

BEFORE THE
POSTAL REGULATORY COMMISSION
WASHINGTON, DC 20268-0001

)
Station and Branch)
Optimization and)
Consolidation Initiative, 2009)
)

Docket No. N2009-1

PUBLIC REPRESENTATIVE
FOURTH SET OF INTERROGATORIES AND REQUESTS FOR
PRODUCTION OF DOCUMENTS TO UNITED STATES POSTAL SERVICE
WITNESS KIMBERLY I. MATALIK (PR/USPS-T2-24-29)

(August 20, 2009)

Pursuant to Rules 25 through 28 of the Postal Regulatory Commission Rules of Practice, the Public Representative hereby submits the following interrogatories and requests for production of documents. If necessary, please redirect any interrogatory or request to a more appropriate Postal Service witness. Definitions and instructions included with the Public Representative's interrogatories PR/USPS-1-6 dated July 10, 2009, are hereby incorporated by reference.

Respectfully Submitted,

/s/ Robert Sidman

Robert Sidman
Public Representative for
Docket No. N2009-1

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PR/USPS-T2-24

Please refer to the Postal Service's responses to the Chairman's Information Request No. 1, Questions 8 and 9. For purposes of a station/branch discontinuance study, please identify all revenue and cost trends to be evaluated.

PR/USPS-T2-25

Please refer to library reference USPS-LR-N2009-1/5.

- a. Page 6 of the training slides refers to a "Post Office Discontinuance and Emergency Suspension Tracking System." Please identify and describe this system. Please provide all documents that provide instructions, guidance, and training for users of this system.
- b. Page 6 of the training slides refers to a "Facilities Database." Please describe this system.
- c. Page 12 of the training slides states that one of the factors that is considered in each review is "competitor locations (would be force customers to consider use of competitors?)" Please describe and explain how the Postal Service considers competitor locations in its analysis.
- d. Page 18 of the training slides refers to "Community Input Field Guidelines sent to Area SBOC." Please provide copies of all the Community Input Field Guidelines sent to Area SBOC. Please also provide any other guidelines, instructions, and training materials or documents sent by Headquarters relating to community input as it relates to the Initiative.
- e. Page 23 of the training slides references "Non-Personnel Units."
 1. Please identify and describe all types of Non-Personnel Units other than APCs. For example, is a Detached Post Office Box Unit considered a Non-Personnel Unit?
 2. Please describe what services can be provided at the Non-Personnel Units described in response to (e)(1).
- f. Page 63 of the training slides states that during the "Office Closeout," the Manager Post Office Operations or the District Post Office Review Coordinator coordinates the establishment of "alternate delivery services" for customers. Please identify and describe the various types of alternate

delivery services that can be established by the Manager Post Office Operations or the District Post Office Review Coordinator.

PR/USPS-T2-26

Please refer to the last bullet on page 6 of library reference USPS-LR-N2009-1/5.

- a. The bullet states that “Post Offices (Phase II) scheduled for FY2010.” Please describe and explain “Post Offices (Phase II).” For example, are independent Post Offices part of phase II of this Initiative?
- b. Please describe and explain the timeline for Post Offices (Phase II) as it relates to “scheduled for FY2010.”
- c. Please provide all documents (including e-mails) that relate to “Post Offices (Phase II) scheduled for FY2010” as that phrase is used on page 6 of library reference USPS-LR-N2009-1/5 sent by or received by Postal Service employees that are part of the Post Office Discontinuance Program.

PR/USPS-T2-27

Please refer to your response to APWU/USPS-T2-9(d-e) where you state “Weekly teleconferences between Headquarters and Area coordinators provide a forum for status reports, review and correction of information previously submitted by the field and clarification of instructions.”

- a. Were any materials or documents (including e-mails) distributed to potential attendees prior to the weekly teleconferences? If so, please provide copies of those materials or documents.
- b. Were any materials or documents distributed as follow up to the weekly teleconferences? If so, please provide copies of those materials.
- c. Please provide a list of the dates and times of the weekly teleconferences including the length of each conference.
- d. Please provide the approximate number of attendees at each weekly teleconference.

- e. Was an agenda prepared for any of these weekly teleconferences? If so, please provide copies of those agendas.
- f. Did the Postal Service prepare any formal minutes of any of the weekly teleconferences? If so, please provide copies of those minutes.
- g. Did any Postal Service employee prepare any minutes or take any written or typed notes during the weekly teleconferences that were circulated? If so, please provide copies of those minutes or notes.
- h. Please provide the names and titles of the individuals leading the weekly teleconferences.
- i. Please provide written summaries of each weekly teleconference.

PR/USPS-T2-28

Please refer to Library Reference USPS-LR-N2009-1/8. Specifically, please refer to your e-mail dated July 15, 2009 at 3:45PM with the subject "FW: Community Input" (filename: EmailCommunityInput (2).pdf). The e-mail message states: "Attached are field guidelines for soliciting community input for the Station and Branch Optimization and Consolidation effort. Additionally, also attached is a template with instructions on posting public notices with local newspapers." Please provide copies of the field guidelines and template that were attached to this e-mail.

PR/USPS-T2-29

Please refer to Library Reference USPS-LR-N2009-1/8. Specifically, please refer to your e-mail dated July 31, 2009 at 11:43AM with the subject "Customer Letter & Customer Questionnaire (SBOC)" (filename: CustomerLetteremail_(3).pdf). The e-mail message states: "As promised at our telecon on Wednesday, attached is a sample customer letter and questionnaire geared toward moving post office box customers to the gaining facility." Please provide copies of the customer letter and questionnaire that were attached to this e-mail.