



September 26, 2005

DISTRICT MANAGER
CUSTOMER SERVICE AND SALES
DALLAS DISTRICT
951 WEST BETHEL ROAD
COPPELL, TX 75099-9998

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination
Apparel Mart, TX 75258-9998

The final determination to discontinue the subject classified station 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.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a cursive representation of the name Frederick J. Hintenach.

Frederick J. Hintenach

Attachments (2)

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

FINAL DETERMINATION TO CLOSE
THE SUSPENDED
APPAREL MART, TX CLASSIFIED STATION
AND CONTINUE TO PROVIDE
CITY DELIVERY SERVICE

DOCKET NUMBER 75258

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I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service has determined to close the suspended Apparel Mart, TX Classified Station and provide city delivery service administered by the Brookhollow Classified Station, located approximately two miles away. Customers also had the option of post office box delivery at the Brookhollow or World Trade Center Classified Stations.

The Postal Service was asked by the lessor to vacate the facility. No suitable alternate quarters were available; therefore, service was suspended on April 1, 2004.

The Apparel Mart Classified Station provided service 24 hours a week from 12 to 4 p.m., Monday through Friday and closed on Saturday. The number of customers was not available. 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.

Since the suspension of service, customers have received delivery and retail services from city delivery emanating from the Brookhollow Classified Station, an EAS-20 level office, located approximately two miles away. Window service hours at Brookhollow are from 8:30 a.m. to 5 p.m., Monday through Friday and closed on Saturday. There are 3127 post office boxes available.

Some advantages to the final determination are:

1. Carrier delivery service is beneficial to some senior citizens, the handicapped, and working people since customers will no longer need to travel to the post office to pick up their mail.
2. The carrier provides retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
3. Customers opting for carrier service will have 24-hour access to their mail.
4. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.
5. Customers opting for carrier service will no longer have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

Some disadvantages to the final determination are:

1. The loss of a retail outlet in the area.
2. Meeting the carrier at the mailbox to transact business. However, it is not necessary to be present to conduct most postal transactions.
3. A change in mailing address. The community name will continue to be used in the new address. However, the ZIP Code will change to 75247.

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

Apparel Mart is located in the incorporated city of Dallas. The area is administered politically by a Mayor and Council form of government. Police and fire protection is provided by the city.

Nonpostal services provided at the Apparel Mart Station will be available at the Brookhollow Station. Government forms normally provided by the classified station will also be available at the Brookhollow Station or by contacting your local government agency.

Based on information the Postal Service obtained, it was determined that there has been growth in the area in recent years. However, city delivery service and the existence of other classified unit's in the area will be able to handle any future growth.

To help preserve community identity, the community's name will be retained in the mailing address. It will continue to be listed in the National Five-Digit ZIP Code and Post Office Directory. However, the ZIP Code will change to 75247.

Based on information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community. Carrier service has been in effect since the suspension of the Apparel Mart Classified Station on April 1, 2004.

III. EFFECT ON EMPLOYEES

The career clerk was reassigned to nearby classified unit and maintained bidding status within that office.

IV. ECONOMIC SAVINGS

The Postal Service, estimates an annual savings of \$18,700.00 with a breakdown as follows:

Clerk Salary (PS-5, Minimum, No COLA)	\$20,000.00
Fringe Benefits @33.5%	6,700.00
Rental Costs, Excluding Utilities (Unknown)	+0.00
Total Annual Costs	\$26,700.00
Less Cost of Replacement Service	-\$8,000.00
Total Annual Savings	\$18,700.00

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service has determined to close the suspended Apparel Mart Classified Station and provide city delivery service administered by the Brookhollow Classified Station, located approximately two miles away.

Operations were suspended on April 1, 2004 due to termination of the lease. There were no suitable alternate quarters available. The career clerk was transferred to a nearby office. No other employee was adversely affected.

The Apparel Mart Classified Station provided 24 hours of window service per week. There were no permit mailers or postage meter customers.

Carrier service will continue to provide effective and regular service to the community. There will be a loss of a retail outlet in the area. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a post office for service. Customers opting for carrier delivery will have 24-hour access to their mail. To help preserve community identity, the community name will be retained in the mailing address. However, the ZIP Code will change to 75247. The Postal Service will save an estimated \$18,700.00 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most postal transactions.

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 Apparel Mart Classified Station and advise them of the hours of operation and services available at the Brookhollow Classified Station. Explain specific information on address changes and why the change is necessary.



Frederick J. Hintenach
Manager, Customer Service Operations

9/26/05
Date