



October 21, 2004

DISTRICT MANAGER
CUSTOMER SERVICE AND SALES
GREATER SOUTH CAROLINA DISTRICT
P O BOX 929998
COLUMBIA, SC 29292-9998

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination
Charleston Naval Base, SC 29408-9998

The final determination to discontinue the subject classified branch is attached, along with a Postal Bulletin announcement form to be completed and returned to this office by the district.

POSTAL BULLETIN - POST OFFICE CHANGE ANNOUNCEMENT

Complete the attached Postal Bulletin post office change announcement form in its entirety and send it to this office (in triplicate). One form will be used to document the official record, one sent to the Accounting Systems Development office, and the third copy will be forwarded to the Headquarters Address Management for the post office change announcement. Please note that Headquarters Address Management will not announce any post office closing or consolidation except when requested in writing by this office. Announcement form mailing instructions are provided at the bottom of the form.

NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY UPDATE

Please coordinate with your Address Management System (AMS) unit to make sure that the Address Management System Report is updated according to existing Headquarters Address Management instructions.

OFFICIAL RECORD

Chronologically file this memorandum in your copy of the official record. All final determination documents must be added to that record. Do not send them to headquarters. The official record should be archived at the district by the post office review coordinator after the post office change announcement has appeared in the Postal Bulletin.

If further assistance is needed, please contact Kim Matalik at (202) 268-5083.

Thank you for your assistance.



Frederick J. Hintenach

Attachments (2)

cc: Vice President, Area Operations, Eastern Area
Headquarters Library
Headquarters Historian

FINAL DETERMINATION TO CLOSE
THE SUSPENDED
CHARLESTON NAVAL BASE, SC CLASSIFIED BRANCH
AND CONTINUE TO PROVIDE SERVICE THROUGH
THE PINEHAVEN, SC CLASSIFIED BRANCH

DOCKET NUMBER 29408

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service has determined to close the Charleston Naval Base, SC Classified Branch and provide delivery and retail services through the Pinehaven Classified Branch, located two miles away, under the administrative responsibility of the Charleston, SC Main Post Office, located five miles away.

The Charleston Naval Base was closed by an Act of Congress on March 15, 1996. Operation of the Charleston Naval Base Classified Branch was moved to the Pinehaven Classified Branch on April 1, 1996.

The Charleston Naval Base Classified Branch provided service 39 hours a week from 8:30 a.m. to 3 p.m., Monday through Saturday. It provided distribution service for individual units within the Fleet or Installation Headquarters on the Naval Base and had caller service. Retail services included the sale of stamps, stamped paper, and money orders; special services such as registered mail, certified, insured, COD, and Express Mail; and the acceptance and dispatch of all classes of mail. Daily retail window transactions and office receipts for the last three years were not available. There were no permit mailers or postage meter customers.

The closing of the Charleston Naval Base eliminated the need for a postal facility on site. The few remaining customer have received delivery and retail services from the Pinehaven Classified Branch, located two miles away. Window service hours at Pinehaven are from 8:30 a.m. to 5:30 p.m., Monday through Friday, and 9:30 a.m. to 2 p.m. on Saturday.

Some advantages to the final determination are:

1. A postal facility provides service in the area.
2. The unit will continue to provide nonpostal services and information center.
3. Provides the same retail service.
4. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.

Some disadvantages to the final determination are:

1. Loss of a retail outlet on the naval base, however, the base is now closed.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

II. EFFECT ON COMMUNITY

Charleston Naval Base is located in the incorporated city of Charleston. The naval base was administered by the Department of the Navy. Police and fire protection was provided by the Department of the Navy. The Charleston Naval Base was closed.

Nonpostal services provided at the Charleston Naval Base Branch will be available at the Pinehaven Branch. Government forms normally provided by the branch will also be available at the Pinehaven Branch or by contacting your local government agency.

-2-

Based on information the Postal Service obtained, it was determined that there has been growth in the city area in recent years. However, the Pinehaven Classified Branch is expected to be able to handle any future growth in the immediate area.

The name and ZIP Code of Charleston Naval Base will be discontinued from the National Five-Digit ZIP Code and Post Office Directory.

III. EFFECT ON EMPLOYEES

There were five career clerks. Four were reassigned to other postal facilities within the city of Charleston and one clerk retired.

IV. ECONOMIC SAVINGS

The Postal Service, estimates an annual savings of \$180,600.00 with a breakdown as follows:

Clerk Salary (PS-5, Minimum)	\$160,000.00
Fringe Benefits @33.5%	53,600.00
Rental Costs, Excluding Utilities	<u>+0.00</u>
Total Annual Costs	\$213,600.00
Less Cost of Replacement Service	-\$33,000.00
Total Annual Savings	\$180,600.00

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service has determined to close the suspended Charleston Naval Base Classified Branch and provide service through the Pinehaven Classified Branch, located two miles away.

The Charleston Naval Base was closed by an Act of Congress.

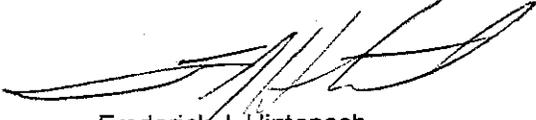
The Charleston Naval Base Branch provided 39 hours of window service per week. There were no permit mailers or postage meter customers.

Service at the Pinehaven Branch will continue to provide effective and regular service. There will no longer be a retail outlet. However, delivery and retail services will be available from the Pinehaven Branch. The name and ZIP Code will be eliminated. The Postal Service will save an estimated \$180,600.00 annually.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

VII. NOTICES

Notify customers of the permanent discontinuance of the Charleston Naval Base Classified Branch and advise them of the hours of operation and services available at the Pinehaven Classified Branch. Explain specific information on address changes and why the change is necessary.



Frederick J. Hintenach
Manager, Customer Service Operations

9/20/04
Date

Official Record Index

<u>Item No.</u>	<u>Description</u>	<u>Date Entered into Record</u>
1.	Notice of Emergency Suspension	08/11/2004
2.	Facilities Service Request	08/11/2004
3.	Classified Station/Branch Discontinuance Checklist	08/11/2004
4.	Proposal exhibit	08/11/2004
5.	Certification of the record	08/11/2004



Notice of Post Office Emergency Suspension

Area: Eastern District: Greater South Carolina
Name of Suspended Office: Charleston Naval Base Branch ZIP Code: 29408
Congressional District: 6 County: Charleston
EAS Grade: Charleston MPO is EAS 24 Classified Station/Branch
CPO CPO Established Date: _____
Finance Number: ██████████
Hours of Service: 8:30a.m. - 3:00p.m.

Lobby Hours: none

Effective date of suspension: 04/01/1996

Specific reason(s) for suspension: U.S. Naval Base provided facility for postal operations on the base. The Naval Base was closed by an Act of Congress on 03/15/1996. Postal operations were moved to the Pinehaven Branch located approximately 2 miles away. The Naval Base Branch provided caller service and retail services. There were no post office boxes or delivery from the Charleston Naval Base Branch.

Effect on Employees: There were four regular clerks and one T6 (a pool clerk). All were relocated to other city postal facilities.

Number of Customers Served: _____ General Delivery
_____ Post office box
_____ Rural route
_____ Highway contract route (HCR)
_____ Intermediate rural route
_____ Intermediate HCR route
Unknown Total Customers

Alternate Service Provided: (Indicate if roadside or CBU delivery is used) the Pinehaven Branch 29405 served customers who remained on the base



Notice of Post Office Emergency Suspension (continued)

Administrative Office: Charleston MPO

Finance Number: [REDACTED]

EAS Grade: 24 Miles away: 5

Hours of Service: 8:30a.m. - 6:00p.m. M - F and 9:30a.m. - 2:00p.m. Sat

Lobby Hours: 24

P.O. Boxes available: _____

Nearest Office: Pinehaven Branch

EAS Grade: _____ Miles away: 2

Hours of Service: 8:30a.m. - 5:30p.m. M - F and 9:30a.m. - 2:00p.m. Sat

Lobby Hours: _____

P.O. Boxes available: _____

Plan of action if known: (HQ must be notified within 180 days): This office has not been in operation since 1996. Its purpose was to serve the Naval facility and provide caller service for the ships to pick up mail. When the base closed, there was no longer a need for a postal presence on site. Several branches and the MPO are within close proximity. Pinehaven Branch serves the area and provides full service. ZIP Code 29408 should be removed from the system.

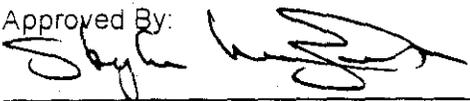
Prepared by: Kitcy F. Johnson

Date: 08/09/04

Title: Post Office Review Coordinator, Greater South Carolina District

Telephone No.: 864-427-3867 (Carlisle) or 803-926-6287 (District Office)

Fax No.: 864-429-4916

Approved By: 

Nicholas L. Rinaldi
District Manager, Lead Executive
Greater South Carolina Performance Cluster

Date: 8-11-04



Facilities Service Request

1a. Post Office (City and State) CHARLESTON, SC		b. Unit NAVAL BASE BRANCH	
c. Street Address BLDG 650		d. Zip + 4 29408-9998	e. Finance No. 451480
		f. Sublocation No. G03	

2. Present Quarters

a. Federal Property	b. Lease Expiration Date	c. Present Annual Rent
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3. Specific Requirements

Describe scope of work to be performed, term of Lease obtained, or renewal options to be exercised.

Please change the status of this facility. It is not active. This facility has been closed for at least five years, concurrent with the closure of the Naval Base.

4. Attachments

Form 929, Major Facility Planning Data
 Form 919, Facility Planning Data
 Form 4209, Project Authorization
 Decision Analysis
 Community Contact Letter
 Other (Specify)

5. Requesting Official

a. Name, Title and Address RAY DE MASTERS MGR ADMIN SVCS ADMINISTRATIVE SERVICES PO BOX 929991 COLUMBIA, SC 29292-9991	b. Telephone No. (803) 926-6353	c. Date Signed
	d. Signature	

6. Approving Official

a. Name, Title and Address LARRY JONES DISTRICT MANAGER GREATER SC PERFORMANCE CLUSTER PO BOX 929998 COLUMBIA, SC 29292-9998	b. Telephone No. (803) 926-6469	c. Date Signed
	d. Signature	

7. Authorization Amount

The Contracting official is authorized to acquire these services, to commit funds, and to make expenditures provided they do not exceed the amount entered below.

a. Total Project Cost \$.00	< Not to Exceed This Amount >	b. Lease Payment per Annum
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Complete and Forward to Facilities Office Mid-Atlantic FSO PO BOX 27497 Greensboro, NC 27498-1103	Official Use Only	
	Date Received	Project No.
	<input type="checkbox"/> Real Estate	<input type="checkbox"/> Design/Construction



Classified Station/Branch or Community Post Office Discontinuance Checklist

District: Greater South Carolina

District Contact: Kitcy F. Johnson

Telephone No: 864-427-3867 or 803-926-6287

Name, State, and ZIP Code of the Office: Charleston Naval Shipyard Branch, South Carolina, 29408

County: Charleston

Congressional District: 6

When was the office established? 1962

Reason for discontinuance? The Charleston Naval Base was closed by Congress on 03/15/1996 and postal facility was closed on 04/01/1996, ZIP Code 29408 needs to be removed from the system.

When does the lease expire? N/A - Space was provided by the Charleston Naval Base

Is there a 30-day cancellation clause? N/A

Are there suitable alternate quarters available? N/A

How many customers are affected: Post Office provided distribution service for individual units within the Fleet or Installation Headquarters on the Naval Base and Caller Service and Retail Services.

Post Office Box Customers: N/A

General Delivery: _____

City Delivery: _____

Rural Delivery: _____

Intermediate Rural: _____

HCR: _____

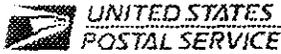
Intermediate HCR: _____

Total Customers: Caller Service only

Number of customers receiving duplicate delivery service: N/A

Window Service Hours: M-F 8:30 a.m. - 3:00 p.m. Sat. N/A

Lobby Hours: M-F _____ Sat. _____



Indicate the number of permit mailers and postage meter customers and what provisions will be made for them.

N/A

How many career employees will be affected and what accommodations will be made for them?

Five (5) career employees. (4 regular clerks and 1 T-6 pool clerk) Four were absorbed into other Charleston city postal facilities and one retired.

How many handicapped or other special provision customers will be affected and what accommodations will be made for them? N/A

Office receipts for the last three fiscal years were: This information is no longer available

\$ _____ (___ revenue units) in 19__;

\$ _____ (___ revenue units) in 19__;

\$ _____ (___ revenue units) in 19__.

Expenses for last FY:

Salaries, excluding COLA:

Fringe benefits 33.5%: _____

Rental costs, excluding utilities: _____

Total expenses: Not Available

Alternate Service to be Provided: Pinehaven Branch Post Office provides postal services to customers who opened offices on the former base.

Cost of Proposed Alternate Service: No additional costs were incurred

Total Savings: _____

One-time CBU cost: _____

Administrative Office:

Name, State & ZIP (Charleston MPO, S.C.) Pinehaven Branch 29405 EAS level 24 Miles Away 2.

Window Service Hours: M-F 8:30 a.m. - 5:30 p.m. Sat. 9:30 a.m. - 2:00 p.m.

Lobby Hours: M-F 24hrs Sat. _____

Number of PO Boxes Available 0 Finance Number: 45-1480

**PROPOSAL TO CLOSE
THE SUSPENDED
CHARLESTON NAVAL BASE CLASSIFIED BRANCH
AND PROVIDE SERVICE THROUGH THE
PINEHAVEN CLASSIFIED BRANCH
OF THE
CHARLESTON POST OFFICE**

DOCKET NUMBER 29408

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the suspended Charleston Naval Base Classified Branch and provide delivery and retail service administered by the Charleston Main Post Office. Postal operations were moved to the Pinehurst Classified Branch located 2 miles from the former Charleston Naval Base. *Ad. 011*

A classified branch is operated by career postal employees and provides the same services as an independent post office, including postage meter setting and acceptance of permit mail.

Since the suspension of service, the Pinehurst Classified Branch has provided delivery service to customers who have opened offices on the former base. The Pinehurst Branch provides service from 8:30a.m. – 5:30p.m. Monday through Friday, and 9:30a.m. to 2:00p.m. on Saturday. Retail services include the sale of stamps, stamped paper, and money orders; special services such as registered, certified, insured, delivery confirmation, signature confirmation, COD, and Express Mail; and the acceptance and dispatch of all classes of mail.

The closing of the Charleston Naval Base eliminated the need for a postal facility on site. The Pinehaven Classified Branch serves the area and provides full service. The Charleston Naval Base Classified Branch ZIP Code 29408 is no longer used; therefore we request the removal of this ZIP Code.

II. EFFECT ON COMMUNITY

The sole purpose of this branch was to serve the naval facility and caller service for the ships. Once the base closed, these services were no longer required.

III. EFFECT ON EMPLOYEES

There were five (5) career employees. Four were absorbed into other Charleston city postal facilities and one retired.

IV. ECONOMIC SAVINGS

Due to the lapse in time, there are no figures available to calculate savings.

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service is proposing to close the suspended Charleston Naval Base Classified Branch and provide delivery and retail service administered by the Charleston Main Post Office. Postal operations were moved to the Pinhurst Classified Branch located 2 miles from the former Charleston Naval Base.

Four career clerks were reassigned to other Charleston city operations. One career clerk retired. No other career employees were identified.

With the closing of the Charleston Naval Base, there was no longer a need for a postal facility on site. The Charleston Naval Base Classified Branch ZIP Code 29408 is no longer used; therefore we request the removal of this ZIP Code. The Pinehaven Classified Branch serves the area and provides full delivery and retail service.

There were no savings or additional expenses identified.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this proposal is warranted.



09/09/2004

MEMO TO THE RECORD

SUBJECT: Certification of the Record
Charleston Naval Base Branch
Docket Number 29408

This certifies that all comments and documents enclosed in the attached record are originals, or true and correct copies of the originals.

A handwritten signature in cursive script, appearing to read "Nicholas L. Rinaldi".

Nicholas L. Rinaldi
District Manager/Lead Executive
Greater South Carolina Performance Cluster



September 9, 2004

VICE PRESIDENT, DELIVERY AND RETAIL
ATTN: FREDERICK J. HINTENACH
UNITED STATES POSTAL SERVICE
475 L'ENFANT PLAZA, ROOM 5621
WASHINGTON, DC 20260-5621

SUBJECT: OFFICIAL RECORD

Enclosed for your review and approval is the official record to discontinue the Charleston Naval Base Classified Branch.

All appropriate actions have been taken. With the closing of the Charleston Naval Base, this classified branch is no longer required. The record has been thoroughly reviewed, and all necessary documentation is included. All documents in the record are numbered, contain docket and item numbers on each page, and a chronological index of all documents in the record is included. Effective and regular service will be provided to community residents by permanently implementing service proposed.

Refer questions about this classified branch to Kitcy F. Johnson, Post Office Review coordinator, at (864) 427-3867.

A handwritten signature in black ink, appearing to read "Nicholas L. Rinaldi".

Nicholas L. Rinaldi
District Manager/Lead Executive
Greater South Carolina Performance Cluster

Enclosures: One copy of record

cc: Alexander Lazaroff
Vice President, Eastern Area (no enclosures)