



April 1, 2008

DISTRICT MANAGER  
CUSTOMER SERVICE AND SALES  
DETROIT DISTRICT  
1401 WEST FORT STREET  
DETROIT, MI 48233-9992

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination  
Detroit AMC, MI 48242-9998

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 Diana Munet at (202) 268-5081.

Thank you for your assistance.

A handwritten signature in black ink, appearing to read 'F. Hintenach', with a long horizontal flourish extending to the left.

Frederick J. Hintenach

Attachments (2)

cc: Vice President, Area Operations, Great Lakes Area  
Headquarters Library  
Headquarters Historian

FINAL DETERMINATION TO CLOSE  
THE SUSPENDED  
DETROIT AMC, MI CLASSIFIED BRANCH  
AND CONTINUE TO PROVIDE  
CITY DELIVERY SERVICE

DOCKET NUMBER 48242

## **I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS**

The Postal Service has determined to close the suspended Detroit AMC, MI Classified Branch and provide city delivery service administered by the Taylor, MI Post Office, located four miles away. Customers also have the option of post office box delivery at the Taylor Post Office.

The Postal Service was unable to negotiate an acceptable lease with the lessor. No suitable alternate quarters were available; therefore, service was suspended on February 28, 2008.

The Detroit AMC provided service 126 hours a week from 6 a.m. to 12 a.m., Monday through Sunday to 293 post office box customers. 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 averaged 224. Office receipts for the last three years were: \$846,203.67 (2801 revenue units) in FY-2005; \$809,420.00 (2698 revenue units) in FY-2006; and \$832,554.86 (2775 revenue units) in FY-2007. 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 Taylor Post Office, an EAS-22 level office, located four miles away. Window service hours at Taylor are from 8 a.m. to 5:30 p.m., Monday through Friday and 10 a.m. to 1 p.m. on Saturday. There are 300 post office boxes available.

Representatives from the Postal Service were available to answer questions and provide information to customers during the process.

### **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 and the ZIP Code will be eliminated.

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**

The Detroit AMC is located in the incorporated city of Romulus. The area is administered politically by a mayor and city council form of government. Police and fire protection, is provided by the City of Romulus.

Nonpostal services provided at the Detroit AMC will be available at the Taylor Post Office. Government forms normally provided by the post office will also be available at the Taylor Post Office or by contacting your local government agency.

Based on information the Postal Service obtained, it was determined that there has been minimal growth in the area in recent years. Carrier service is expected to be able to handle any future growth in the community.

The name and ZIP Code of the Detroit AMC will be discontinued.

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 Detroit AMC Classified Branch on February 28, 2008.

## **III. EFFECT ON EMPLOYEES**

The eight career clerks will be reassigned to the Redford Classified Branch and maintain bidding status within that office.

## **IV. ECONOMIC SAVINGS**

The Postal Service estimates annual savings of \$958,370.00 with a breakdown as follows:

Clerk Salary's (PS-5, Minimum)	\$443,617.00
Fringe Benefits @33.5%	148,612.00
Rental Costs, Excluding Utilities	<u>+514,752.00</u>
Total Annual Costs	\$1,106,981.00
Less Cost of Replacement Service	<u>-\$148,611.00</u>
Total Annual Savings	\$958,370.00

## **V. OTHER FACTORS**

The Postal Service has identified no other factors for consideration.

## **VI. SUMMARY**

The Postal Service has determined to close the suspended, Detroit AMC Classified Branch and provide city delivery service administered by the Taylor Post Office, located four miles away.

The Postal Service was unable to negotiate an acceptable lease with the lessor. No suitable alternate quarters were available; therefore, service was suspended on February 28, 2008.

The Detroit AMC provided 126 hours of window service per week to 293 customers. Daily retail window transactions averaged 224. 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. The Postal Service will save an estimated \$958,370.00 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 suspended Detroit AMC Classified Branch and advise them of the hours of operation and services available at the Taylor Post Office. Explain specific information on address changes and why the change is necessary.



Frederick J. Hintenach  
Manager, Customer Service Operations

3/27/2008

Date



OFFICIAL RECORD INDEX

ITEM NO.	DESCRIPTION	DATE ENTERED INTO RECORD
1.	Notice to District Manager on Review	9-5-07
2.	Possible Discontinuance of Post Office	9-19-07
3.	Possible Discontinuance of Post Office	9-15-07
4.	Post Office Review Memo	11-1-07
5.	Classified Station/Branch Discontinuance Checklist	1-24-08
6.	Map	11-27-07
7.	Location of Alternative Post Offices in Area.	11-27-07
8.	Ps. Form 4920 Fact Sheet	1-24-08
9.	Three Year Revenue Trend	1-24-08
10.	Unit Walk-In Revenue	11-24-07
11.	Survey of Incomming Mail	12-16-07
12.	Survey of Dispatched Mail	12-16-07
13.	Porposal Exhibit	12-16-07
14.	Post Office Box Customer Letter	12-14-07
15.	Vice President, Delivery and Retail Instruction Letter	12-7-07



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Item No. 1

September 5, 2007

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NANCY L. RETTINHOUSE  
DISTRICT MANAGER  
DETROIT DISTRICT

SUBJECT: AUTHORITY TO CONDUCT INVESTIGATION

I request your authorization to investigate a possible change in postal services for the following office in the MI-13 Congressional District.

Post Office Name:	<u>Detroit AMC Finance Branch</u>
ZIP+4 Code:	<u>48242-9998</u>
EAS Level:	<u>N/A</u>
Finance Number:	
County:	<u>Wayne</u>

Number of Customers:

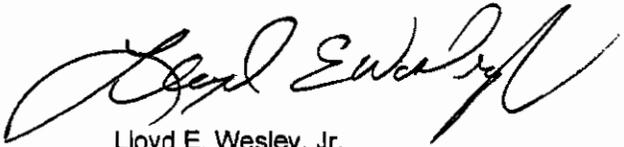
Post Office Box	<u>293</u>
General Delivery	<u>0</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>0</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>293</u>

We are proposing to close this office by March 31, 2008. The current staffing at the Detroit AMC Finance Branch is 8 full time regular clerks. Four are assigned on Tour II and four are assigned on Tour III. In addition, one clerk who is currently assigned to the AMC has expressed plans to retire. However, no paperwork has been processed at this time. This means that all the clerks assigned to this unit will need to bid on positions in other facilities.

The Postal Customers of the Detroit AMC Finance Branch who are located at Detroit Metropolitan Airport will have the option of having carrier delivery service out of the Taylor Post Office or a Post Office Box at the Romulus Post Office, the Taylor Post Office or the Belleville Post Office. There should be no impact to the residents of Romulus, MI 48174 where the AMC is located. Their carrier delivery is provided by Taylor, MI. They also have the option of having a PO Box at any of the offices listed above.

Other reasons to initiate the study include the need to improve operational efficiency and to validate a suspected decline in workload and revenue. The current lease agreement is on a month to month basis. Our options and the cost of each will be documented and carefully weighed against any possible savings.

Please indicate your approval of this study by signing below and returning the original form to this office.



Lloyd E. Wesley, Jr.  
Postmaster, Detroit

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Approval to Study for Discontinuance:

Nancy Rittenhouse  
District Manager, Detroit District

9-5-07  
Date



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September 6, 2007

RON ZIELINSKI  
POSTAL INSPECTOR  
POSTAL INSPECTION SERVICE  
DIVISION HEADQUARTERS - DETROIT DIVISION  
1401 W. FORT ST. ROOM 400  
P. O. BOX 330119  
DETROIT, MI 48232-6119

SUBJECT: POSSIBLE DISCONTINUANCE OF POST OFFICE

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the Detroit Air Mail Center Finance Branch located in Wayne County. The facility is located in Romulus, MI 48174. Please search your records for any reports of mail theft or vandalism that occurred in this area within the past 12 months.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date. If you have any questions, I can be reached at (313) 226-8018 on Monday through Friday from 9:00 Am until 4:00 PM.

Thank you for your assistance in this matter.

Patricia Shell,  
Post Office Review Coordinator

Enclosure: Return Envelope

No records of mail theft or vandalism

Comments/Findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: Title: TL POSTAL INSPECTOR  
Date: 9/19/07



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September 12, 2007

SERGEANT MICHAEL SMITH  
ROMULUS POLICE DEPARTMENT  
11165 OLIVE ST.  
ROMULUS, MI 48174-1220

SUBJECT: POSSIBLE DISCONTINUANCE OF POST OFFICE

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the Detroit Air Mail Center Finance Branch located in Wayne County. Since the facility is located in Romulus, it is necessary to request that you search your records for any reports of mail theft or vandalism in Romulus, Mi 48174 that occurred within the past 12 months.

Please return your findings in the enclosed envelope. You may use the bottom of this form to report your findings, accompanied by your signature, title, and date. If you have any questions, I can be reached at (313) 226-8018 on Monday through Friday from 9:00 Am until 4:00 PM.

Thank you for your assistance in this matter.

Patricia Shell,  
Post Office Review Coordinator

Enclosure: Return Envelope

No records of mail theft or vandalism

Comments/Findings: SINCE 1-1-07 WE HAVE 269  
REPORTED INCIDENTS OF MDOP (MALICIOUS DESTRUCTION  
OF PROPERTY) IN THE CITY OF ROMULUS.

Signature: Michael Smith Title: SERGEANT

Date: 9/15/07



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November 1 2007

Nancy Rettinhouse  
District Manager  
Detroit District  
GWY 10<sup>th</sup> Floor  
1401 W. Fort St  
Detroit MI 48233-9998

Ms. Rettinhouse:

As of November 1, 2007 Michael Bembas is assigned as the Post Office Review Coordinator for the Detroit District. He will be replacing Pat Shell. His area of responsible will include all of the 481, 482 and 492 offices.

Sincerely,

Debra Jarvi  
MOPS  
Detroit District  
GWY 9<sup>th</sup> Floor  
1401 W. Fort St  
Detroit MI 48233-9998

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Classified Station/Branch or community post office Discontinuance Checklist

District: **Detroit**

District Contact: **Michael Bembas**

Telephone No: **(313)226-8591**

Name, State, and Zip Code of the Office: **Detroit AMC Finance Branch 48242**

County: **Wayne**

Congressional District: **13**

When was the office established: **April 1967**

Reason for discontinuance:

**Almost half of the P.O. Boxes are not rented. All of the customers are eligible to receive city delivery or to rent a P.O. Box at another location. Additionally, the lease expires in March 2008.**

When does the lease expire: **March 31, 2008**

Is there a 30-day cancellation clause: **No**

Are there suitable alternate quarters available: **No**

How many customers are affected?

Post Office Box Customers: **293**

General Delivery: **0**

City Delivery: **0**

Rural Delivery: **0**

HCR: **0**

Total Customers: **293**

Number of customers receiving duplicate service: **0**

Window Service Hours: M-F **6:00 a.m. to 12:00 a.m.** Sat/Sun: **6:00 a.m. to 12:00 a.m.**

Lobby Hours: M-F **Same as Window** Sat/Sun: **Same as Window**

Name of schools, religious institutions, organizations and businesses in service area:

**Romulus High School. Avis Car Rental, CA1 Services, Transportation Services.**

FAX:

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

0

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

**8 Career employees are affected. They will be transferred to their home office at the Redford Branch.**

How many handicapped or other special provision customers will be affected and what accommodations will be made for them:

**0. There are no handicapped or other special provision customers that will be affected.**

Office receipts for the last three fiscal years were:

**\$832554.86 FY 07**

**\$809420.00 FY 06**

**\$846203.00 FY 05**

Expenses for last FY:

Salaries: \$443,617.53

Rental costs, excluding utilities: \$514,752.96

Total Expenses: \$958370.49

Alternate Service to be provided: **Full Service facility within 4 miles with full service vending and post office boxes available. Those who choose can have their mail delivered by city routes.**

Cost of Proposed Alternate Service:

Total Savings \$958370.49

One-time CBU cost: **0.00**

Administrative Office:

Name, State & ZIP: **Taylor Post Office 48180** EAS level: **22** Miles Away: **4**

Window Service Hours: M-F: **8:00a.m. to 5:30 p.m.** Sat: **10:00 a.m. to 1:00 p.m.**

Lobby Hours: M-F **5:00 a.m. to 6:00 p.m.** Sat: **5:00 a.m. to 6:00 p.m.**

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Number of Boxes Available 300

Finance Number: 259165

Prepared By

Printed Name and Title:

MICHAEL BEMBAS, A/Mgr Delivery Programs

Signature

*Michael Bembas*

Date

1-24-08

Telephone No. (313)226-8591

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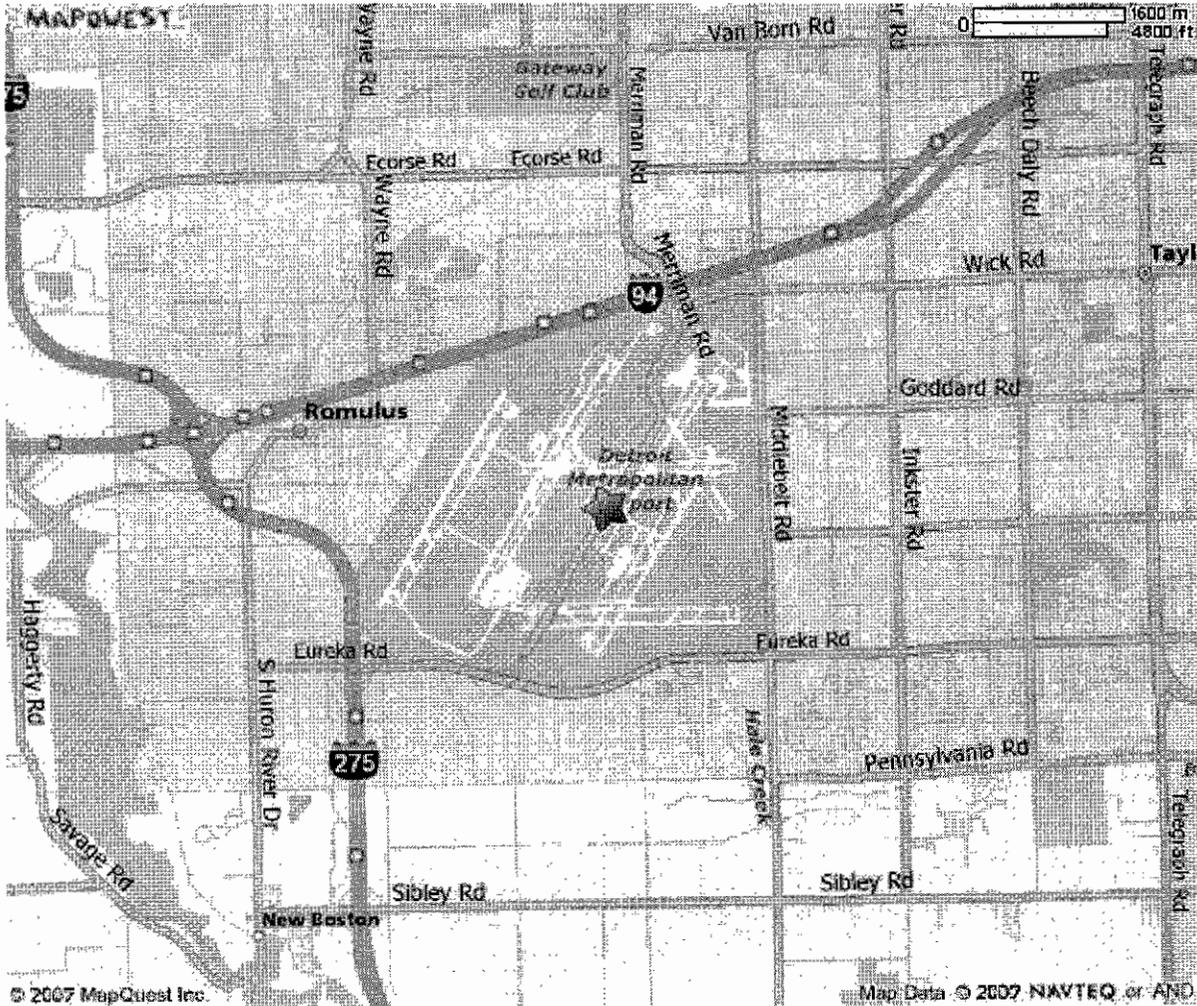
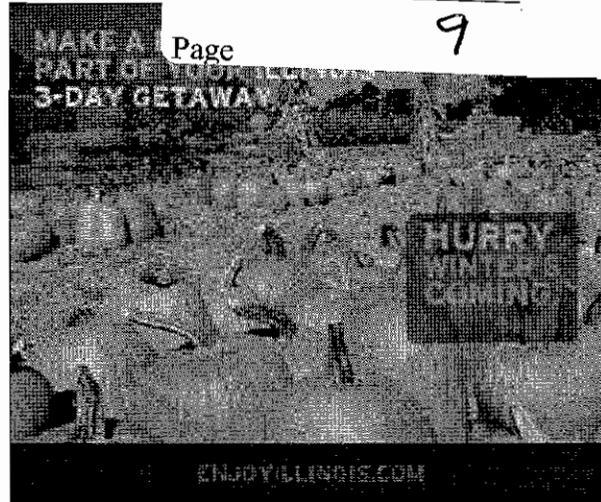
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Detroit MI  
48242 US

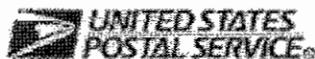
**Notes:**

Only text visible within note field will print.



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or

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### Post Offices

Found: 769 results (shown 1-10)

Show results starting with: # A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Sort Results by: Name | Distance

powered by **Switchboard**

#### Post Office - Det Amc Finan

0.67 Miles

515 Detroit Metro Airport  
Detroit, MI 48242-9998

Phone: (800) ASK-USPS  
Fax: (734) 955-2250

Business Hours  
MO 06:00-11:59PM  
TU 06:00-11:59PM  
WE 06:00-11:59PM  
TH 06:00-11:59PM  
FR 06:00-11:59PM  
SA 06:00-11:59PM  
SU 06:00-11:59PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

#### Post Office - Middlebelt

*1049*

1.56 Miles

15031 Middlebelt RD  
Romulus, MI 48174-3188

Phone: (800) ASK-USPS

Business Hours  
MO 09:00-06:00PM  
TU 09:00-06:00PM  
WE 09:00-06:00PM  
TH 09:00-06:00PM  
FR 09:00-06:00PM  
SA 09:00-05:00PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

#### Post Office - Romulus

*R.O.*

2.47 Miles

11000 Hunt ST  
Romulus, MI 48174-9998

Phone: (800) ASK-USPS  
Fax: (734) 941-0760

Business Hours  
MO 07:30-05:00PM  
TU 07:30-05:00PM  
WE 07:30-05:00PM  
TH 07:30-05:00PM  
FR 07:30-05:00PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

#### Post Office - Taylor

*P.O.*

3.92 Miles

24837 Goddard RD  
Taylor, MI 48180-9998

Phone: (800) ASK-USPS  
Fax: (734) 946-1542

Business Hours

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MO 08:00-05:30PM  
TU 08:00-05:30PM  
WE 08:00-05:30PM  
TH 08:00-05:30PM  
FR 08:00-05:30PM  
SA 10:00-01:00PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

**Post Office - New Boston** **4.01 Miles**

18777 Huron River DR  
New Boston, MI 48164-9998

Phone: (800) ASK-USPS  
Fax: (734) 753-0831

Business Hours  
MO 08:00-05:00PM  
TU 08:00-05:00PM  
WE 08:00-05:00PM  
TH 08:00-05:00PM  
FR 08:00-05:00PM  
SA 10:00-12:00PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

**Post Office - Taylor Meijer #1** **4.71 Miles**

14640 Pardee RD  
Taylor, MI 48180-4795

Phone: (800) ASK-USPS

Business Hours  
MO 07:00-11:00PM  
TU 07:00-11:00PM  
WE 07:00-11:00PM  
TH 07:00-11:00PM  
FR 07:00-11:00PM  
SA 07:00-11:00PM  
SU 07:00-11:00PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

**Post Office - Wayne** **5.33 Miles**

3716 Newberry ST  
Wayne, MI 48184-9998

Phone: (800) ASK-USPS  
Fax: (734) 728-0001

Business Hours  
MO 08:30-06:00PM  
TU 08:30-06:00PM  
WE 08:30-06:00PM  
TH 08:30-06:00PM  
FR 08:30-06:00PM  
SA 10:00-04:00PM

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

**Post Office - Inkster** **6.14 Miles**

27631 Michigan AVE  
Inkster, MI 48141-9998

Phone: (800) ASK-USPS  
Fax: (313) 581-1415

Business Hours  
MO 08:30-06:00PM  
TU 08:30-06:00PM  
WE 08:30-06:00PM  
TH 08:30-06:00PM  
FR 08:30-06:00PM  
SA 09:00-01:00PM

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7.06 Miles

Business Types: **Post Offices**

[More Info](#) | [Map](#) |

**Post Office - Garden City**

**140 Merriman RD  
Garden City, MI 48135-9998**

Phone: (800) ASK-USPS  
Fax: (734) 421-1612

Business Hours  
**MO 08:30-07:00PM  
TU 08:30-07:00PM  
WE 08:30-07:00PM  
TH 08:30-07:00PM  
FR 08:30-07:00PM  
SA 09:00-01:00PM**

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

**Post Office - Belleville**

7.06 Miles

**45601 S Interstate 94 Service DR  
Belleville, MI 48111-9998**

Phone: (800) ASK-USPS  
Fax: (734) 697-8428

Business Hours  
**MO 08:30-06:30PM  
TU 08:30-06:30PM  
WE 08:30-06:30PM  
TH 08:30-06:30PM  
FR 08:30-06:30PM  
SA 09:00-04:00PM**

Business Types: **Post Offices**

[More Info](#) | [Map](#) | [Directions](#) | [What's Nearby?](#)

Show results starting with: # [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

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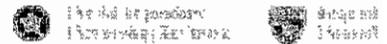
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**Street**  **City**  **State** [List](#) **Zip**

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U.S. Postal Service

Item No. 8

POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL

Fact Sheet

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2. Post Office Name: **DETROIT AMC FINANCE BRANCH**

3. State and ZIP + 4 Code: **MICHIGAN 48242-9978**

4. District, Customer Services: **DETROIT**

5. Area, Customer Services: **GREAT LAKES**

6. County: **WAYNE**

7. Congressional District: **13**

8. Reason for Proposal to Discontinue: **EXPIRED LEASE**

9. Post Office Emergency Suspended (Reason and Date): **N/A**

10. Proposed Permanent Alternate Service: **TAYLOR P.O.**

11. Staffing

a.  PM Occupied  PM Vacancy Reason & Date:

b.  OIC  Career  Non-Career

c. Current PM POSITION Level (150) EAS- Downgraded from EAS-

d. No. of Clerks **8** No. of Career **8** No. of Non-Career

e. No. of Others No. of Career No. of Non-Career

12. Hours of Service

a. Time M-F: **6:00 AM - 12:00 AM**

Sat. **6:00 AM - 12:00 AM**

b. Lobby Time M-F: **SAME**

Sat. **SAME**

Total Window Hours Per Week: **126**

13. Number of Customers Served

a. General Delivery: **0**

b. P.O. Box: **293**

c. City Delivery: **0**

d. Rural Delivery: **0**

e. Highway Contract Route Box: **0**

f. Total: **293**

g. No. Receiving Duplicate Service: **0**

h. Average No. Daily Transactions: **224**

14. Daily Volume (Pieces)

Types of Mail	Received	Dispatched
a. First-Class		
b. Newspaper		
c. Parcel		
d. Other		
e. Total	<b>214</b>	<b>214</b>
f. No. of Postage Meters	<b>0</b>	<b>0</b>
g. No. of Permits	<b>0</b>	<b>0</b>

15. Finances

a. FY **07** Receipts: **\$ 832,554.86**

b. EAS Step 1 PM Basic Salary (No Cola): **\$ 443,617.53**

c. PM Fringe Benefits (33.5% of b.): **\$**

16a. Quarters

Postal Owned  Leased (If Leased, Expiration Date) **3-31-08** Annual Lease \$ **37,000.00**

30-day cancellation clause?  Yes  No Evicted?  Yes  No (If Yes, must vacate by \_\_\_\_\_ (Date))

Located in:  Business  Home  Other Suitable alternate quarters available?  Yes  No

16b. Explain:

17. Schools, Churches and Organizations in Service Area

Names: **ROMULUS H.S.** No: **1**

19. Administrative/Emanating Office (Proposed)

Name: **TAYLOR** EAS Level **22** Miles Away **4**

Window Service Hours: M-F **8:00 - 5:30** Sat. **10:00 - 1:00**

Lobby Hours: M-F **5:00 - 6:00** Sat. **5:00 - 6:00**

P.O. Boxes Available: **300**

18. Businesses in Service Area

Names: **AVIS CAR RENTAL** No: **3**

**CAI SERVICES**

**TRANSPORTATION SERVICES**

20. Nearest Post Office (If different from above)

Name: **SAME** EAS Level \_\_\_\_\_ Miles Away \_\_\_\_\_

Window Service Hours: M-F \_\_\_\_\_ Sat. \_\_\_\_\_

Lobby Hours: M-F \_\_\_\_\_ Sat. \_\_\_\_\_

P.O. Boxes Available \_\_\_\_\_

21. Prepared By

Printed Name and Title: **MICHAEL BEMBAS**

Signature: *Michael Bembas*

Telephone No. AC (313): **226-8591**

PO Discontinuance Coordinator Name: **MICHAEL BEMBAS** Telephone No. AC (313): **226-8591**

Location: **OPS, DETROIT MI 48233**

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DETROIT AMC FINANCE BRANCH  
REVENUE TREND  
(three or more years)

YEAR	REVENUE
FY 2007	832,554.86
FY 2006	809,420.00
FY 2005	846,203.67

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## UNIT WALK-IN REVENUE

WEEK	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10/6/2007	1043.93	1450.90	1445.97	2318.52	2276.85	2146.10	2465.37
10/13/2007	1207.20	1439.53	3008.50	2222.89	2218.09	1707.79	1971.18
10/20/2007	1521.31	1265.23	2171.14	1481.65	2156.10	1562.26	2110.76
10/27/2007	1620.03	1208.57	2372.33	2232.95	1439.66	1988.58	4542.00
11/3/2007	1292.93	1840.95	2188.32	1882.28	1730.11	2057.09	1763.42
11/10/2007	1464.24	1704.97	794.78	3331.56	2443.48	1901.42	1999.39
11/17/2007	1713.23	1662.70	2264.99	1865.33	2254.66		1595.01
11/24/2007	935.25	1091.53	2941.80	1959.05	2609.17	2819.54	2826.41
AVERAGE	1349.77	1458.05	2148.48	2161.78	2141.02	2026.11	2409.19

## UNIT LDC 45 WORKHOUR

WEEK	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10/6/2007	29.23	31.68	29.65	19.03	26.33	34.19	33.94
10/13/2007	47.20	40.20	40.82	36.90	43.46	30.10	40.44
10/20/2007	29.77	30.58	35.22	35.90	45.07	52.59	46.56
10/27/2007	29.09	20.95	37.05	38.34	29.19	32.21	37.49
11/3/2007	25.61	29.52	32.05	31.17	34.96	44.33	39.85
11/10/2007	9.29	9.75	5.30	16.81	16.63	10.50	11.20
11/17/2007	20.50	17.24	21.97	20.44	13.90		18.86
11/24/2007	23.65	24.61	26.96	27.88	26.00	27.48	34.97
AVERAGE	26.79	25.57	28.63	28.31	29.44	33.06	32.91

## UNIT REVENUE PER WORKHOUR

WEEK	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10/6/2007	35.71	45.80	48.77	121.83	86.47	62.77	72.64
10/13/2007	25.58	35.81	73.70	60.24	51.04	56.74	48.74
10/20/2007	51.10	41.37	61.65	41.27	47.84	29.71	45.33
10/27/2007	55.69	57.69	64.03	58.24	49.32	61.74	121.15
11/3/2007	50.49	62.36	68.28	60.39	49.49	46.40	44.25
11/10/2007	157.61	174.87	149.96	198.19	146.93	181.09	178.52
11/17/2007	83.57	96.44	103.09	91.26	162.21		84.57
11/24/2007	39.55	44.35	109.12	70.27	100.35	102.60	80.82
AVERAGE	50.38	57.03	75.05	76.36	72.72	61.29	73.20

12/4/2007

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**SURVEY OF INCOMING MAIL**  
(RECORD IN PIECES)

POST OFFICE NAME AND ZIP: **DETROIT AMC FINANCE BRANCH 48242**

DATES RECORDED: 12-1-07 THROUGH 12-14-07

DATE	FIRST-CLASS & PRIORITY	NEWSPAPERS	PARCELS	OTHER
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTALS	2730	0	136	123
DAILY AVERAGE	195	0	10	9

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**SURVEY OF DISPATCHED MAIL**  
(RECORD IN PIECES)

POST OFFICE NAME AND ZIP: **DETROIT AMC FINANCE BRANCH 48242**

DATES RECORDED: 12-1-07 THROUGH 12-14-07

DATE	FIRST-CLASS & PRIORITY	NEWSPAPERS	PARCELS	OTHER
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
TOTALS	2730	0	136	123
DAILY AVERAGE	195	0	10	9



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PROPOSAL TO CLOSE  
THE DETROIT AMC FINANCE BRANCH  
AND PROVIDE SERVICE THROUGH THE  
TAYLOR POST OFFICE

DOCKET NUMBER 48242

**RESPONSIVENESS TO COMMUNITY POSTAL NEEDS**

The Postal Service is proposing to close the Detroit AMC Finance Branch and provide delivery and retail services through the Taylor Post Office.

The Taylor Post Office will provide the Post Office Box and retail services previously serviced through the Detroit AMC Finance Branch.

The Detroit AMC Finance Branch provides service 126 hours per week from 6:00 a.m. to 12:00 a.m. seven days a week to 293 P.O. Box customers. No customers receive duplicate delivery. Retail services include the sale of stamps, money orders; special services such as registered, certified insured, delivery confirmation, signature confirmation, COD, and Express Mail; as well as the acceptance and dispatch of all classes of mail. Daily retail window transactions average 224. Office receipts for the last three years were \$846,203.67 in FY2005; \$809,420.00 in FY2006; and \$832,554.86 in FY 2007.

When this proposal is implemented, retail services will be available at the Taylor Post Office. The Taylor Post Office will provide window service from 8:00 a.m. to 5:30 p.m. Monday through Friday and 10:00 a.m. through 1:00 p.m. on Saturday. Lobby Hours for Post Office Box customers are 5:00 a.m. to 6:00p.m. Monday through Saturday.

**Some advantages to the proposal are:**

Maintains a postal facility and retail outlet in the community.

A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.

**Some disadvantages to the proposal are:**

Loss of an office in the area.

Some customers will have to travel farther to receive services.

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

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### EFFECT ON COMMUNITY

Detroit AMC Finance Branch is located in the city of Romulus. The area is administered politically by mayor and council form of government. Police and fire protection is provided by the city of Romulus.

There is one high school in the area.

Businesses include: Avis Car Rental, CA1 Services, and Transportation Services.

Postal and Non Postal services provided at the Detroit AMC Finance Branch will be available at the Taylor Post Office.

### EFFECT ON THE EMPLOYEES

The clerks will be reassigned to their home office at the Redford Branch in Redford MI 48239.

### ECONOMIC SAVINGS

The Postal Service estimates an annual savings of with a breakdown as follows.

Clerk Salary	\$443,617.53
Rental Costs, Excluding Utilities	\$514,752.96
Total Annual Costs	\$958,370.49
Less Annual Cost of Replacement Service	30,000.00
Total Annual Savings	<del>\$958,370.49</del> 928,370.00

### OTHER FACTORS

The Postal Service has identified no other factors for consideration.

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## SUMMARY

The Postal Service is proposing to close the Detroit AMC Finance Branch and provide Box Rental and Retail Services at the Taylor Post Office located 4 miles away.

The clerks will be assigned to the home office, The Redford Branch. No other employees will be adversely affected

The Detroit AMC Finance Branch provides 126 hours of window service per week to 293 P.O. Box customers. Daily retail window transactions average 224.

The Taylor Post Office will continue to provide the same services. There will be a loss of an office in the area. However, Taylor Post Office is a full service facility located 4 miles away. There will be ample post office boxes for all customers in the area. The community name and Zip Code for the Post Office box customers will be eliminated. Customers will experience a change in address. The Postal Service will save an estimated \$958,370.49 annually.

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

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December 14, 2007

Dear Valued Post Office Box Customer:

On February 29, 2008, the Airport Mail Center Finance Station will be closing. Our lease has expired.

You have two options for the mail that is addressed to your Post Office Box:

1) You may move your Post Office Box service to a different Postal location. With this option, your PO Box number and ZIP Code WILL change. Your mail will be forwarded to the new Postal location. A map with local locations is attached. To search for available Post Office box service in other locations either by ZIP Code or address, go to [www.usps.com](http://www.usps.com); click on Locate a Post Office; in the "Options" drop-down menu (under "What are you trying to locate?"), click on PO Boxes Available; type in a ZIP Code or an address in the available boxes; and then hit the "Search" button.

2) You may close your Post Office Box at the Airport Mail Center Finance Station and have your mail delivered to a street address. We will provide a refund for the unused portion of your Post Office Box service.

We will need to know what option you select so that we may handle your mail without delay. *Please let us know your selection before February 1, 2008 by completing and returning the enclosed form.*

We apologize for any inconvenience this may cause you. Should you have any questions or concerns, please contact Pam Collins, Mgr Consumer Affairs at 313-234-8842.

Sincerely,

  
Nancy L. Rettinhouse

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AIR MAIL CENTER FINANCE STATION  
POST OFFICE BOX OPTION CUSTOMER SURVEY Page

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Name \_\_\_\_\_

PO Box \_\_\_\_\_

Phone \_\_\_\_\_

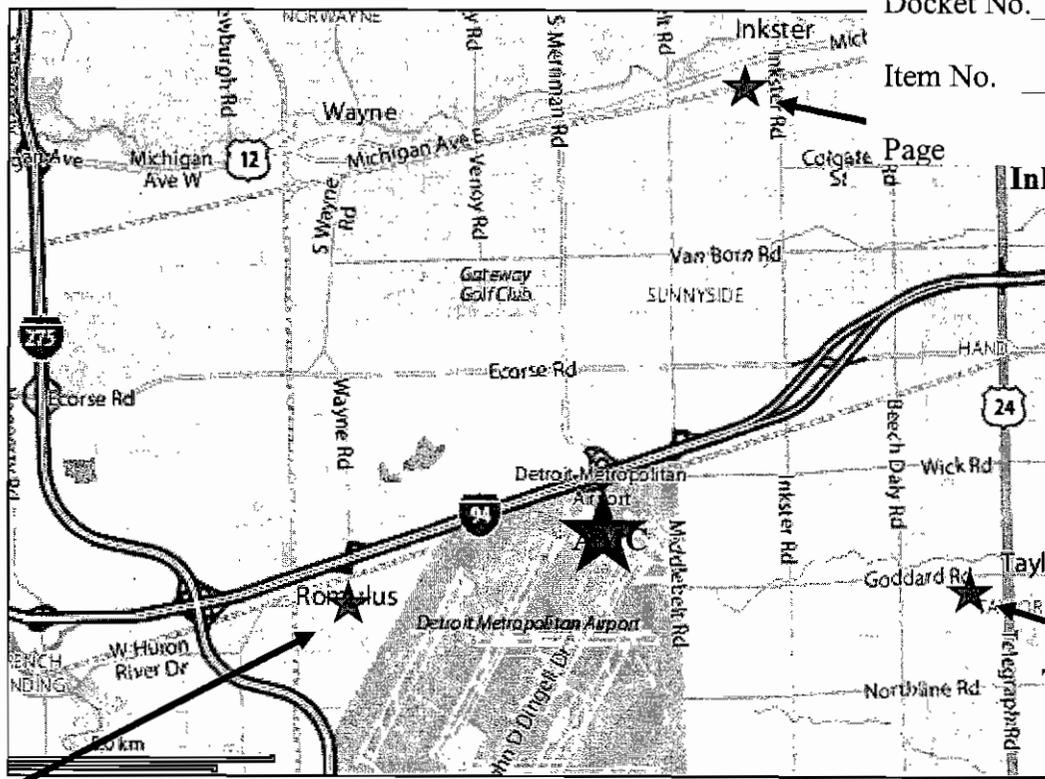
I would like to select the following option for my PO Box service after February 29, 2008 due to the Airport Mail Center Finance Station PO Box service closing.

- I will move my Post Office Box service to a different Postal location. I understand my PO Box number and ZIP Code WILL change and that my mail will be forwarded to the new Postal location for 12 months. (We will send you a PO Box application form for the new Post Office location and a Change of Address form.)
- I will close my Post Office Box at the Airport Post Office and have my mail delivered to a street address. Please send me a refund for the unused portion of my Post Office Box service and a Change of Address form.
- I have questions. Please have someone contact me. The best time to reach me is \_\_\_\_\_.

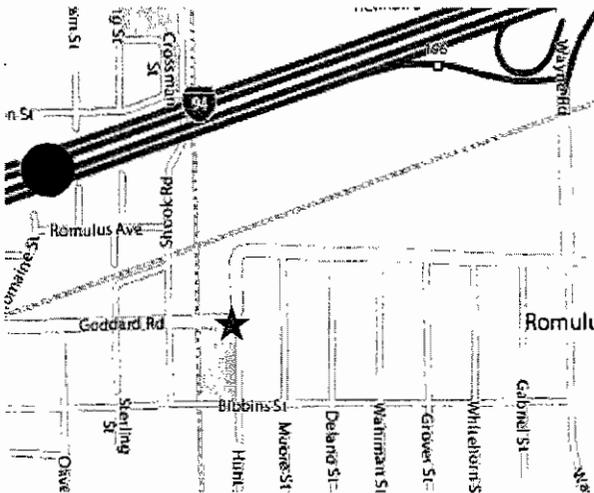
Return Form to: Mgr., Consumer Affairs  
US Postal Service  
1401 W. Fort St.  
Detroit, MI 48233-9992

Inkster Post Office

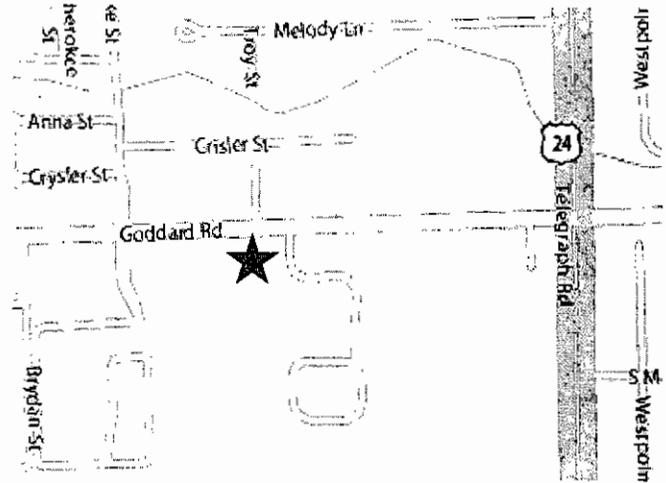
Taylor Post Office



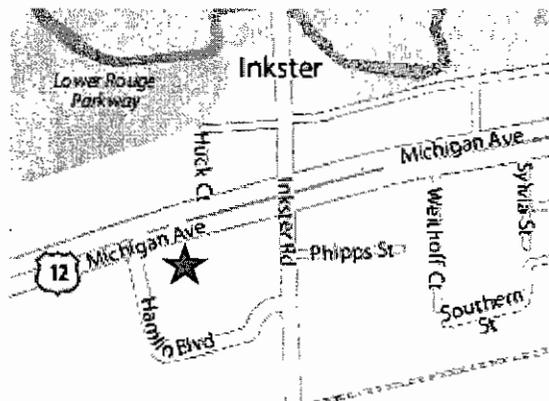
**Romulus Post Office**



**Romulus Post Office**  
 11000 Hunt St  
 Romulus MI 48174-9998  
 PO Box Hours:  
 7:30 am—5:00 pm M-F  
 7:30 am—11:30 am Sat  
 Window Hours:  
 7:30am—5:00pm M-F  
 Closed Saturday



**Taylor Post Office**  
 24837 Goddard Rd  
 Taylor MI 48180-9998  
 PO Box Hours:  
 4:00 am—5:45 pm M-F  
 4:00 am—5:00 pm Sat  
 Window Hours:  
 8:00 am—5:30 pm M-F  
 10:00am—1:00pm Sat



**Inkster Post Office**  
 27631 Michigan Ave  
 Inkster MI 48141-9998  
 PO Box Hours:  
 6am—6pm  
 Window Hours:  
 8:30am—6:00pm M-F  
 9:00am—1:00pm Saturday

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December 7, 2007

VICE PRESIDENT, DELIVERY AND RETAIL  
ATTN: KATHY AINSWORTH  
UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA, ROOM 5621  
WASHINGTON, DC 20260-5621

SUBJECT: OFFICAL RECORD

Enclosed for your review and approval is the official record to discontinue the Detroit AMC Finance Branch.

All appropriate actions have been taken. 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 the alternative service proposed.

Refer questions about the Detroit AMC Finance Branch to Michael Bembas, Post Office Review Coordinator, at 313/226-8591.

Sincerely,

  
Nancy Rettinhouse  
District Manager  
Detroit District

Enclosures: One copy of record.