

# DELIVERY SERVICE STAFFING ANALYSIS

UNIT: \_\_\_\_\_ AS OF AP \_\_\_\_\_ FY \_\_\_\_\_ WEEKLY

1.	Number of Residential Routes M-Sa	_____	x 8 hours x 6 days	= _____
2.	Number of Routers M-F	_____	x 8 hours x 5 days	= _____
3.	Number of Routers Sa	_____	x 8 hours x 1 day	= _____
4.	Number of Mixed Business and Residential Routes M-F	_____	x 8 hours x 5 days	= _____
5.	Number of Mixed Business and Residential Routes Sa	_____	x 8 hours x 1 day	= _____
6.	Number of Business Routes M-F	_____	x 8 hours x 5 days	= _____
7.	Number of Business Routes Sa	_____	x 8 hours x 1 day	= _____
8.	Number of hours authorized on all Auxiliary Routes M-F	_____	x 5 days	= _____
9.	Number of hours authorized on all Auxiliary Routes Sa	_____	x 1 day	= _____
10.	Number of hours from Combination Routes authorized for letter delivery M-F	_____	x 6 days	= _____
11.	Number of hours from Combination Routes authorized for letter delivery Sa	_____	x 1 day	= _____
12.	Weekly total equals lines 1 thru 11	_____		= _____
13.	Number of Full-Time Equivalent Letter Routes as of end of AP13, previous FY equals weekly total (line 12) _____ divided by 48 hours	_____		= _____
14.	Number of Intra-City hours authorized M - F	_____	x 5 days	= _____
15.	Number of Intra-City hours authorized Sa	_____	x 1 day	= _____
16.	Number of Parcel Post hours authorized M-F	_____	x 5 days	= _____
17.	Number of Parcel Post hours authorized Sa	_____	x 1 day	= _____
18.	Number of Relay hours authorized M-F	_____	x 5 days	= _____
19.	Number of Relay hours authorized Sa	_____	x 1 day	= _____
20.	Number of Collection hours authorized M-F	_____	x 5 days	= _____
21.	Number of Collection hours authorized Sa	_____	x 1 day	= _____
22.	Number of Collection hours authorized Su	_____	x 1 day	= _____
23.	Number of Special Delivery hours used M-F	_____	x 5 days	= _____
24.	Number of Special Delivery hours used Sa	_____	x 1 day	= _____
25.	Number of Special Delivery hours used Su	_____	x 1 day	= _____
26.	Weekly Totals (Add Lines 12 + 14 thru 25)	_____		= _____
27.	Authorized % above base hours = _____ % x weekly total (Line 26)	_____		= _____
28.	Total required workhours per week (Add Lines 26 + 27)	_____		= _____
29.	Target % of AL per week _____ % x weekly total (Line 26)	_____		= _____
30.	Target % of SL per week _____ % x weekly total (Line 26)	_____		= _____
31.	Target % of LWOP per week _____ % x weekly total (Line 26)	_____		= _____
32.	Subtotal (Add Lines 28 thru 31)	_____		= _____
33.	Authorized % of OT per week _____ % x weekly total (Line 26)	_____		= _____
34.	Complement equivalent weekly hours (Line 32 minus Line 33)	_____		= _____
35.	Complement required (Line 34 _____ divided by 40 hours)	_____		= _____

Recognizing that some regular single-carrier routes require more than eight hours per day, line #27 is provided to credit those authorized additional hours above base (eight hours per day) incurred on a daily basis.

**DELIVERY UNIT IMPACT STATEMENT**

Zone Affected \_\_\_\_\_

A. Baseline weekly workhour DSSA baseline \_\_\_\_\_

Projected weekly workhour DSSA \_\_\_\_\_

Weekly savings-workhours \_\_\_\_\_

B. Casual

Average weekly hours worked by casuals in the City Delivery Craft \_\_\_\_\_

Proposed average weekly hours to be worked by casuals in the City Delivery Craft \_\_\_\_\_

Difference \_\_\_\_\_

Justify the need for remaining casual hours:

C. Part-Time Flexibles

Average weekly hours worked by PTFs in the City Delivery Craft \_\_\_\_\_

Proposed average weekly hours to be worked by PTFs in the City Carrier Craft \_\_\_\_\_

Difference \_\_\_\_\_

D. Impact on full-time employee's workhours

E. Full-time Regular Employees

How many full-time City Carrier positions are to be abolished and/or reverted? \_\_\_\_\_

F. Will there be any employee excessing? Yes No  
circle one

G. Of the employees excess within the installation how many will be excessed within the

City Delivery Craft \_\_\_\_\_

Other Crafts \_\_\_\_\_

H. Will excessing out of the installation be required? Yes No  
circle one

I. How many positions? \_\_\_\_\_

J. List the anticipated post offices and vacancies to which assignment will be made.

Facility      Assignment

K. Provide a narrative explaining the need for excessing.

L. Provide a narrative of your comments and future plans and any adjustments made as a result of deployment.