

WORKLOAD SERVICE CREDITS (PS 150)

DISTRICT: **NORTHERN OHIO PFC**

Type of Review: Put X mark

POST OFFICE , STATE, AND ZIP: **AVON PO, OH 44011**

FINANCE NUMBER: **38-0392**

Vacancy

3 yr Mgmt Review

Postmaster Initiated

Date of Vacancy: (Or Today's Date if not vacant):

NUMBER FACTOR TOTAL

1 CURRENT POSTMASTER LEVEL	EAS-20		
2 FINANCE NUMBER	38-0392		
3 NO. GENERAL DELIVERY FAMILIES SERVED		X 1.00	0
4 NO. POST OFFICE BOXES/CALL BOXES SERVED	360	X 1.00	360
5 NO. POSSIBLE CITY DELIVERIES	8,219	X 1.33	10,931
6 NO. ADMINISTRATIVE RURAL ROUTES BOXES SERVED <i>Change if it has intermediate boxes ></i>	0	X 1.00	0
7 NO. INTERMEDIATE RURAL BOXES SERVED		X 0.70	0
8 NO. ADMIN RESP INTERM RURAL BOXES OTHER OFC		X 0.30	0
9 NO. ADMINISTRATIVE HCR BOXES SERVED <i>Change if it has intermediate boxes ></i>	0	X 1.00	0
10 NO. INTERMEDIATE HCR BOXES SERVED		X 0.70	0
11 NO. ADMIN RESP FOR INTERM HCR BOXES FOR OTHER OFFICES		X 0.30	0
12 NO. CARRIER STATION/BRANCHES	0	X 3	0
13 NO. FINANCE STATION/BRANCHES (without carrier delivery service)	0	X 2	0
14 NO. CONTRACT STATIONS/BRANCHES & COMMUNITY POST OFFICES	0	X 1	0
15 MAIL PROCESSING CENTER? (IF Yes, fill in 2 tabs - Primary or/and Secondary)	N		0
16 SEPARATE ALL INCOMING LETTER SIZE MAIL?(DPS, 876, etc., ANSWER "N")	N		-875
17 SEPARATE ALL INCOMING FLAT SIZE MAIL?(Carrier Routed from FSM - answer "N")	N		-437
18 RESPONSIBLE FOR VMF? (Y or N)	N		0
19 ADMINISTRATIVE RESPONSIBILITY FOR AMF/ATC? (Y or N)	N		0
20 LESSOR FOR GOVERNMENT OWNED BUILDING? (Yor N)	N		0
21 AUTOMATION /OFFICE HAS MPLSM/SPLSM? (Y or N)	N		0
22 DISTRIBUTE FOOD STAMPS? (Yor N)	N		0
23 SEASONAL WORKLOAD INCREASE? (Y or N) (If Yes, complete 'Seasonal' tab)			0
24 SEASONAL WORKLOAD DURATION (Number of weeks)			0

TOTAL EXCEPTION CREDITS (12+13+14+18+19+20+21+22): 0

PS 150 Worksheet COMPLETED BY:		Phone No.:	
APPROVED BY:		Phone No.:	
Job Title:		PRINT DATE:	9/23/2009

Notes:

Offices that are either below or above the Zone of Tolerance range are immediately graded accordingly.

Other Tabs must be completed for the following:

- Seasonal Workload** ~ For Seasonal credit, complete 'Seasonal' tab.
- Outgoing/Incoming Primary Distribution** ~ Requirements for credit are covered in the tab.
- Incoming Secondary Distribution** ~ Requirements for credit are covered in the tab.
- Split City Delivery** ~ See Split City Delivery tab for requirements, and complete it.

Yellow shaded cells require manual input

For ZOT Review ~ Insert additional WSC Worksheet TABS for each year to demonstrate office has remained in ZOT for two consecutive years. This will require 3 150's. Start of first year, end of first and end of second years.

SPLIT DELIVERY < see Split City Del tab

SPLIT DELIVERY ADJUSTMENT:	0
GROSS REVENUE UNITS:	7,874
DEDUCTIONS FOR PLANT LOAD VOL:	
TOTAL REVENUE UNITS:	7,874

No.	Factor	Total
25	x 1.00	25
275	x 0.50	138
700	x 0.25	175
5000	x 0.10	500
1874	x 0.01	19
TOTAL:		856

TOTAL WSC'S AND REVENUE CREDITS: 10,835.8

NEW POST OFFICE LEVEL: **20**

No Change in Level

Occu Code:

UPGRADE THE OFFICE IF THE FOLLOWING CONDITIONS ARE MET:

GRADE & THE WSCS ARE & TOTAL EXCEPTION			
NOW	GREATER than	CREDITS are	Qualify? NO
A	37	1 or more	
C	77	1 or more	
E	118	1 or more	
11	319	3 or more	
13	784	3 or more	
15	1992	5 or more	
18	5300	5 or more	
20	12,600	8 or more	
21	25,300	8 or more	
22	66,900	13 or more	
24	164,000	13 or more	

GRADE:	ZONE OF TOLERANCE		
	FOR DOWNGRADE	WSC RANGE	
A	none	up to 40	41 - 45
C	36 - 40	41 - 82	83 - 93
E	73 - 82	83 - 125	126 - 141
11	111 - 125	126 - 335	336 - 376
13	298 - 335	336 - 820	821 - 914
15	736 - 820	821 - 2075	2076 - 2291
18	1869 - 2075	2076 - 5500	5501 - 6049
20	4951 - 5500	5501 - 13000	13,001 - 14,299
21	11,701 - 13,000	13,001 - 26,000	26,001 - 28,599
22	23,401 - 26,000	26,001 - 68,200	68,201 - 75,020
24	61,381 - 68,200	68,201 - 167,200	167,201 - 183,919
26	150,481 - 167,200	167,201 - and up	none

Excel PS 150_v2

Rev Unit Info

FY07	FY06
7,694	7,178

CALCULATION OF WSC ADD-ON CREDIT FOR SEASONAL WORKLOAD

Applicable only if Seasonal workload with 8 or more weeks AND the seasonal increase is greater than 25% of the normal workload.

STEP 1:

		Normal	Increase during Seasonal period
NO. GENERAL DELIVERY FAMILIES SERVED		0	0
NO. POST OFFICE BOXES/CALL BOXES SERVED		360	0
NO. POSSIBLE CITY DELIVERIES	S.SDPD	8,219	0
NO. ADMINISTRATIVE RURAL ROUTES BOXES SERVED	S.SRRB	0	0
NO. INTERMEDIATE RURAL BOXES SERVED		0	0
NO. ADMIN RESP INTERM RURAL BOXES OTHER OFC		0	0
NO. ADMINISTRATIVE HCR BOXES SERVED	S.HCR	0	0
NO. INTERMEDIATE HCR BOXES SERVED		0	0
NO. ADMIN RESP FOR INTERM HCR BOXES FOR OTHER OFFICES		0	0
TOTAL:		8,579	0

TWENTY-FIVE (25%) OF NORMAL CREDIT: 2,145 **DO NOT CONTINUE**

CONTINUE CALCULATIONS ONLY IF SEASONAL INCREASE IS OVER 25%

SEASONAL WORKLOAD DURATION (NO. OF WEEKS)

SEASONAL INCREASE TIMES # OF WEEKS: 0

DIVIDE BY 52 WEEKS: 0

ADD TO THE CURRENT WSCs: 0

POST OFFICE: AVON PO, OH 44011

LEVEL: EAS-20

FINANCE NUMBER:

CALCULATING OUTGOING OR INCOMING DISTRIBUTION CREDIT

The add-on credit consists of adding 30% of the total of all revenue units for each of the offices for which mail processing is performed (including the office being evaluated) to the WSC total.

Select a 3 digit Zip
 Select Post Office

OFFICE	TOTAL REVENUE UNITS	% MAIL DISTRIBUTED	ADD-ON REVENUE UNITS
1 <small>Leave blank - The office is part of 3 digit ZIP</small>	0	100%	0
2	0		0
3	0		0
4	0		0
5	0		0
6	0		0
7	0		0
8	0		0
9	0		0
10	0		0
11	0		0
12	0		0
13	0		0
14	0		0
15	0		0
16	0		0
17	0		0
18	0		0
19	0		0
20	0		0
21	0		0
22	0		0
23	0		0
24	0		0
25	0		0
26	0		0
27	0		0
28	0		0
29	0		0
30	0		0
31	0		0
32	0		0
33	0		0
34	0		0
35	0		0
36	0		0
37	0		0
38	0		0
39	0		0
40	0		0
41	0		0
	0		0

ANSWER "Y" AS APPROPRIATE

QUESTIONS MUST BE ANSWERED TO RECEIVE CREDIT.

PERFORM OUTGOING DISTRIBUTION:
 PERFORM INCOMING DISTRIBUTION:

OUTGOING DISTRIBUTION

TOTAL REVENUE UNITS	0
MULTIPLY TOTAL BY 30%	0
TOTAL ADD-ON FOR OUTGOING DISTRIBUTION	#N/A

INCOMING PRIMARY DISTRIBUTION

TOTAL REVENUE UNITS	0
MULTIPLY TOTAL BY 30%	0
MULTIPLY RESULT BY 28%	0
TOTAL ADD-ON FOR INCOMING PRIMARY	0

BOTH OUTGOING & INCOMING PERFORMED

TOTAL ADD-ON FOR OUTGOING DISTRIBUTION	#N/A
TOTAL ADD-ON FOR INCOMING PRIMARY	0

OFFICE:

CALCULATING SECONDARY DISTRIBUTION CREDIT

Credit is calculated where the office performs incoming distribution to the carrier route for other offices.

Use appropriate column, depending on whether only Letters, Flats, or both are being distributed.

OFFICE	TOTAL WSCs FORM 150 ITEMS 5-11	% Letter Mail Distributed	% Flat Mail Distributed	LTRS (8%)	FLATS (4%)	TOTAL (LETTERS & FLATS)
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<input checked="" type="radio"/> Select a 3 digit Zip <input type="radio"/> Select Post Office
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1		0		0	0	0
2		0		0	0	0
3		0		0	0	0
4		0		0	0	0
5		0		0	0	0
6		0		0	0	0
7		0		0	0	0
8		0		0	0	0
9		0		0	0	0
10		0		0	0	0
11		0		0	0	0
12		0		0	0	0
13		0		0	0	0
14		0		0	0	0
15		0		0	0	0
16		0		0	0	0
17		0		0	0	0
18		0		0	0	0
19		0		0	0	0
20		0		0	0	0
21		0		0	0	0
22		0		0	0	0
23		0		0	0	0
24		0		0	0	0
25		0		0	0	0
26		0		0	0	0
27		0		0	0	0
28		0		0	0	0
29		0		0	0	0
30		0		0	0	0
31		0		0	0	0
32		0		0	0	0
33		0		0	0	0
34		0		0	0	0
35		0		0	0	0
36		0		0	0	0
37		0		0	0	0
38		0		0	0	0
39		0		0	0	0
40		0		0	0	0
TOTAL	0			0	0	0

MULTIPLIED BY 80% - TOTAL ADD-ON CREDIT: 0 0 0

CURRENT WSC CREDIT: 10,836

REVISED WSC CREDIT: 10,836