

SATTLEY Docket: **Accepted 06/24/2011**

*These are the 1st 18 documents that should be completed Scanned and sent to the MPOO for review

Page	Document
1.	<u>Request/approval to study for discontinuance (12/16/2010)</u>
2.	<u>Notice (if appropriate) to Headquarters of suspension</u>
3.	<u>Notice (if appropriate) to customers/district personnel of suspension</u>
4.	<u>Highway map with community highlighted (03/11/2011)</u>
5.	<u>Eviction notice (if appropriate) (03/11/2011)</u>
6.	<u>Building inspection report and original photos of building deficiencies (if appropriate) (03/11/2011)</u>
7.	<u>Post Office and community photos (03/11/2011)</u>
8.	<u>PS Form 150, Postmaster Workload Information (03/14/2011)</u>
9.	<u>Worksheet for calculating work service credit (03/16/2011)</u>
10.	<u>Window transaction record (03/16/2011)</u>
11.	<u>Record of incoming mail (03/16/2011)</u>
12.	<u>Record of dispatched mail (03/16/2011)</u>
13.	<u>Administrative postmaster/OIC comments (02/17/2011)</u>
14.	<u>Inspection Service/local law enforcement vandalism reports (03/17/2011)</u>
15.	<u>Post Office fact sheet (06/24/2011)</u>
16.	<u>Community fact sheet (06/24/2011)</u>
17.	<u>Alternate service options/cost analysis (03/16/2011)</u>
18.	<u>Form 4920, Post Office Fact Sheet (06/24/2011)</u>
19.	<u>Reccomendation and Service Replacement Type (03/17/2011)</u>
20.	<u>Questionnaire instruction letter to postmaster/OIC (03/22/2011)</u>
21.	<u>Cover letter, questionnaire, and enclosures (04/18/2011)</u>
22.	<u>Returned customer questionnaires and Postal Service response letters (04/18/2011)</u>
23.	<u>Analysis of questionnaires (05/06/2011)</u>
24.	<u>Community meeting roster (05/30/2011)</u>
25.	<u>Community meeting analysis (05/30/2011)</u>
26.	<u>Community meeting letter (Need to set before questionnaire if not held before) (03/16/2011)</u>
27.	<u>Petition and Postal Service response letter (if appropriate) (06/24/2011)</u>
28.	<u>Congressional inquiry and Postal Service response letter (if appropriate) (01/01/1900)</u>
29.	<u>Proposal checklist (06/24/2011)</u>
30.	<u>District notification to Government Affairs (06/29/2011)</u>
31.	<u>Instructions to postmaster/OIC to post proposal (06/24/2011)</u>
32.	<u>Invitation for comments exhibit (06/29/2011)</u>

33.	<u>Proposal exhibit</u>
34.	<u>Comment form exhibit (05/13/2011)</u>
35.	<u>Instructions for postmaster/OIC to remove proposal (08/29/2011)</u>
36.	<u>Round-date stamped proposals and invitations for comments from affected offices (09/12/2011)</u>
37.	<u>Notification of taking proposal and comments under internal consideration (08/30/2011)</u>
38.	<u>Proposal comments and Postal Service response letters (08/30/2011)</u>
39.	<u>Premature Postal Regulatory Commission appeal and Postal Service response letter (if appropriate)</u>
40.	<u>Proposal Analysis of comments (09/01/2011)</u>
41.	<u>Revised proposal (if appropriate) (09/12/2011)</u>
42.	<u>Updated PS Form 4920 (if appropriate) (06/24/2011)</u>
43.	<u>Certification of record (09/02/2011)</u>
44.	<u>Log of Post Office discontinuance actions (09/02/2011)</u>