Postal Regulatory Commission
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Accepted 8/12/2011

UNITED STATES POSTAL SERVICE

USPS Docket No: 1367966-70747
OFFICIAL RECORD INDEX
Innis Post Office, Innis, LA 70747

Item Nbr.	Description	Date Entered Into Record
1.	Request/approval to study for discontinuance	1/19/2011
2.	Notice (if appropriate) to Headquarters of suspension	1/19/2011
3.	Notice (if appropriate) to customers/district personnel of suspension	1/19/2011
4.	Highway map with community	1/19/2011
5.	Eviction notice (if appropriate)	1/19/2011
6.	Building inspection report and original photos of building deficiencies (if appropriate)	1/19/2011
7.	Post Office and community photos	2/9/2011
8.	PS Form 150, Postmaster Workload Information	2/8/2011
9.	Worksheet for calculating work service credit	2/7/2011
10.	Window transaction record	2/7/2011
11.	Record of incoming mail	2/7/2011
12.	Record of dispatched mail	2/7/2011
13.	Administrative postmaster/OIC comments	2/7/2011
14.	Inspection Service/local law enforcement vandalism reports	1/19/2011
15.	Post Office fact sheet	2/7/2011
16.	Community fact sheet	2/5/2011
17.	Alternate service options/cost analysis	1/19/2011
18.	Form 4920, Post Office Closing or Consolidation Proposal – Fact sheet	3/25/2011
19.	Recommendation and Service Replacement Type	2/11/2011
20.	Questionnaire instruction letter to postmaster/OIC	1/24/2011
21.	Cover letter, questionnaire, and enclosures	1/24/2011
22.	Returned customer questionnaires and Postal Service response letters	1/24/2011
23.	Analysis of questionnaires	3/9/2011
24.	Community meeting roster	3/9/2011
25.	Community meeting analysis	3/9/2011
26.	Community meeting letter (if community meeting held prior to questionnaire)	1/24/2011
27.	Petition and Postal Service response letter (if appropriate)	n/a
28.	Congressional resolution and Postal Service response letter (if appropriate)	n/a

29.	Proposal checklist	3/25/2011
30.	District notification to Government Relations	3/30/2011
31.	Instructions to postmaster/OIC to post proposal	3/21/2011
32.	Invitation for comments exhibit	3/30/2011
33.	Proposal exhibit	3/30/2011
34.	Comment form exhibit	3/14/2011
35.	Instructions for postmaster/OIC to remove proposal	3/21/2011
36.	Round-date stamped proposal and invitation for comments from affected office	6/7/2011
37.	Notification of taking proposal and comments under internal consideration	3/25/2011
38.	Customer comments and Postal Service response letters	6/7/2011
39.	Premature Postal Regulatory Commission appeal and Postal Service response letters (if appropriate)	n/a
40.	Analysis of comments	6/7/2011
41.	Revised proposal (if appropriate)	3/25/2011
42.	Updated PS Form 4920 (if appropriate)	3/25/2011
43.	Certification of Record	6/7/2011
44.	Log of Post Office discontinuance Action	6/7/2011
45.	Transmittal letter to Vice President, Delivery And Post Office Operations, from District Manager	6/7/2011
46.	Headquarters acknowledgment of receipt of official record	6/8/2011
47.	Final determination transmitted from Headquarters	6/30/2011
48.	Instruction letter to postmaster/OIC on posting	7/8/2011
49.	Round-date stamped final determination cover sheets	7/8/2011

UNITED STATES POSTAL SERVICE

01/19/2011

JEFFERY TAYLOR
DISTRICT MANAGER
LOUISIANA PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the 3rd congressional district.

Post Office Name:	INNIS
Zip+4 Code:	70747-4700
EAS Level:	11
Finance Number:	214498
County:	POINTE COUPEE
Proposed Admin Office:	BATCHELOR
ADMIN Miles Away:	3.4
Near Office Name:	BATCHELOR
Near Miles Away:	3.4
Number of Customers:	
Post Office Box:	89
General Delivery:	0
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	0
Intermediate HCR:	0
City Delivery:	0
Total Customers:	89
ZIP Code Change:	Yes ☐ NO ☑ ZIP Code
Maintain Town Name:	Yes ☑ NO ☐

The above office became vacant when the postmaster was reassigned on 07/02/2008.

Innis Post Office Postmaster's position became vacant on 7/2/2008 and earns less than 2 hrs, actual earned for FY 10 was 1.72. It will be more cost effective and enable the Postal Service to better serve our customers by consolidating Innis Post Office with the Batchelor Post Office which is located 3.38 miles away.

GERNARDA BAILEY
Manager, Post Office Operations

Approval to Study for Discontinuance:

JEFFERY TAYLOR — 01/19/2011
DISTRICT MANAGER — DATE
LOUISIANA PFC

cc: Area Manager, Public Affairs and Communication

UNITED STATES POSTAL SERVICE

Dockect: 1367966

NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Office

Name: INNIS State: LA Zip Code: 70747
Area: SOUTHWEST District: LOUISIANA PFC
Congressional District: 3rd County: POINTE COUPEE
EAS Grade: 11 Finance Number: 214498

Post Office: ☑ Classified Station ☐ Classified Branch ☐ CPO ☐

• **There was no Emergency Suspension for this office**

Prepared by: Alfred Christophe Date: 08/09/2011
Title: LOUISIANA PFC Post Office Review Coordinator
Tele No: (504) 589-1835 Fax No: (651) 456-6854

UNITED STATES POSTAL SERVICE

NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: INNIS State: LA Zip Code: 70747
Area: SOUTHWEST District: LOUISIANA PFC
Congressional District: 3rd County: POINTE COUPEE
EAS Grade: 11 Finance Number: 214498

Post Office: ☑ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no Emergency Suspension for this office

Prepared by:	Alfred Christophe	Date:	08/09/2011
Title:	LOUISIANA PFC Post Office Review Coordinator		
Tele No:	(504) 589-1835	Fax No:	(651) 456-6854

UNITED STATES POSTAL SERVICE

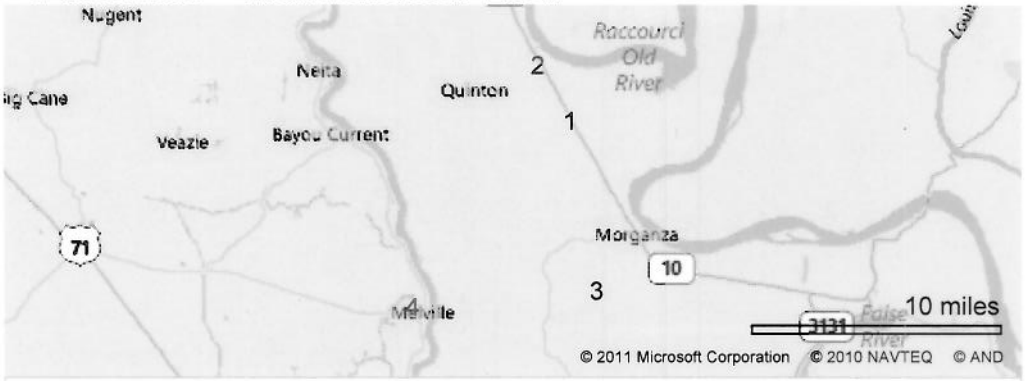
A service of white pages

Docket: 1367966-70747
Item Nbr. 4
Page Nbr. 1

Post Office™ Locations

PRINT | BACK

Post Office™ Locations near 70747



1 **Post Office™ Location - INNIS**
6541 LA HIGHWAY 1
INNIS, LA 70747-4700
(800) ASK-USPS
(800) 275-8777
0.0 mi

Business Hours
Mon-Fri
7:30am-12:00pm
1:00pm-4:00pm
Sat
8:00am-11:00am
Sun
Closed

2 **Post Office™ Location - BATCHELOR**
4992 LA HIGHWAY 1
BATCHELOR, LA
70715-9998
(800) ASK-USPS
(800) 275-8777
2.6 mi

Business Hours
Mon-Fri
8:00am-11:30am
12:30pm-4:00pm
Sat
8:30am-11:00am
Sun
Closed

3 **Post Office™ Location - MORGANZA**
1081 S LA 1
MORGANZA, LA
70759-9998
(800) ASK-USPS
(800) 275-8777
7.0 mi

Business Hours
Mon-Fri
8:00am-11:30am
12:30pm-4:00pm
Sat
9:00am-11:00am
Sun
Closed

4 **Post Office™ Location - MELVILLE**
522 CHURCH ST

Business Hours
Mon-Fri
9:00am-12:30pm
1:00pm-3:00pm

Docket: 1367966-70747
Item Nbr. 4
Page Nbr. 2

MELVILLE, LA 71353-9998
(800) ASK-USPS
(800) 275-8777
9.9 mi

Sat-Sun
Closed

Post Office™ Locations near 70747

By City

INNIS BATCHELOR MORGANZA MELVILLE TUNICA

By ZIP Code

70715 70759 71353 70782 70753 70712 70760 70732 70762 70775
70787 70783 70784 71369 71358 70749 70755 70756 70750 71329

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UNITED STATES POSTAL SERVICE

Eviction Notice

A. Office

Name: INNIS State: LA Zip Code: 70747
Area: SOUTHWEST District: LOUISIANA PFC
Congressional District: 3rd County: POINTE COUPEE
EAS Grade: 11 Finance Number: 214498

Post Office: ☑ Classified Station ☐ Classified Branch ☐ CPO ☐

There was no eviction notice for this office

Prepared by:	Alfred Christophe	Date:	08/09/2011
Title:	LOUISIANA PFC Post Office Review Coordinator		
Tele No:	(504) 589-1835	Fax No:	(651) 456-6854

UNITED STATES POSTAL SERVICE

Building Inspection Report

A. Office

Name:	INNIS		State: LA	Zip Code:	70747
Area:	SOUTHWEST	District:	LOUISIANA PFC		
Congressional District:	3rd	County:	POINTE COUPEE		
EAS Grade:	11		Finance Number:	214498	

Post Office: ☑ Classified Station ☐ Classified Branch ☐ CPO ☐

• **There was no building inspection report nor photos for this office**

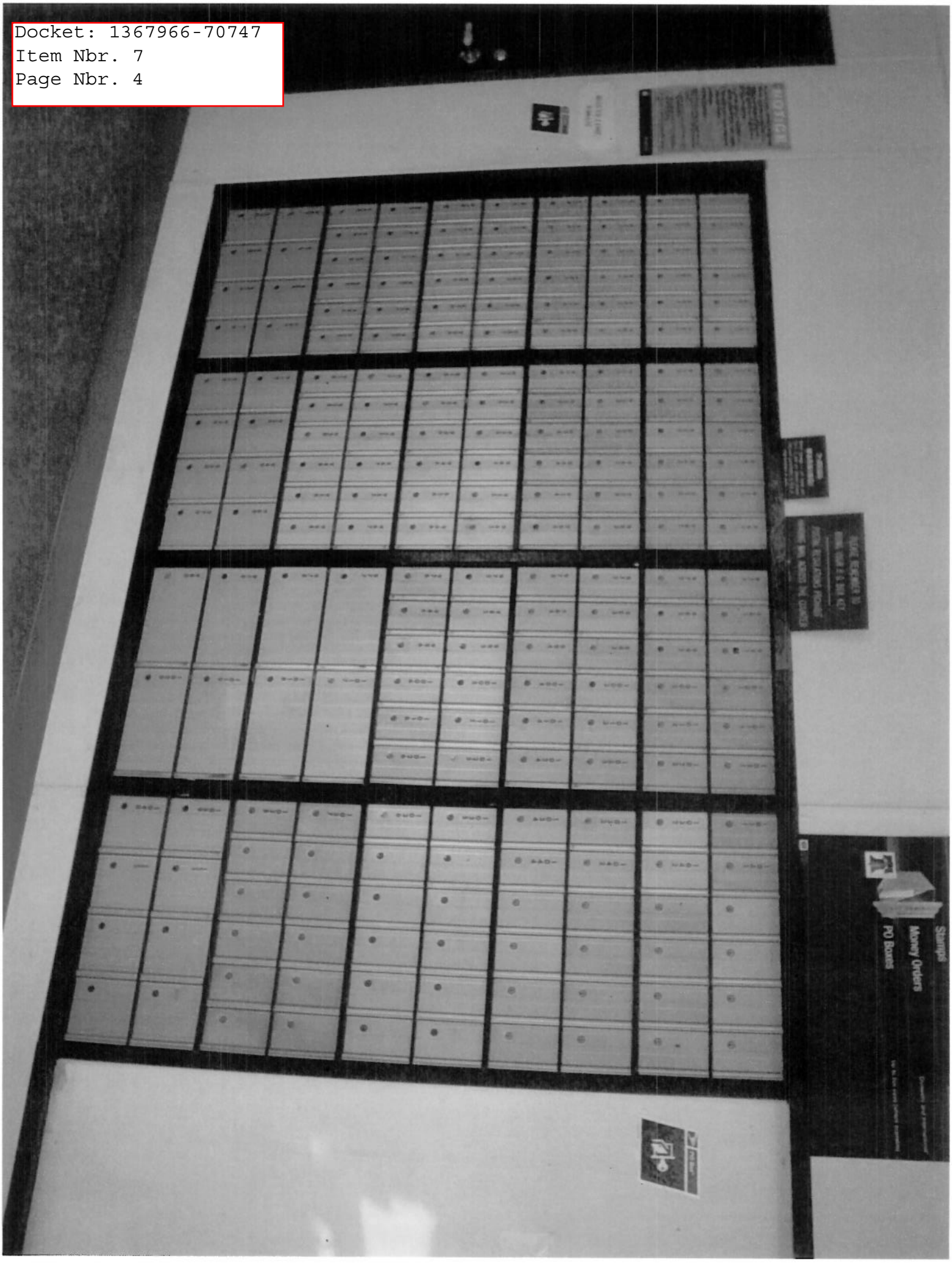
Prepared by:	Alfred Christophe	Date:	08/09/2011
Title:	LOUISIANA PFC Post Office Review Coordinator		
Tele No:	(504) 589-1835	Fax No:	(651) 456-6854

Docket: 1367966-70747
Item Nbr. 7
Page Nbr. 1

Docket: 1367966-70747
Item Nbr. 7
Page Nbr. 2

Docket: 1367966-70747
Item Nbr. 7
Page Nbr. 3

Docket: 1367966-70747
Item Nbr. 7
Page Nbr. 4



PS Form 150, Postmaster Workload Information

Post Office, State & Zip Code INNIS, LA 70747	Postmaster's Signature KS8BYM	Date 02/08/2011
District Office, State & Zip Code LOUISIANA PFC, LA 70113	District Manager's Signature Jeffery Taylor	Date 02/08/2011
(Check Box) ☑ Vacancy ☐ Management Review ☐ RFR	See Instructions on Reverse	

1. Current Office Level		11
2. Finance Number	(1-6)	214498
3. General Delivery Families Served	(7-9)	0
4. Post Office Boxes/Call Boxes Rented	(10-15)	89
5. Possible City Deliveries	(16-20)	0
6. Administrative Rural Boxes Served	(21-25)	0
7. Intermediate Rural Boxes Served	(26-30)	0
8. Administrative Responsibility form Intermediate Rural Boxes for Other Offices	(31-35)	0
9. Administrative Highway Contract/Star Route Boxes Served	(36-39)	0
10. Intermediate Highway Contract/Star Route Boxes Served	(40-43)	0
11. Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices	(44-47)	0
12. Number of Carrier Stations/Branches	(48-49)	0
13. Number of Finance Stations/Branches	(50-51)	0
14. Number of Contract Stations/Branches & Community Post Offices	(52-53)	0
15a. Does Office Experience A Seasonal Workload? *(box one "Y" of yes, "N" for no)* *(If you answer "yes" of this question, complete 'Seasonal Workload' section on reverse.)*	(54)	N
15b. Duration of Experience A Seasonal Workload? *(minimum or 8 weeks)*	(55-56)	
16. Does Office Perform Outgoing Distribution for Other Offices?	(57)	N
17. Does Office Perform Incoming Distribution for Other Offices?	(58)	N
18. Does Office Perform Incoming Secondary Distribution for Other Offices?	(59)	N
19. Do You Separate All Incoming Letter Size Mail to City & Rural Carrier Routes for Your Own Office?	(60)	N
20. Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	N
21. Do You Have Responsibility for Vehicle Maintenance Facilities?	(62)	N
22. Does Your Office Have Administrative Responsibility for an Air Transfer Office?	(63)	N
23. Is Postmaster Lessor for Government Owned Building?	(64)	N
24. Does Office Have MPLSM/SPLSM?	(65)	N
25. Does Office Distribute Food Stamps?	(65)	N

PS Form **150**, January 1983

PS Form 150, Postmaster Workload Information

	Normal	During Seasonal Period
General Delivery Families Served	0	0
Post Office Boxes/Call Boxes Rented	89	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	0	0
Administrative Responsibility/Number Intermediate Rural Boxes	0	0
Administrative Highway Contract/Star Route Boxes Served	0	0
Intermediate Highway Contract/Star Route Boxes Served	0	0
Administrative Responsibility/Number Intermediate Highway Contract/ Star Route Boxes	0	0

Instructions

1. Enter current evaluated office level.
2. Enter the 6 digit post office finance number.
3. Enter number of general delivery families served.
4. Enter total number of post office boxes and call boxes *rented*. Do not confuse with the total number available. This total should include boxes rented at classified stations/branches as well as the main office including GPO's.
5. Enter total possible city deliveries. The total reported should equal the total possible deliveries shown on Form 1621, *Carrier Route Report*, for the previous accounting period.
6. Enter the number of administrative boxes served. This is the number of rural route boxes served, within your ZIP Code ONLY by carriers administratively reporting to you. Do not include boxes on the routes which are in the ZIP Code of an intermediate office.
7. Enter the number of intermediate rural boxes served. This is the number of rural boxes, within your ZIP Code, served by a carrier administratively reporting to another postmaster. For credit, the mail must be incoming to your office and separated to the routes within your ZIP Code by you or your employees prior to carrier sequencing.
8. Enter the number of intermediate rural boxes for which you are administratively responsible. This is the number of boxes served by a carrier administratively responsible to you, but which are located in the ZIP Code for another office.
9. Enter the number of administrative highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor for whom you have administrative responsibility. Do not include boxes on the routes which are in the same ZIP Code of an intermediate office.
10. Enter the number of intermediate highway contract star route boxes served. This is the total number of star route boxes served within your ZIP Code ONLY by a contractor who administratively reports to another Postmaster. For credit the mail must be incoming to your office and separated to the contract route by you or your employees.
11. Enter the number of intermediate highway contract star route boxes for which you are administratively responsible. This is the number of boxes served by a contractor for whom you are administratively responsible and which are located in the ZIP Code of another office.
12. Enter the number of classified stations and/or branches that have carrier delivery service.
13. Enter the number of classified finance stations and/or branches *(without carrier delivery service)* staffed by postal employees.
14. Enter the total number of contract stations, rural stations and community post offices.
    (a) A contract station is a detached finance unit manned by non-postal employees.
    (b) A rural station is a post office box delivery unit serviced by a rural carrier.
    (c) A community post office is a contract unit which provides service in a small community.
15. To receive credit for a seasonal workload increase the items shown on the seasonal workload portion of the form must show a 25% increase and must last for a minimum of 8 weeks. The Christmas Season is not to be considered as a seasonal workload increase. Should your office have a seasonal workload increase you should enter the exact number of weeks the season lasts and complete the seasonal workload portion of the form in its entirety.

Questions 16 Thru 25 Should Be Answered Y (Yes) or N (No)

16. Does office separate massed outgoing mail originating in other associate offices to three digit ZIP CODE designating offices and/or area distribution centers and demonstrate a culling, facing and cancelling operation?
17. Does office separate massed three digit sorted incoming mail to a five digit sort for other associate offices?
18. Does office separate incoming mail to carrier routes for other associate offices?
19. Does office separate all incoming letter size mail to city, rural and/or star routes?
20. Does office separate all incoming flats to city and/or rural carrier routes without assistance from an MPC?
21. Do you have a vehicle maintenance facility under your jurisdiction?
22. Do you have an air transfer office under your jurisdiction?
23. Do you occupy a government-owned building and lease a portion of the building to someone else?
24. Does your office operate a Multiple Position Letter Sorting Machine (MPLSM) or Single Position Letter Sorting Machine (SPLSM)?
25. Does your office distribute food stamps?

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Worksheet for calculating Workload Service Credit (WSC) for Post Offices

Office Name: INNIS
Office Zip+4: 70747 -4700 District: LOUISIANA PFC

Activity WSCs

General Delivery Families Served (Item 3, PS Form 150)	0	X 1.0	=	0
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150)	89	X 1.0	=	89
Possible City Deliveries (Item 5, PS Form 150)	0	X 1.33	=	0
Administrative Rural Boxes Served (Item 6, PS Form 150)	0	X 1.0	=	0
Intermediate Rural Boxes Served (Item 7, PS Form 150)	0	X 0.7	=	0
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150)	0	X 0.3	=	0
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150)	0	X 1.0	=	0
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150)	0	X 0.7	=	0
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150)	0	X 0.3	=	0
Total Activity WSCs				89

Revenue WSCs

First	25 revenue units:	1.00	X	25 units	=	25.00
Next	275 revenue units:	0.50	X	25 units	=	12.50
Next	700 revenue units:	0.25	X	0 units	=	0.00
Next	5000 revenue units:	0.10	X	0 units	=	0.00
	Balance of revenue units:	0.01	X	0 units	=	0.00
	Total revenue WSCs:					37.50

Activity WSCs 89 + Revenue WSCs = 37.50 Base WSCs 126.50 = EAS Grade E

Previous evaluation: EAS grade 11

Effective date of change in service hours: _____ (if appropriate)
(when a vacancy exists, hours must reflect the appropriate EAS grade)

Worksheet completed by:

ALFRED CHRISTOPHE — Printed Name

ALFRED.G.CHRISTOPHEIII@USPS.GOV — Signature

LOUISIANA PFC District Review Coordinator — Title

02/07/2011 — Date

Window Transaction Survey

Window Transaction Survey

PO Name: INNIS ZIP+4: 70747 - 4700 Completed By: ALFRED CHRISTOPHE

Survey Period: 01/22/2011 through 02/04/2011

Record the number of retail window transactions in the appropriate columns for each day. Consider a sale of stamps as one transaction. A sale of stamps and a money order is two transactions. Do not record the handing out over the counter of box mail, general delivery mail, or carrier mail. Instead of this worksheet, you may use PS Form 2007-A, Window Transaction Record; PS Form 2007-B, Window Transaction Conversion; and PS Form 2007-C, Window Transaction Survey. To obtain the average daily number of transactions, divide the total number of transactions during the survey period by the number of days in the survey. The allowable time per transaction is shown in each column in minutes. To determine the average daily workload in minutes, multiply the number of transactions in each column by the time conversion for that column, total the time conversions for all columns, and divide the total number of minutes by the number of days in the survey period.

Day/Date	Postage Sales (.777)	Priority Parcels Money Orders (1.083)	Express Registered C.O.D (1.969)	Passports Meter Settings (5.06)	Box Rent (2.875)	Certified Insured Special Service (1.792)	Misc. Services (1.787)	Nonrevenue Services (1.188)
Sat - 01/22	7	4	0	0	0	0	0	0
Sun - 01/23	0	0	0	0	0	0	0	0
Mon - 01/24	10	9	0	0	0	0	0	0
Tue - 01/25	11	6	0	0	1	0	0	0
Wed - 01/26	15	11	0	0	1	2	0	0
Thu - 01/27	17	24	1	0	0	2	0	0
Fri - 01/28	14	13	0	0	0	1	0	0
Sat - 01/29	7	1	0	0	0	0	0	0
Sun - 01/30	0	0	0	0	0	0	0	0
Mon - 01/31	7	9	0	0	0	0	0	0
Tue - 02/01	13	19	0	0	1	4	0	0
Wed - 02/02	6	12	0	0	0	0	0	0
Thu - 02/03	14	23	0	0	0	0	0	0
Fri - 02/04	13	21	0	0	0	0	0	0
TOTALS	134	152	1	0	3	9	0	0
Time Factor	X .777	X 1.083	X 1.969	X 5.06	X 2.875	X 1.792	X 1.787	X 1.188
Daily Average	8.7	13.7	0.2	0.0	0.7	1.3	0.0	0.0

Average Number Daily Transactions: 24.9

Average Daily Retail Workload in Minutes: 24.6

UNITED STATES POSTAL SERVICE

01/22/2011

OIC/POSTMASTER

SUBJECT: INNIS Post Office

As you are aware, the Postal Service is evaluating a possible change in how postal services are provided to INNIS customers.

Please conduct the following surveys: Window Transaction Survey, Survey of Incoming Mail, and Survey of Dispatched Mail at the INNIS Post Office for a 2-week period. The surveys should begin 01/22/2011 and end on 02/04/2011. Please complete the enclosed forms as accurately as possible.

All forms should be completed by 02/05/2011. The completed forms may become part of an official and public record.

Thank you for your assistance. If you have any questions, please contact ALFRED CHRISTOPHE, Post Office Review Coordinator, at (504) 589-1835.

ALFRED CHRISTOPHE

Post Office Review Coordinator

cc: Official Record

Links: Window Transaction Survey - http://hqcsopps/po_dis/win/in_survey.cfm?fin=1367966
Survey of Incoming Mail - http://hqcsopps/po_dis/invol/in_survey.cfm?fin=1367966
Survey of Dispatched Mail - http://hqcsopps/po_dis/outvol/in_survey.cfm?fin=1367966

Survey of Incoming Mail

Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4: INNIS 70747 - 4700

Dates Recorded: 01/22/2011 through 02/04/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 01/22	133	21	7	23	2	4	1	1
Sun - 01/23	0	0	0	0	0	0	0	0
Mon - 01/24	310	102	1	366	1	5	0	0
Tue - 01/25	82	23	5	18	0	4	0	0
Wed - 01/26	102	81	8	20	2	4	2	0
Thu - 01/27	159	30	12	21	0	2	0	0
Fri - 01/28	145	35	13	27	1	4	2	1
Sat - 01/29	195	50	19	18	2	3	0	0
Sun - 01/30	0	0	0	0	0	0	0	0
Mon - 01/31	132	71	9	145	0	2	1	0
Tue - 02/01	128	36	15	33	0	3	0	0
Wed - 02/02	111	47	10	28	0	2	0	0
Thu - 02/03	141	31	4	114	1	2	2	0
Fri - 02/04	161	34	4	15	0	3	20	1
TOTALS	1,799	561	107	828	9	38	28	3
Daily Average	149.9	46.8	8.9	69.0	0.8	3.2	2.3	0.3

Signature of Person Making Count: ALFRED CHRISTOPHE

Printed Name: ALFRED CHRISTOPHE

Date: 02/07/11

Conversion Rate

Letter Type	Total Pieces Per Foot	Flat Type	Total Pieces Per Foot
Manual Letters	227	Manual Flats	115
Automated Letters	215	Automated Flats	115
Sequenced Letters	227	Sequenced Flats	115

Conversion rates are subject to periodic updates which will be published and disseminated when applicable.

Survey of Dispatched Mail

Survey of Dispatched Mail
(Record in Pieces)

Post Office Name and Zip+4: INNIS 70747 - 4700

Dates Recorded: 01/22/2011 through 02/04/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 01/22	7	0	0	0	1	0	0	0
Sun - 01/23	0	0	0	0	0	0	0	0
Mon - 01/24	47	0	0	0	0	0	0	0
Tue - 01/25	67	0	0	0	0	0	1	0
Wed - 01/26	46	0	2	1	0	0	0	0
Thu - 01/27	45	0	4	0	1	1	0	0
Fri - 01/28	66	7	0	0	2	4	0	0
Sat - 01/29	51	0	2	0	0	0	0	0
Sun - 01/30	0	0	0	0	0	0	0	0
Mon - 01/31	90	0	0	0	0	0	0	0
Tue - 02/01	72	0	0	0	1	0	1	1
Wed - 02/02	56	1	0	0	1	0	0	0
Thu - 02/03	78	0	4	0	0	0	0	0
Fri - 02/04	45	0	0	0	0	0	764	0
TOTALS	670	8	12	1	6	5	766	1
Daily Average	55.8	0.7	1.0	0.1	0.5	0.4	63.8	0.1

Signature of Person Making Count: ALFRED CHRISTOPHE

Printed Name: ALFRED CHRISTOPHE

Date: 02/07/11

UNITED STATES POSTAL SERVICE®

02/07/2011

OIC/POSTMASTER

SUBJECT: INNIS Post Office

Please provide the names and addresses of businesses, religious institutions, civic organizations, and local government offices, and schools that are served by the INNIS Post Office. The list of businesses should include small, part-time and in-home businesses, as well as public institutions, such as schools, police departments, etc; religious institutions and businesses physically located outside the community that use retail services on a routine basis at the INNIS Post Office. Also, please provide the total number of permit mailers and postage meter customers. Indicate in the space below the total number of Post Office box, general, and street delivery customers served by the office. Return all documents to ALFRED CHRISTOPHE by 02/21/2011. This information will be entered into the official record for public viewing.

Post Office Box	89
General Delivery	0
Rural Route (RR)	0
Highway Contract Route (HCR)	0
Intermediate RR	0
Intermediate HCR	0
City Delivery	0
Total Customers	89

If you have any comments on alternate means of providing services to the INNIS customers, please provide them below:

Churches - Good Faith Baptist Church P.O. Box 966 St. Stephens Episcopal Church PO Box 1020 Prevailing Word PO Box 910 Businesses - Innis Hardware PO Box 860 Purpera's A.G. PO Box 876 Innis Water Corp. PO Box 1018 Golden Wings PO Box 969 New Light Community Development PO Box 880 Rabalais & Son Terra-Jet SKILLS USA Louisiana, Inc. Library - Pointe Coupee Parish Library Fire Department - Innis Volunteer Fire Department Medical Clinic - Innis Medical Clinic Permits- Innis Water Corp. PO Box 1018 Permit#3

ALFRED CHRISTOPHE
Post Office Review Coordinator

Comments:

cc: Official Record

UNITED STATES POSTAL SERVICE

01/19/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the INNIS Post Office, 70747 - 4700, located in POINTE COUPEE County. Please search your records for any recent reports of mail theft or vandalism in the area.

Please enter your findings in the yellow blocks below. Once complete please click submit. You can print from above. Signatures are captured electronically.

Thank you for your assistance in this matter

ALFRED CHRISTOPHE
Post Office Review Coordinator
LOUISIANA PFC

NBR records of mail theft or vandalism: 9

Comments/Findings:

Nine complaints involving the non-receipt of mail were reported to the U.S. Postal Inspection Service from the Innis, LA 70747 delivery area.

cc: Official Record

Post Office Survey Sheet

Post Office Name	INNIS	ZIP+4	70747-4700
Congressional District	3rd	Date	02/07/2011

1. List specific information about the facility, such as structural defects, safety hazards, lack of running water or restrooms (if so, where restrooms are available), security, and other deficiencies or factors to consider.
   None

2. Is the facility accessible to persons with disabilities? ☑ Yes ☐ No

3. Lease terms? 30-day cancellation clause? 30 day notice required

4. Are suitable alternate quarters available for an independent Post Office? If so, where?
   No

5. List potential CPO sites.
   Current location

6. Are there any postage meter customers or permit mailers? ☑ Yes ☐ No
   If yes, please identify them by name and address.
   Innis Water Corp., PO Box 1018, Innis, LA

7. Which career and noncareer employees will be affected and what accommodations will be made for them?
   N/A

8. How is mail received and dispatched at the office and at what times? How will this be affected by discontinuance? Will a collection box be retained? Will a locked pouch be utilized?
   Received 7:45 AM Dispatched 4:45 PM HC Driver brings incomming and picks up diapatch.

How many Post Office boxes are installed?	212	
How many Post Office boxes are used?	89	
What are the window service hours?	07:30 - 12:00 - 13:00 - 16:00	M-F
	08:00 - 11:00	S
What are the lobby hours?	24	M-F
	24	S

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.
   None

Post Office Survey Sheet *(continued)*

10. What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)?
None

11. List potential CBU/parcel lockers sites and distances from present Post Office site.
None

12. Are there any special customer needs? (People who cannot read or write, who cannot drive, who have infirmities or physical handicaps, etc.) How can these people be accommodated?
In the Community there are several customers that can not read and write, who can not drive that depends on a Senoir Citizen's van for transportation.

13. Rural delivery/HCR delivery.

a.	What is current evaluation?	0
b.	Will this change result in the route being overburdened?	☐ Yes ☑ No
	If so, what accommodations will be made to adjust the route?	0
c.	How many boxes and miles will be added to the route?	0, box 0.00 Miles
d.	What would be the additional annual expense if the route is increased?	0
e.	What is the one-time cost of CBU/parcel locker installation (id appropriate)?	0
f.	At what time of the day does the carrier begin delivery to the community?	0
	Will this delivery time be affected if the office is discontinued? (Y or N)	☐ Yes ☑ No
	If so, how?	0

14. Are the Post Office box fees at the facility that will provide alternative service different from those at the office to be discontinued? If so, how (Cost)? ☐ More ☑ Same ☐ Less

Community Survey Sheet

Community Survey Sheet

Post Office Name	INNIS	ZIP+4	70747-4700
Congressional District	3rd	Date	02/05/2011

1. Incorporated? ☐ Yes ☑ No

   Local government provided by: No

   Police protection provided by: Yes - Pointe Coupee Sheriff (Parish)

   Fire protection provided by: Yes - Innis Volunteer Fire Dept.

   School location:

2. What population growth is expected? (Please document your source)

   None

3. What residential, commercial, or business growth is expected? (Please document your source)

   None

4. History. (Are there any special historical events related to the community?
   Are there any special community events to consider?
   Is the Post Office facility a state or national historic landmark (see ASM 515.23)?
   Check with the field real estate office when verification is needed.)

   No

5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?

   Retirees, Self-Employed, Farmers, and Elderly

6. Which nonpostal services are provided by the Post Office (e.g., public bulletin board,
   school bus stop, community meeting location, voting place, government form distribution center.
   Do employees of the office offer assistance to senior citizens and handicapped)?
   What provisions can be made for these services if the Post Office is discontinued?

   No

Highway Contract Route Cost Analysis Form

Highway Contract Route
Estimated Cost for Alternative Service

Office Name: INNIS
Office Zip+4: 70747 -4700 District: LOUISIANA PFC

1.	Enter the number of additional boxes to be added to the route	0	x 3.64 hours per year	0.00
2.	Enter the number of additional miles to be added to the route	0.00	x 10.40 hours per year	0.00
			Total time added to the route	0.00
3.	Enter the HCR hourly rate (Contact Area Manager, Purchasing/Contracting Officer)			0.00
	Total additional compensation (HCR hourly rate x total time added to the route)			0.00

Rural Route Cost Analysis Form

Rural Route Carrier
Estimated Cost for Alternative Replacement Service

Office Name: INNIS
Office Zip+4: 70747 -4700 District: LOUISIANA PFC

1.	Enter the number of additional boxes to be added to the rural route	0		
2.	Enter the number of additional miles to be added to the route	0.00		
	Enter the volume factor	0.00		
		Total (additional boxes x volume factor)		0.00
3.	Enter the number of additional boxes to be added to the rural route	0		
	Centralized boxes	0.00	x 1.00 Min	0.00
	Regular L route boxes	0.00	x 1.82 Min	0.00
	Regular Non-L route boxes	0.00	x 2.00 Min	0.00
			Total additional box allowance	0.00
4.	Enter the number of additional daily miles to be added to the rural route	0.00	x 12 Mileage Standard	0.00
			Total additional minutes per week (miles carried to two decimal places)	0.00
5.	Total additional annual minutes (additional minutes per week year)	0.00	x 52 Weeks	0.00
6.	Total additional annual hours (additional annual minutes/ 60 minutes per hour)	0.00	/ 60 Minutes	0.00
7.	Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated)	0.00		
		Total Annual Cost (additional annual hours x rural cost per hour)		0.00
8.	Enter lock pouch allowance (if applicable)			0.00
		Total annual cost for alternate service (annual cost minus lock pouch allowance)		0.00

U.S. Postal Service

POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL
Fact Sheet

1. Date Prepared 03/25/2011

2. Post Office Name INNIS

3. State and ZIP + 4 Code LA, 70747-4700

4. District, Customer Service LOUISIANA PFC

5. Area, Customer Service SOUTHWEST

6. County POINTE COUPEE

7. Congressional District 3rd

8. Reason for Proposal to Discontinue
Innis Post Office Postmaster's position became vacant on 7/2/2008 and earns less than 2 hrs, actual earned for FY 10 was 1.72. It will be more cost effective and enable the Postal Service to better serve our customers by consolidating Innis Post Office with the Batchelor Post Office which is located 3.38 miles away.

9. PO Emergency Suspend *(Reason and Date)*
No Suspension

10. Proposed Permanent Alternate Service

11. Staffing

a. [ ] PM [✓] PM Vacancy Reason & Date: was reassigned
Occupied 07/02/2008

b. [ ] OIC [ ] Career [ ] Non-Career

c. Current PM POSITION Level (150) EAS-11 Downgraded from EAS-11

d. No of Clerks- 0 No of Career- 0 No of Non-Career- 0

e. No of Others- 0 No of Career- 0 No of Non-Career- 0

12. Hours of Service

a. Time M-F	Sat	Total Window Hours Per Week
a. Lobby Time M-F 24	Sat 24	10.00

13. Number of Customers Served

a. General Delivery	0
b. P.O. Box	89
c. City Delivery	0
d. Rural Delivery	0
e. Highway Contract Route Box	0
f. Total	89
g. No. Receiving Duplicate Service	0
h. Average No. Daily Transactions	24.90

14. Daily Volume (Pieces)

Types of Mail	Received	Dispatched
a. First-Class	196	56
b. Newspaper	77	1
c. Parcel	3	0
d. Other	2	63
e. Total	278	120
f. No. of Postage Meters		0
g. No. of Permits		0

Finances a. FY	Receipts	b. EAS Step 1 PM Basic Salary (no Cola)	c. PM Fringe Benefits (33.5% of b.)
2008	$ 21,026	$ 25022	$8,382
2009	$ 15,804		
2010	$ 19,089		

16a. Quarters

[ ] Postal Owned [ ] Leased *(if Leased, Expiration Date) 01/31/2011* Annual Lease $ 2400

30-day cancellation clause? [✓] Yes [ ] No Evicted? [ ] Yes [✓] No (if Yes, must vacate by)

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

16b. Explain:
Innis Post Office can be moved to Batchelor Post Office.

17. Schools, Churches and Organization in Service Area: No: 3
Prevailing Word Church Good Faith Church Saint Stevens Episcopal Church

19. Administrative/Emanating Office *(Proposed)*:
Name BATCHELOR EAS Level 13 Miles Away 3.4
Window Service Hours: M-F 07:30 16:00 SAT 08:00 11:00
Lobby Hours: M-F 24 SAT 24
PO Boxes Available: 56

18. Businesses in Service Area: No: 5
Purpera Supermarket Innis Hardware Innis Water Co. Innis Library Golden Wings

20. Nearest Post Office *(if different from above)*:
Name BATCHELOR EAS Level 13 Miles Away 3.4
Window Service Hours: M-F 08:00 16:00 SAT 08:30 11:15
Lobby Hours: M-F 24 SAT 24
PO Boxes Available: 56

21. Prepared by

Printed Name and Title		Signature	Telephone No. AC ()
ALFRED CHRISTOPHE		*ALFRED CHRISTOPHE*	(504) 589-1835
PO Discontinuance Coordinator Name	Telephone No. AC ()	Location	
ALFRED CHRISTOPHE	(504) 589-1835	NEW ORLEANS , LA	

PS Form 4920, June 1993

UNITED STATES POSTAL SERVICE

A. Office

Name: INNIS State: LA Zip Code: 70747
Area: SOUTHWEST District: LOUISIANA PFC
Congressional District: 3rd County: POINTE COUPEE
EAS Grade: 11 Finance Number: 214498

Post Office: ☑ Classified Station ☐ Classified Branch ☐ CPO ☐

This form is a place holder for number 19. And the verification of new service type is complete.

Prepared by:	Alfred Christophe	Date:	08/09/2011
Title:	LOUISIANA PFC Post Office Review Coordinator		
Tele No:	(504) 589-1835	Fax No:	(651) 456-6854

UNITED STATES POSTAL SERVICE

01/24/11

OIC/POSTMASTER

SUBJECT: INNIS Post Office

Enclosed are questionnaires addressed to customers of the INNIS Post Office. I have also enclosed additional copies of the questionnaires for any retail or other customer who wishes to complete one. Please furnish these questionnaires to retail customers upon request. All completed forms should be forwarded to my office by 02/16/2011 for further review.

Alfred Christophe
Post Office Review Coordinator
Enclosures

UNITED STATES POSTAL SERVICE

01/24/2011

POSTAL CUSTOMER
INNIS POST OFFICE
INNIS, LA 70747

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The Postmaster at the Innis Post Office was reassigned on 07/02/2008. The Office is being studied for possible closing or consolidation for the following reasons: Innis Post Office Postmaster's position became vacant on 7/2/2008 and earns less than 2 hrs, actual earned for FY 10 was 1.72. It will be more cost effective and enable the Postal Service to better serve our customers by consolidating Innis Post Office with the Batchelor Post Office which is located 3.38 miles away.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by community post office emanating from the Batchelor Post Office.

Retail services are also available at the Batchelor Post Office, located 3.4 miles away. Hours of service at this office are 07:30 16:00, Monday through Friday, and 08:00 11:00 on Saturday. Post Office box service is available at this location at the same fees.

The Post Office earns 1.72 hours daily,it should earn at least 8 hours daily.

I invite you to think about a possible change to community post office. Please return the enclosed questionnaire by 02/16/2011 using the pre-addressed envelope provided or at the community meeting. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record and will be available for public viewing.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the the Innis Community Gym, 6450 LA Hwy 1, Innis, LA 70747 on Wednesday, February 16, 2011 from 6:00 PM to 7:00 PM to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Alfred Christophe at (504) 589-1835.

Thank you for your assistance.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

Enclosures:
Questionnaire and return envelope Summary of Post Office Change Regulations,
Carrier delivery information CBU information sheet (when appropriate)

UNITED STATES POSTAL SERVICE

Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the INNIS Post Office for each of the following:

Postal Services	**Daily**	**Weekly**	**Monthly**	**Never**
a. Buying Stamps	☐	☐	☐	☐
b. Mailing Letters	☐	☐	☐	☐
c. Mailing Parcels	☐	☐	☐	☐
d. Pick up Post Office box mail	☐	☐	☐	☐
e. Pick up general delivery mail	☐	☐	☐	☐
f. Buying money orders	☐	☐	☐	☐
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	☐	☐	☐	☐
h. Sending Express Mail	☐	☐	☐	☐
i. Buying stamp-collecting material	☐	☐	☐	☐

Other Postal Services

a. Entering permit mailings ☐ YES ☐ NO

b. Resetting/using postage meter ☐ YES ☐ NO

Nonpostal Services

a. Picking up government forms (such as tax forms) ☐ YES ☐ NO

b. Using for school bus stop ☐ YES ☐ NO

c. Assisting senior citizens, persons with disabilities, etc. ☐ YES ☐ NO

If yes, please explain: _____

d. Using public bulletin board ☐ YES ☐ NO

e. Other ☐ YES ☐ NO

If yes, please explain: _____

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

☐ YES ☐ NO

If yes, please explain: _____

UNITED STATES POSTAL SERVICE

3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How do you think carrier route delivery service will compare to your current service?

☐ Better ☐ Just as Good ☐ No Opinion ☐ Worse

If yes, please explain: _____

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

☐ Shopping _____

☐ Personal needs _____

☐ Banking _____

☐ Employment _____

☐ Social needs _____

5. Do you currently use local businesses in the community?

☐ Yes ☐ No

If yes, would you continue to use them if the Post Office is discontinued?

☐ Yes ☐ No

Mailing Address

Name: _____

Address: _____

Telephone: _____

Date: _____

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

UNITED STATES POSTAL SERVICE

POST OFFICE ON WHEELS
SERVICES AVAILABLE FROM RURAL AND HIGHWAY CONTRACT ROUTE CARRIERS

You can eliminate almost all trips to the Post Office, because doing business with the Postal Service is as close as your mailbox. The carrier can provide virtually all postal services to you, and most transactions do not require meeting the carrier at the mailbox. Some of the most frequently used services are:

MAILING PACKAGES

Carriers will accept packages at the mailbox without a customer being present, provided the postage is fully prepaid, and the customer is known to reside or conduct business at that collection point. The package MUST have a matching return address that is the same as the collection point. If postage has not been applied, estimate the amount of postage needed and leave the money in the mailbox. If insurance is desired, the value of the contents must be specified. The carrier will take the package to the Post Office, and it will be weighed to determine the appropriate rate. The package will be mailed that same day. The carrier will leave the customer's change and insurance receipt, if appropriate, in the mailbox on the next delivery day.

PURCHASING STAMPS BY MAIL

The Stamps by Mail program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, *Stamp Purchase Order (Rural)*, available from the Post Office or the carrier. Commemorative stamps and stamp-collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the United States Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS

Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the Post Office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES

Special services such as Certified, Registered, Express Mail, Delivery Confirmation, Signature Confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL

Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the Post Office during their absence. Upon return, the customer asks the Post Office to resume delivery.

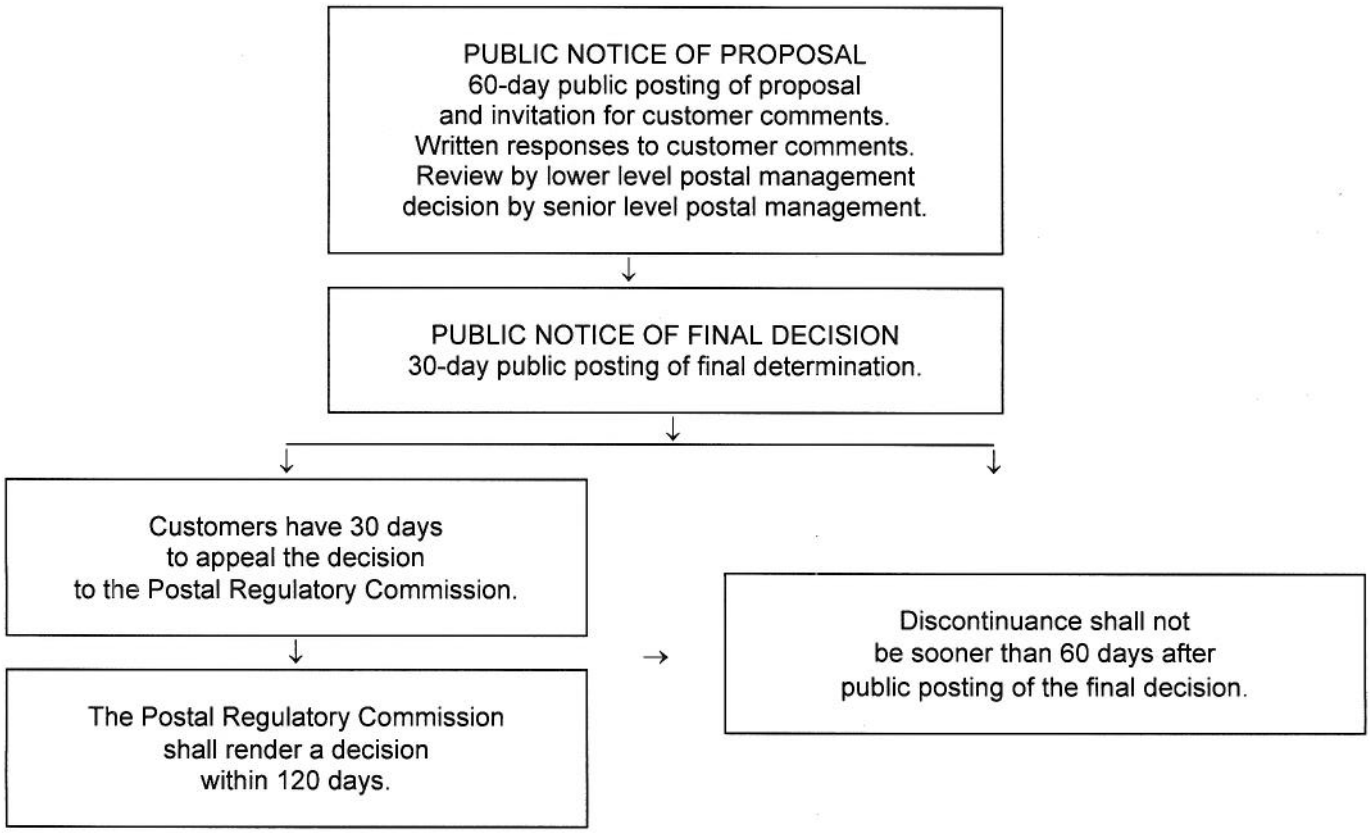
UNITED STATES POSTAL SERVICE

SUMMARY OF POST OFFICE CHANGE REGULATIONS

Certain regulations based on federal law apply when postal managers propose to replace a Post Office with an alternate form of postal service. These regulations are designed to ensure that the reasons for proposing such changes in postal service are fully disclosed at a stage when customers can make helpful contributions toward a final decision. The full text of the statutory provisions appears in Title 39, *United States Code*, Section 404(b), while the implementing regulations appear in Title 39, *Code of Federal Regulations*, Part 241.3.

According to implementing regulations, an initial investigation and any subsequent formal proposal to discontinue a Post Office originate with postal field managers responsible for Post Offices in that area. The proposal must explain the services recommended as substitutes and the rationale that supports this recommendation. The written proposal is prominently posted for 60 days at affected Post Offices, along with an "Invitation for Comments," which formally invites customer comments. At the end of the 60-day comment period, additional review is made at lower and upper levels of postal management.

When a final decision is made at Postal Headquarters in Washington, DC, that decision is posted in affected Post Offices for 30 days, during which customers may appeal the decision to the Postal Regulatory Commission in Washington, DC. The Postal Regulatory Commission has 120 days to consider and decide an appeal. Even without an appeal, no Post Office may be closed sooner than 60 days after the public posting of the final decision.



UNITED STATES POSTAL SERVICE

08/09/2011

EDMOND D. RIVIERE

PO BOX 951, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL
The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS
Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES
Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL
Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE®

08/09/2011

MARY DAILEY

8107 HWY 418, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about those customers with disabilities who are not able to go to the post office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

LEONARD PURPERA

PO BOX 876, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

JEANINE LEMOINE

PO BOX 876, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about having to travel to another post office for service. Services provided at the post office will be available from the carrier, and customers will not have to travel to another post office for service. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

GLADYS DAUZAT

PO BOX 925, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You were concerned about obtaining services from the carrier, retail services provided at the post office are available from the carrier. Most transactions do not require meeting the carrier at the mailbox. Stamps by Mail and Money Order Application forms are available for customer convenience. Listed below are some services available from the carrier and how to obtain them.

PURCHASING STAMPS BY MAIL
The Stamps by Mail Program provides customers the opportunity to purchase stamps, envelopes, and postal cards by using Form 3227-R, Stamp Purchase Order (Rural), available from the post office or the carrier. Commemorative stamps and stamp collecting products are also available. The customer addresses the postage paid order form envelope, encloses payment by personal check or postal money order made payable to the US Postal Service, and mails the form (postage-free) or leaves it in the mailbox for the carrier to pick up. Most orders are processed overnight, and some immediately.

PURCHASING POSTAL MONEY ORDERS
Customers may purchase money orders by meeting the carrier at the mailbox, completing an application, and paying the carrier (in cash) the price of the money order, plus the fee. The carrier gives the customer a receipt for the application. The money order is completed when the carrier returns to the post office, and a money order receipt is left in the customer's mailbox on the next delivery day. Most customers provide the carrier with a stamped, self-addressed envelope in which the completed money order is mailed to its destination. If customers prefer, the completed money orders will be returned for verification on the next delivery day.

SPECIAL SERVICES
Special services such as certified, registered, Express Mail, delivery confirmation, signature confirmation, and COD may be obtained from the carrier by leaving a note in the mailbox, along with the appropriate payment. The carrier will provide the services that day and leave a customer receipt in the mailbox on the next delivery day.

HOLDING MAIL
Customers who will be away for an extended time, such as a vacation, may request that their mail be held at the post office during their absence. Upon return the customer asks the post office to resume delivery.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

SADIE LYLES

PO BOX 942, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about those customers with disabilities who are not able to go to the post office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

- You expressed a concern that you requested and were denied rural delivery service. There are several guidelines which must be met prior to a road being approved for delivery. The road to be traveled must be at least 14 feet wide and maintained at all times of the year. It cannot dead end in a private driveway even if the drive is maintained by a municipality. There must be a suitable turning point provided for the carrier, preferably with no backing. If backing is involved, there are other guidelines to adhere to. If backing is necessitated, the Postmaster must verify it is in a low-traffic area and there are no children in the immediate vicinity on a regular basis. There must also be a minimum of one family per one-half mile of travel.

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Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE®

08/09/2011

DEBORAH WILLIAMS

PO BOX 862, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about those customers with disabilities who are not able to go to the post office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

LARRY RABALAIS

PO BOX 918, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about the loss of the Communities' identity. A community's identity derives from the interest and vitality of its residents and their use of its name. The Postal Service is helping to preserve community identity by continuing the use of the suspended Post Office name and ZIP Code in addresses and in the National Five-Digit ZIP Code and Post Office Directory.

- You asked why the suspended post office was being discontinued while others were retained. Post offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternate means.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE®

08/09/2011

LARY RABALAIS

PO BOX 918, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern that the Postal Service exhibits a lack of interest in the mailing needs of the community. The Postal Service is required to provide each community with regular and effective service, using the most cost efficient means possible. The proposed alternate delivery service will meet the mailing and service needs of the community in a more cost effective manner.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

LARRY RABALAIS

PO BOX 918, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You inquired about building a new facility or a mobile unit. New construction or the placement of a mobile unit or trailer is not feasible when regular and effective service can be provided by more cost-effective alternatives, such as rural delivery.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

GENNIE CHRISTAL

PO BOX 963, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern over the dependability of rural route service. Rural letter carriers perform a vital function in the United States Postal Service serving thousands of families and businesses in rural and suburban areas while traveling millions of miles daily. Rural letter carriers are highly respected by the American public. This respect has been earned by many years of dedication to the Postal Service and to postal customers. During national and local emergencies, including prolonged periods of extreme weather conditions, rural carriers have demonstrated great responsibility in providing mail service to postal customers. Rural carriers are required to serve the route expeditiously and arrive at boxes at about the same time each day.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

SUZZANE JOHNSON

PO BOX 914, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about a change in address. Customers will be assigned a 911 address. The new address will continue to use the community name and ZIP Code. Mail will be forwarded in accordance with postal regulations, and change of address forms are available from the Postal Service to assist customers in notifying correspondents of the change.

If it is determined that a discontinuance of the Innis Post Office should be pursued, a formal proposal will be posted in the Batchelor Post Office and Innis Post Office at a later date. If you have additional questions or comments, please feel free to contact Alfred Christophe at (504) 589-1835.

Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

SUZANNE JOHNSON

PO BOX 914, INNIS, LA
INNIS, LA 70747

Dear Postal Service Customer:

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Sincerely,

GERNARDA BAILEY
Manager, Post Office Operations
701 Loyola ave
New Orleans , La, 70113-9998

UNITED STATES POSTAL SERVICE

08/09/2011

SHIRLEY DUZAT

8518 LA HWY 418, BATCHELOR, LA
BATCHELOR, LA 70715

Dear Postal Service Customer:

Thank you for returning your questionnaire concerning the proposed discontinuance of the Innis Post Office. Your comments, along with others received, will be included in the official record and considered carefully before further action is taken.

In response to your letter:

- You expressed a concern about those customers with disabilities who are not able to go to the post office to pick up their mail. Customers are not required to travel to another post office to receive mail or obtain retail services. These services will be provided by the carrier to a roadside mailbox located close to customers' residences. In hardship cases, delivery can be made to the home of a customer. Changes in the type of delivery are considered where service by existing methods would impose an extreme physical hardship for an individual customer. Any request for a change in delivery method must be submitted in writing to the administrative postmaster.

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701 Loyola ave
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