

PRC Docket No. N2006-1

USPS Library Reference N2006-1/16

AMP Public Input Process Summary and Related Documents

Area Mail Processing Public Input Process

Once the Area Mail Processing (AMP) proposal package has completed the headquarters (HQ) functional review process and the package has been revised where necessary, the HQ AMP coordinator will write a brief narrative. The HQ AMP coordinator will develop a PowerPoint presentation of the narrative, based on a standard format, to ensure the summary is understandable to external audiences. The HQ AMP coordinator will work with the area AMP coordinator and the area manager, Public Affairs and Communications (PAC), who will in turn work with the district staff to identify a date and location for a public meeting. It is recommended that the event be held at 7 p.m. on a Tuesday, Wednesday, or Thursday.

The district manager (DM) has the overall responsibility for the public meeting. The PAC manager will be responsible for setting up the meeting, assigning and managing on-site staff, taking notes at the meeting, and preparing a summary of comments from the meeting which will then be transmitted to the HQ AMP coordinator.

Once a date and location is selected for the public meeting, a letter will be sent to the stakeholders listed on Worksheet 3 of the AMP package notifying them of the meeting. A copy of the AMP summary will be included with the letter. The meeting should be held at least 10 calendar days after the date of the letter.

The same day the stakeholders are notified of the public meeting, field PAC will issue a local press release advising the public that a public meeting will be held. The press release will direct interested parties to the AMP summary posted on www.usps.com.

Both the letter to the stakeholders and the press release from field PAC will include the name and address of the Consumer Affairs Manager (CAM) for the district to whom written comments may be addressed. Interested parties will have up to five calendar days after the public meeting to submit written comments to the district CAM.

Before the public meeting is held, a teleconference will be held with the DM, the HQ AMP coordinator, field PAC, CAM staff, and any others deemed necessary to prepare for the public meeting.

The DM will be the lead Postal Service representative during the public meeting. Other district staff will be included as the DM deems necessary. The PAC staff will appoint an appropriate moderator. The DM will use the AMP video, PowerPoint presentation, and the AMP summary handout to brief the public. A question and answer period will follow. The meeting should end after two hours.

The AMP proposal package and the summary of the comments will then be provided to the Senior Vice President, Operations, for consideration. The Senior Vice President will consider the public comments before making a final decision on the proposal.

Once a decision is made on the AMP Proposal, the Worksheet 3 stakeholders will be notified in accordance with the AMP Communications Plan. If approved and there are changes to the proposal, the AMP summary will be revised and provided to the Worksheet 3 stakeholders with the final notification letter and will be posted on usps.com.

**(CITY/STATE) AMP Feasibility Study
Public Input Summary**

Meeting Date:

Location:

USPS Presenter(s):

Number of Attendees:

Congressional Representation:

Media:

CATEGORIES OF COMMENTS *(indicate number of questions/comments by category)*

	Public Meeting	Written Comment
Service/Customer		
Collection Time Changes		
Customer Service Problems		
Delays in Service		
Increased Costs		
SCF Entry Bulk Mail Rates		
Weather/Road Impact		
Community/Political		
Biohazard Threat		
Crossing State Lines		
Community Economic Impact		
Job Loss		
Loss of Postmark		
AMP Process		
Lack of Trust/Credibility		
Lack of Public Input		
Public Release of AMP Data		
Other		

**(CITY/STATE) AMP Feasibility Study
Public Input Summary**

SPECIFIC CONCERNS *(Use this format to list specific concerns voiced at the public meeting, by category. Please list every unique question or comment.)*

Service/Customer

Collection Time Changes

-
-
-

Customer Service Problems

-
-
-

Delays in Service

-
-
-

Increased Costs

-
-
-

SCF Entry Bulk Mail Rates

-
-
-

Weather/Road Impact

-
-
-

Community/Political

Biohazard Threat

-
-
-

Crossing State Lines

-
-
-

Community Economic Impact

-
-
-

Job Loss

-
-
-

Loss of Postmark

-
-
-

AMP Process

Lack of Trust/Credibility

-
-
-

Lack of Public Input

-
-
-

Public Release of AMP Data

-
-
-

Other

-
-
-

Please attach all written comments, whether received before or after the public meeting, to this summary. Send a copy of all Summary Sheets to the headquarters' AMP coordinator.



AMP PUBLIC INPUT PROCESS OVERVIEW

JUNE 2006



AMP PUBLIC INPUT PROCESS

District Manager Responsibilities

- **District Manager is Responsible for the AMP Public Meeting**
- **District Manager will be the Lead Postal Service Representative during the Public Meeting**
- **Use the AMP Video, PowerPoint Presentation, and AMP Summary Handout to Brief the Public**
- **Respond to Public Questions and Comments**
- **Provide a contact for written comments.**



AMP PUBLIC INPUT PROCESS

HQ AMP Coordinator Pre-Meeting Responsibilities

- **After Completion of the headquarters AMP Study Functional Review Process**
 - **Prepare an AMP Summary Brief**
 - **Using Standard Template**
 - **Prepare a PowerPoint Presentation of the AMP Summary for External Audiences**
 - **Work through the Area AMP Coordinator and PAC Manager to:**
 - **Determine the Date and Location for the Public Input Meeting**
 - **Identify the contact person for written comments**



AMP PUBLIC INPUT PROCESS

AMP Proposal Summary

- **Based on a Standard Template which Includes Information on the Following:**
 - **AMP Background**
 - **Business Case**
 - **Postal Employees**
 - **Local Customers**
 - **Business Mailers**
 - **Written Comment Contact & Postmark by Date**
- **Summary will be Posted Usps.com**
- **Summary will be Mailed to worksheet #3 Meeting Notice Recipients**



AMP PUBLIC INPUT PROCESS

AMP PowerPoint Presentation

- **Meeting Agenda**
- **Meeting Overview**
- **Reason for AMP Feasibility Study**
- **Existing Logistics**
- **Presentation Addresses:**
 - **Postmark**
 - **Facility Status**
 - **Bulk Mail Acceptance**
 - **Benefits**
 - **Employment**
 - **Service**
 - **Questions & Answers**
 - **Written Comment**



AMP PUBLIC INPUT PROCESS

District PA&C Responsibilities

- **Coordinate the Public Meeting Planning & Activities Following the Planning Timeline**
- **Coordinate a Readiness Teleconference with the DM, HQ AMP Coordinator, Field PA&C, and CAM Staff to Prepare for the Public Meeting**
 - **3 to 5 Days Prior to the Meeting**
 - **Review the Timeline Tasks**
- **Send Invitation Letters to the Stakeholders listed on Worksheet 3 of the AMP Proposal. Include a Copy of the AMP Summary Brief**
 - **Issue Local Press Release**
- **Ensure Headquarters PA&C posts the AMP Summary on usps.com**



AMP PUBLIC INPUT PROCESS

District PA&C Responsibilities (Cont.)

- **Schedule the Meeting to Occur at least 10 Calendar Days After the Date of the Notification Letter**
- **Written Comments due to District CAM 5 Days After the Meeting date**
 - **CAM Provides to District PA&C**
- **Compile and Summarize Meeting and Written Comments using Standard Template**
 - **Provide to the HQ AMP Coordinator**



AMP PUBLIC INPUT PROCESS

Summary of Public Meeting & Comments

- **Prepare a Written Summary of the Public Meeting and Comments**
 - **Date, Location, Weather**
 - **USPS Presenter**
 - **Congressional & Local Government Reps.**
 - **Number of Attendees**
 - **Media Coverage**
 - **Questions / Comments by Categories**
 - **Service / Customer**
 - **Community / Political**
 - **AMP Process**

- **Provide Summary to the HQ AMP Coordinator**



AMP PUBLIC INPUT PROCESS

HQ AMP Coordinator Post-Meeting Responsibilities

- **Submit the AMP Proposal and Summary of Public Comments to Senior Vice President, Operations, for Decision**
- **Coordinate the Worksheet 3 Stakeholders Notification of the Final Decision in Accordance with the AMP Communication Plan**