, MT 59404-9998

BUILDING(s):
GREAT FALLS ANNEX

DATE: 7/15/2019
PREPARED BY: Rogers,
Don

TABLE A: PREVENTIVE MAINTENANCE

GUIDE	TASK DESCRIPTION	EQUIPMENT TYPE	EQUIPMENT DESCRIPTION	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
EMS	ESCORT CONTRACTOR WHILE DOING ANNUAL INSPECTION	FIRE ALARM SYSTEM CONTROL BOARDS	FIRE ALARM CONTROL	1	5.00	5.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-1	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-2	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-3	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-4	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-5	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-6	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-7	4	0.50	2.00
HVAC	CLEAN COILS AND CHANGE FILTER	ROOFTOP OR PACKAGE HEATING COOLING, GAS FIRED	RTU-8	4	0.50	2.00
MISC	WEEKLY INSPECTION	AIR COMPRESSORS	COMP # 1	52	0.10	5.20
MISC	WEEKLY INSPECTION	AIR COMPRESSORS	COMP # 2	52	0.10	5.20
MISC	WEEKLY INSPECTION	AIR DRYER	AIR DRYER # 1	1	0.50	0.50
MISC	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM- ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER-2	1	1.00	1.00
MISC	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM- ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER-3	1	1.00	1.00
MISC	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM- ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER 1	1	1.00	1.00
MISC	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM- ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER # 3	1	1.00	1.00
MISC	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM- ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER # 4	1	1.00	1.00
MISC	INSPECT AND CLEAN AS NEEDED	BATTERY CHARGING ROOM- ALL EQUIP. EXCEPT BATTERIES	BATTERY CHARGER FOR BIG JOE	1	1.00	1.00
MISC	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLL UP DOOR # 4	12	0.25	3.00
MISC	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 1	12	0.25	3.00
MISC	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 2	12	0.25	3.00
MISC	PERFORM MONTHLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 3	12	0.25	3.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	DRAIN 1	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 1	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 2	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 3	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 4	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 5	2	0.50	1.00

MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 6	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 7	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 8	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 9	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 10	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 11	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 12	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 13	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 14	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 15	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	ROOF DRAIN # 16	2	0.50	1.00
MISC	CLEAN STORM DRAIN	DRAINS, AREA-WAY, DRIVEWAY, STORM	STORM DRAIN	2	0.50	1.00
MISC	WEEKLY INSPECTION	HOISTS, OTHER	BATTERY HOIST	52	0.10	5.20
MISC	ANNUAL AIR LEAK SURVEY	OTHER, BLDG EQUIPMENT	ANNUAL AIR LEAK SURVEY	1	6.00	6.00
MISC	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 1	12	0.10	1.20
MISC	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 2	12	0.10	1.20
MISC	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 3	12	0.10	1.20
MISC	MONTHLY INSPECTION	PALLET TRUCK, NON MOTORIZED	CONTAINER TILTER # 4	12	0.10	1.20
MISC	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 5	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 6	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 7	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 8	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	TRAILER RESTRAINTS	DOCK LOCK DOOR # 9	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLL UP DOOR # 4	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 1	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 2	4	0.50	2.00
MISC	PERFORM QUARTERLY INSPECTION	DOOR, HIGH SPEED	RAPID ROLLUP DOOR # 3	4	0.50	2.00
MISC	ANNUAL INSPECTION	HOISTS, OTHER	BATTERY HOIST	1	0.93	0.93
MISC	ESCORT CONTRACTOR DURING ANNUAL INPECTION	HOISTS, OTHER	BATTERY HOIST	1	0.93	0.93
PLUM	ESCORT CONTRACTOR WHILE DOING THE ANNUAL INSPECTION ON THE FIRE DETECTION SYSTEM	BACKFLOW PREVENTORS	FIRE DETECTION SYSTEM	1	0.50	0.50
	SUBTOTAL					104.26

TABLE B: OPERATIONAL MAINTENANCE

GUIDE	TASK DESCRIPTION	EQUIPMENT TYPE	EQUIPMENT DESCRIPTION	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
	SUBTOTAL					0

U.S POSTAL SERVICE ANNUAL STANDARD REQUIREMENT BUILDING PREVENTIVE MAINTENANCE	GREAT FALLS PDF 1409 14TH ST SW GREAT FALLS, MT 59404-9998	BUILDING(s): GREAT FALLS ANNEX	DATE: 7/15/2019 PREPARED BY: Rogers, Don
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TABLE A: HVAC

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
HVAC-1	AC PACKAGE UNIT <10 TONS	0			0
HVAC-1	AC PACKAGE UNIT >=10 TONS	0			0
HVAC-2	AIR-CONDITIONING, WINDOW UNITS	0			0
HVAC-3	AIR COOLED CONDENSERS <= 10 TONS	0			0
HVAC-3	AIR COOLED CONDENSERS >10 TONS and <=30 TONS	0			0
HVAC-3	AIR COOLED CONDENSERS >30 TONS	0			0
HVAC-4	AIR HANDLERS >10HP	0			0
HVAC-4	AIR HANDLERS <=10HP	0			0
HVAC-5	BOILERS, OIL FIRED	0			0
HVAC-6	BOILERS, CAST-IRON AND STEEL	0			0
HVAC-7	BURNER, GAS	0			0
HVAC-8	BURNER, OIL	0			0
HVAC-9	COILS, PREHEAT, REHEAT, ETC. (REMOTE FROM AIR HANDLER)	0			0
HVAC-10	CONDENSATE OR VACUUM PUMPS (ON STEAM RETURN SYSTEM)	0			0
HVAC-11	COOLING TOWERS 501 - 1000 TON (PER CELL)	0			0
HVAC-11	COOLING TOWERS 51 - 500 TON (PER CELL)	0			0
HVAC-11	COOLING TOWERS <= 50 TON (PER CELL)	0			0
HVAC-11	COOLING TOWERS > 1000 TON (PER CELL)	0			0
HVAC-12	FAN, CENTRIFUGAL <7HP	0			0
HVAC-12	FAN, CENTRIFUGAL >=7HP	0			0
HVAC-13	FILTERS, ROLL-TYPE, DISPOSABLE MEDIA	0			0
HVAC-14	CONTROLS AND MECHANISMS ROLL TYPE FILTERS	0			0
HVAC-15	FILTERS, THROW-AWAY	28	4	0.10	11.20
HVAC-16	FAN, PROPELLER, PEDESTAL AND WALL MOUNTED	8	1	0.75	6.00
HVAC-17	HEAT/COOLING UNIT, ROOF TOP	8	2	8.50	136.00
HVAC-18	REFRIGERATION MACHINES, ABSORPTION TYPE <= 40 TONS	0			0
HVAC-18	REFRIGERATION MACHINES, ABSORPTION TYPE 41 - 100 TONS	0			0
HVAC-18	REFRIGERATION MACHINES, ABSORPTION TYPE 101 - 400 TONS	0			0
HVAC-18	REFRIGERATION MACHINES, ABSORPTION TYPE > 400 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) <= 40 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) 41 - 100 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) 101 - 350 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) 351 - 500 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) 501 - 750 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) 751 - 1000 TONS	0			0
HVAC-19	REFRIGERATION MACHINES (CENTRIFUGAL AND RECIPROCATING) > 1000 TONS	0			0
HVAC-20	HEATER, ELECTRIC, IN-DUCT	0			0
HVAC-21	HEATER, ELECTRIC, BASEBOARD	0			0
HVAC-22	UNIT HEATERS (STEAM AND HOT WATER)	0			0
HVAC-23	UNIT HEATERS (GAS FIRED)	2	1	1.50	3.00
HVAC-24	FIRE DAMPERS (IN DUCT)	18	1	0.20	3.60
	SUBTOTAL				159.80

TABLE B: ELEC

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
ELEC-1	MOTORS	0			0
ELEC-2	BACK-UP GENERATOR- GAS OR NATURAL GAS ENGINES	0			0
ELEC-3	EMERGENCY GENERATORS, DIESEL POWER	0			0
ELEC-4	GENERATORS, ALL OTHER TYPES	0			0
	SUBTOTAL				0

TABLE C: PLUM

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
PLUM-1	FIRE EXTINGUISHER, PORTABLE, STORED-PRESSURE	22	1	0.10	2.20
PLUM-2	SUMP PUMPS	0			0

PLUM-3	VALVES, REGULATING	0			0
PLUM-4	VALVES, MANUALLY OPERATED (MAIN LINE)	0			0
PLUM-4	VALVES, MANUALLY OPERATED (OTHER VALVES OVER 2 INCHES)	0			0
PLUM-5	VALVES, MOTOR OPERATED	0			0
PLUM-6	STEAM TRAPS, ALL TYPES	0			0
PLUM-7	PUMPS, CENTRIFUGAL >=25HP	0			0
PLUM-7	PUMPS, CENTRIFUGAL >5HP AND <25HP	2	1	4.00	8.00
PLUM-8	ROOF, INSPECTION	0			0
PLUM-9	HOT WATER HEATERS (CONVERTERS)	0			0
PLUM-10	HOT WATER HEATERS, DOMESTIC TYPE	3	1	1.50	4.50
PLUM-11	FIRE PUMPS, ELECTRIC MOTOR DRIVE	0			0
PLUM-12	FIRE PUMPS, INTERNAL COMBUSTION ENGINE DRIVE	0			0
PLUM-13	DRINKING WATER COOLERS	2	1	1.00	2.00
	SUBTOTAL				16.70

TABLE D: EMS

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
EMS-5	EMERGENCY GENERATORS	0			0
EMS-6	FIRE ALARM BOXES (MANUAL)	6	4	0.10	2.40
	SUBTOTAL				2.40

TABLE E: MISC

GUIDE NO	TASK DESCRIPTION	QUANTITY	FREQUENCY (per year)	WORKHOURS (per freq)	TOTAL ANNUAL WORKHOURS
MISC-1	AIR COMPRESSORS	2	1	1.00	2.00
MISC-2	LAWNMOWERS AND EDGERS	5	2	1.00	10.00
MISC-3	SWEEPERS (GASOLINE)	1	4	2.00	8.00
MISC-4	PAPER BALERS	0			0
MISC-5	DOORS, POWER OPERATED	0			0
MISC-6	DOOR, POWER-OPERATED MAIN ENTRANCE AND DOCK	10	4	1.00	40.00
MISC-7	DOORS, MAIN ENTRANCE	0			0
MISC-8	DOCK LEVELERS, POWERED	3	4	1.25	15.00
MISC-9	FIRE DOORS, STAIRWELLS AND EXITWAYS (SWINGING)	4	4	0.10	1.60
MISC-10	FIRE DOORS, SLIDING TYPE	0			0
MISC-11	STATIONARY PACKERS	1	52	1.00	52.00
MISC-12	STATIONARY PACKERS	1	12	1.00	12.00
MISC-13	STATIONARY PACKERS	1	4	2.00	8.00
MISC-14	POWER LIFTS	1	12	1.00	12.00
MISC-15	SNOW BLOWER, WALKING TYPE	0			0
MISC-16	DOCK LEVELERS, MANUAL	5	4	0.50	10.00
MISC-17	SWEEPERS (BATTERY)	0			0
MISC-18	FLOOR SCRUBBERS, AUTOMATIC; VACUUM, BATTERY POWERED	1	12	1.00	12.00
MMO03718	COMPACTOR, PTR	0			0
	FORKLIFT	0			0
	PALLET TRUCK, MOTORIZED	0			0
	PALLET TRUCK, NON MOTORIZED	4	1	1.00	4.00
	TOW TRACTOR	0			0
	SUBTOTAL				186.60



October 30, 2019

MEMORANDUM FOR: MANAGER
 WESTERN AREA HUMAN RESOURCES

THROUGH: MANAGER
 WESTERN AREA OPERATIONS SUPPORT

SUBJECT: Function 3B Adjustment – Great Fall, MT PDF

The Dakotas District has requested an adjustment to the maintenance complement of the Great Falls PDF. The Function 3B complement, workload and staffing package of the Great Falls PDF encompasses five buildings (the main office and four stations/branches). Custodial staffing documents (PS-4852s) were submitted and reviewed by District maintenance personnel and discussed with Local and/or Area personnel in August 2019. eWHEP documents were submitted and previous validated data was used for any eWHEP sections not submitted. All submitted documentation was analyzed using the requirements of MS-47, MMO-110-09, MMO-102-18 and other appropriate criteria. A copy of this correspondence has been provided to and/or discussed with local or District maintenance management. Additional results and recommendations of our analysis are as follows:

1. Decrease the maintenance complement of the Great Falls PDF by one (1) Maintenance Mechanic, MPE, PS-09 position, from the current level of four (4), to a new level of three (3) positions.
2. Decrease the maintenance complement of the Great Falls PDF by three (3) Maintenance Mechanic, PS-07 positions, from the current level of five (5), to a new level of two (2) positions.
3. Decrease the maintenance complement of the Great Falls Annex by one (1) Maintenance Support Clerk, PS-07 position, from the current level of one (1), to a new level of zero (0), removing this title and position from all rolls and data bases (Web Coins, HCES, etc).

With concurrence from the Manager, Western Area Operations Support, we request that the Western Area Human Resources office, if needed, take any actions necessary to assist in the adjustment of the maintenance complement of this office as recommended.

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

With appropriate approvals/concurrence the maximum authorized maintenance complement of this office is as follows:

Position Title	Level	Maximum Authorized Staffing
Supervisor, Maintenance Operations	EAS-17	1
Electronic Technician	PS-10	5
Maintenance Mechanic, MPE	PS-09	3
Building Equipment Mechanic	PS-09	1
Maintenance Mechanic (LDC 36)	PS-07	2
Laborer/Custodial, FTR	PS-04	7
Total Maintenance Complement		19

Based on the documentation submitted and/or file at the Western Area Maintenance Support Office, and the present authorized maintenance complement, the following Function 3B work hours are supported:

Validated Function 3B workhours from documentation submitted.

Section 2 - Postal Equipment LDC 36	18,268 hours
Section 4 - MS1/Building Equipment (LDC37)	881 hours
Section 5 - MS-47/PS-4852 (LDC 38)	11,558 hours
Maintenance Management	2,000 hours
Total Function 3B supported	42,133 hours

The limit for Function 3B work hours is that provided in support documentation submitted and validated. In no case will the work hours exceed those supported by maintenance criteria documentation.

If there are any questions concerning these recommendations or this request please contact Bill Gilbert at (303) 313-5975.



William P. Gilbert
Maintenance Manager

Attachments

cc: District Manager, Dakotas District
Senior Plant Manager, Dakotas District
Manager, Human Resources, Dakotas District
Manager, Finance, Dakotas District
Manager, Maintenance (Lead), Dakotas District
Western Area Maintenance Operations

**STANDARD & ADDITIONAL CRAFT POSITION -
WORKHOUR ESTIMATOR**

PACKAGE APPROVAL DATE

September 10, 2019

11/01/2019

GREAT FALLS PDF

eWHEP Version 1.0

Page 1

STANDARD CRAFT POSITION

Description	Auth. Comp	Estimated	Proposed	Difference	Authorized	Salary Est.	Prop. Sal. Est
Postal Support Employee	0	0.0	0.0	0.0	0		
Electronic Technician Level 10	5	3.2	5.0	0.0	5	\$366,680.16	\$582,032.00
Mail Processing Equipment Mechanic Level 9	4	3.0	3.0	-1.0	3	\$320,299.94	\$322,449.60
Area Maintenance Technician Level 9	0	0.0	0.0	0.0	0	\$0.00	\$0.00
Building Equipment Mechanic Level 9	1	0.5	1.0	0.0	1	\$53,741.60	\$107,483.20
Area Maintenance Specialist Level 8	0	0.0	0.0	0.0	0	\$0.00	\$0.00
Maintenance Support Clerk Level 7	1	0.0	0.0	-1.0	0	\$0.00	\$0.00
Maintenance Mechanic Level 7	5	3.5	2.0	-3.0	2	\$348,418.05	\$197,964.80
Maintenance Mechanic Level 5/6	0	0.7	0.0	0.0	0	\$74,364.22	\$0.00
Group Leader Level 5	0	0.0	0.0	0.0	0	\$0.00	\$0.00
Building Maintenance Custodian Level 5	0	0.0	0.0	0.0	0	\$0.00	\$0.00
Custodian Level 4	6.09	0.0	6.5	0.4	6.48	\$0.00	\$545,263.40
Custodian Level 3	0	6.6	0.0	0.0	0	\$585,676.08	\$0.00
Standard Craft Position Total:	22.09	17.45	17.48	-4.61	17.48	\$1,749,180.05	\$1,755,193.09

ADDITIONAL CRAFT POSITION

Description	Auth. Comp	Estimated	Proposed	Difference	Authorized	Salary Est.	Prop. Sal. Est
-- NO DATA FOUND --							
Additional Craft Position Total:	0	0	0	0			
Grand Total:	22.09	17.45	17.48	-4.61		\$1,749,180.05	\$1,755,193.09

GREAT FALLS PDF

Mail Processing	Total	MM5/MM6	MM-7	MPE-9	ET-10
Total WorkHours Requested	16,024.23	1,276.92	6,020.37	4,695.58	4,031.36
Total Staffing Hours	18,267.64	1,290.28	6,199.31	5,240.41	5,537.64
Total Years	10.38	0.73	3.52	2.98	3.15

MS-1	Total	MM5/MM6	MM-7	BEM-9
BLDG and BLDG Equip Hours (Main Office)	880.84	0.00	0.00	880.84
BLDG and BLDG Equip Years (Main Office)	0.50	0.00	0.00	0.50
BLDG and BLDG Equip Hours (Annexes)	0.00	0.00	0.00	0.00
BLDG and BLDG Equip Years (Annexes)	0.00	0.00	0.00	0.00

FMO	Total	MM5/MM6	MM-7	AMS-8	AMT-9
Field Maintenance (Hours)	0.00	0.00	0.00	0.00	0.00
Field Maintenance (Years)	0.00	0.00	0.00	0.00	0.00

MOS	Total	MSC-7
Maintenance Operations Support	0.00	0.00

MS-47	Total	CUST-3	CUST-4	BMC-5	GRPLDR-5	PSE
Cust Hours (Main Office)	4,588.17	4,588.17	0.00	0.00	0.00	0.00
Cust Years (Main Office)	2.61	2.61	0.00	0.00	0.00	0.00
Cust Hours (Sta/Branch)	6,969.67	6,969.67	0.00	0.00	0.00	0.00
Cust Years (Sta/Branch)	3.96	3.96	0.00	0.00	0.00	0.00

**U.S POSTAL SERVICE
ANNUAL BUILDING EQUIPMENT OPERATIONAL AND
PREVENTIVE MAINTENANCE WORKHOUR SUMMARY**

GREAT FALLS PDF
1409 14TH ST SW
GREAT FALLS, MT 59404-9998

BUILDING(S):
GREAT FALLS ANNEX

GROSS
INTERIOR SQFT:
41,656.79

DATE: 7/15/2019
PREPARED BY: Rogers, Don

LINE NO.	WORK DESCRIPTION	PREVENTIVE MAINTENANCE			OPERATIONAL MAINTENANCE			CORRECTIVE MAINTENANCE	TOTAL ANNUAL WORKHOURS
		4896A	4896	4894	4895	4896	4896		
A	B	C	D	E	F	G	H	I	
1	HVAC	159.80	16.00	0	0	0		175.80	
2	ELEC	0	0	3.71	0	0		3.71	
3	PLUM	16.70	0.50	0	0	0		17.20	
4	EMS	2.40	5.00	36.53	0	0		43.94	
5	MISC	186.60	82.76	0	0	0		269.36	
6	SUBTOTALS	365.50	104.26	40.25	0	0		510.01	
7	CORRECTIVE / MISC	29.24 *	8.34 *		0	0	333.25 **	370.84	
	TOTAL WORKHOURS							880.84	
	TOTAL FTE							0.50	

* 8% of the Subtotal
** 8 Hours per 1000 Gross Interior SQFT

SUBMITTED BY: Rogers, Don DATE: 7/15/2019

APPROVED BY: Gilbert, William DATE: 7/19/2019