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Area Mail Processing Notifications Tool Kit



Area Mail Processing (AMP) Notifications Tool Kit

May 2006

Table of Contents

Introduction -Timeline4
 AMP Communications Checklist6

Templates

I. Notice of Intent

Newsbreak.....8
 Service Talk.....9
 Letter for notifying local and area employee organizations.....10
 Letter to Members of Congress.....11
 Letter to news media organizations.....12
 Letter to community leaders and organizations.....13
 Letter to major mailers.....14

II. Public Input Process

Letter to Members of Congress.....16
 Letter to news media organizations.....17
 Letter to community leaders and organizations.....18
 Letter to major mailers.....19
 News release.....20
 Media advisory.....21

III. Announcement Day Notification

Timeline for notification.....23

A. Downsized Plants

Letter for notifying local and area employee organizations.....25
 Letter to Members of Congress.....26
 Letter to community leaders and organizations.....27
 Letter to major mailers.....28
 News release.....29
 Newsbreak.....31
 Employee service talk.....32
 Newsbreak (gaining facility).....33

B. Plant Closings

Letter for notifying local and area employee organizations.....35
 Letter to Members of Congress.....36
 Letter to community leaders and organizations.....37
 Letter to major mailers.....38
 News release.....39
 Newsbreak.....41
 Employee service talk.....43
 Newsbreak (gaining facility).....44

C. No Action Taken

Newsbreak.....47
 Employee service talk.....48
 Letter for notifying local and area employee organizations.....49
 Letter to Members of Congress.....50
 Letter to news media organizations.....51
 Letter to community leaders and organizations.....52
 Letter to major mailers.....53

IV. Addendum

A. Notice of AMP study placed on hold

Newsbreak.....55
Employee service talk.....56
Letter for notifying local and area employee organizations.....57
Letter to Members of Congress.....58
Letter to news media organizations.....59
Letter to community leaders and organizations.....60
Letter to major mailers.....61

B. Notice of resumed study

Newsbreak.....63
Employee service talk.....64
Letter for notifying local and area employee organizations.....65
Letter to Members of Congress.....66
Letter to news media organizations.....67
Letter to community leaders and organizations.....68
Letter to major mailers.....69

AMP NOTIFICATIONS TOOL KIT

Communications is an integral part of an Area Mail Processing (AMP) study. This AMP Notifications Tool Kit includes timelines and templates of the notification letters, newsbreaks, stand-up talks, and news releases used to communicate AMP information.

Local District and plant management in each affected location, with support from their local area Public Affairs and Communications Center, will have lead responsibility for communicating to employees and customers. Local BSN will be responsible for communicating with major mailers. Government Relations will direct all messaging for members of Congress. Local Consumers Affairs, working with Government Relations, will be responsible for communicating with state and local officials. Public Affairs employees will handle all media activities.

TIMELINE

Immediately upon decision to undertake feasibility study:

- District Manager prepares letter for his/her signature advising local union officials of intent to conduct feasibility study.
- HQ Labor Relations provides notice to National Unions and Management Associations.
- Local management, with support from Area Public Affairs & Communications, issues *Newsbreak* and holds service talk to advise employees of intent to conduct feasibility study.
- Area Operations and Labor Relations advises Area employee organizations via letter of intent to conduct feasibility study.
- District manager sends letter of intent to conduct feasibility study to local state office of interested members of Congress (fax copy of letter sent prior to mailing to HQ Government Relations, which notifies Washington, DC office).
- Postmaster, with assistance from local Area Public Affairs & Communications, issues letter to local news media advising of intent to conduct feasibility study.
- Postmaster sends community leaders and organizations letter advising of intent to conduct feasibility study.
- BSN/District Marketing send major mailers letter of intent to conduct feasibility study.
- District Manager and staff begin preparations for public input process.

Upon study's completion of Headquarters functional review process:

- District manager sends letter announcing public input process to local state office of interested members of Congress (fax copy of letter sent prior to mailing to HQ Government Relations, which notifies Washington, DC office).
- Postmaster, with assistance from local Area Public Affairs & Communications, issues letter to local news media advising of public input process.

- Postmaster sends community leaders and organizations letter advising of public input process.
- BSN/District Marketing send major mailers letter of public input process.
- Area Public Affairs & Communications issues news release and media advisory to local news media advising of public input process.
- Public meeting is held.
- Public input process summary is completed and submitted to HQ.

Upon completion of feasibility study and approval decision to consolidate mail processing operations:

- HQ Labor Relations briefs official management associations.
- HQ Labor Relations briefs official employee unions.
- Area Operations and Labor Relations send letter advising area employee organizations of Postal Service's decision.
- HQ Government Relations sends letter advising members of Congress of Postal Service's decision.
- Postmaster sends letter to community leaders and organizations with details of Postal Service's decision.
- District Labor Relations sends letter advising local union officials of Postal Service's decision.
- Area Public Affairs & Communications issues news release to local news media.
- Area Operations and Human Resources brief affected EAS employees.
- District Human Resources and local management issue *Newsbreaks* and provide stand-up talks to communicate with craft employees in affected (losing and gaining) facilities initially and at various stages of the transfer process.
- BSN/District Marketing contact major mailers to advise of Postal Service decision.
- District Human Resources, with support from Area Public Affairs & Communications, issues *Newsbreaks* and provides stand-up talks to communicate with craft employees in surrounding P&DC(s) impacted by employee, mail volume, and/or equipment relocations.

AMP Communications Check List				
	HQ	Area	District	Local
AMP STUDY INTENTION NOTIFICATIONS				
Local Employee Unions (District Labor Relations)			■	
Employees (Local Management) (Service talk and <i>NEWSBREAK</i>)				■
Notification of Area Management Associations and Unions (Area Operations & Labor Relations)		■		
Interested Members of Congress (HQ Government Relations)	■			
News Media (Area Public Affairs & Communications)		■		
Community Organizations and Groups (Local Management)				■
Major Mailers (BSN, Marketing)		■	■	
National Unions and Mgt Associations	■			
PUBLIC INPUT PROCESS NOTIFICATIONS				
Interested Members of Congress (HQ Government Relations)	■		■	
News Media (Area Public Affairs & Communications)		■		
Community Organizations and Groups (Local Management)			■	
Major Mailers (BSN, Marketing)			■	
APPROVAL ANNOUNCEMENT NOTIFICATIONS				
Local Unions and Employees (District Labor Relations)			■	
Official Management Associations (HQ Labor Relations)	■			
Official National Employee Unions (HQ Labor Relations)	■			
Members of Congress (HQ Government Relations)	■			
Local Political Leaders (District)			■	
News Media (Area Public Affairs & Communications)		■		
Affected EAS Employees (Area Operations and HR)		■		
Major Mailers (BSN, Marketing)		■	■	

= Check when completed

■ = Required action

Area Mail Processing (AMP) Intent to Study

[NOTICE OF INTENT TO CONDUCT AMP STUDY NEWSBREAK]

(FACILITY NAME) uspsnewsbreak

(DATE)

(FACILITY NAME) to conduct Area Mail Processing study

U.S. Postal Service will conduct an Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF). The reason for the study is to address shifting mail volume and help us identify where consolidation of selected mail-processing functions would help to eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

The business environment in which the Postal Service operates continues to change, almost daily, as it strives to satisfy customer needs and meet the challenge of providing universal service at uniform prices. Over the past 35 years, the revolution in communications technologies, electronics, and transportation has changed the way Americans communicate and conduct their business. Increased competition in the communications marketplace, electronic bill payment, and email offer Americans alternatives to the traditional use of stamped First-Class Mail to correspond with friends and family, and to pay bills. In fact, since 1998 the shift to alternate means of communications has resulted in the diversion of more than 11 billion pieces of single-piece First-Class Mail.

At the same time, these technologies have provided the Postal Service and its business partners with new generations of automated equipment that have drastically changed the way mail is processed and prepared for delivery.

To ensure that the Postal Service continues to deliver on our universal service commitment the American public has come to expect, our processing network has to be efficient, affordable and flexible. To accomplish this goal, the Postal Service is conducting AMP studies across the nation.

This *uspsnewsbreak* is solely intended to provide employees with information that we plan to conduct the study. The study results, which will include feedback from the community, will be considered and a decision will then be made. This is not intended as notice of future changes in mail processing, and is not a notice of effect on employees. I will provide you with the appropriate notice, if any is required, when a decision is made on the study results.

If you have any questions concerning this AMP study please consult your supervisor.

(Name)
(Plant manager or installation head)

[NOTICE OF INTENT TO CONDUCT AMP STUDY STAND-UP TALK]

**STAND-UP TALK
[FACILITY NAME] TO CONDUCT MAIL PROCESSING STUDY**

The business environment in which the Postal Service operates continues to change, almost daily, as it strives to satisfy customer needs, meet the challenge of providing universal service at uniform prices, and remain viable in the future.

Although total mail volume continues to increase, the volume of single-piece stamped First-Class Mail is declining. The shift to alternate means of communications through electronic bill payment, email, fax, electronic deposits and transfers, telephone or on-line ordering, has resulted in the diversion of more than 11 billion pieces of single-piece First-Class Mail from the Postal Service since 1998. Furthermore, there is no sign that traditional letter mail volume will not continue to decline. Although standard mail is showing growth, it takes three pieces of standard mail to make up for the loss of one piece of First-Class Mail.

To ensure that the Postal Service continues to deliver on our universal service commitment the American public has come to expect, our processing network has to be efficient, affordable and flexible.

Today's challenge is to put the right people, with the right resources, in the right places. In doing so, we will be able to continue to provide universal service at reasonable cost for a long time to come.

To accomplish this goal, the Postal Service is conducting Area Mail Processing (AMP) studies across the nation. AMP studies help us identify where consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

On [date] the U.S. Postal Service will begin an AMP study of mail processing operations at the [FACILITY NAME] [P&DC or P&DF.] A public meeting will be held to allow members of the community to ask questions and to provide feedback. The study results and community feedback will be considered and a decision will then be made as to whether or not selected mail processing operations should be consolidated.

This is not intended as a notice of future changes in mail processing at [Facility Name], and is not a notice of effect on employees. Upon completion of the study and the analysis of the data, I will provide you with an update.

Our goal is to ensure the Postal Service can provide affordable, high-quality mail service to everyone in America – today and well into the future.

[NOTICE OF INTENT TO CONDUCT AMP STUDY (UNION)]



(NAME)
(Title)
(Union Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF).

AMP is a review of mail processing and transportation operations of a postal facility. The reason for the study is to address shifting mail volume and the need to manage excess capacity while improving efficiency and productivity. In doing so, we will be able to continue to provide universal service at reasonable cost for a long time to come.

This letter is solely intended to provide you with information that we plan to conduct the study. A public meeting will be held to allow members of the community to ask questions and to provide feedback. The study results and community feedback will be considered and a decision will then be made as to whether or not selected mail processing operations should be consolidated. This letter is not intended as notice of future changes in mail processing and is not a notice of impact on employees. I will provide you with the appropriate notice, if any is required, when a decision is made on the study results.

If you have any questions concerning this AMP study please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Labor Relations

[NOTICE OF INTENT TO CONDUCT AMP STUDY (CONGRESSIONAL)]

NOTE- This letter should be sent to the local state office. HQ Government Relations will deliver copy to Member of Congress's Washington, DC office]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

Since the issuance of our 2002 Transformation Plan, Postal Service managers have been reviewing all aspects of how we process and move mail across the United States. The reason for the study is to address shifting mail volume and the need to manage capacity needs while improving efficiency.

The Postal Service is proud of our very successful automation program, which was begun in 1982. We have been able to manage our capacity needs and improve efficiency, in part, by consolidating area mail processing (AMP) operations to manageable numbers of facilities that are equipped with the newest technology.

With the continued success of our automation program, there is a need for new AMP studies to determine where current operations can be combined most effectively. Consequently, we have initiated a review of (FACILITY NAME) mail processing operations. It makes good business sense to manage capacity in our system through continued centralization of our automated processing activities. This is particularly important now, as the Postal Service has experienced declines in First-Class Mail volumes.

Once the preliminary study is completed, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This information will be considered and included in the final package. You will be notified of the public meeting at a future date.

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations, HQ Public Affairs & Communications (*NOTE - copy needs to be faxed to 202-268-3775 and 202-268-6700 when sent to local state office, HQ GR representative will handle notification of Washington, DC, office*)

[NOTICE OF INTENT TO CONDUCT AMP STUDY (MEDIA)]



(Name)
(Title)
(Media Organization Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

The business environment in which the Postal Service operates continues to change as it strives to satisfy customer needs and meet the challenge of providing universal service at uniform prices.

In a continuing effort to improve productivity and increase efficiency, the Postal Service plans to conduct an Area Mail Processing (AMP) study of the (ORIGINATING/DESTINATING/OR TOTAL) mail processing at the (FACILITY NAME) P&DC (or P&DF).

AMP is a review of mail processing and transportation operations of a postal facility. The reason for the study is to address shifting mail volume and the need to manage excess capacity while improving efficiency and productivity. In doing so, we will be able to continue to provide universal service at reasonable cost for a long time to come.

Although total mail volume continues to increase, the volume of single-piece stamped First-Class Mail is declining. The shift to alternate means of communications through electronic bill payment, email, fax, electronic deposits and transfers, telephone or on-line ordering, has resulted in the diversion of more than 11 billion pieces of single-piece First-Class Mail from the Postal Service since 1998. Furthermore, there is no sign that traditional letter mail volume will not continue to decline. Although standard mail is showing growth, it takes three pieces of standard mail to make up for the loss of one piece of First-Class Mail.

Once the preliminary study is completed, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This information will be considered and included in the final package. You will be notified of the public meeting at a future date.

If you have questions, or need additional information, please consult (NAME OF LOCAL PA&C CPS), at (PHONE NUMBER).

Sincerely,

(NAME) Postmaster

bcc: HQ PA&C (*NOTE - copy needs to be faxed to 202-268-6700 when mailed to local news media organization*)
Area PA&C Manager

**[NOTICE OF INTENT TO CONDUCT AMP STUDY
(COMMUNITY LEADERS/ORGANIZATIONS)]**



(Name)
(Group/Organization Name)
(Street address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of the (ORIGINATING/DESTINATING/OR TOTAL) mail processing at the (FACILITY NAME) P&DC (or P&DF).

AMP is a review of mail processing and transportation operations of a postal facility. The reason for the study is to address shifting mail volume and the need to manage excess capacity while improving efficiency and productivity. In doing so, we will be able to continue to provide universal service at reasonable cost for a long time to come.

Although total mail volume continues to increase, the volume of single-piece stamped First-Class Mail is declining. The shift to alternate means of communications through electronic bill payment, email, fax, electronic deposits and transfers, telephone or on-line ordering, has resulted in the diversion of more than 11 billion pieces of single-piece First-Class Mail from the Postal Service since 1998. Furthermore, there is no sign that traditional letter mail volume will not continue to decline. Although standard mail is showing growth, it takes three pieces of standard mail to make up for the loss of one piece of First-Class Mail.

Once the preliminary study is completed, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This information will be considered and included in the final package. You will be notified of the public meeting at a future date.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF INTENT TO CONDUCT AMP STUDY (MAJOR MAILERS)]



(Name)
(Company Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of the (ORIGINATING/DESTINATING/OR TOTAL) mail processing at the (FACILITY NAME) P&DC (or P&DF). The reason for the study is to address shifting mail volume and the need to manage capacity needs while improving efficiency.

AMP is a review of mail processing and transportation operations of a postal facility. The reason for the study is to address shifting mail volume and the need to manage excess capacity while improving efficiency and productivity. In doing so, we will be able to continue to provide universal service at reasonable cost for a long time to come.

Once the preliminary study is completed, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This information will be considered and included in the final package. You will be notified of the public meeting at a future date.

If you have questions, or need additional information, please consult (NAME OF LOCAL BSN OR MARKETING REPRESENTATIVE), at (PHONE NUMBER).

Sincerely,

(NAME)
District Marketing Manager

Area Mail Processing (AMP) Public Input Process

[AMP STUDY INTERIM REPORT (CONGRESSIONAL)]

NOTE: This letter should be prepared by Local District in consultation with HQ Government Relations and sent to the Member of Congress's local state office. HQ Government Relations will deliver copy to Member of Congress's Washington, DC, office.]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

The first phase of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF) has been completed.

The study has been submitted to Postal Headquarters to begin the review process.

Attached please find a copy of the AMP study brief. We welcome public comment on the study and will hold a public meeting on (DATE) at (LOCATION). Comments may also be mailed to:

Consumer Affairs Manager
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

If you have any questions concerning this AMP study, please contact (NAME).

Sincerely,

(NAME)
District Manager

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

bcc: HQ Government Relations (*NOTE - copy needs to be faxed to 202-268-3775 when sent to local state office, HQ GR representative will handle notification of Washington, DC office. Districts must confirm receipt by HQ GR and coordinate timing of delivery before submitting letter to Member's local district office.*)

[AMP STUDY INTERIM REPORT (NEWS MEDIA)]

NOTE: All news media inquiries should be forwarded without comment to your local Area Public Affairs & Communications office.]



(Name)
(Title)
(Media Organization Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

The first phase of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF) has been completed.

The study has been submitted to Postal Headquarters to begin the review process.

Attached please find a copy of the AMP study brief. We welcome public comment on the study and will hold a public meeting on (DATE) at (LOCATION). Comments may also be mailed to:

Consumer Affairs Manager
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

News Media may contact (NAME), of Postal Service Public Affairs & Communications, at (NUMBER). Additional local and national information may be found on our Website: <http://www.usps.com/communications/newsroom/>

Sincerely,

(NAME)
Postmaster

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

bcc: HQ PA&C (NOTE – signed copy needs to be faxed to HQ Manager, Field Communications, at 202-268-6700 prior to being mailed to local news media organization)
Area PA&C Manager

[AMP STUDY INTERIM REPORT (COMMUNITY LEADERS/ORGANIZATIONS)]



(Name)
(Group/Organization Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

The first phase of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF) has been completed.

The study has been submitted to Postal Headquarters to begin the review process.

Attached please find a copy of the AMP study brief. We welcome public comment on the study and will hold a public meeting on (DATE) at (LOCATION). Comments may also be mailed to:

Consumer Affairs Manager
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

If you have any questions concerning this AMP study, please contact (NAME).

Sincerely,

(NAME)
Postmaster

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

[AMP STUDY INTERIM REPORT (MAJOR MAILERS)]



(Name)
(Company Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

The first phase of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF) has been completed.

The study has been submitted to Postal Headquarters to begin the review process.

Attached please find a copy of the AMP study brief. We welcome public comment on the study and will hold a public meeting on (DATE) at (LOCATION). Comments may also be mailed to:

Consumer Affairs Manager
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

If you have any questions concerning this AMP study, please contact (NAME OF LOCAL BSN OR MARKETING REPRESENTATIVE), at (PHONE NUMBER). Additional local and national information may be found on our Website:

<http://www.usps.com/communications/newsroom/>

Sincerely,

(NAME)
District Marketing Manager

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

[AMP STUDY INTERIM NEWS RELEASE]



[ENTER DATE]

Contact: [ENTER NAME AND PHONE #]
www.usps.com

Postal Service to hold public meeting on mail processing study

[CITY] – The U.S. Postal Service will hold a public meeting regarding the Area Mail Processing (AMP) study conducted at the [FACILITY NAME] P&DC [or P&DF].

The meeting will take place at [INSERT TIME] on [INSERT DAY AND DATE] at the [INSERT LOCATION NAME AND STREET ADDRESS].

The study was conducted to determine if the Postal Service could increase efficiency and productivity by consolidating some mail processing operations that are currently being performed at the [ENTER AMP FACILITY NAME] by taking advantage of available processing capacity at the [ENTER FACILITY NAME].

While no decisions have been reached, Postal Service subject matter experts will give an overview of the reasons for the study and its possible outcomes and will listen to community input and concerns.

Anyone who wishes to submit input in writing can send comments to [ENTER NAME AND MAILING ADDRESS] by [ENTER DATE].

Since 1775, the U.S. Postal Service has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to about 142 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no government subsidy for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today's postage rates will remain stable until at least 2006. The U.S. Postal Service delivers more than 43 percent of the world's mail volume -- some 206 billion letters, advertisements, periodicals and packages a year -- and serves seven million customers each day at its 37,000 retail locations nationwide.

###

[AMP STUDY INTERIM MEDIA ADVISORY]



POSTAL NEWS

[ENTER DATE]
AND PHONE #]

Contact: [ENTER NAME]

www.usps.com

Media Advisory

AREA MAIL PROCESSING STUDY PUBLIC MEETING

WHAT: Postal Service subject matter experts will give an overview and listen to community input regarding the area mail processing study conducted at the **[ENTER FACILITY NAME]**.

WHO: **[NAME AND TITLE OF PARTICIPANT]**
[NAME AND TITLE OF PARTICIPANT]
[NAME AND TITLE OF PARTICIPANT]

WHEN: **[ENTER DATE]**
[ENTER TIME]

WHERE: **[ENTER FACILITY NAME]**
[ENTER STREET ADDRESS]
[ENTER CITY, STATE, ZIP]

DETAILS: The study was conducted to determine if the Postal Service could increase efficiency and productivity by consolidating some mail processing operations that are currently being performed at the **[ENTER AMP FACILITY NAME]** by taking advantage of available processing capacity at the **[ENTER FACILITY NAME]**. While no decisions have been reached, Postal Service subject matter experts will give an overview of the reasons for the study and its possible outcomes and will listen to community input and concerns.

###

Area Mail Processing (AMP) Announcement Day

Confidential – Do Not Circulate**AMP****Approval Announcement Plan
2006**

<u>Announcement Day Notifications</u>	<u>Organization</u>	<u>Responsibility</u>
National Management Associations (9 a.m.)	HQ Labor Relations	_____
National Craft Employee Organizations (9 a.m.)	HQ Labor Relations	_____
Brief Area Employee Organizations (9 a.m.)	Area Ops & LR	_____
Brief Members of Congress (9 a.m.)	HQ Govt. Relations	_____
Brief Local Political Leaders (9 a.m.)	DM/Govt. Rel	_____
News Release (9 a.m.)	Area PA&C	_____
Notify Affected EAS Employees (9 a.m.)	Area Ops. & HR	_____
Brief Local Employee Organizations (9 a.m.)	District Labor Rel	_____
Brief Affected Employees (After 9 a.m.)	District HR/PM	_____
Notify Major Mailers (notify by mail)	BSN/Marketing	_____
Employee briefings at surrounding facilities, impacted by various elements	District HR/PA&C	_____

Area Mail Processing (AMP) Downsized Facility

**[NOTICE OF DECISION TO CONSOLIDATE MAIL PROCESSING OPERATIONS
(UNION)]**



(NAME)
(Title)
(Union Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This is to inform you of the U.S. Postal Service's decision to consolidate mail processing operations at the (CLOSING OR DOWNSIZED FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and we expect it to be completed by (MONTH/YEAR).

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING OR DOWNSIZED FACILITY NAME) P&DC has declined over the past few years.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency without reducing service. The proximity of the (CLOSING OR DOWNSIZED FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please contact (NAME).

Sincerely,

(NAME)
District Manager

cc: Area Vice President
HQ Vice President, Labor Relations

***[LETTER OF DECISION TO CONSOLIDATE MAIL PROCESSING OPERATIONS
(CONGRESSIONAL)]***

*(THIS IS AN EXAMPLE OF SITE-SPECIFIC LETTER THAT WILL BE GENERATED BY
HQ GOVERNMENT RELATIONS)]*



This is to inform you of the U.S. Postal Service's decision to consolidate mail processing operations at the (CLOSING OR DOWNSIZED FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and we expect it to be completed by (MONTH/YEAR).

While the mail processing operation will be moved to the (GAINING FACILITY NAME) P&DC, the (NAME) Post Office will not be moved in the immediate future, and if we find it necessary to close the unit at the (CLOSING OR DOWNSIZED FACILITY NAME) facility, we will provide another retail unit in its stead. Our objective is to keep a retail presence in the immediate area, which will assure the transition will be transparent to our customers, and it will in no way affect the high level of service to which you have become accustomed.

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING OR DOWNSIZED FACILITY NAME) P&DC has declined over the past few years and the processing facility in (GAINING FACILITY NAME) is significantly underused.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency. The proximity of the (CLOSING OR DOWNSIZED FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please let me know.

*(NOTE – THE SITE-SPECIFIC LETTER DEVELOPED BY HQ GOVERNMENT
RELATIONS WILL BE SIGNED BY THE APPROPRIATE HQ GR MANAGER)*

**[NOTIFICATION OF DECISION LETTER TO COMMUNITY LEADERS AND
(ORGANIZATIONS/GROUPS)**



(Name)
(Group/Organization Name)
(Street address)
(City, State, ZIP+4)

Dear (NAME):

This is to inform you of the U.S. Postal Service's plans to consolidate mail processing operations at the (CLOSING OR DOWNSIZED FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

After review, we have decided to proceed with the consolidation, and we expect it to be completed by (MONTH/YEAR).

While the mail processing operation will be moved to the (GAINING FACILITY NAME) P&DC, the (NAME) Post Office will not be moved in the immediate future, and if we find it necessary to close the unit at the (CLOSING OR DOWNSIZED FACILITY NAME) facility, we will provide another retail unit in its stead. Our objective is to keep a retail presence in the immediate area, which will assure the transition will be transparent to our customers, and it will in no way affect the high level of service to which you have become accustomed.

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING OR DOWNSIZED FACILITY NAME) P&DC has declined over the past few years and the processing facility in (GAINING FACILITY NAME) is significantly underused.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency. The proximity of the (CLOSING OR DOWNSIZED FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please let me know.

Sincerely,
(NAME)
Postmaster

[NOTIFICATION OF DECISION LETTER TO MAJOR MAILERS]



(Name)
(Company Name)
(Street address)
(City, State, ZIP+4)

Dear (NAME):

In a continuing effort to improve productivity and increase efficiency, the Postal Service plans to consolidate mail processing operations at the (DOWNSIZED FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

A recent review of the [GAINING FACILITY NAME] processing facility determined it will allow us to make better use of excess space, equipment and staffing. Primarily, this is due to a decline in single-piece First-Class mail volume over the past few years.

As information, Area and Headquarters Postal Service officials have also reviewed this proposal and approved this plant consolidation. We expect this plan to be completed by (MONTH/YEAR).

As a business mailer who enters mail in [DOWNSIZED FACILITY NAME] it will be important to understand the following:

- The [DOWNSIZED FACILITY NAME'S] Business Mail Entry Unit will remain open for deposit of discounted or permit imprint mail. You will not be required to move or open up new permits at the [GAINING FACILITY NAME]
- There will be no change in the "SCF entry rate" for discounted mail [e.g. Standard Mail or Periodicals]
- [Add a bullet here about FAST or drop shipments]
- Single-piece First-Class Mail stamped and metered mail will still be able to be deposited in collection boxes or at the retail counter at the [FACILITY NAME].
- While, stamped items will now indicate [GAINING FACILITY NAME], instead of [DOWNSIZED FACILITY NAME'S] in the cancelation, you may continue to use your existing meter. No changes will be required.

Overall, we are confident this consolidation will have a minimal impact on our customers and employees. And, we are equally confident that by making better use of our excess space, equipment and staffing, savings can be realized by the Postal Service.

If you have questions, or need additional information, please do not hesitate to contact me at [xxx-xxx-xxxx].

Sincerely,

(NAME)
Marketing Manager

[DOWNSIZED FACILITY NEWS RELEASE]



FOR IMMEDIATE RELEASE
(DATE)

(NAME)
(PHONE)
(EMAIL ADDRESS)

Some (FACILITY NAME) Mail Processing Operations Shifting To (FACILITY NAME)

(CITY) – In a continuing effort to improve productivity and increase efficiency, the Postal Service plans to move (some mail processing and distribution operations / mail processing equipment / OTHER) from (DOWNSIZED FACILITY NAME) Processing and Distribution Center (or Facility or Post Office) (P&DC) to the (GAINING FACILITY NAME) P&DC, in (CITY). The transition will begin (TENTATIVE DATE) and be completed by (MONTH/YEAR). (IF APPLICABLE) Retail services in (CITY) will remain unchanged.

Postal officials said service will not be affected by the move and some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions. (Service messaging will be handled on a case by case, site-specific basis.)

(DISTRICT NAME) District Manager (FULL NAME) said, “As is the case with the Postal Service as a whole, the (DOWNSIZED FACILITY NAME) Center (or Facility or Post Office) has been experiencing a shift in mail volume, and the (GAINING FACILITY NAME) Center (or Facility) has underutilized capacity.”

“This consolidation will contribute toward the Postal Service’s goal of increasing efficiency and improving productivity,” said (DISTRICT MANAGER’S LAST NAME). “The move makes sense. I am confident the transition will be smooth and transparent to our customers because of our excellent employees in this postal district,” (DISTRICT MANAGER’S LAST NAME) added.

(ADD OPTIONAL INFORMATION AS NEEDED)

Large volume business mailers will be able to present mail at the (FACILITY NAME) Business Mail Entry Unit, at (LOCATION). Drop shipments for (NUMBERS) ZIP Codes will be received at the (GAINING FACILITY NAME) effective (DATE).

OR

(DOWNSIZED FACILITY NAME'S) Business Mail Entry Unit will remain open for large volume business mailers.

AND/OR

Retail service for purchasing stamps and other services will be available at several nearby locations: (LIST 3 TO 5 LOCAL FACILITIES WITH COMPLETE ADDRESSES).

OR

Full retail services will still be available at (DOWNSIZED FACILITY NAME).

Since 1775, the U.S. Postal Service has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to about 142 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no government subsidy for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today's postage rates will remain stable until at least 2006. The U.S. Postal Service delivers more than 43 percent of the world's mail volume -- some 206 billion letters, advertisements, periodicals and packages a year -- and serves seven million customers each day at its 37,000 retail locations nationwide.

###

[DOWNSIZED FACILITY NEWSBREAK]

(FACILITY NAME) uspsnewsbreak

(DATE)

Transfer of (NAME) operations to (NAME) plant begins (DATE)

The U.S. Postal Service is shifting operations in a continuing effort to improve productivity and increase efficiency. The transfer of some mail processing operations and equipment from the (FACILITY NAME) Processing and Distribution Center (or Facility) (P&DC) to the (FACILITY NAME) plant will begin on (DATE), (DISTRICT NAME) District Manager (FULL NAME) said today.

The initial move will involve (PROVIDE SPECIFIC DETAILS OF INITIAL TRANSFER OF OPERATIONS). That will be followed on (DATE) by (LIST ADDITIONAL TRANSFERS OF OPERATIONS AND/OR EQUIPMENT) to the (GAINING FACILITY NAME) P&DC.

Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions. This move will not have a negative effect on our customers. Service levels will not be affected. (IF APPLICABLE ADD - In fact, for a small number of customers, service will improve as some two-day service standards move to overnight.)

(IF THERE IS A SERVICE DECLINE)

Service commitments for a small amount of mail could not be maintained. The significant productivity and efficiency improvements expected with this consolidation decision were deciding factors in making this very difficult decision. While the Postal Service is extremely proud of the world-class service it provides its customers, current cost pressures make the protection of all overnight and/or two-day service commitments for the consolidated office impractical.

For larger mailers, the (CLOSING FACILITY) Business Mail Entry Unit will be relocated to the (FACILITY NAME AND LOCATION). The Centralized Forwarding Unit at (CLOSING FACILITY) will be consolidated at the (GAINING FACILITY) P&DC.

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[DOWNSIZED FACILITY STAND-UP TALK]**Mandatory Stand-Up Talk: *(NAME) P&DC Employees***

The U.S. Postal Service is shifting operations in a continuing effort to improve productivity and increase efficiency. As most of you have heard by now, some mail processing operations and equipment at the (DOWNSIZED FACILITY NAME) P&DC will be moving. Mail processing operations for ZIP Code[s] (3-DIGIT ZIP[s]) and some administrative operations will be transferred to the (GAINING FACILITY NAME) P&DC.

We expect that this change will be completed by (TENTATIVE DATE).

This was a difficult decision but a necessary one. The Postal Service is experiencing declining First-Class mail volume, and we have excess processing capacity at many mail processing plants. The Postal Service is operating in an intensely competitive business environment. As we work to increase revenue, we also have to continue improving productivity and increasing efficiency. This move will help us to do that.

Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions. All reassignments will be consistent with the collective bargaining agreements with your unions. As soon as we have more information about the processes that will be used, we will share it with your union.

This move will not have a negative effect on our customers. Service levels will not be affected. *[ADD ANY OR ALL OF THE FOLLOWING IF APPLICABLE* - In fact, for a small number of customers, service will improve as some two-day service standards move to overnight.

(IF THERE IS A SERVICE DECLINE) Service commitments for a small amount of mail could not be maintained. The significant productivity and efficiency improvements expected with this consolidation decision were deciding factors in making this very difficult decision. While the Postal Service is extremely proud of the world-class service it provides its customers, current cost pressures make the protection of all overnight and/or two-day service commitments for the consolidated office impractical.

A retail presence will be maintained here at (CLOSING FACILITY NAME) for a limited period after the consolidation. Other nearby facilities will continue to offer retail services. For larger mailers, the Business Mail Entry Unit will be relocated to (GAINING FACILITY NAME AND ADDRESS), just under (NUMBER) miles away. The Centralized Forwarding Unit will be moved to the (GAINING FACILITY NAME) P&DC.]

I know you will have many questions about our plans. I will answer those that I can. And, for those that I cannot, I will get answers for you. Either way, you can expect that we will communicate regularly through your union to you about our progress.

Before I finish, I want to thank you for your patience and cooperation – and especially your dedication to our customers – as we work to implement this change.

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[DOWNSIZED FACILITY NEWSBREAK FOR GAINING FACILITY]

(FACILITY NAME) uspsnewsbreak (DATE)

Transfer of (NAME) mail to (NAME) plant begins (DATE)

The U.S. Postal Service is shifting operations in a continuing effort to improve productivity and increase efficiency. The transfer of some mail processing operations and equipment from the (DOWNSIZED FACILITY NAME) Processing and Distribution Center (or Facility) (P&DC) to the (GAINING FACILITY NAME) plant will begin on (DATE), (DISTRICT NAME) District Manager (FULL NAME) said today.

The initial move will involve (PROVIDE SPECIFIC DETAILS OF INITIAL TRANSFER OF OPERATIONS). That will be followed on (DATE) by (LIST ADDITIONAL TRANSFERS OF OPERATIONS AND/OR EQUIPMENT) to the (GAINING FACILITY NAME) P&DC.

Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions. This move will not have a negative effect on our customers. Service levels will not be affected. (IF APPLICABLE ADD - In fact, for a small number of customers, service will improve as some two-day service standards move to overnight.)

(IF THERE IS A SERVICE DECLINE)

Service commitments for a small amount of mail could not be maintained. The significant productivity and efficiency improvements expected with this consolidation decision were deciding factors in making this very difficult decision. While the Postal Service is extremely proud of the world-class service it provides its customers, current cost pressures make the protection of all overnight and/or two-day service commitments for the consolidated office impractical.

For larger mailers, the (CLOSING FACILITY) Business Mail Entry Unit will be relocated to the (FACILITY NAME AND LOCATION). The Centralized Forwarding Unit at (CLOSING FACILITY) will be consolidated at the (GAINING FACILITY) P&DC.

#

Area Mail Processing (AMP) Closing Facility

**[NOTICE OF DECISION TO CONSOLIDATE MAIL PROCESSING OPERATIONS
(UNION)]**



(NAME)
(Title)
(Union Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This is to inform you of the U.S. Postal Service's decision to consolidate mail processing operations at the (CLOSING FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and we expect it to be completed by (MONTH/YEAR).

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING FACILITY NAME) P&DC has declined over the past few years and the processing facility in (GAINING FACILITY NAME) is significantly underused.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency. The proximity of the (CLOSING FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please contact (NAME).

Sincerely,

(NAME)
Area Manager, Human Resources/Labor Relations

***[LETTER OF DECISION TO CONSOLIDATE MAIL PROCESSING OPERATIONS
(CONGRESSIONAL)]***

*(THIS IS AN EXAMPLE OF SITE-SPECIFIC LETTER THAT WILL BE GENERATED BY
HQ GOVERNMENT RELATIONS)]*



This is to inform you of the U.S. Postal Service's decision to consolidate mail processing operations at the (CLOSING FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and we expect it to be completed by (MONTH/YEAR).

While the mail processing operation will be moved to the (GAINING FACILITY NAME) P&DC, the (NAME) Post Office will not be moved in the immediate future, and if we find it necessary to relocate the unit at the (CLOSING FACILITY NAME) facility, we will provide another retail unit in its stead. Our objective is to keep a retail presence in the immediate area, which will assure the transition will be transparent to our customers, and it will in no way affect the high level of service to which you have become accustomed.

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING FACILITY NAME) P&DC has declined over the past few years and the processing facility in (GAINING FACILITY NAME) is significantly underused.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency. The proximity of the (CLOSING FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please let me know.

[NOTIFICATION OF DECISION LETTER TO COMMUNITY LEADERS AND ORGANIZATIONS/GROUPS]



(Name)
(Group/Organization Name)
(Street address)
(City, State, ZIP+4)

Dear (NAME):

This is to inform you of the U.S. Postal Service's plans to consolidate mail processing operations at the (CLOSING FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

After review, we have decided to proceed with the consolidation, and we expect it to be completed by (MONTH/YEAR).

While the mail processing operation will be moved to the (GAINING FACILITY NAME) P&DC, the (NAME) Post Office will not be moved in the immediate future, and if we find it necessary to close the unit at the (CLOSING FACILITY NAME) facility, we will provide another retail unit in its stead. Our objective is to keep a retail presence in the immediate area, which will assure the transition will be transparent to our customers, and it will in no way affect the high level of service to which you have become accustomed.

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING FACILITY NAME) P&DC has declined over the past few years and the processing facility in (GAINING FACILITY NAME) is significantly underused.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency. The proximity of the (CLOSING FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
District Manager

[NOTIFICATION OF DECISION LETTER TO MAJOR MAILERS]



(Name)
(Company Name)
(Street address)
(City, State, ZIP+4)

Dear (NAME):

This is to inform you of the U.S. Postal Service's plans to consolidate mail processing operations at the (CLOSING FACILITY NAME) Processing and Distribution Center (P&DC) with those of the (GAINING FACILITY NAME) P&DC.

After review, we have decided to proceed with the consolidation, and we expect it to be completed by (MONTH/YEAR).

Large volume business mailers will be able to drop off mail at the (FACILITY NAME) Business Mail Entry Unit, at (LOCATION). (LIST OTHER NEARBY BMEU LOCATIONS IF APPLICABLE).

U.S. Postal Service Headquarters officials reviewed and approved the proposal of our (NAME) Area managers who cited that mail volume at the (CLOSING FACILITY NAME) P&DC has declined over the past few years and the processing facility in (GAINING FACILITY NAME) is significantly underused.

Because there has been a shift in First-Class Mail volume, the Postal Service is continually looking for opportunities to improve productivity and increase efficiency. The proximity of the (CLOSING FACILITY NAME) P&DC to the (GAINING FACILITY NAME) P&DC will allow us to accomplish this goal by making better use of excess space, staffing, and equipment, and by processing mail more efficiently.

This consolidation will result in significant savings for the Postal Service. Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)

(BSN or Marketing Manager)

[CLOSING FACILITY NEWS RELEASE]



FOR IMMEDIATE RELEASE
(DATE)

(NAME)
(PHONE)
(EMAIL ADDRESS)

(FACILITY NAME) Mail Processing Operations Shifting To (FACILITY NAME)

(CITY) – In a continuing effort to improve productivity and increase efficiency, the Postal Service will move mail processing and distribution operations from its (CLOSING FACILITY NAME) Processing and Distribution Center (or Facility) (P&DC) in (CITY OR REGION) to the (GAINING FACILITY NAME) P&DC. The transition will begin (TENTATIVE DATE) and is expected to be completed by (MONTH/YEAR). *(IF APPLICABLE)* Retail services in (CITY) will remain unchanged.

Postal officials said service will not be affected by the move and some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions. (Service messaging will be handled on a case by case, site-specific basis.)

(DISTRICT NAME) District Manager (FULL NAME) said, “The (CLOSING FACILITY NAME) Center (or Facility) has been experiencing a shift in mail volume, while the much larger (GAINING FACILITY NAME) Center (or Facility) has underutilized capacity.”

“This consolidation will help keep mail processing costs down by using available capacity at the (GAINING FACILITY NAME) plant and will contribute toward the Postal Service’s goal of increasing efficiency and improving productivity,” said (DISTRICT MANAGER’S LAST NAME). “The move makes sense. I am confident the transition will be smooth and transparent to our customers because of our excellent employees in this postal district,” (DISTRICT MANAGER’S LAST NAME) added.

Large volume business mailers will be able to drop off mail at the (FACILITY NAME) Business Mail Entry Unit, at (LOCATION). Mailers who prepare destination entry rate or “discounted” mailings for (DOWNSIZING FACILITY 3-DIGIT ZIP CODE) will deliver the drop shipment to (GAINING FACILITY NAME AND LOCATION).

While the mail processing operation will move, retail service for purchasing stamps and other services will be available at several nearby locations: (LIST 3 TO 5 LOCAL FACILITIES WITH COMPLETE ADDRESSES).

Since 1775, the U.S. Postal Service has connected friends, families, neighbors and businesses by mail. An independent federal agency, the Postal Service makes deliveries to about 142 million addresses every day and is the only service provider to deliver to every address in the nation. The Postal Service receives no government subsidy for routine operations, but derives its operating revenues solely from the sale of postage, products and services. With annual revenues of more than \$69 billion, it is the world's leading provider of mail and delivery services, offering some of the most affordable postage rates in the world. Moreover, today's postage rates will remain stable until at least 2006. The U.S. Postal Service delivers more than 43 percent of the world's mail volume -- some 206 billion letters, advertisements, periodicals and packages a year -- and serves seven million customers each day at its 37,000 retail locations nationwide.

###

[CLOSING FACILITY NEWSBREAK]

(FACILITY NAME) uspsnewsbreak

(DATE)

Transfer of (NAME) mail to (NAME) plant begins (DATE)

The U.S. Postal Service is shifting operations in a continuing effort to improve productivity and increase efficiency. The transfer of mail and equipment from the (CLOSING FACILITY NAME) Processing and Distribution Center (or Facility) (P&DC) to the (GAINING FACILITY NAME) plant will begin on (DATE), (DISTRICT NAME) District Manager (FULL NAME) said today.

The initial move will involve mail originating in (LOCATION AND 3-DIGIT ZIP / OR LOCATIONS AND 3-DIGIT ZIPS), which will be transferred to the (PC NAME) Performance Cluster's (GAINING FACILITY NAME) P&DC on (DATE). That will be followed on (DATE) by the shift of mail originating in the (3-DIGIT ZIPS) ZIP Codes to the (GAINING FACILITY NAME) P&DC.

On (DATE), mail destined for (LOCATION[S] AND 3 DIGIT ZIP[S]) from across the country will be routed to the (GAINING FACILITY NAME) P&DC rather than the (CLOSING FACILITY NAME) P&DC.

This was a difficult decision but a necessary one. While (CLOSING FACILITY NAME) is experiencing shifts in mail volume, there is excess processing capacity at the (GAINING FACILITY NAME) P&DC. The Postal Service is operating in an intensely competitive business environment. As we work to increase revenue, we also have to continue improving productivity and increasing efficiency. This move will help us to do that.

(PROVIDE OTHER SPECIFICS IF NEEDED)

No dates have been firmly set for personnel moves (OR PROVIDE DATES FOR PERSONNEL MOVES IF ABLE TO ANNOUNCE).

Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

This move will not have a negative effect on our customers. Service levels will not be affected. (IF APPLICABLE ADD - In fact, for a small number of customers, service will improve as some two-day service standards move to overnight.)

(IF THERE IS A SERVICE DECLINE)

Service commitments for a small amount of mail could not be maintained. The significant productivity and efficiency improvements expected with this consolidation decision were deciding factors in making this very difficult decision. While the Postal Service is extremely proud of the world-class service it provides its customers, current cost pressures make the protection of all overnight and/or two-day service commitments for the consolidated office impractical.

For larger mailers, the (CLOSING FACILITY) Business Mail Entry Unit will be relocated to the (FACILITY NAME AND LOCATION). The Centralized Forwarding Unit at (CLOSING FACILITY) will be consolidated at the (GAINING FACILITY) P&DC.

###

[CLOSING FACILITY STAND-UP TALK]**Mandatory Stand-Up Talk: *(NAME) P&DC Employees*****(DATE)**

As most of you have heard by now, the (CLOSING FACILITY NAME) P&DC will be closing. Mail processing operations for ZIP Codes (3-DIGIT ZIP) through (3-DIGIT ZIP) and administrative operations will be moving to the (GAINING FACILITY NAME) P&DC.

We expect that this change will be completed by (TENTATIVE DATE).

This was a difficult decision but a necessary one. We are experiencing shifts in mail volume here at (CLOSING FACILITY NAME) and we have excess processing capacity at (GAINING FACILITY NAME). The Postal Service is operating in an intensely competitive business environment. As we work to increase revenue, we also have to continue improving productivity and increasing efficiency. This move will help us to do that.

Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions. All reassignments will be consistent with the collective bargaining agreements with your unions. As soon as we have more information about the processes that will be used, we will share it with your union.

This move will not have a negative effect on our customers. Service levels will not be affected. *[ADD ANY OR ALL OF THE FOLLOWING IF APPLICABLE* - In fact, for a small number of customers, service will improve as some two-day service standards move to overnight.

(IF THERE IS A SERVICE DECLINE) Service commitments for a small amount of mail could not be maintained. The significant productivity and efficiency improvements expected with this consolidation decision were deciding factors in making this very difficult decision. While the Postal Service is extremely proud of the world-class service it provides its customers, current cost pressures make the protection of all overnight and/or two-day service commitments for the consolidated office impractical.

A retail presence will be maintained here at (CLOSING FACILITY NAME) for a limited period after the consolidation. Other nearby facilities will continue to offer retail services. For larger mailers, the Business Mail Entry Unit will be relocated to (GAINING FACILITY NAME AND ADDRESS), just under (NUMBER) miles away. The Centralized Forwarding Unit will be moved to the (GAINING FACILITY NAME) P&DC.]

I know you will have many questions about our plans. I will answer those that I can. And, for those that I cannot, I will get answers for you. Either way, you can expect that we will communicate regularly through your union to you about our progress.

Before I finish, I want to thank you for your patience and cooperation – and especially your dedication to our customers – as we work to implement this change.

[CLOSING FACILITY NEWSBREAK FOR GAINING FACILITY]

(FACILITY NAME) uspsnewsbreak

(DATE)

Transfer of (NAME) mail to (NAME) plant begins (DATE)

The U.S. Postal Service is shifting operations in a continuing effort to improve productivity and increase efficiency. As many of you have heard, the (FACILITY NAME) P&DC will be closing. Mail processing and administrative operations will be moving to the (FACILITY NAME) P&DC. Mail for ZIP Codes (ZIP CODE) through (ZIP CODE) will be processed here.

We expect that this change will be completed by (TENTATIVE DATE).

This was a difficult decision but a necessary one. While (CLOSING FACILITY NAME) is experiencing declining mail volume, there is excess processing capacity at the (GAINING FACILITY NAME) P&DC. The Postal Service is operating in an intensely competitive business environment. As we work to increase revenue, we also have to continue improving productivity and increasing efficiency. This move will help us to do that.

Some affected career employees may be reassigned to the (GAINING FACILITY NAME) P&DC or to other vacant positions.

This move will not have a negative effect on our customers. Service levels will not be affected. (IF APPLICABLE ADD - In fact, for a small number of customers, service will improve as some two-day service standards move to overnight.)

(IF THERE IS A SERVICE DECLINE)

Service commitments for a small amount of mail could not be maintained. The significant productivity and efficiency improvements expected with this consolidation decision were deciding factors in making this very difficult decision. While the Postal Service is extremely proud of the world-class service it provides its customers, current cost pressures make the protection of all overnight and/or two-day service commitments for the consolidated office impractical.

For larger mailers, the (CLOSING FACILITY) Business Mail Entry Unit will be relocated to the (FACILITY NAME AND LOCATION). Mailers who prepare destination

entry rate or “discounted” mailings for (DOWNSIZING FACILITY 3-DIGIT ZIP CODE) will deliver the drop shipment to (GAINING FACILITY NAME).

The Centralized Forwarding Unit at (CLOSING FACILITY) will be consolidated at the (GAINING FACILITY) P&DC.

###

Area Mail Processing (AMP) No Action Taken

[NEWSBREAK FOR NO ACTION TAKEN ON AMP STUDY]



(FACILITY NAME) uspsnewsbreak

(DATE)

Area Mail Processing study of (FACILITY NAME) complete

The U.S. Postal Service has completed its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO). The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency and/or service through consolidation of our mail processing or transportation operations. So, no significant changes will be made at this time.

I understand that this AMP study did cause some concern among our employees and some members of our community. I thank you for your patience, cooperation, and understanding of the need to conduct this study.

If you have any questions concerning this AMP study please consult your supervisor.

(Name)
(Plant manager or installation head)

[STAND-UP TALK FOR NO ACTION TAKEN ON AMP STUDY]

**STAND-UP TALK
[FACILITY NAME] COMPLETES MAIL PROCESSING STUDY**

The U.S. Postal Service has completed its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO, etc.). The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of our mail processing or transportation operations. So, no significant changes will be made at this time.

I understand that this AMP study did cause some concern among our employees and some members of our community. I thank you for your patience, cooperation, and understanding of the need to conduct this study.

[NOTICE OF AMP STUDY COMPLETION (UNION)]



(NAME)
(Title)
(Union Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the completion of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO). So, no significant changes will be made at this time.

If you have any questions concerning this AMP study please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Labor Relations

[NOTICE OF AMP STUDY COMPLETION (CONGRESSIONAL)]



(NOTE- This letter should be sent to the local state office. HQ Government Relations will deliver copy to Member of Congress's Washington, DC office)

(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice of the completion of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency and/or service through consolidation of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO). So, no significant changes will be made at this time.

If you have any questions concerning this AMP study please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations, HQ Public Affairs & Communications *(NOTE - copies needs to be faxed to 202-268-3775 and 202-268-6700 when sent to local state office, HQ GR representative will handle notification of Washington, DC, office)*

[NOTICE OF AMP STUDY COMPLETION (MEDIA)]



(Name)
(Title)
(Media Organization Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the completion of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency and/or service through consolidation of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO). So, no significant changes will be made at this time.

If you have questions, or need additional information, please consult (NAME OF LOCAL PA&C CPS), at (PHONE NUMBER).

Sincerely,

(NAME)
Postmaster

bcc: HQ PA&C (*NOTE - copy needs to be faxed to 202-268-6700 when mailed to local news media organization*)
Area PA&C Manager

**[NOTICE OF AMP STUDY COMPLETION
(COMMUNITY LEADERS/ORGANIZATIONS)]**



(Name)
(Group/Organization Name)
(Street address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice of the completion of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency and/or service through consolidation of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO). So, no significant changes will be made at this time.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF AMP STUDY COMPLETION (MAJOR MAILERS)]



(Name)
(Company Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the completion of the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

After careful and exhaustive review, it has been determined that there are currently no significant opportunities to improve efficiency and/or service through consolidation of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO). So, no significant changes will be made at this time.

If you have questions, or need additional information, please consult (NAME OF LOCAL BSN OR MARKETING REPRESENTATIVE), at (PHONE NUMBER).

Sincerely,

(NAME)
District Marketing Manager

Area Mail Processing (AMP) Study on Hold

[NEWSBREAK FOR ON HOLD AMP STUDY]



(FACILITY NAME) uspsnewsbreak

(DATE)

Area Mail Processing study of (FACILITY NAME) on hold

The U.S. Postal Service has placed its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO) on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study. [Include specific local factors as appropriate.]

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have any questions concerning this AMP study, please consult your supervisor.

[STAND-UP TALK FOR ON HOLD AMP STUDY]

**STAND-UP TALK
[FACILITY NAME] MAIL PROCESSING STUDY ON HOLD**

The U.S. Postal Service has placed its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO, etc.) on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study. [Include specific local factors as appropriate.]

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

[NOTICE OF AMP STUDY PLACED ON HOLD (UNION)]



(NAME)
(Title)
(Union Organization)
(Street Address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have any questions concerning this AMP study, please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Labor Relations

[NOTICE OF AMP STUDY PLACED ON HOLD (CONGRESSIONAL)]

(NOTE- This letter should be sent to the local state office. HQ Government Relations will deliver copy to Member of Congress's Washington, DC, office)]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have any questions concerning this AMP study, please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations, HQ Public Affairs & Communications *(NOTE - copies needs to be faxed to 202-268-3775 and 202-268-6700 when sent to local state office, HQ GR representative will handle notification of Washington, DC, office)*

[NOTICE OF AMP STUDY PLACED ON HOLD (MEDIA)]



(Name)
(Title)
(Media Organization Name)
(Street Address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have questions, or need additional information, please consult (NAME OF LOCAL PA&C CPS), at (PHONE NUMBER).

Sincerely,

(NAME)
Postmaster

bcc: HQ PA&C (*NOTE - copy needs to be faxed to 202-268-6700 when mailed to local news media organization*)
Area PA&C Manager

**[NOTICE OF AMP STUDY PLACED ON HOLD (COMMUNITY LEADERS/
ORGANIZATIONS)]**



(Name)
(Group/Organization Name)
(Street Address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF AMP STUDY PLACED ON HOLD (MAJOR MAILERS)]



(Name)
(Company Name)
(Street Address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors associated with the (FACILITY NAME) or the community that need to be addressed before we can proceed with the study.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have questions, or need additional information, please consult (NAME OF LOCAL BSN OR MARKETING REPRESENTATIVE), at (PHONE NUMBER).

Sincerely,

(NAME)
District Marketing Manager

Area Mail Processing (AMP) Study Resumed

[NEWSBREAK FOR RESUMED AMP STUDY]



(FACILITY NAME) uspsnewsbreak

(DATE)

Area Mail Processing study of (FACILITY NAME) resumes

The U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD). [Include specific local factors as appropriate.]

This *uspsnewsbreak* is solely intended to provide employees with information that we are resuming the study. The study results will be analyzed and a decision will then be made. This is not intended as notice of future changes in mail processing, and is not a notice of effect on employees. You will be provided additional information when the study is completed.

If you have any questions concerning this AMP study, please consult your supervisor.

[STAND-UP TALK FOR RESUMED AMP STUDY]

**STAND-UP TALK
[FACILITY NAME] RESUMES MAIL PROCESSING STUDY**

The U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) P&DC (or P&DF, or PO, etc.).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD). [Include specific local factors as appropriate.]

This is not intended as a notice of future changes in mail processing at [Facility Name], and is not a notice of effect on employees.

Upon completion of the study and the analysis of the data, I will provide you with an update.

[NOTICE OF AMP STUDY RESUMED (UNION)]



(NAME)
(Title)
(Union Organization)
(Street Address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD).

This letter is solely intended to provide you with information that we are resuming the study. The study results will be analyzed and a decision will then be made. This letter is not intended as notice of future changes in mail processing and is not a notice of impact on employees. I will provide you with additional information when the study is completed.

If you have any questions concerning this AMP study, please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Labor Relations

[NOTICE OF AMP STUDY RESUMED (CONGRESSIONAL)]

(NOTE- This letter should be sent to the local state office. HQ Government Relations will deliver copy to Member of Congress's Washington, DC, office)]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice that the U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD).

We will inform you of the results of this review when they become available.

If you have any questions concerning this AMP study, please contact (NAME).

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations, HQ Public Affairs & Communications *(NOTE - copies needs to be faxed to 202-268-3775 and 202-268-6700 when sent to local state office, HQ GR representative will handle notification of Washington, DC, office)*

[NOTICE OF AMP STUDY RESUMED (MEDIA)]



(Name)
(Title)
(Media Organization Name)
(Street Address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD).

This letter is solely intended to provide you with information that we plan to resume the study. The study results will be analyzed and a decision will then be made. This letter is not intended as notice of future changes in mail processing. I will provide you with additional information when the study is completed.

If you have questions, or need additional information, please consult (NAME OF LOCAL PA&C CPS), at (PHONE NUMBER).

Sincerely,

(NAME)
Postmaster

bcc: HQ PA&C (*NOTE - copy needs to be faxed to 202-268-6700 when mailed to local news media organization*)
Area PA&C Manager

[NOTICE OF AMP STUDY RESUMED (COMMUNITY LEADERS/ORGANIZATIONS)]



(Name)
(Group/Organization Name)
(Street Address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice that the U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD).

This letter is solely intended to provide you with information that we plan to resume the study. The study results will be analyzed and a decision will then be made. This letter is not intended as notice of future changes in mail processing. I will provide you with additional information when the study is completed.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF AMP STUDY RESUMED (MAJOR MAILERS)]



(Name)
(Company Name)
(Street Address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service has decided to resume its Area Mail Processing (AMP) study of the (ORIGINATING, DESTINATING OR ORIGINATING/DESTINATING) mail processing at the (FACILITY NAME) P&DC (or P&DF, or PO).

The reason for the study is to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

The Postal Service is resuming the study because it was able to address the factors associated with the (FACILITY NAME) or the community that caused the study to be put on hold on (ENTER DATE STUDY PUT ON HOLD).

This letter is solely intended to provide you with information that we plan to resume the study. The study results will be analyzed and a decision will then be made. This letter is not intended as notice of future changes in mail processing. I will provide you with the appropriate notice, if any is required, when a decision is made on the study results.

If you have questions, or need additional information, please consult (NAME OF LOCAL BSN OR MARKETING REPRESENTATIVE), at (PHONE NUMBER).

Sincerely,

(NAME)
District Marketing Manager