

OFFICIAL RECORD INDEX INGLESIDE MD 21644

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42.	N/A	
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52.	N/A	
53.	N/A	
54.	Final determination instruction letter	08/05/11



12/07/2010

WILLIAM RIDENOUR
DISTRICT MANAGER
BALTIMORE PFC

SUBJECT: Authority to Conduct Investigation

I request your authorization to investigate a possible change in postal services for the office in the MD01 congressional district.

Post Office Name:	INGLESIDE
Zip+4 Code:	21644-9998
EAS Level:	55
Finance Number:	234644
County:	Queen Anne
Proposed Admin Office:	BARCLAY PO
ADMIN Miles Away:	3.5
Near Office Name:	BARCLAY PO
Near Miles Away:	3.5
Number of Customers:	
Post Office Box:	22
General Delivery:	1
Rural Route (RR):	0
Highway Contract Route (HCR):	0
Intermediate RR:	31
Intermediate HCR:	0
City Delivery:	0
Total Customers:	54
ZIP Code Change:	Yes <input type="checkbox"/> NO <input checked="" type="checkbox"/> ZIP Code

The above office became vacant when the postmaster retired on 01/01/2010.

Two surrounding offices are located in close proximity, Sudlersville is 7 miles away and Barclay is 3.5 miles away. A review of business activities of the Ingleside Post Office revealed that the workload had declined. The Postal Service can provide equal or better service via alternate access.

BRYAN LANDRY
Manager, Post Office Operations

Approval to Study for Discontinuance:

WILLIAM RIDENOUR
DISTRICT MANAGER
BALTIMORE PFC

12/07/2010

DATE

cc: Area Manager, Public Affairs and Communication



NOTICE OF POST OFFICE EMERGENCY SUSPENSION

A. Office

Name: INGLESIDE State: MD Zip Code: 21644
Area: CAPITAL METRO District: BALTIMORE PFC
Congressional District: MD01 County: Queen Anne
EAS Grade: 53 Finance Number: 234644
Post Office: Classified Station Classified Branch CPO

• There was no Emergency Suspension for this office

Prepared by: Philip Ventura
Title: BALTIMORE PFC Post Office Review Coordinator
Tele No: (410) 347-4623

Date: 01/25/2011
Fax No: (651) 994-3377



NOTICE TO CUSTOMERS/DISTRICT PERSONNEL OF SUSPENSION

A. Office

Name: INGLESIDE State: MD Zip Code: 21644
Area: CAPITAL METRO District: BALTIMORE PFC
Congressional District: MD01 County: Queen Anne
EAS Grade: 53 Finance Number: 234644
Post Office: Classified Station Classified Branch CPO

There was no Emergency Suspension for this office

Prepared by: Philip Ventura
Title: BALTIMORE PFC Post Office Review Coordinator
Tele No: (410) 347-4623

Date: 01/25/2011
Fax No: (651) 994-3377



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Post Office™ Locations

[PRINT](#) | [BACK](#)

Post Office™ Locations near 21644



- | | | |
|--|--|---|
| <p>1 Post Office™
Location - BARCLAY
1325 GOLDSBORO RD
BARCLAY, MD 21607-9998
(800) ASK-USPS
(800) 275-8777
(410) 438-3565</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">1.5 mi</p> | <p>Business Hours
Mon-Fri
8:00am-11:30am
12:15pm-4:30pm
Sat
9:30am-12:30pm
Sun
closed</p> | <p>Services
Passport Application Services
PO Boxes Online</p> <p>Service hours may vary. Please check link for business hours.</p> |
| <p>2 Post Office™
Location - INGLESIDE
2626 ROBERTS STATION RD
INGLESIDE, MD 21644-9998
(800) ASK-USPS
(800) 275-8777
(410) 758-3489</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">2.1 mi</p> | <p>Business Hours
Mon-Fri
8:00am-2:30pm
Sat
8:00am-11:30am
Sun
closed</p> | <p>Services
PO Boxes Online</p> <p>Service hours may vary. Please check link for business hours.</p> |
| <p>3 Post Office™
Location - SUDLERSVILLE
117 S CHURCH ST
SUDLERSVILLE, MD 21668-9998
(800) ASK-USPS
(800) 275-8777
(410) 438-3616</p> <p style="border: 1px solid black; padding: 2px; display: inline-block;">4.6 mi</p> | <p>Business Hours
Mon-Fri
8:00am-12:30pm
1:30pm-4:00pm
Sat
8:30am-11:00am
Sun
closed</p> | <p>Services
Passport Application Services
PO Boxes Online</p> <p>Service hours may vary. Please check link for business hours.</p> |

4 **Post Office™**
Location -
CHURCH HILL
 558 MAIN ST
 CHURCH HILL, MD
 21623-9998
 (800) ASK-USPS
 (800) 275-8777
 (410) 556-6118

5.6 mi

Business Hours
 Mon-Fri
 8:30am-12:00pm
 1:00pm-4:30pm
 Sat
 8:30am-10:00am
 Sun
 closed

Services
[Passport Application Services](#)
[PO Boxes Online](#)

Service hours may vary. Please check link for business hours.

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5 **Post Office™**
Location -
TEMPLEVILLE
 3711 BARCLAY RD
 TEMPLEVILLE, MD
 21670-9998
 (800) ASK-USPS
 (800) 275-8777
 (410) 482-2474

6.2 mi

Business Hours
 Mon-Fri
 8:00am-10:00am
 2:30pm-4:15pm
 Sat
 8:00am-11:30am
 Sun
 closed

Services
[PO Boxes Online](#)

Service hours may vary. Please check link for business hours.

Post Office™ Locations near 21644

By City

[BARCLAY](#) [INGLESIDE](#) [SUDLERSVILLE](#) [CHURCH HILL](#) [TEMPLEVILLE](#)

By ZIP Code

[21607](#) [21668](#) [21623](#) [21670](#) [21640](#) [21649](#) [21636](#) [21628](#) [19953](#) [21651](#)
[21639](#) [21617](#) [21620](#) [21660](#) [21650](#) [19955](#) [21645](#) [21657](#) [21635](#) [21678](#)

People and Business Search Find people and businesses at [WhitePages.com](#)

People Search

Search for a person and perform a reverse lookup on phone numbers and addresses.

Business Search

Search for a business by name or category nationwide.

Reverse Phone Number

See who is calling you



Eviction Notice

A. Office

Name: INGLESIDE State: MD Zip Code: 21644
Area: CAPITAL METRO District: BALTIMORE PFC
Congressional District: MD01 County: Queen Anne
EAS Grade: 55 Finance Number: 234644
Post Office: Classified Station Classified Branch CPO

There was no eviction notice for this office

Prepared by: Philip Ventura
Title: BALTIMORE PFC Post Office Review Coordinator
Tele No: (410) 347-4623

Date: 05/10/2011
Fax No: (651) 994-3377



Building Inspection Report

A. Office

Name: INGLESIDE State: MD Zip Code: 21644
Area: CAPITAL METRO District: BALTIMORE PFC
Congressional District: MD01 County: Queen Anne
EAS Grade: 55 Finance Number: 234644
Post Office: Classified Station Classified Branch CPO

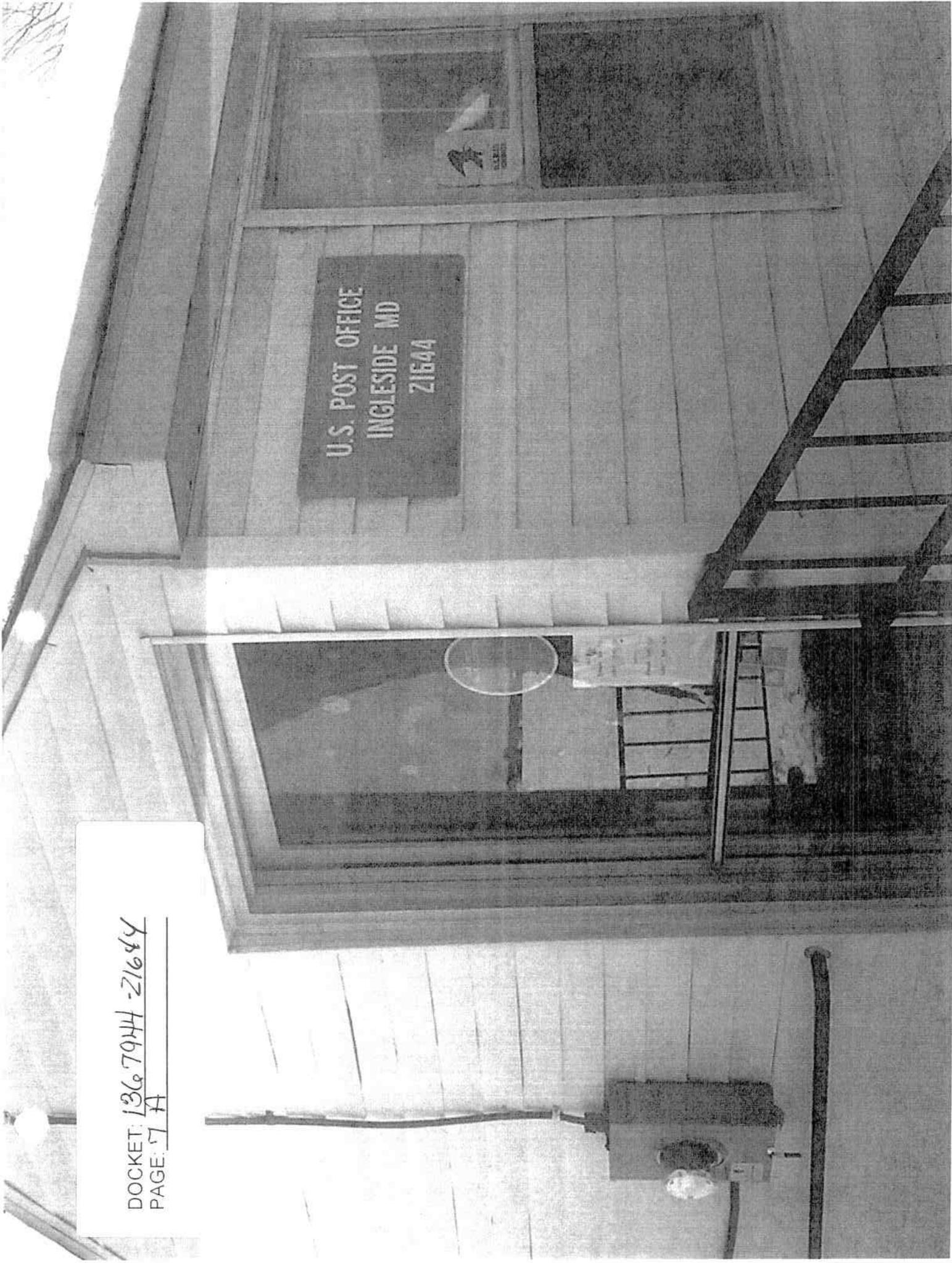
• There was no building inspection report nor photos for this office

Prepared by: Philip Ventura
Title: BALTIMORE PFC Post Office Review Coordinator
Tele No: (410) 347-4623

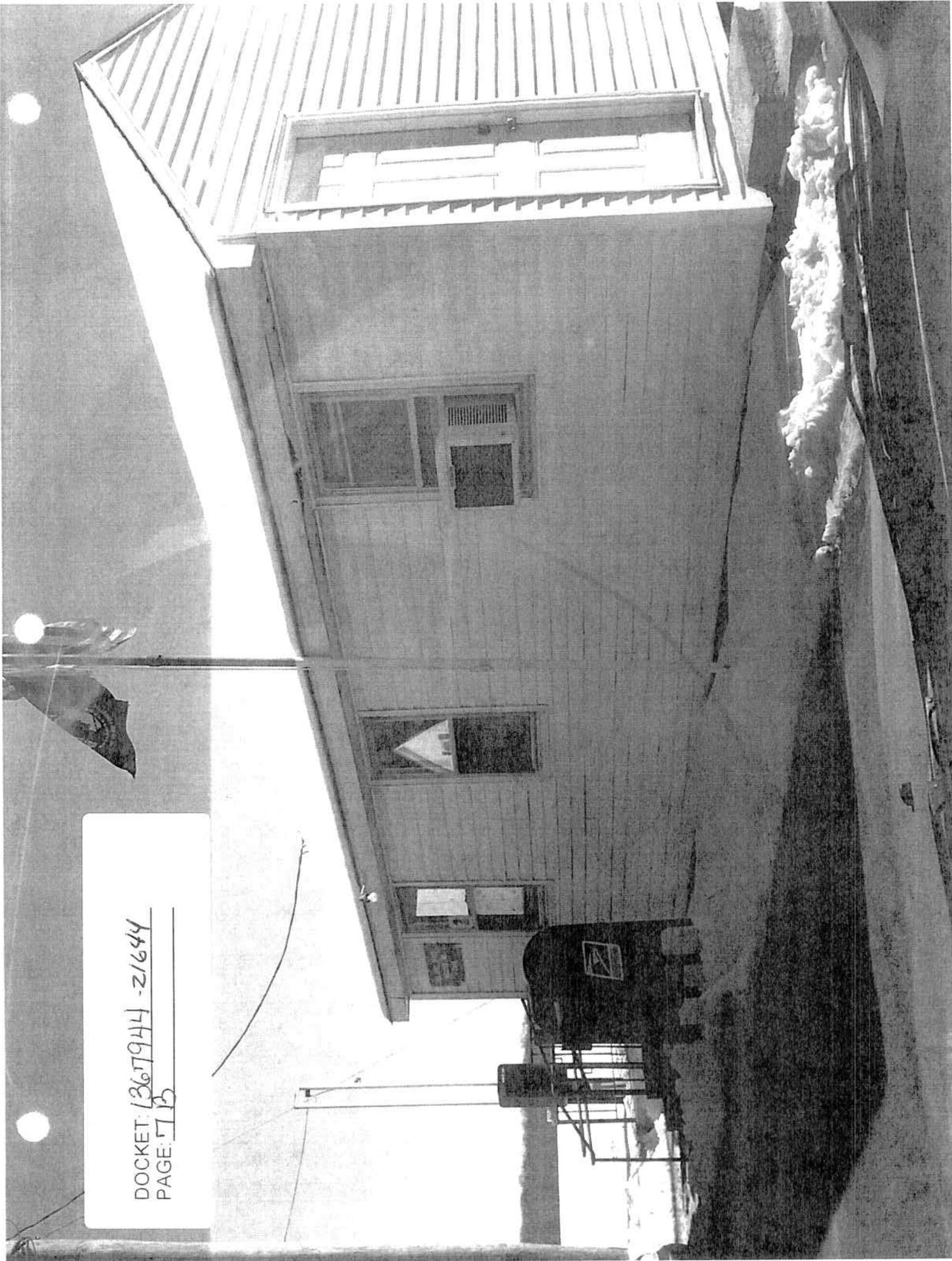
Date: 05/10/2011
Fax No: (651) 994-3377

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U.S. POST OFFICE
INGLESIDE MD
21644



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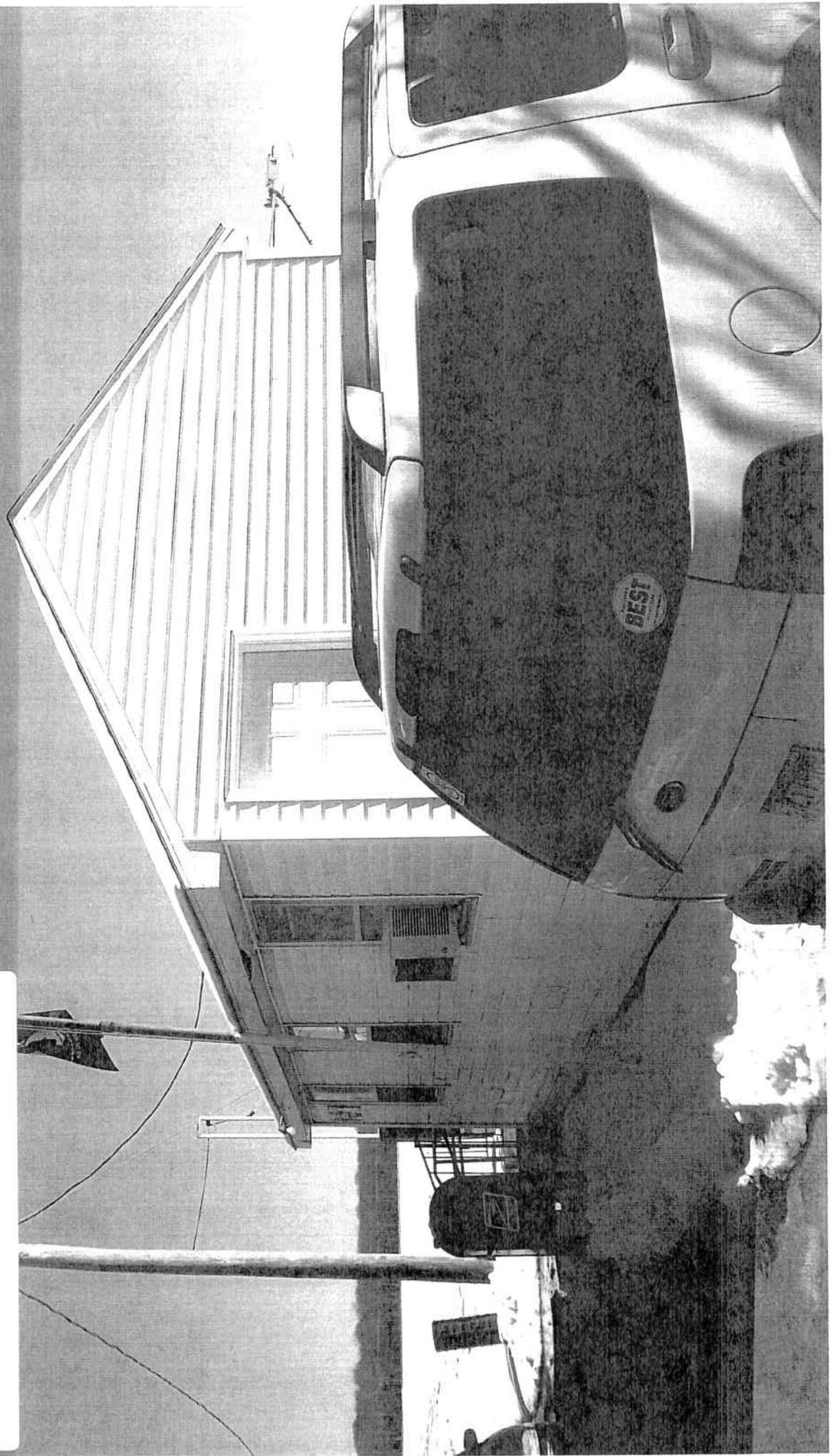


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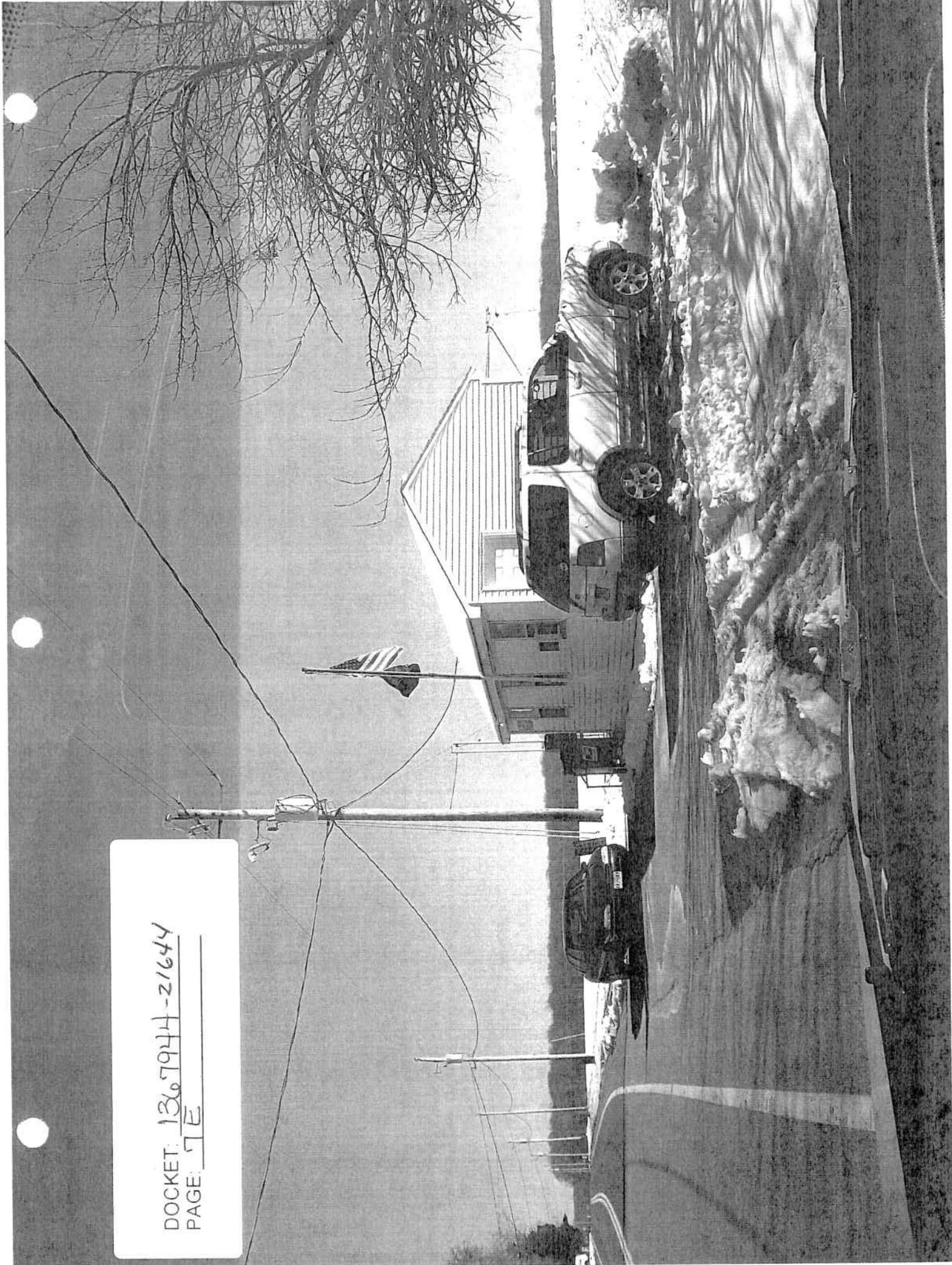
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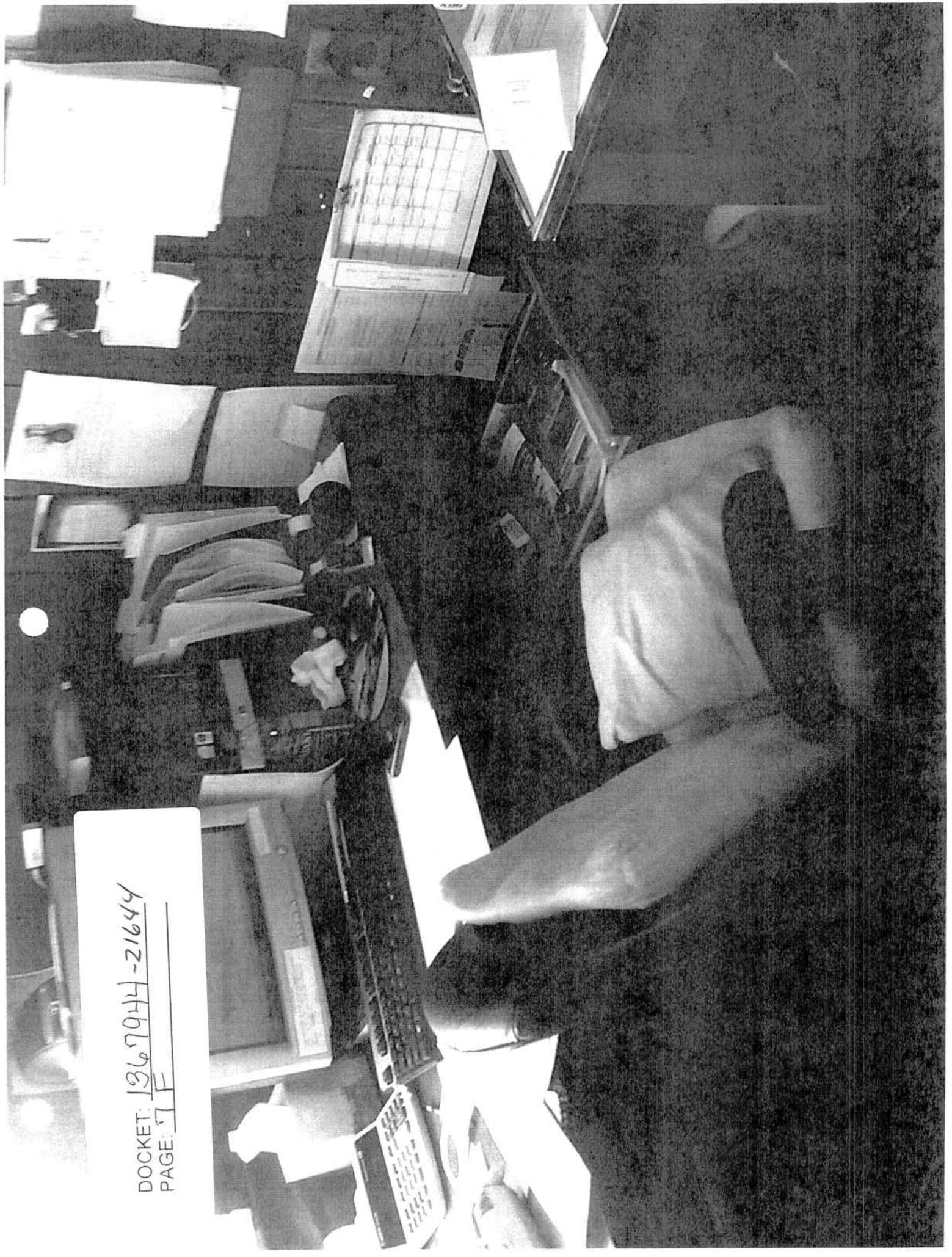
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PS Form 150, Postmaster Workload Information

Post Office, State & Zip Code INGLESIDE, MD 21644		Postmaster's Signature KQZJZQ	Date 02/11/2011
District Office, State & Zip Code BALTIMORE PFC, MD 21233		District Manager's Signature KDTX0D	Date 02/14/2011
(Check Box) <input checked="" type="checkbox"/> Vacancy <input type="checkbox"/> Management Review <input type="checkbox"/> RFR		See Instructions on Reverse	
1.	Current Office Level		55
2.	Finance Number	(1-6)	234644
3.	General Delivery Families Served	(7-9)	1
4.	Post Office Boxes/Call Boxes Rented	(10-15)	22
5.	Possible City Deliveries	(16-20)	0
6.	Administrative Rural Boxes Served	(21-25)	0
7.	Intermediate Rural Boxes Served	(26-30)	31
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)	0
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)	Y
20.	Do You Separate All Incoming Flat Size Mail to City & Rural Carrier Routes for Your Own Office?	(61)	Y
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, Postmaster Workload Information

	Normal	During Seasonal Period
General Delivery Families Served	1	0
Post Office Boxes/Call Boxes Rented	22	0
Possible City Deliveries	0	0
Administrative Rural Boxes Served	0	0
Intermediate Rural Boxes Served	31	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: INGLESIDE
Office Zip+4: 21644 -9998 District: BALTIMORE PFC

Activity WSCs

General Delivery Families Served (Item 3, PS Form 150)	<u>1</u>	X 1.0	=	<u>1</u>
Post Office Boxes/Call Boxes Rented (Item 4, PS Form 150)	<u>22</u>	X 1.0	=	<u>22</u>
Possible City Deliveries (Item 5, PS Form 150)	<u>0</u>	X 1.33	=	<u>0</u>
Administrative Rural Boxes Served (Item 6, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Rural Boxes Served (Item 7, PS Form 150)	<u>31</u>	X 0.7	=	<u>22</u>
Administrative Responsibility for Intermediate Rural Boxes for Other Offices (Item 8, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Administrative Highway Contract/Star Route Boxes Served (Item 9, PS Form 150)	<u>0</u>	X 1.0	=	<u>0</u>
Intermediate Highway Contract/Star Route Boxes Served (Item 10, PS Form 150)	<u>0</u>	X 0.7	=	<u>0</u>
Administrative Responsibility for Intermediate Highway Contract/Star Route Boxes for Other Offices (Item 11, PS Form 150)	<u>0</u>	X 0.3	=	<u>0</u>
Total Activity WSCs				<u>45</u>

Revenue WSCs

First	25 revenue units:	1.00	X	<u>18</u> units	=	<u>18.00</u>
Next	275 revenue units:	0.50	X	<u>0</u> units	=	<u>0.00</u>
Next	700 revenue units:	0.25	X	<u>0</u> units	=	<u>0.00</u>
Next	5000 revenue units:	0.10	X	<u>0</u> units	=	<u>0.00</u>
	Balance of revenue units:	0.01	X	<u>0</u> units	=	<u>0.00</u>
Total revenue WSCs:						<u>18.00</u>

Activity WSCs 45 + Revenue WSCs = 18.00 Base WSCs 63.00 = EAS Grade C

Previous evaluation: EAS grade 53

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

Worksheet completed by:

PHILIP VENTURA

PHILIP.J.VENTURAJR@USPS.GOV

Printed Name

Signature

BALTIMORE PFC District Review Coordinator

02/15/2011

Title

Date

Window Transaction Survey

Window Transaction Survey

PO Name: INGLESIDE ZIP+4: 21644 - 9998 Completed By: _____
 Survey Period: 02/12/2011 through 02/25/2011

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. Use hash marks (//) for daily entries in the columns. 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 (1.787)
Sat - 02/12	11	5	0	0	0	1	0	4
Sun - 02/13	0	0	0	0	0	0	0	0
Mon - 02/14	12	2	0	0	0	1	0	5
Tue - 02/15	12	1	0	0	0	0	0	7
Wed - 02/16	7	4	0	0	0	0	0	8
Thu - 02/17	5	8	0	0	0	0	0	4
Fri - 02/18	8	8	0	0	0	0	0	8
Sat - 02/19	3	0	0	0	0	0	0	5
Sun - 02/20	0	0	0	0	0	0	0	0
Mon - 02/21	0	0	0	0	0	0	0	0
Tue - 02/22	9	2	0	0	0	0	0	13
Wed - 02/23	7	2	0	0	0	0	0	4
Thu - 02/24	9	3	0	0	0	1	0	4
Fri - 02/25	11	1	0	0	0	0	0	7
TOTALS	94	36	0	0	0	3	0	69
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	6.6	3.5	0.0	0.0	0.0	0.5	0.0	7.5
Average Number Daily Transactions:	18.4							
Average Daily Retail Workload in Minutes:	18.1							



02/11/2011

OIC/POSTMASTER

SUBJECT: INGLESIDE Post Office

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

Please conduct the following surveys: Window Transaction Survey, Survey of Incoming Mail, and Survey of Dispatched Mail at the INGLESIDE Post Office for a 2-week period. The surveys should begin 02/12/2011 and end on 02/25/2011. Please complete the enclosed forms as accurately as possible.

All forms should be completed by 02/26/2011. The completed forms may become part of an official and public record.

Thank you for your assistance. If you have any questions, please contact PHILIP VENTURA, Post Office Review Coordinator, at (410) 347-4623.

PHILIP VENTURA

Post Office Review Coordinator

cc: Official Record

Links: Window Transaction Survey - http://hqcsopps/po_dis/win/in_survey.cfm?fin=1367944

Survey of Incoming Mail - http://hqcsopps/po_dis/invol/in_survey.cfm?fin=1367944

Survey of Dispatched Mail - http://hqcsopps/po_dis/outvol/in_survey.cfm?fin=1367944

Survey of Incoming Mail

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Survey of Incoming Mail
(Record in Pieces)

Post Office Name and Zip+4 INGLESIDE 21644 - 9998
Dates Recorded 02/12/2011 through 02/25/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/12	136	24	26	31	0	2	0	0
Sun - 02/13	0	0	0	0	0	0	0	0
Mon - 02/14	163	48	60	51	6	4	4	0
Tue - 02/15	75	127	26	17	4	5	6	0
Wed - 02/16	82	43	17	8	2	0	1	0
Thu - 02/17	115	32	27	122	3	0	3	0
Fri - 02/18	96	62	64	30	2	2	2	0
Sat - 02/19	98	63	17	12	1	2	0	0
Sun - 02/20	0	0	0	0	0	0	0	0
Mon - 02/21	0	0	0	0	0	0	0	0
Tue - 02/22	208	68	38	90	3	2	3	1
Wed - 02/23	55	69	28	52	1	1	2	0
Thu - 02/24	51	96	26	12	2	3	1	1
Fri - 02/25	93	40	2	11	5	4	4	0
TOTALS	1,172	672	331	436	29	25	26	2
Daily Average	106.5	61.1	30.1	39.6	2.6	2.3	2.4	0.2

Signature of Person Making Count: MICHELE CURRY
Printed Name: MICHELE.M.CURRY@USPS.GOV
Date: 02/25/11

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	2227	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 INGLESIDE 21644 - 9998
 Dates Recorded 02/12/2011 through 02/25/2011

Date	Letters		Flats		Parcels		Other	
	First Class	Standard	First Class	Standard	Priority	Standard		
Sat - 02/12	22	0	2	0	0	0	1	1
Sun - 02/13	0	0	0	0	0	0	0	0
Mon - 02/14	27	0	2	0	1	0	0	1
Tue - 02/15	37	0	2	0	1	0	2	1
Wed - 02/16	22	0	1	0	4	0	0	1
Thu - 02/17	21	0	1	0	7	1	0	1
Fri - 02/18	19	0	2	0	7	1	0	1
Sat - 02/19	8	0	3	0	3	0	1	1
Sun - 02/20	0	0	0	0	0	0	0	0
Mon - 02/21	0	0	0	0	0	0	0	0
Tue - 02/22	45	0	5	0	7	0	7	1
Wed - 02/23	24	0	2	10	2	0	1	1
Thu - 02/24	57	0	4	0	2	0	2	1
Fri - 02/25	15	0	0	0	0	0	0	1
TOTALS	297	0	24	10	29	2	14	11
Daily Average	27.0	0.0	2.2	0.9	2.6	0.2	1.3	1.0

Signature of Person Making Count: _____
 Printed Name: _____
 Date: 02/25/11

02/11/2011

OIC/POSTMASTER

SUBJECT: INGLESIDE 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 INGLESIDE 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 INGLESIDE 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 PHILIP VENTURA by 02/25/2011. This information will be entered into the official record for public viewing.

Post Office Box	<u>22</u>
General Delivery	<u>1</u>
Rural Route (RR)	<u>0</u>
Highway Contract Route (HCR)	<u>0</u>
Intermediate RR	<u>31</u>
Intermediate HCR	<u>0</u>
City Delivery	<u>0</u>
Total Customers	<u>54</u>

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

PHILIP VENTURA
Post Office Review Coordinator

Comments:

cc: Official Record

02/03/2011

SUBJECT: Possible Discontinuance of Post Office

The Postal Service is currently conducting an investigation concerning the possible discontinuance of the INGLESIDE Post Office, 21644 - 9998, located in Queen Anne 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

PHILIP VENTURA
Post Office Review Coordinator
BALTIMORE PFC

NBR records of mail theft or vandalism: 0

Comments/Findings:

cc: Official Record

Post Office Survey Sheet

Post Office Name INGLESIDE ZIP+4 21644-9998
Congressional District MD01 Date 05/10/2011

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.

There is no running water in the office. There is a Sancor compost toilet on site.

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

3. Lease terms? 30-day cancellation clause? Renewed annually-April 1, 2011. Yes-30-day clause

4. Are suitable alternate quarters available for an independent Post Office? If so, where?
None

5. List potential CPO sites.
None

6. Are there any postage meter customers or permit mailers? Yes No
If yes, please identify them by name and address.
N/A

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?

Pritchetts transport brings mail approximately 8:15 am and dispatches it at approximately 4:00 pm. Mail would go to neighboring office. No collection box needed if office closed. No locked pouch.

How many Post Office boxes are installed?	<u>62</u>
How many Post Office boxes are used?	<u>22</u>
What are the window service hours?	<u>8:00 a.m. to 2:30 p.m. M-F</u> <u>8:00 a.m. to 11:30 a.m. S</u>
What are the lobby hours?	<u>8:00 a.m. to 2:30 p.m. M-F</u> <u>8:00 a.m. to 11:30 a.m. S</u>

9. Have there been recent cases of mail theft or vandalism reported to the postmaster/OIC? Explain.

No

10.	What equipment in the Post Office is not owned by the Postal Service (e.g., Post Office Boxes, furniture, safe)? <u>Desk chair, phone, etc. minimal items supplied by current OIC.</u>
11.	List potential CBU/parcel lockers sites and distances from present Post Office site. <u>There is a spot in front of the Post Office just a few feet from the building.</u>
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? <u>There are Spanish speaking people who depend on assistance. There are elderly who only drive the distance to the PO. They could get delivery. Those who can't speak English could go to another small post office.</u>
13.	Rural delivery/HCR delivery. a. What is current evaluation? <u>41K</u> b. Will this change result in the route being overburdened? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, what accommodations will be made to adjust the route? <u>N/A</u> c. How many boxes and miles will be added to the route? <u>20, box 5.00 Miles</u> d. What would be the additional annual expense if the route is increased? <u>3296</u> e. What is the one-time cost of CBU/parcel locker installation (id appropriate)? <u>1700</u> f. At what time of the day does the carrier begin delivery to the community? <u>12:00 PM</u> Will this delivery time be affected if the office is discontinued? (Y or N) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, how? <u>N/A</u>
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)? <input type="checkbox"/> More <input checked="" type="checkbox"/> Same <input type="checkbox"/> Less <u>N/A</u>

Community Survey Sheet

Post Office Name	<u>INGLESIDE</u>	ZIP+4	<u>21644-9998</u>
Congressional District	<u>MD01</u>	Date	<u>02/11/2011</u>

1. Incorporated? Yes No
 Local government provided by: Queen Anne County.
 Police protection provided by: State Police- Queen Anne County
 Fire protection provided by: Queen Anne County
 School location: Barclay
2. What population growth is expected? (Please document your source)
Expected growth rate 1.32% or 4 residence from 59 to 63 residences
3. What residential, commercial, or business growth is expected? (Please document your source)
Zero- This area is mostly farm property.
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.)
History- N/A
5. What is the geographic/economic make-up of the community (e.g., retirees, commuters, self-employed, farmers)?
Self employees farmers- Small % of retirees
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?
Zero non postal services rendered. There are two other Postal Facilities with in 10 minutes traveltime.

Highway Contract Route Cost Analysis Form

Highway Contract Route Estimated Cost for Alternative Service

Office Name: INGLESIDE
Office Zip+4: 21644 -9998 District: BALTIMORE PFC

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

Rural Route Cost Analysis Form

Docket: 1367944 - 21644
 Item Nbr: 17
 Page Nbr: 2

**Rural Route Carrier
 Estimated Cost for Alternative Replacement Service**

Office Name: INGLESIDE
 Office Zip+4: 21644 -9998 District: BALTIMORE PFC

1.	Enter the number of additional boxes to be added to the rural route	<u>20</u>		
2.	Enter the number of additional miles to be added to the route	<u>5.00</u>		
	Enter the volume factor	<u>2.64</u>		
	Total (additional boxes x volume factor)			<u>52.80</u>
3.	Enter the number of additional boxes to be added to the rural route	<u>20</u>		
	Centralized boxes	<u>0.00</u>	x 1.00 Min	<u>0.00</u>
	Regular L route boxes	<u>0.00</u>	x 1.82 Min	<u>0.00</u>
	Regular Non-L route boxes	<u>28.00</u>	x 2.00 Min	<u>56.00</u>
	Total additional box allowance			<u>56.00</u>
4.	Enter the number of additional daily miles to be added to the rural route	<u>5.00</u>	x 12 Mileage Standard	<u>60.00</u>
	Total additional minutes per week (miles carried to two decimal places)			<u>168.80</u>
5.	Total additional annual minutes (additional minutes per week year)	<u>168.80</u>	x 52 Weeks	<u>8,777.60</u>
6.	Total additional annual hours (additional annual minutes/ 60 minutes per hour)	<u>8,777.60</u>	/ 60 Minutes	<u>146.29</u>
7.	Enter the rural cost per hour (see national payroll summary report – rural carrier, consolidated)	<u>22.53</u>		
	Total Annual Cost (additional annual hours x rural cost per hour)			<u>3,295.99</u>
8.	Enter lock pouch allowance (if applicable)			0.00
	Total annual cost for alternate service (annual cost minus lock pouch allowance)			<u>3,295.99</u>

U.S. Postal Service POST OFFICE CLOSING OR CONSOLIDATION PROPOSAL Fact Sheet				1. Date Prepared
INGLESIDE				05/10/2011
2. Post Office Name		3. State and ZIP + 4 Code		
BALTIMORE PFC		MD, 21644-9998		
4. District, Customer Service	5. Area, Customer Service	6. County	7. Congressional District	
BALTIMORE PFC	CAPITAL METRO	Queen Anne	MD01	
8. Reason for Proposal to Discontinue		9. PO Emergency Suspend (Reason and Date)		10. Proposed Permanent Alternate Service
Two surrounding offices are located in close proximity, Sudlersville is 7 miles away and Barclay is 3.5 miles away. A review of business activities of the Ingleside Post Office revealed that the workload had declined. The Postal Service can provide equal or better service via alternate access.		No Suspension		
11. Staffing		12. Hours of Service		
a. <input type="checkbox"/> PM <input checked="" type="checkbox"/> PM Vacancy Reason & Date: retired Occupied 01/01/2010		a. Time M-F 8:00 a.m. to 2:30 p.m.	Sat 8:00 a.m. to 11:30 a.m.	Total Window Hours Per Week
b. <input checked="" type="checkbox"/> OIC <input type="checkbox"/> Career <input type="checkbox"/> Non-Career		a. Lobby Time M-F 8:00 a.m. to 2:30 p.m.	Sat 8:00 a.m. to 11:30 a.m.	36.00
c. Current PM POSITION Level (150)EAS-55 Downgraded from EAS-55				
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				
13. Number of Customers Served		14. Daily Volume (Pieces)		
a. General Delivery	1	Types of Mail		
b. P.O. Box	22	Received	Dispatched	
c. City Delivery	0	a. First-Class	167	27
d. Rural Delivery	0	b. Newspaper	69	3
e. Highway Contract Route Box	0	c. Parcel	4	3
f. Total	23	d. Other	2	2
g. No. Receiving Duplicate Service	3	e. Total	242	35
h. Average No. Daily Transactions	18.40	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		\$ 11,278	\$ 22708	\$7,607
2009		\$ 8,214		
2010		\$ 7,066		
16a. Quarters				
<input type="checkbox"/> Postal Owned <input checked="" type="checkbox"/> Leased (if Leased, Expiration Date) 04/01/2011 Annual Lease \$ 2200				
30-day cancellation clause? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Evicted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if Yes, must vacate by)				
Located in: <input checked="" type="checkbox"/> Business <input type="checkbox"/> Home <input type="checkbox"/> Other Suitable alternate quarters available? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
16b. Explain:				
17. Schools, Churches and Organization in Service Area: No: 2		19. Administrative/Emanating Office (Proposed):		
Saint Pauls Methodist Church Ingleside Community Center		Name BARCLAY PO EAS Level 11 Miles Away 3.5		
		Window Service Hours: M-Fpm 8:00 am to 11:30 am and 12:15 pm to 4:30 SAT 9:30 am to 12:30 pm		
		Lobby Hours: M-F 24 hours SAT 24 hours		
		PO Boxes Available: 82		
18. Businesses in Service Area: No: 6		20. Nearest Post Office (if different from above):		
Wayne's Welding Homestead Ventures Old line plastering Baystate Insurance Denny's Lawn Service C and P Excavating		Name BARCLAY PO EAS Level 11 Miles Away 3.5		
		Window Service Hours: M-Fpm 8:00 am to 11:30 am and 12:15 pm to 4:30 SAT 9:30 am to 12:30 pm		
		Lobby Hours: M-F 24 hours SAT 24 hours		
		PO Boxes Available: 82		
21. Prepared by				
Printed Name and Title		Signature		Telephone No. AC ()
PHILIP VENTURA		PHILIP VENTURA		(410) 347-4623
PO Discontinuance Coordinator Name		Location		
PHILIP VENTURA		BALTIMORE, MD		



A. Office

Name: INGLESIDE State: MD Zip Code: 21644
Area: CAPITAL METRO District: BALTIMORE PFC
Congressional District: MD01 County: Queen Anne
EAS Grade: 55 Finance Number: 234644
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: Philip Ventura
Title: BALTIMORE PFC Post Office Review Coordinator
Tele No: (410) 347-4623

Date: 05/10/2011
Fax No: (651) 994-3377

03/04/11

OIC/POSTMASTER

SUBJECT: INGLESIDE Post Office

Enclosed are questionnaires addressed to customers of the INGLESIDE 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 03/20/11 for further review.

Philip Ventura
Post Office Review Coordinator
Enclosures



03/04/2011

POSTAL CUSTOMER
INGLESIDE POST OFFICE
INGLESIDE, MD 21644

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 Ingleside Post Office retired on 01/01/2010. The Office is being studied for possible closing or consolidation for the following reasons: Two surrounding offices are located in close proximity, Sudlersville is 7 miles away and Barclay is 3.5 miles away. A review of business activities of the Ingleside Post Office revealed that the workload had declined. The Postal Service can provide equal or better service via alternate access.

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 rural route service emanating from the Barclay Post Office.

We estimate that carrier service would cost the Postal Service substantially less than maintaining the Post Office in your community and still provide regular and effective service. Enclosed is information about some of the services available from the carrier. Retail services are also available at the Barclay Post Office, located 3.5 miles away. Hours of service at this office are 8:00 am to 11:30 am and 12:15 pm to 4:30 pm, Monday through Friday, and 9:30 am to 12:30 pm on Saturday. Post Office box service is available at this location at the same fees.

I invite you to think about a possible change to rural route service. Please return the enclosed questionnaire by 03/25/2011 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 Barclay Post Office, 1325 Goldsboro Road, Barclay, MD 21607 on Friday, March 25, 2011 from 5:00 p.m. to 6:30 p.m. 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 Philip Ventura at (410) 347-4623.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Bryan Landry". The signature is fluid and cursive.

BRYAN LANDRY
Manager, Post Office Operations
900 E Fayette St Room 309
Baltimore, MD, 21233-9998

Enclosures:

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



Postal Service Customer Questionnaire

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

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

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:



If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive
3. 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: _____

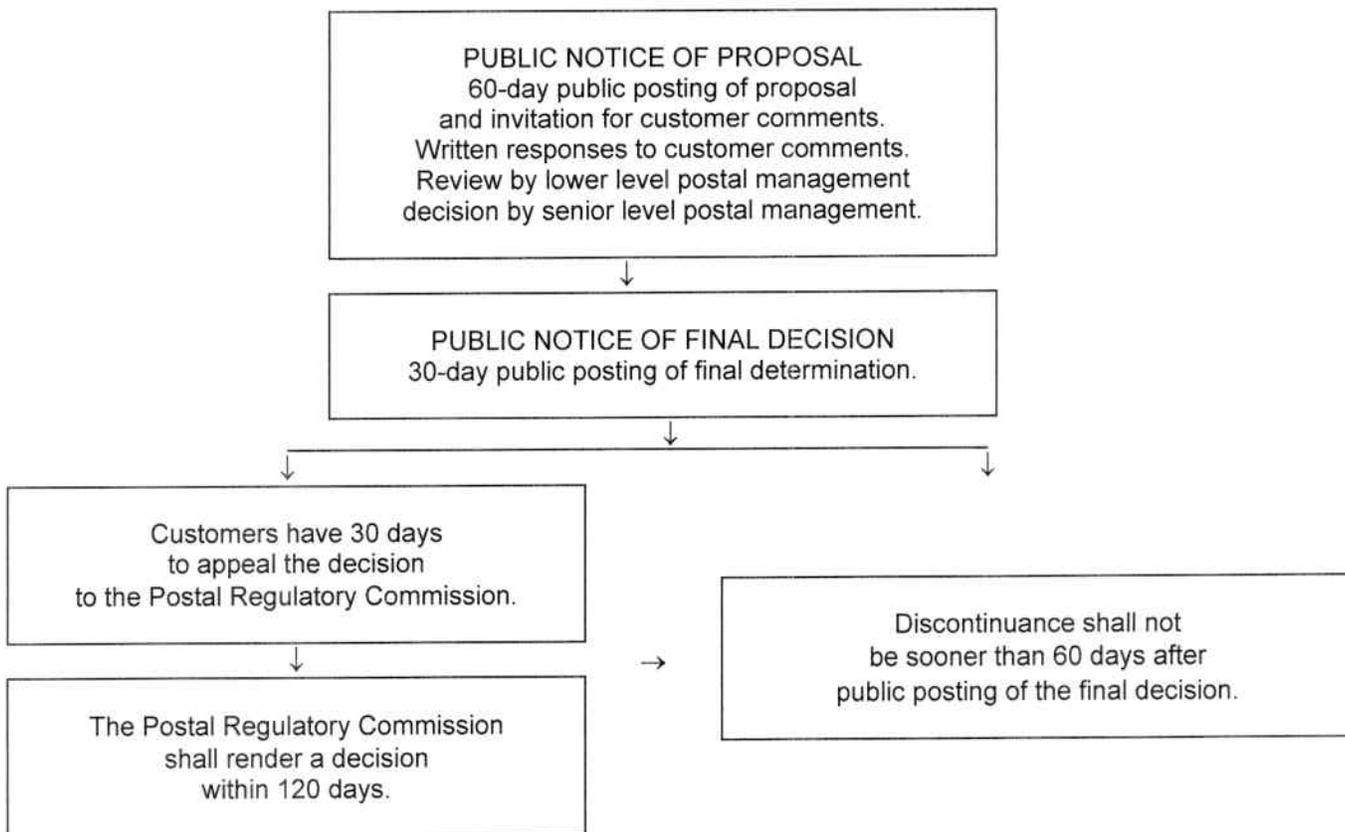
Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.

Summary of Postal Service Retail Facility 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.





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.