

Area Mail Processing (AMP) Communications Plan

November 2011

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Area Mail Processing (AMP) Overview

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AMP COMMUNICATIONS PLAN

BACKGROUND

AMP stands for Area Mail Processing, a process for determining if mail processing operations can be consolidated to increase efficiency and reduce cost.

The Postal Service is responsible for maintaining an efficient mail processing and transportation network. The pace of change affecting the Postal Service has accelerated due to the ubiquity of computer-based communications, both for business and personal use. Stamped letter mail volume has been declining for a decade and will continue to decline. Another factor, automation in the mailing industry, has given large-scale commercial mailers both the ability and, with worksharing discounts, the incentive to enter bulk mailings closer to the delivery destination within our network, completely bypassing our processing facilities.

These factors, along with efficiencies brought about by investment in automation, have created various ranges of excess capacity at the local level in our mail processing facilities and transportation network. To ensure that the Postal Service continues to deliver on its universal service commitment, our processing network has to be efficient, affordable, and flexible. To accomplish this, we have to successfully adjust our network locally to match our resources with a declining mail volume.

Even more critically, the current severe economic downturn has negatively affected mail volume to an historic extent, which has led to large deficits. In the current business climate, it is even more imperative that we eliminate excess capacity in our network. It is vital that we do everything we can to reduce costs in the face of unprecedented revenue loss. We have to match capacity to mail volume. We cannot afford to maintain excess equipment, operations and facilities. We must proceed with consolidating operations and facilities into more efficient locations if we are to remain economically viable.

Some pertinent points regarding AMP studies are:

- Mail processing plant consolidation (facility downsize or closing) is necessary to control costs, increase efficiency and improve productivity. Given current realities, it is the fiscally prudent and necessary action to take.
- Postal customers will continue to receive high-quality service.
- Staffing changes will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.
- Some stakeholder-specific changes may occur:
 - Possible relocation of BMEU and/or change of hours of operation.
 - Possible relocation of Retail and Post Office Boxes.
 - Revisions to Domestic Mail Manual labeling lists.
 - Destination entry location for drop shipments.

OBJECTIVE

We are required to perform notifications for each major decision point in the AMP process. We must effectively communicate to the mailing public and our employees the fact that consolidation of postal operations to make best use of plant capacity is necessary for the long-term viability of the Postal Service. The plan focus is to:

- Communicate need for the proposed changes to foster understanding among employees and employee organizations.
- Communicate need for change and foster understanding among members of Congress, local community officials, household consumers and business mailers.
- Seek input from stakeholders.

STRATEGY

Outreach targeting key messages to internal and external audiences:

- Local internal and external messaging on the Postal Service's fiscal picture and the necessity to consolidate operations and facilities to maintain the Postal Service's ability to provide universal mail service.
- Internal messaging to explain the impact on affected career employees.
- External messaging emphasizing customers will continue to experience high levels of service.
- Proactive interaction with media, stakeholders, employees, employee organizations, and the public regarding the AMP process.
- Proactive solicitation of input from public and stakeholders.

MESSAGING

- The changes we are proposing are necessary in order for the Postal Service to remain viable. We have to prudently match our facility capacity to reflect the unprecedented decline in mail volume we are experiencing. The decline in revenue is forcing severe cost cutting.
- Any changes to improve our operations are being made so we reduce costs and remain competitive in the marketplace, to be able to continue to serve the public in the most efficient, cost-effective way possible and keep mail affordable.
- Some local mail processing operations may not be as efficient as needed in today's operating environment. There is an excess of capacity in equipment and employee complement being used for operations that could be done more efficiently by combining mail processing into other sites.
- Staffing changes will be necessary. Strategies are in place to assist affected employees.
- AMP is not a new process; it has been in use for decades and has been thoroughly tested and validated.
- Efficient, reliable service remains our key focus. Postal customers will continue to receive high-quality service.
- No town will lose its postmark as a result of an AMP implementation. Postmarks will still be available at local Post Offices. Business mailers will continue to have the local mark on their permit and metered mail.

- In this ongoing process, we are working to balance the needs of our customers, the financial realities that we face, and our commitment to our employees.

AUDIENCES

- Employees
- Unions, management associations
- Members of Congress
- Local community officials
- Business mailers
- Mailing public
- Media

ROLES/RESPONSIBILITIES

District management for each AMP study site, with support from their area Corporate Communications staff, will have lead responsibility for communicating to employees and customers. The Manager of Consumer and Industry Contact will be responsible for communicating with mailers. Government Relations will be responsible for communicating with members of Congress and their state offices. Labor Relations will be responsible for communicating with employee unions and management associations. Local Postmasters will be responsible for communicating with community and state officials. The Manager of Consumer and Industry Contact will be responsible for collecting all public comments on the study proposal. Corporate Communications will handle all media activities.

TACTICS

- Provide notification tools to the field with fill-in-the-blank documents targeted specifically for local distribution
 - Talking points
 - *Newsbreaks*
 - Stand-Up Talks for employees
 - Letters to union officials
 - Congressional letters
 - Community leaders/organizations letters
 - Local news release
 - Letters to local mailers
 - Local Letter to the Editor/Op-Ed piece
- Collect public input.
- Post information on <http://about.usps.com/news/facility-studies/welcome.htm>.

OVERVIEW OF AMP PROCESS

[Taken from the *Area Mail Processing Handbook* PO-408]

- (1) With the bottom-up approach, the process begins when the district manager or senior plant manager notifies the area vice president (AVP) about their intention to conduct an AMP feasibility study. The AVP informs Headquarters' vice president (VP) Network Operations. With the top-down approach, the VP Network Operations contacts the AVP about initiating a feasibility study.
- (2) When either one of the approaches is used, communication to stakeholders must occur when there is a clear intent to proceed with an AMP feasibility study. The notification of the intent to perform the study will include an invitation to the public to submit any comments or concerns to a USPS representative.
- (3) Within 2 months, the AMP feasibility study is completed, approved by the district manager (DM), and submitted to the AVP along with the required documentation.
- (4) Within 45 days after submission of the study, the DM must conduct a public meeting. Fifteen days are provided for the public's submission of additional written comments after the meeting and for the district's summary of the meeting.
- (5) Also, after the DM's submission of the study, a 60-day review is conducted concurrently by the area and Headquarters management. Every AMP worksheet is verified and issues are resolved; after which, the study is provided to the AVP for consideration.
- (6) Following receipt of public comments and finalized AMP worksheets, the AVP determines if the AMP proposal should advance to Headquarters. If the AMP is supported, the AVP must sign the Approval Signatures page and submit the AMP proposal to the VP Network Operations. Generally, this step should be completed within two weeks. If the AMP is not supported, the AVP must submit an explanation to the VP Network Operations.
- (7) The Manager, Customer and Industry Relations, also receives a copy of the complete AMP proposal. A review by the Office of the Consumer Advocate ensures that adequate attention and resolution was given to the public input at the district and area levels prior to the consideration of the AMP by the VP Network Operations.
- (8) The VP Network Operations takes into account costs and benefits outlined in the AMP proposal along with summaries of public input when making the final decision to approve or disapprove the consolidation. A decision is expected within two weeks of receipt of the proposal.
- (9) Prior to the implementation of an approved AMP, national-level employee organizations must be notified and local employee organizations must be briefed in accordance with current employee agreements.
- (10) The area must conduct two post-implementation reviews (PIRs) to assess whether planned savings, workhours, and levels of service are met. The first PIR will cover the first and second full quarters after implementation, and the final PIR will cover the first full four quarters following implementation.
- (11) The AMP process is completed once the final PIR has been evaluated by Headquarters and feedback is provided to the area.

NOTIFICATION PROCESS

Upon decision to undertake feasibility study:

- District Manager issues letter advising local union and management association officials of intent to conduct feasibility study.
- HQ Labor Relations provides notice to National Unions and Management Associations.
- Local management, with support from Area Corporate Communications, issues *Newsbreak* and holds stand-up talk to notify employees of intent to conduct feasibility study.
- Area Labor Relations notifies Area-level union and management association officials of intent to conduct feasibility study.
- District Manager sends letter of intent to conduct feasibility study to local state offices of appropriate members of Congress (fax or email signed copy of letter sent prior to mailing to HQ Gov. Rel., which notifies Capitol Hill office).
- Local management issues *Newsbreak* and gives stand-up talk to craft employees.
- Area Corporate Communications issues news release to local news media.
- Postmaster sends community leaders and organizations letter advising of intent to conduct feasibility study.
- Headquarters Consumer and Industry Affairs and Mail Entry and Payment Technology send local mailers letter of intent to conduct feasibility study.
- Manager of Consumer and Industry Contact (CIC) collects any public comments received on the study.
- Summary of comments are posted on <http://about.usps.com/news/facility-studies/welcome.htm> prior to any future public meeting if a consolidation proposal is recommended by the DM.

Upon completion of District's feasibility study and submission to AVP:

- District Manager, Corp. Com., and local staff begin preparations for public meeting to explain consolidation proposal and study findings, to address public and employee concerns. Public meeting must be held within 45 days after study submission to Area and stakeholders must be given minimum 15 days notice of meeting date.
- District Manager sends letter announcing public meeting to local state offices of appropriate members of Congress (fax or email signed copy of letter sent prior to mailing to HQ Government Relations, which notifies Washington, DC office).
- Postmaster sends community leaders and organizations letter advising of the public meeting.
- District Labor Relations sends letter notifying local union officials and management associations of the public meeting.
- District Consumer and Industry Affairs Manager (CIC) sends local mailers letter announcing public meeting.
- Local management issues *Newsbreak* and gives stand-up talk to craft employees.
- Area Corporate Communications issues news release and media advisory to local news media advising of public meeting.
- One week prior to public meeting a PDF of PowerPoint presentation and the

AMP proposal summary brief are posted on <http://about.usps.com/news/facility-studies/welcome.htm>.

- Public meeting is held; public meeting summary is completed and additional public comments collected by the Manager of CIC are submitted to the Area VP for consideration.

Upon decision to consolidate mail processing operations:

- Summation of public comments and study findings are posted on <http://about.usps.com/news/facility-studies/welcome.htm>.
- HQ Labor Relations provides notice to National Unions and Management Associations.
- Area Labor Relations notifies Area-level union and management association officials of Postal Service's decision.
- District Manager sends letter to local state offices of appropriate members of Congress advising of Postal Service's decision.
- HQ Government Relations sends letter advising members of Congress of Postal Service's decision.
- Postmaster sends letter to community leaders and organizations advising of Postal Service's decision.
- District Labor Relations sends letter advising local union officials and management associations of Postal Service's decision.
- Area Corporate Communications issues news release to local news media.
- Local management issues *Newsbreaks* and provides stand-up talks to craft employees in affected (losing and gaining) facilities initially and at various stages of the transfer process, including any employees in surrounding P&DC(s) impacted by employee, mail volume, and/or equipment relocations.
- Manager of Consumer and Industry Contact contacts local mailers to advise of Postal Service's decision.

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Area Mail Processing (AMP) Public Input Process

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AMP PUBLIC INPUT PROCESS

Upon the announcement that an Area Mail Processing (AMP) feasibility study will be conducted, public comment will be solicited. Community leaders will be notified by letter and the public through the local media that they can submit their comments to the Manager of Consumer and Industry Contact (CIC). Comments from the public will be collected by the CIC and forwarded to the District Manager (DM) for consideration.

Once the Area Mail Processing study is completed at the District level, it is forwarded to the Area Office and Headquarters (HQ) for review. If the submitted study shows that a consolidation of mail processing operations makes sense, a public meeting will be held to explain the study findings and to address employee and community concerns with the proposal. The public meeting must be held within 45 days after the study is forwarded by the DM and the public must be given a minimum 15 days notice of the meeting date.

The HQ AMP coordinator will write a summary brief and develop a PowerPoint presentation for use at the public meeting. The Area Corporate Communications office will work with the District Manager and the local Postmaster to identify a date and location for the meeting. It is recommended that the event be held at a venue near the facility under study at 7 p.m. on a weekday to provide the optimal time for public to attend.

The District Manager has the overall responsibility for the public meeting. The Corporate Communications field staff will coordinate and assist in setting up the meeting and managing on-site staff. Once a date and location are selected for the public meeting, notification will be sent to the same stakeholders that were notified of the feasibility study. A copy of the AMP study summary brief, provided by the HQ AMP coordinator, will be included. Corporate Communications also will issue a local press release advising the public of the meeting. The press release will direct the public to information about the study posted on <http://about.usps.com/news/facility-studies/welcome.htm>, and include contact information for the submission of any comments to the CIC. The public may submit comments to the CIC up to 15 calendar days after the public meeting. Notices of the public meeting should be posted in the lobby of the impacted the local post office(s) and business mail entry unit(s).

It is advisable for the District manager to do a dry-run rehearsal of the presentation to prepare for the meeting. One week prior to the meeting a PDF file of the PowerPoint presentation and the summary brief will be posted on <http://about.usps.com/news/facility-studies/welcome.htm>.

The DM is normally the lead Postal Service representative during the public meeting. Other district staff will be included as the DM deems necessary. The lead representative should use the AMP video, the AMP summary brief handout, and the PowerPoint presentation to explain the proposal to the public. A question and answer period will follow. The meeting should be held to within two hours. Assigned staff will take notes at the meeting and prepare a summary of the public comments, which then will be provided to the Area Vice President for review and resolution of any issues.

Upon Area approval, the proposal and all public comments will be provided to the Vice President, Network Operations and the Consumer Advocate for final review. Once a decision is made, all stakeholders will be notified in accordance with the AMP Communications Plan. If approved and there are changes to the proposal, the AMP summary will be revised and posted on *usps.com*.

PLANNING FOR PUBLIC MEETING

- Feasibility study made and District submits consolidation proposal to Area and HQ
 - HQ AMP Coordinator provides PowerPoint Presentation and Summary Brief to Area AMP Coordinator, Area Corp. Com. Manager and Area MIPS with copies to Area MOS, Dist Mgr, HQ Mgr Proc Opns, HQ and Area PAC

- Initial planning
 - District Manager with assistance from Corp. Com. takes lead on event planning (reference meeting day checklist)
 - DM assigns staff for event as needed (reference meeting day checklist)
 - Corp. Com. / local Postmaster / facility manager identify best locations for meeting (Select primary plus two contingency sites. Consider sites with definitive closing time.)
 - Corp. Com. visits physical site(s) to ensure suitability
 - District prepares eBuy for anticipated purchases
 - Corp. Com. notifies Inspection Service of meeting
 - District arranges for translator for hearing impaired at the meeting

- Identify date/time/location of public meeting (Tues, Wed, or Thurs, 7-9 PM preferred)
 - Notify HQ AMP Coordinator of meeting date/time/location
 - Submit any changes to PowerPoint Presentation and Summary Brief to Area AMP Coordinator
 - Area Corp. Com. Manager arranges telecon with required District, Area and HQ participants to prepare for meeting notification

- 15 Days Prior to Public Meeting
 - Corp. Com. issues News Release
 - Notification of meeting and AMP Summary Brief issued to stakeholders according to AMP Communications Plan

- One Week Prior to Public Meeting
 - Summary brief and PDF of PowerPoint posted on <http://about.usps.com/news/facility-studies/welcome.htm>
 - Corp. Com. prepares copies of meeting handouts (AMP Summary Brief, two-page AMP Background Handout [on pp. 18-19])

- District Manager Holds Readiness Meeting (within five days of public meeting)
 - Corp. Com. certifies meeting logistics complete
 - Handouts prepared
 - AMP DVD available
 - All participants identified and ready

- Two Days Prior to Meeting (or earlier, as needed)
 - Corp. Com. arranges interviews/editorial boards for DM with local media

- One Day Prior to Meeting
 - Corp. Com. issues Media Advisory

- DM conducts dry run rehearsal; ensures all participants are prepared
- DM conducts interviews/editorial boards with local media

- Meeting Day
 - Corp. Com. oversees site setup four hours prior to meeting
 - Theater-style room setup
 - AV and other equipment
 - Large projection screen
 - Projector
 - Laptop computer and necessary cabling
 - Remote for speaker to change slides or small table and chair for computer driver
 - Podium or small table for speaker
 - Small table at back of room for handouts
 - One (1) wireless lavalier microphone for speaker
 - One (1) microphone on stand in front of room for public comments
 - Handouts available on table in back of meeting room
 - Computer loaded with PowerPoint Presentation
 - AMP DVD available and ready
 - Sign-in sheet available for distribution and collection
 - Staffing at meeting
 - Moderator
 - Two (2) note takers (see Plan for documents to facilitate note taking)
 - CIC to help with customer issues
 - Staff to help with microphone and cut-off for public comments
 - Staff to act as Press Handler
 - Staff the DM designates to attend
 - Meeting presentation sequence
 - Introductions
 - Video
 - PowerPoint
 - Discussion of AMP Summary Brief
 - Public comments

- 15 Days After Meeting
 - Compile summary of public comments and submit along with any written comments received to Area VP

**(CITY/STATE) AMP Proposal
Public Input Summary**

Meeting Date:

Location:

USPS Presenter(s):

Number of Attendees:

Congressional Representation:

Media:

CATEGORIES OF COMMENTS *(indicate number of questions/comments by category)*

| | Public Meeting | Written Comment |
|--------------------------------|-----------------------|------------------------|
| Service/Customer | | |
| Collection Time Changes | | |
| Customer Service Problems | | |
| Delays in Service | | |
| Increased Costs | | |
| BMEU Entry Location/Bulk Rates | | |
| Weather/Road Impact | | |
| Community/Political | | |
| Biohazard Threat | | |
| Crossing State Lines | | |
| Community Economic Impact | | |
| Job Loss | | |
| Loss of Postmark | | |
| AMP Process | | |
| Lack of Trust/Credibility | | |
| Lack of Public Input | | |
| Public Release of AMP Data | | |
| Other | | |

**(CITY/STATE) AMP Proposal
Public Input Summary**

SPECIFIC CONCERNS *(Use this format to list specific concerns voiced at the public meeting, by category. Please list every unique question or comment.)*

Service/Customer

Collection Time Changes

-
-
-

Customer Service Problems

-
-
-

Delays in Service

-
-
-

Increased Costs

-
-
-

BMEU Entry Location/Bulk Rates

-
-
-

Weather/Road Impact

-
-
-

Community/Political

Biohazard Threat

-
-
-

Crossing State Lines

-
-
-

Community Economic Impact

-
-
-

Job Loss

-
-
-

Loss of Postmark

-
-
-

AMP Process

Lack of Trust/Credibility

-
-
-

Lack of Public Input

-
-
-

Public Release of AMP Data

-
-
-

Other

-
-
-

Please attach to this summary all written comments, whether received before or after the public meeting, along with a copy of all Public Input Summary Sheets and send to the Area AMP Coordinator to give to the Area VP.

Area Mail Processing (AMP) Notification

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Roles and Responsibilities In the AMP Notification Process

Communications is an integral part of an Area Mail Processing (AMP) study. The AMP Notification Tools include templates of the notification letters, *Newsbreaks*, stand-up talks, and news releases used to communicate information about the study. These templates are to be modified as needed to reflect the site-specific details of each AMP study. This communication plan is designed for the implementation of the required notification process. It does not preclude the use of other communication initiatives that may be needed to respond to those who oppose the consolidation proposal.

Stakeholders are notified when the following AMP actions occur:

- Notice of intent to conduct an AMP feasibility study.
- Public meeting
- Decision regarding an AMP proposal
- Other events, such as suspending or canceling an AMP feasibility study

Local District and plant management in each affected location, with support from their Area Corporate Communications staff, will have lead responsibility for communicating to employees and customers. Manager of Consumer and Industry Contact (CIC), Business Mail Entry, Sales and Business Development Team will be responsible for communicating with local mailers. Government Relations will handle all messaging for members of Congress. The CIC, working with Government Relations, will be responsible for communicating with local congressional offices, state and local officials. Corporate Communications will handle all media activities. Including the Background Handout (p. 18) in communications with stakeholders should be considered when a feasibility study is begun and when a public meeting is announced. The CIC will collect all written public comments submitted for consideration in the study and provide them to the AMP Coordinator.

The AMP process has a rigid timeline, and stakeholder notifications must occur at specific times in the process. When HQ Network Operations issues an email advising the start of a new AMP feasibility study, dates are given as to when the study is to be completed, when the public meeting must be held, etc. Keep track of these dates so that the notifications are made in a timely manner according to plan.

When the notice comes that a study is being initiated, stakeholder notification is made within one week from the date of approval by the VP, Network Operations. The Area Corporate Communications Manager will be responsible for setting up a preparatory telecon with the appropriate participants from the District, Area and HQ to go over the notification process and responsibilities, and establish the timing of the announcement to employees and stakeholders. If modifications are needed to the wording of the templates, this should be discussed and agreed to during the telecon. Any changes to the wording in the templates must be cleared by HQ before issuing.

A mailing list of stakeholders to be notified should be prepared, as per the PO 408. District Consumer and Industry Affairs and Mail Entry Unit and Payment Technology will need to supply contact names and addresses for known local mailers. District and Area Labor Relations will draw up a list of union officials to be notified. The Manager of Consumer and Industry Contact and Government Relations will identify the

congressional offices to be notified. Corporate Communications will identify media contacts. The stakeholder mailing list will be maintained for use in subsequent notifications. Corporate Communications will prepare the templates for the notification letters.

On the designated announcement day, the unions are apprised first that the AMP study is being initiated. Congressional offices are called or letters faxed. Employees are given notice via a stand-up talk on all tours and a *Newsbreak* is posted on the workroom floor at both the local and gaining facilities. The media release is then issued. All stakeholder letters are mailed by close of business that day.

It is advisable to keep a complete record of when and to whom all stakeholder notifications (unions, politicians, local officials, mailers, employees, etc.) were made, should there be any subsequent questions by outside parties whether proper notification procedures were followed. The Area AMP Coordinator should maintain copies of all notifications issued throughout the process.

Preparations for the public meeting hold the most responsibility for Corporate Communications in the AMP process. Observe the date originally given in the first email notification from Network Operations to begin a study. The public meeting should be held **before** that date, and certainly no later.

Corporate Communications, with the help of local management, will identify a suitable venue for the public meeting, preferably near (but not in) the postal facility, and arrange a date and time. The venue should have sufficient space for more seating than the number you expect to attend. The preferred meeting time is 7-9 PM, Monday – Friday.

When the date, time and location are established, notify HQ. Network Operations will then prepare the study Summary Brief and the PowerPoint presentation to be used at the meeting. HQ Corporate Communications will provide the DVD of the AMP video to be shown.

Notifications of the public meeting must be made at least 15 days prior to the meeting date. As with the initial study notification, the Area Corporate Communications Manager will be responsible for setting up a preparatory telecon prior to the notification date with the appropriate participants from the District, Area and HQ to go over the notification process and responsibilities, and establish the timing of the announcement of the public meeting to employees and stakeholders. Corporate Communications will prepare the templates for the notification letters and the same stakeholder notification list prepared for the study announcement will be used.

As before, on the designated announcement day the unions are apprised first; congressional offices are called or letters faxed; employees are given notice via a stand-up talk on all tours, with a *Newsbreak* posted on the workroom floor; and the media release is issued with the Summary Brief included. All stakeholder letters are mailed by close of business that day, with the Summary Brief included. Again, maintain a record of who was notified and when.

The PowerPoint presentation should be reviewed with the District Manager to see if any

changes are needed. Submit the changes to HQ. The amended PowerPoint and the Summary Brief are to be posted on <http://about.usps.com/news/facility-studies/welcome.htm> a week before the meeting date.

It is advisable to have a dry run practice session for the meeting with all participants. Responses for questions that may be asked can be developed at this session.

If possible, arrange for media interviews/editorial boards with local media a day or two prior to the meeting for the District Manager or other postal spokesperson to explain the Postal Service position and the need for consolidating operations, timed so the stories or editorials come out in conjunction with the public meeting.

On the meeting date, Corporate Communications will oversee the setup of the meeting site (see checklist on p. 13-14).

Typically a member of Corporate Communications opens the meeting to introduce the District Manager and recognize others, and to give the housekeeping rules (restroom locations, etc.). It is best to counsel the audience that individual remarks should be held to no longer than two minutes in order to give all who wish to speak time to do so. The meeting should be held strictly to no longer than two hours in length, and notice should be given when only five or ten minutes of time remain.

The same notification process is used when a decision comes down to either proceed with the consolidation or not, the study is put on hold, or other action. The Area Corporate Communications Manager will be responsible for setting up a preparatory telecon with the appropriate participants from the District, Area and HQ to go over the notification process and responsibilities, and establish the timing of the announcement to employees and stakeholders. Corporate Communications will prepare the templates for the notification letters and the previous stakeholder notification list will be used.

As with prior AMP notifications, on the designated announcement day the unions are apprised first; congressional offices are called or letters faxed; employees are given notice via a stand-up talk on all tours, with a *Newsbreak* posted on the workroom floor of both the local and gaining facilities; and the media release is issued. All stakeholder letters are mailed by close of business that day. A record of who was notified when should be kept.

This document includes the templates for the various notifications to stakeholders that must be made at each major decision point in the AMP process. Any changes to the wording must be approved by HQ prior to issuing.

[NOTE: The templates provided in this kit do not reflect the current approved formatting for news releases, Newsbreaks, etc. Cut and paste the appropriate text as needed into the properly formatted documents.]

| AMP Communications Checklist | | | | |
|--|-----------|-------------|-----------------|--------------|
| AMP STUDY INTENTION NOTIFICATIONS | HQ | Area | District | Local |
| Local Employee Unions (District Labor Relations) | | | ■ | |
| Employees (Local Management) (Stand-Up Talk and <i>NEWSBREAK</i>) | | | | ■ |
| Area Management Associations and Unions (Area Labor Relations) | | ■ | | |
| National Unions and Mgt. Associations (HQ Labor Relations) | ■ | | | |
| Designated Members of Congress (HQ Government Relations) | ■ | | | |
| News Media (Area Corporate Communications) | | ■ | | |
| Community Organizations and Groups (Local Management) | | | | ■ |
| Local Mailers (BSN, Manager of Cons. & Ind. Contact, Sales + BDT) | ■ | | | |
| Local Government Officials | | | ■ | |
| PUBLIC MEETING NOTIFICATIONS | | | | |
| Designated Members of Congress (HQ Government Relations) | ■ | | ■ | |
| News Media (Area Corporate Communications) | | ■ | | |
| Community Organizations and Groups (Local Management) | | | ■ | |
| Local Mailers (Manager of Cons. & Industry Contact, Sales + BDT) | | | ■ | |
| Local Employee Unions (District Labor Relations) | | | ■ | |
| Employees (Local Management) (Stand-Up Talk and <i>NEWSBREAK</i>) | | | | ■ |
| Local Government Officials | | | ■ | |
| Employee Stand-Up Talk previewing public meeting information | | | | ■ |
| DECISION NOTIFICATIONS* | | | | |
| Local Employee Unions (District Labor Relations) | | | ■ | |
| Area Management Associations and Unions (Area Labor Relations) | | ■ | | |
| Employees (Local Management) (Stand-Up Talk and <i>NEWSBREAK</i>) | | | | ■ |
| National Unions and Mgt. Associations (HQ Labor Relations) | ■ | | | |
| Designated Members of Congress (HQ Government Relations) | ■ | | | |
| Community Organizations and Groups (Local Management) | | | | ■ |
| News Media (Area Corporate Communications) | | ■ | | |
| Local Mailers (Manager of Cons. & Industry Contact, Sales + BDT) | | ■ | ■ | |
| Local Government Officials | | | ■ | |
| USPS.COM POSTINGS* | | | | |
| Notification of start of feasibility study | ■ | | | |
| Notification of public meeting | ■ | | | |
| Summary brief of study and presentation posted one week prior to public meeting | ■ | | | |
| Summary brief updated after public meeting to include summary of public comments | ■ | | | |
| Summary brief updated to reflect decision of VP, Network Operations | ■ | | | |

* Other events may require additional notification, including study on hold, study resumes, or study ended.

□ = **Check when completed**

■ = **Required action**

Confidential – Do Not Circulate

AMP

Notification Checklist

(DATE)

| <u>Announcement Day Notifications</u> | <u>Organization</u> | <u>Responsibility</u> |
|---|----------------------------|------------------------------|
| National Management Associations (Designate time) | HQ Labor Relations | _____ |
| National Craft Employee Organizations (Designate time) | HQ Labor Relations | _____ |
| Brief Area Employee Organizations (Designate time) | Area Ops & LR | _____ |
| Brief Members of Congress (Designate time) | HQ Govt. Relations | _____ |
| Brief Local Political Leaders (Designate time) | DM/Govt. Relations | _____ |
| News Release (Designate time) | Area Corp. Com. | _____ |
| Notify Affected EAS Employees (Designate time) | District Ops/HR | _____ |
| Brief Local Employee Organizations (Designate time) | District Labor Rel. | _____ |
| Brief Affected Employees (Designate time) | District Ops/HR | _____ |
| Notify Local Mailers | District Manager | _____ |
| Employee briefings at surrounding facilities potentially impacted (e.g. gaining facility) | District Ops/HR | _____ |

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Templates
Area Mail Processing (AMP)
Notice to Conduct Feasibility Study

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[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY NEWSBREAK]



(DATE)

(FACILITY NAME) to conduct Area Mail Processing study

On [DATE], the Postal Service will begin an Area Mail Processing (AMP) feasibility study at the [FACILITY NAME]. The purpose of the study is to see if it makes sense to consolidate some operations in to the [GAINING FACILITY NAME]. This does not mean that any changes in operations are being made now. We are just conducting a study at this time.

Why is this AMP study being conducted? We all know that mail volume has fallen the past few years. Since 2007, total mail volume has declined by 20 percent. Even more importantly for our operations, the volume of stamped First-Class letter mail has dropped nearly 50 percent over the past decade.

Because there is less mail to cancel and sort, we have an excess capacity of equipment, people and space devoted to processing a declining volume of stamped mail. It only makes sense to study whether we can consolidate some of these operations to improve efficiency and reduce costs, as long as service is not negatively impacted.

AMPs are not new. The Postal Service has been doing them for decades. We need to constantly update and improve our operations in order to help keep mail affordable, maintain universal service, and preserve the long-term viability of the Postal Service and all of our jobs.

How does the AMP process work? First a feasibility study is conducted. Based on the data from that study, a proposal is then made. The proposal may recommend consolidating mail processing operations; or it may say that a consolidation should not be made because it would not provide any cost savings or would negatively impact service.

If the study data indicates that consolidating operations makes sense, a public meeting will be held to allow members of the community to ask questions and provide feedback. The business case for consolidation and community feedback will be considered, and then a decision will be made as to whether or not the mail processing operations should be consolidated.

What would happen *if* the decision is made to move some operations to [GAINING FACILITY]?

First, staffing changes will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Second, customers will likely no longer receive mail the day after it is mailed. The local postmark will still be available. The majority of originating mail is either metered or permit mail, which will continue to show the [community name] mark.

Third, there will be no change in retail service. The local Post Office(s) that our customers use will still be open as usual with the same hours.

We are soliciting the public's input as part of the process. Employees may submit their comments as well.

You can submit your comments by mail to:

Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

We will keep all employees informed about any future developments regarding this AMP study.

(Name)
(Plant manager or installation head)

[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY STAND-UP TALK]

Mandatory Stand-Up Talk

Sept.14-15, 2011

USPS PROPOSES COMPREHENSIVE NETWORK CHANGES

As you know, the Postal Service has tough choices to make given its dire financial situation. Mail volume has declined more than 43 billion pieces in the past 5 years and is continuing to decline. With this dramatic loss of mail volume, maintaining the Postal Service's infrastructure at its current size is no longer realistic.

This reality has forced the Postal Service to propose a comprehensive overhaul of its processing and transportation networks.

Postmaster General Pat Donahoe has been sharing information with us through his video series on the state of the Postal Service. In his latest video, he will focus on plans for network changes. Please watch now, and I will have more details afterwards.

PLAY VIDEO

As the PMG explained, the Postal Service has notified Congress and the Postal Regulatory Commission of the need to reduce the network size and change service standards. More information will be given out to them September 8 (tomorrow / today), and to the mailing community as well.

Part of the additional information will be a list of processing and transportation facilities to be studied for possible network adjustments. *<POST OFFICES AND NON-PROCESSING FACILITIES GO TO SUMMARY>*

NOTE: FOLLOWING PARAGRAPH TO BE CUSTOMIZED BY FACILITY BEFORE STAND-UP TALK IS DELIVERED, BASED ON EACH FACILITY'S STATUS. CHOOSE CORRECT OPTION:

1. As you know, our facility already is part of an ongoing Area Mail Processing (AMP) study. That process will continue, as we've outlined to you previously. *<GO TO SUMMARY>*
2. Our facility is on the list of those to be studied. This is the Postal Service's Notice of Intent to conduct the study. On [DATE], the Postal Service will begin an Area Mail Processing (AMP) feasibility study at the [FACILITY NAME]. The purpose of the study is to see if it makes sense to consolidate some operations into the [GAINING FACILITY NAME].

Let me be clear: This does not mean that any changes in operations are being made now. This is just a study.

Why is this AMP study being conducted? We all know that mail volume has fallen the past few years. Since 2007, total mail volume has declined by 20 percent. Even more

importantly, the volume of stamped First-Class letter mail has dropped nearly 50 percent over the past decade.

This means there is less mail to cancel and sort. It makes sense to study whether we can consolidate some operations to improve efficiency and reduce costs, as long as service is not negatively impacted.

AMPs are not new. The Postal Service has been doing them for decades. We need to constantly update and improve our operations in order to help keep mail affordable, maintain universal service, and preserve the long-term viability of the Postal Service.

So how does the AMP process work? First a feasibility study is conducted. Based on the data from that study, a proposal is then made. The proposal may recommend consolidating mail processing operations; or it may say that a consolidation should not be made because it would not provide any cost savings, or is otherwise determined to be not feasible.

If the study data indicates that consolidating operations makes sense, a public meeting will be held to allow members of the community to ask questions and provide feedback. The business case for consolidation and community feedback will be considered, and then a decision will be made as to whether or not the mail processing operations should be consolidated.

What would happen *if* the decision is made to move some operations to [GAINING FACILITY]?

First, staffing changes will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Second, customers will likely no longer receive mail the day after it is mailed. We will continue to provide high quality service.

Third, there will be no change in retail service. The local Post Office(s) that our customers use will still be open as usual.

You can submit your comments by mail to:

Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

<GO TO SUMMARY>

3. Our facility is not on the list to be studied. However, this facility may be reviewed as a possible receiving facility for others nearby that are on the study list: <GIVE NEARBY PLANT NAMES FROM LIST IF APPLICABLE>. The study starts <DATE> and the earliest that these network changes would start is February, 2012. <GO TO SUMMARY>

4. Our facility is not on the list at this time. For those facilities to be studied, the review starts <DATE>. The earliest that these network changes would start is February, 2012.

SUMMARY:

In addition to the network changes discussed, the Postal Service also is proposing certain service standard changes. Details of the changes, which will be filed with the PRC in October, could have wide-ranging impacts on all plant processing schedules across the Postal Service. You'll be hearing more about these possible changes before the PRC filing.

The Postal Service will continue to keep you informed as these initiatives move forward.

Thank you for listening and for the great job you are doing every day.

[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY TO UNION OFFICIALS]



(NAME)
(Title)
(Union/Mgt. Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of the mail processing at the (FACILITY NAME) for possible consolidation of some operations into the (GAINING FACILITY NAME).

The U.S. Postal Service is facing one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. As a result, the Postal Service is not receiving enough revenue to sustain the cost of its processing and delivery network.

The fact is we have more equipment, personnel and facilities than we need to process a declining volume of mail. The Postal Service must realign its network to match its resources with mail volume. Consolidating some postal operations and placing our people where we need them makes logical business sense given the economic realities. It would be fiscally irresponsible not to do so.

This letter is solely intended to provide you with information that we plan to conduct the study. If the business case supports consolidation, a public meeting will be held to allow members of the community to ask questions and provide feedback. Community input will be considered before a decision is made as to whether or not the proposed consolidation should be implemented.

This letter is not intended as notice of future changes in mail processing and is not a notice of impact on employees. I will provide you with the appropriate notice, if any is required, when a decision is made.

If you have any questions concerning this AMP feasibility study please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

cc: Area Vice President
HQ Vice President, Labor Relations

**[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY TO
CONGRESSIONAL OFFICES]**

[NOTE - This letter should be sent to the local congressional offices. HQ Government Relations will send copy to Members' of Congress Washington, DC office]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) for possible consolidation of some operations into the (GAINING FACILITY NAME).

The U.S. Postal Service is facing one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. As a result, the Postal Service is not receiving enough revenue to sustain the cost of its processing and delivery network.

The fact is we have more equipment, personnel and facilities than we need to process a declining volume of mail. The Postal Service must realign its network to match its resources with mail volume. Consolidating some postal operations and placing our people where we need them makes logical business sense given the economic realities. It would be fiscally irresponsible not to do so.

We are soliciting public comment for consideration as part of the study process. If the feasibility study supports the business case for consolidation, we will hold a public meeting to allow members of the community to ask questions and provide feedback. We will notify you when any public meeting will be held. The public's comments will be thoroughly considered in any final determination.

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations

(NOTE – Signed copies should be emailed to HQ GR representative or faxed to 202-268-3775 or 202-268-2175 prior to sending to local congressional offices)

**[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY TO
MAYOR/CITY/STATE OFFICIALS/COMMUNITY LEADERS/ORGANIZATIONS]**



(Name)
(Title/Group/Organization Name)
(Street address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) for possible consolidation of some operations into the (GAINING FACILITY NAME).

The U.S. Postal Service is facing one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. As a result, the Postal Service is not receiving enough revenue to sustain the cost of its processing and delivery network.

The fact is we have more equipment, personnel and facilities than we need to process a declining volume of mail. The Postal Service must realign its network to match its resources with mail volume. Consolidating some postal operations and placing our people where we need them makes logical business sense given the economic realities. It would be fiscally irresponsible not to do so.

We are soliciting the public's input as part of the process.

The public may submit comments to:
Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

If the feasibility study supports the business case for changing mail processing operations, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This input will be considered in the final proposal.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY TO LOCAL MAILERS]



(Name)
(Company Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to conduct an Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) for possible consolidation of some operations into the (GAINING FACILITY NAME).

The U.S. Postal Service is facing one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. As a result, the Postal Service is not receiving enough revenue to sustain the cost of its processing and delivery network.

The fact is we have more equipment, personnel and facilities than we need to process a declining volume of mail. The Postal Service must realign its network to match its resources with mail volume. Consolidating some postal operations and placing our people where we need them makes logical business sense given the economic realities. It would be fiscally irresponsible not to do so.

The Postal Service is soliciting the public's input as part of the process.

The public may submit comments to:
Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

If the feasibility study supports the business case for changing mail processing operations, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This input will be considered in the final proposal.

If you have questions, or need additional information, please contact (NAME OF LOCAL MANAGER OF CONSUMER AND INDUSTRY), at (PHONE NUMBER).

Sincerely,

(NAME)
Manager of Consumer and Industry Contact Manager

[NOTICE OF INTENT TO CONDUCT AMP FEASIBILITY STUDY MEDIA RELEASE]

[NOTE - Place text in approved news release format]



POSTAL NEWS

[DATE]

Contact: [ENTER NAME AND PHONE #]
usps.com

Postal Service to conduct study of mail processing operations in [CITY]

[CITY] – The U.S. Postal Service plans to conduct a study at the [FACILITY NAME] for possible consolidation of some operations into the [GAINING FACILITY NAME]. The study, known as an Area Mail Processing (AMP) study, involves a review of the mail processing and transportation operations to determine capacity needs at a facility in order to increase efficiency and improve productivity.

The need for the study comes as the Postal Service faces one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. Even when the economy fully recovers, the Postal Service does not expect mail volume to return to previous peak levels, and is projecting annual deficits for the foreseeable future.

“As a result of the volume loss, we have more facilities, equipment and people than we need to process a declining volume of mail,” said [NAME, TITLE]. “We have to reduce the size of our network because we are no longer receiving enough revenue to sustain its cost.”

“One way to do that is to consolidate operations where feasible,” [NAME] added. “That is why we’re doing this study. Consolidating processing operations and placing our people where we need them makes logical business sense given the economic realities. We’re only doing what any company would do when it’s hit with a 20 percent decline in its business.”

If the feasibility study supports the business case for changing mail processing operations, the Postal Service will hold a public meeting to allow members of the community to ask questions and provide feedback. This input will be considered in the final proposal.

“I want to assure everyone that we will continue to provide high quality service to your home or business,” said [NAME].

The Postal Service is soliciting the public’s input as part of the process. Comments may be submitted to:

Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

- ### -

Templates
Area Mail Processing (AMP)
Public Meeting Notification

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[AMP PROPOSAL PUBLIC MEETING TO UNION OFFICIALS]



(DATE)

(NAME)

(Title)

(Union/Mgt. Organization)

(Street address)

(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

On (DATE), we notified you that we were beginning an Area Mail Processing (AMP) feasibility study at the (FACILITY NAME). The (NAME) District office has completed its review and submitted it to the (NAME) Area Office for consideration.

We welcome public input and will hold a meeting to explain the proposal on (DATE, TIME) at (LOCATION).

Attached please find a summary brief of the AMP proposal. One week prior to the meeting, we will post presentation materials along with the summary brief on our website, <http://about.usps.com/streamlining-operations/area-mail-processing.htm>.

We also will accept any public comment on the study up to 15 days after the meeting. Comments may be mailed to:

Manager of Consumer and Industry Contact

(NAME) District

(Street Address or PO Box)

(City, ST ZIP+4)

If you have any questions concerning this AMP proposal, please contact (NAME, PHONE NO.).

Sincerely,

(NAME)

District Manager

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

cc: Area Vice President
HQ Vice President, Labor Relations

[AMP PROPOSAL PUBLIC MEETING EMPLOYEE NEWSBREAK]



(DATE)

**Public Meeting to be Held on (FACILITY NAME)
Area Mail Processing Study**

On (DATE), we notified employees and other stakeholders that we were beginning an Area Mail Processing (AMP) feasibility study at the (FACILITY NAME) to see if it would make good business sense to consolidate operations into the (GAINING FACILITY NAME). The (NAME) District office has completed its review and submitted it to the (NAME) Area Office for consideration.

We will hold a public meeting to explain the proposed changes on (DATE, TIME) at (LOCATION). A preview of the public meeting information will be presented to employees in a stand-up talk on (DATE, TIME).

At the public meeting we will explain the AMP study results and what operational changes we propose to make. Any proposed changes must be approved by the Area Vice President and the Vice President of Network Operations before they can be implemented. Comments on the proposal from employees and the public will be considered before any decision is made.

Employees and the public can submit comments on the study up to 15 days after the public meeting. Comments may be mailed to:

Manager of Consumer and Industry Contact
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

We will keep employees and other stakeholders informed about future developments regarding this AMP proposal.

(Name)
(Plant manager or installation head)

[AMP PROPOSAL PUBLIC MEETING TO CONGRESSIONAL OFFICES]
[NOTE - This letter should be sent to the local congressional offices. HQ Government Relations will send copy to Members' of Congress Washington, DC office]



(DATE)

(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

On (DATE), we notified you that we were beginning an Area Mail Processing (AMP) feasibility study at the (FACILITY NAME). The (NAME) District office has completed its review and submitted it to the (NAME) Area Office for consideration.

We welcome public input and will hold a meeting to explain the proposal on (DATE, TIME) at (LOCATION).

Attached please find a summary brief of the AMP proposal. One week prior to the meeting, we will post presentation materials along with the summary brief on our website, <http://about.usps.com/streamlining-operations/area-mail-processing.htm>.

We also will accept any public comment on the study up to 15 days after the meeting. Comments may be mailed to:

Manager of Consumer and Industry Contact
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

If you have any questions concerning this AMP proposal, please contact (NAME, PHONE NO.).

Sincerely,

(NAME)
District Manager

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

bcc: HQ Government Relations

(NOTE – Signed copies should be emailed to HQ GR representative or faxed to 202-268-3775 or 202-268-2175 prior to sending to local congressional offices)

**[AMP PROPOSAL PUBLIC MEETING LETTER TO MAYOR/CITY/STATE
OFFICIALS/COMMUNITY LEADERS/ORGANIZATIONS]**



(DATE)

(Name)
(Title/Group/Organization Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

On (DATE), we notified you that we were beginning an Area Mail Processing (AMP) feasibility study at the (FACILITY NAME). The (NAME) District office has completed its review and submitted it to the (NAME) Area Office for consideration.

We welcome public input and will hold a meeting to explain the proposal on (DATE, TIME) at (LOCATION).

Attached please find a summary brief of the AMP proposal. One week prior to the meeting, we will post presentation materials along with the summary brief on our website, <http://about.usps.com/streamlining-operations/area-mail-processing.htm>.

We also will accept any public comment on the study up to 15 days after the meeting. Comments may be mailed to:

Manager of Consumer and Industry Contact
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

If you have any questions concerning this AMP proposal, please contact (NAME, PHONE NO.).

Sincerely,

(NAME)
Postmaster

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

[AMP PROPOSAL PUBLIC MEETING LETTER TO LOCAL MAILERS]



(DATE)

(Name)
(Company Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

On (DATE), we notified you that we were beginning an Area Mail Processing (AMP) feasibility study at the (FACILITY NAME). The (NAME) District office has completed its review and submitted it to the (NAME) Area Office for consideration.

We welcome public input and will hold a meeting to explain the proposal on (DATE, TIME) at (LOCATION).

Attached please find a summary brief of the AMP proposal. One week prior to the meeting, we will post presentation materials along with the summary brief on our website, <http://about.usps.com/streamlining-operations/area-mail-processing.htm>.

We also will accept any public comment on the study up to 15 days after the meeting. Comments may be mailed to:

Manager of Consumer and Industry Contact
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

If you have any questions concerning this AMP proposal, please contact (NAME OF MANAGER OF CONSUMER AND INDUSTRY CONTACT REPRESENTATIVE) at (PHONE NUMBER).

Sincerely,

(NAME)
Manager of Consumer and Industry Contact

Attachment (ATTACH COPY OF AMP SUMMARY BRIEF)

[AMP PROPOSAL PUBLIC MEETING MEDIA RELEASE]

[NOTE - Place text in approved news release format. Attach copy of AMP summary brief.]



POSTAL NEWS

[ENTER DATE]

Media Contact: **[ENTER NAME AND PHONE #]**

Postal Service to hold public meeting on mail processing study

[CITY] – The U.S. Postal Service will hold a public meeting to discuss its proposal to move mail processing operations from **[LOCAL FACILITY NAME]** into **[GAINING FACILITY NAME]**.

The meeting will take place at **[INSERT TIME]** on **[INSERT DAY AND DATE]** at **[INSERT LOCATION NAME AND STREET ADDRESS]**.

With the deep decline in mail volume due to current economic conditions and continuing electronic diversion, the Postal Service has an excess of employees and equipment in some mail processing operations. A study was begun on **[DATE]** at **[LOCAL FACILITY NAME]** to determine the feasibility of consolidating redundant operations to see if any efficiencies and cost savings would be achieved.

Initial study results support consolidating mail processing operations that are currently being performed at the **[LOCAL FACILITY NAME]** by taking advantage of available processing capacity at the **[GAINING FACILITY NAME]** in order to increase efficiency and improve productivity.

While no final decision has been reached, Postal Service managers will give an overview of the reasons for the proposal and its possible outcomes, and will listen to community input and concerns. A summary of the proposal and presentation materials will be made available online one week prior to the meeting at

<http://about.usps.com/streamlining-operations/area-mail-processing.htm>.

Anyone who wishes to submit comments in writing can send them to:

MANAGER OF CONSUMER AND INDUSTRY CONTACT
[MAILING ADDRESS]

Public comments will be accepted through **[DATE]**.

###

[AMP PROPOSAL PUBLIC MEETING MEDIA ADVISORY]



MEDIA ADVISORY

[ENTER DATE]

AREA MAIL PROCESSING (AMP) STUDY PUBLIC MEETING

WHAT: Postal Service managers will give an overview and gather community input regarding a proposal to move mail processing operations from **[LOCAL FACILITY NAME]** into **[GAINING FACILITY NAME]**.

WHO: **[NAME AND TITLE OF PARTICIPANT]**
[NAME AND TITLE OF PARTICIPANT]
[NAME AND TITLE OF PARTICIPANT]

WHEN: **[ENTER DATE]**
[ENTER TIME]

WHERE: **[ENTER FACILITY NAME]**
[ENTER STREET ADDRESS]
[ENTER CITY, STATE, ZIP]

DETAILS: The AMP proposal supports consolidating mail processing operations that are currently being performed at the **[LOCAL FACILITY NAME]** by taking advantage of available processing capacity at the **[GAINING FACILITY NAME]** in order to increase efficiency and improve productivity. While no decisions have been reached, Postal Service managers will give an overview of the reasons for the proposal and its possible outcomes, and will listen to community input and concerns. A summary of the proposal and presentation materials will be made available online at <http://about.usps.com/streamlining-operations/area-mail-processing.htm>.

MEDIA CONTACT: [ENTER NAME AND PHONE #]

###

[AMP PROPOSAL PUBLIC MEETING EMPLOYEE STAND-UP TALK]

**STAND-UP TALK
PUBLIC MEETING TO BE HELD ON [FACILITY NAME]
AREA MAIL PROCESSING STUDY**

On (DATE), we notified you that we were beginning an Area Mail Processing (AMP) feasibility study at the (FACILITY NAME) to see if it would make sense to consolidate some operations into the (GAINING FACILITY NAME). The (NAME) District office has completed its review and submitted it to the (NAME) Area Office for consideration.

We will hold a public meeting to explain the proposed changes on (DATE, TIME) at (LOCATION).

At the public meeting we will explain the AMP study results and what operational changes we propose to make. Any proposed changes must be approved by the Area Vice President before they can be implemented. Comments on the proposal from employees and the public will be considered before any decision is made.

You also can submit your comments on the study up to 15 days after the public meeting. Comments may be mailed to:

Manager of Consumer and Industry Contact
(NAME) District
(Street Address or PO Box)
(City, ST ZIP+4)

I will keep you informed about any future developments regarding this AMP proposal.
Any questions?

Templates

Area Mail Processing (AMP)

Decision to Close Facility

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[CLOSING DECISION LETTER TO EMPLOYEE UNIONS]



(NAME)
(Title)
(Union/Mgt. Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This is to inform you of the U.S. Postal Service's decision to consolidate all mail processing operations at the (CLOSING FACILITY NAME) with those of the (GAINING FACILITY NAME). Once the transfer of operations is completed, the (FACILITY NAME) will be closed.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and will result in significant savings. We expect this transition to be completed by (MONTH/YEAR).

Because of the drastic decline in mail volume, the Postal Service is in a fiscal crisis and must take action to reduce the size of its mail processing network. Consolidating operations such as this is necessary if the Postal Service is to remain viable to provide mail service to the nation.

Staffing changes will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

If you have questions, or need additional information, please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

cc: Area Vice President
HQ Vice President, Labor Relations

[CLOSING DECISION LETTER TO CONGRESSIONAL OFFICES]

[NOTE - This letter should be sent to the local congressional offices. HQ Government Relations will send copy to Members' of Congress Washington, DC office]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This is to inform you of the U.S. Postal Service's decision to consolidate mail processing operations at the (CLOSING FACILITY NAME) with those of the (GAINING FACILITY NAME). Once the transfer of operations is completed, the (FACILITY NAME) will be closed.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and will result in significant savings. We expect this transition to be completed by (MONTH/YEAR).

I want assure you that the community's input was valued and carefully considered before making this decision. Ultimately, based on all of the factors involved, it was determined to proceed with the consolidation.

Because of the drastic decline in mail volume, the Postal Service is in a fiscal crisis and must take action to reduce the size of its mail processing network. Consolidating operations such as this is necessary if the Postal Service is to remain viable to provide mail service to the nation.

As a result of this action, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Customers will likely no longer receive mail the day after it is mailed. Full retail services will still be available and our customers will continue to receive high quality service.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations

(NOTE – Signed copies should be emailed to HQ GR representative or faxed to 202-268-3775 or 202-268-2175 prior to sending to local congressional offices)

[CLOSING DECISION LETTER TO MAYOR/CITY/STATE OFFICIALS/COMMUNITY LEADERS/ORGANIZATIONS]



(Name)
(Title/Group/Organization Name)
(Street address)
(City, State, ZIP+4)

Dear (NAME):

This is to inform you of the U.S. Postal Service's decision to consolidate mail processing operations at the (CLOSING FACILITY NAME) with those of the (GAINING FACILITY NAME). Once the transfer of operations is completed, the (FACILITY NAME) will be closed.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and will result in significant savings. We expect this transition to be completed by (MONTH/YEAR).

I want assure you that the community's input was valued and carefully considered before making this decision. Ultimately, based on all of the factors involved, it was determined to proceed with the consolidation.

Because of the drastic decline in mail volume, the Postal Service is in a fiscal crisis and must take action to reduce the size of its mail processing network. Consolidating operations such as this is necessary if the Postal Service is to remain viable to provide mail service to the nation.

As a result of this action, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Customers will likely no longer receive mail the day after it is mailed. Full retail services will still be available and our customers will continue to receive high quality service.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[CLOSING DECISION LETTER TO LOCAL MAILERS]



(Name)
(Company Name)
(Street address)
(City, State, ZIP+4)

Dear (NAME):

This is to inform you of the U.S. Postal Service's plans to consolidate mail processing operations at the (CLOSING FACILITY NAME) with those of the (GAINING FACILITY NAME). Once the transfer of operations is completed, the (FACILITY NAME) will be closed.

We advised you on (DATE) of our intent to conduct a feasibility study. After review, we have decided this consolidation is in the best interest of the U.S. Postal Service, and will result in significant savings. We expect this transition to be completed by (MONTH/YEAR).

Large volume business mailers will be able to drop off mail at the (FACILITY NAME) Business Mail Entry Unit, at (LOCATION). [LIST OTHER NEARBY BMEU LOCATIONS IF APPLICABLE].

Mailers who prepare destination entry rate or "discounted" mailings for (DOWNSIZING FACILITY 3-DIGIT) ZIP Codes will take their drop shipment to (GAINING FACILITY NAME, LOCATION) effective (DATE).

[OPTIONAL: IF THERE ARE SERVICE UPGRADES OR DOWNGRADES]

As a result of the consolidation, service to (list ZIP Codes) will change from overnight to 2-day. (AND/OR) Service to (list ZIP Codes) will improve from 2-day to overnight.

[ADD ADDITIONAL MAILER INFORMATION AS NEEDED]

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Manager of Consumer and Industry Contact Manager

[CLOSING FACILITY NEWS RELEASE]

[NOTE - Place text in approved news release format]



POSTAL NEWS

[DATE]

Contact: [ENTER NAME AND PHONE #]

about.usps.com

(CITY) Mail Processing Operations Moving To (GAINING CITY)

(CITY) – As a result of a study begun in (DATE), the Postal Service has made the decision to move all mail processing operations from the (DOWNSIZED FACILITY NAME) to the (GAINING FACILITY NAME) in (CITY). Once the transfer of operations is completed, the (FACILITY NAME) will be closed. Local mail delivery will not be affected by the move.

(DISTRICT NAME) District Manager (NAME) said, “Given the drastic 20 percent decline in mail volume the Postal Service has experienced since 2007, we must take action to reduce the size of our mail processing network. Consolidating operations and placing our people where we need them is necessary if the Postal Service is to remain viable to provide mail service to the nation.”

“I understand our employees’ concern over this move,” (NAME) added, “but the consolidation makes sense given the fiscal realities. The (GAINING FACILITY) has the capacity to handle the additional workload and we can realize significant savings by shifting operations there.”

The transition will be completed by (MONTH/YEAR). As a result of this action, staffing adjustments will be made. Every effort will be made to assist affected employees explore their options.

Customers will likely no longer receive mail the day after it is mailed. “I am confident the transition will be smooth and transparent to our customers. We will continue to provide high quality service,” Said (NAME).

(ADD LOCAL SERVICE INFORMATION AS APPLICABLE)

Retail service for purchasing stamps and other postal products will continue to be available at: (LIST LOCAL SITES AND ADDRESSES).

Large volume business mailers will be able to bring their mail to the (FACILITY NAME) Business Mail Entry Unit at (LOCATION).

Mailers who prepare destination entry rate or “discounted” mailings for (DOWNSIZING FACILITY 3-DIGIT) ZIP Codes will take their drop shipment to (GAINING FACILITY NAME AND LOCATION) effective (DATE).

###

[CLOSING FACILITY NEWSBREAK]



USPS NEWSBREAK

(DATE)

All mail processing operations to be transferred from [CLOSING FACILITY] to [GAINING FACILITY]

As a result of a study begun in (DATE), the Postal Service has made the decision to move all mail processing operations from the (CLOSING FACILITY NAME) to the (GAINING FACILITY NAME).

The transfer of operations and equipment will be completed by (MONTH/YEAR). When completed, the (FACILITY NAME) will be closed.

As a result of this action, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

This was a difficult decision but a necessary one. Because of the drastic decline in mail volume, the Postal Service is in a fiscal crisis and must take action to reduce the size of its mail processing network. Consolidating operations is necessary if the Postal Service is to remain viable to provide mail service to the nation.

Customers will likely no longer receive mail the day after it is mailed. Full retail services will still be available and our customers will continue to receive high quality service.

This change is necessary in order to optimize our mail processing network and achieve the significant cost savings and productivity gains expected with the consolidation.

For business mailers, the (CLOSING FACILITY) Business Mail Entry Unit will be relocated to the (FACILITY NAME AND LOCATION).

(Name)

(District Manager)

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[CLOSING FACILITY STAND-UP TALK]

Mandatory Stand-Up Talk: *(NAME) P&DC Employees*

As a result of a study begun in (DATE), the Postal Service has made the decision to move all mail processing operations from the (CLOSING FACILITY NAME) to the (GAINING FACILITY NAME).

The transfer of operations and equipment will be completed by (MONTH/YEAR). When completed, the (FACILITY NAME) will be closed.

This was a difficult decision but a necessary one. With the economic downturn, the Postal Service is facing declining mail volume and increasing deficits. Mail volume declined 20 percent since 2007. This has left us with excess capacity at many processing plants. We have to match our resources with mail volume to hold the line on costs. This move will help us to do that.

As a result of this action, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Customers will likely no longer receive mail the day after it is mailed. Full retail services will still be available and our customers will continue to receive high quality service.

This change is necessary in order to optimize our mail processing network and achieve the significant cost savings and productivity gains expected with the consolidation.

(IF APPLICABLE) A retail presence will be maintained here at (CLOSING FACILITY NAME) after the consolidation. Other nearby offices will continue to offer retail services. The Business Mail Entry Unit will be relocated to (GAINING FACILITY NAME).

I know you will have many questions about this announcement. I will answer those that I can. And, for those that I cannot, I will get answers for you. Either way, you can expect that we will communicate regularly with you as we progress.

Before I finish, I want to thank you for your patience and cooperation – and especially your dedication to our customers – during this transition.

[GAINING FACILITY NEWSBREAK]



USPS NEWSBREAK

(DATE)

All mail processing operations to be transferred from [CLOSING FACILITY] to [GAINING FACILITY]

As a result of a study begun in (DATE), the Postal Service has made the decision to move all mail processing operations from the (CLOSING FACILITY NAME) to the (GAINING FACILITY NAME).

The transfer of operations and equipment will be completed by (MONTH/YEAR). When completed, the (FACILITY NAME) will be closed.

As a result of this action, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

This was a difficult decision but a necessary one. Because of the drastic decline in mail volume, the Postal Service is in a fiscal crisis and must take action to reduce the size of its mail processing network. Consolidating operations is necessary if the Postal Service is to remain viable to provide mail service to the nation.

For business mailers, the (CLOSING FACILITY) Business Mail Entry Unit will be relocated to the (FACILITY NAME AND LOCATION).

(Name)

(District Manager)

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Area Mail Processing (AMP) No Action Taken

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[NEWSBREAK FOR NO ACTION TAKEN ON AMP STUDY]



USPS NEWSBREAK

(DATE)

Area Mail Processing study of (FACILITY NAME) ends

The U.S. Postal Service has ended its Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME]. The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful review, it has been determined that there are currently no significant opportunities to improve efficiency and/or service through consolidation of our mail processing or transportation operations. As a result, we will not make any changes at this time.

I understand that this AMP study did cause some concern among our employees and some members of our community. I thank you for your patience, cooperation, and understanding of the need to conduct this study.

If you have any questions concerning this AMP study, please consult your supervisor.

(Name)
(Plant manager or installation head)

[STAND-UP TALK FOR NO ACTION TAKEN ON AMP STUDY.]

**STAND-UP TALK
[FACILITY NAME] ENDS MAIL PROCESSING STUDY**

The U.S. Postal Service has ended its Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME]. The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of our mail processing or transportation operations. As a result, we will not make any changes at this time.

I understand that this AMP study did cause some concern among our employees and some members of our community. I thank you for your patience, cooperation, and understanding of the need to conduct this study.

Are there any questions?

[NEWS RELEASE FOR NO ACTION TAKEN ON AMP STUDY.]



POSTAL NEWS

[ENTER DATE]

Contact: **[ENTER NAME AND PHONE #]**

about.usps.com/news

Postal Service ends mail processing study

[CITY] – The U.S. Postal Service has ended its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) located in (CITY, STATE).

“This was a careful review,” said (NAME/TITLE), “and we have determined that there will be no significant changes made at this time.”

“The Postal Service is facing the most critical time in its history,” (NAME) noted. “Mail volume has fallen by 20 percent since 2007, causing historically high deficits.”

“We must constantly examine how we can improve our operations if we are to remain viable,” said (NAME). “Studies such as the one conducted in (CITY) help us to determine where these improvements can best be made.”

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[UNION NOTICE OF NO ACTION TAKEN ON AMP STUDY]



(NAME)
(Title)
(Union/Mgt. Organization)
(Street address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice that we have ended the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME]. The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of mail processing operations at the [FACILITY NAME]. As a result, no changes will be made at this time.

If you have any questions concerning this AMP study please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

cc: Area Vice President
HQ Vice President, Labor Relations

[CONGRESSIONAL NOTICE OF NO ACTION TAKEN ON AMP STUDY]

[NOTE - This letter should be sent to the local congressional offices. HQ Government Relations will send copy to Members' of Congress Washington, DC office]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice that we have ended the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME]. The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of mail processing operations at the [FACILITY NAME]. As a result, no changes will be made at this time.

If you have any questions, or need additional information, please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations

(NOTE – Signed copies should be emailed to HQ GR representative or faxed to 202-268-3775 or 202-268-2175 prior to sending to local congressional offices)

**[NOTICE OF NO ACTION TAKEN ON AMP STUDY FOR MAYOR/CITY/STATE
OFFICIALS/COMMUNITY LEADERS/ORGANIZATIONS]**



(Name)
(Title/Group/Organization Name)
(Street address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice that we have ended the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME]. The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of mail processing operations at the [FACILITY NAME]. As a result, no changes will be made at this time.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF NO ACTION TAKEN ON AMP STUDY FOR LOCAL MAILERS]



(Name)
(Company Name)
(Street address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice that we have ended the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME]. The reason for the study was to help us identify whether consolidation of selected mail-processing functions would help eliminate excess capacity and make better use of facility space, staffing, equipment and transportation.

After careful review, it has been determined that there are currently no significant opportunities to improve efficiency or service through consolidation of mail processing operations at the [FACILITY NAME]. As a result, no changes will be made at this time.

If you have questions, or need additional information, please contact (NAME OF LOCAL MANAGER OF CONSUMER AND INDUSTRY CONTACT REPRESENTATIVE) at (PHONE NUMBER).

Sincerely,

(NAME)
Manager of Consumer and Industry Contact Manager

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Area Mail Processing (AMP) Study on Hold

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[NEWSBREAK FOR AMP STUDY ON HOLD]



USPS NEWSBREAK

(DATE)

Area Mail Processing study of (FACILITY NAME) on hold

The U.S. Postal Service has placed its Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME] on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors that need to be addressed before we can proceed with the study. [Include specific factors as appropriate.]

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have any questions concerning this AMP study, please consult your supervisor.

(Name)

(Plant manager or installation head)

[STAND-UP TALK FOR AMP STUDY ON HOLD]

**STAND-UP TALK
[FACILITY NAME] AREA MAIL PROCESSING STUDY ON HOLD**

The U.S. Postal Service has placed its Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors that need to be addressed before we can proceed with the study. [Include specific factors as appropriate.]

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

Are there any questions?

[NEWS RELEASE FOR AMP STUDY ON HOLD]



POSTAL NEWS

[ENTER DATE]

Contact: [ENTER NAME AND PHONE #]

about.usps.com/news

Postal Service places mail processing study on hold

[CITY] – The U.S. Postal Service has placed its Area Mail Processing (AMP) study of mail processing operations at the [FACILITY NAME] on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

“While conducting the study, the Postal Service determined that there are other factors that need to be addressed before we can proceed with the study,” said (NAME, TITLE).

The study is on hold indefinitely. Should a decision be made to resume the study in the future, the community will be notified.

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[UNION NOTICE OF AMP STUDY ON HOLD]



(NAME)
(Title)
(Union/Mgt. Organization)
(Street Address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors that need to be addressed before the study can proceed.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have any questions concerning the AMP study, please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

cc: Area Vice President
HQ Vice President, Labor Relations

[CONGRESSIONAL NOTICE OF AMP STUDY ON HOLD]

[NOTE - This letter should be sent to the local congressional offices. HQ Government Relations will send copy to Members' of Congress Washington, DC office]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors that need to be addressed before the study can proceed.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have any questions, or need additional information, please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations

(NOTE – Signed copies should be emailed to HQ GR representative or faxed to 202-268-3775 or 202-268-2175 prior to sending to local congressional offices)

**[NOTICE OF AMP STUDY ON HOLD FOR MAYOR/CITY/STATE
OFFICIALS/COMMUNITY LEADERS/ORGANIZATIONS]**



(Name)
(Group/Organization Name)
(Street Address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors that need to be addressed before the study can proceed.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF AMP STUDY ON HOLD FOR LOCAL MAILERS]



(Name)
(Company Name)
(Street Address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice that the U.S. Postal Service's Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) has been placed on hold.

The reason for the study was to determine whether consolidation of selected mail-processing functions would help eliminate excess capacity and make more efficient use of facility space, staffing, equipment and transportation.

While conducting the study, the Postal Service determined that there are other factors that need to be addressed before the study can proceed.

The study is on hold indefinitely. Should the Postal Service decide to resume this study, you will be notified.

If you have questions, or need additional information, please contact (NAME OF Consumer and Industry Contact), at (PHONE NUMBER).

Sincerely,

(NAME)
Manager of Consumer and Industry Contact Manager

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Area Mail Processing (AMP) Study Resumed

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[NEWSBREAK FOR AMP STUDY RESUMED]



(DATE)

Area Mail Processing study of (FACILITY NAME) to resume

The U.S. Postal Service has decided to resume the Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into (GAINING FACILITY).

[OR IF BEGINNING A NEW STUDY AND NOT RESUMING OLD ONE]

The U.S. Postal Service has decided to begin a new Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME), in place of the study that was previously placed on hold on [DATE], for possible consolidation of some operations into (GAINING FACILITY).

We all know that mail volume has fallen the past few years. Since 2007, total mail volume has declined by 20 percent. Even more importantly for our operations, the volume of stamped First-Class letter mail has dropped nearly 50 percent over the past decade.

Because there is less mail to cancel and sort, we have an excess capacity of equipment, people and space devoted to processing a declining volume of stamped mail. It only makes sense to study whether we can consolidate some of these operations to improve efficiency and reduce costs, as long as service is not negatively impacted.

If the study data indicates that consolidating operations makes sense, a public meeting will be held to allow members of the community to ask questions and provide feedback. The business case for consolidation and community feedback will be considered, and then a decision will be made as to whether or not the mail processing operations should be consolidated.

What would happen *if* the decision is made to move some operations to (GAINING FACILITY)?

First, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Second, customers will likely no longer receive mail the day after it is mailed. We will continue to provide high quality service.

Third, there will be no change in retail service. The local Post Office(s) that our customers use will still be open as usual.

We are soliciting the public's input as part of the process. Employees may submit their comments as well.

You can submit your comments by mail to:

Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

We will keep all employees informed about any future developments regarding this AMP study.

[STAND-UP TALK FOR AMP STUDY RESUMED]

**STAND-UP TALK
[FACILITY NAME] RESUMES MAIL PROCESSING STUDY**

The U.S. Postal Service has decided to resume the Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into (GAINING FACILITY).

[OR IF BEGINNING A NEW STUDY AND NOT RESUMING OLD ONE]

The U.S. Postal Service has decided to begin a new Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME), in place of the study that was previously placed on hold on [DATE], for possible consolidation of some operations into (GAINING FACILITY).

We all know that mail volume has fallen the past few years. Since 2007, total mail volume has declined by 20 percent. Even more importantly for our operations, the volume of stamped First-Class letter mail has dropped nearly 50 percent over the past decade.

This means there is less mail to cancel and sort. So we have an excess capacity of equipment, people and space devoted to processing a declining volume of stamped mail. It only makes sense to study whether we can consolidate some of these operations to improve efficiency and reduce costs, as long as service is not negatively impacted.

If the study data indicates that consolidating operations makes sense, a public meeting will be held to allow members of the community to ask questions and provide feedback. The business case for consolidation and community feedback will be considered, and then a decision will be made as to whether or not the mail processing operations should be consolidated.

What would happen *if* the decision is made to move some operations to (GAINING FACILITY)?

First, staffing adjustments will be necessary. Any actions taken will be in compliance with applicable law, collective bargaining agreements, and Postal Service regulations and policies.

Second, customers will likely no longer receive mail the day after it is mailed. We will continue to provide high quality service.

Third, there will be no change in retail service. The local Post Office(s) that our customers use will still be open as usual.

We are soliciting the public's input as part of the process. Employees may submit their comments as well.

You can submit your comments by mail to:

Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

I will keep you informed about any future developments regarding this AMP study. Are there any questions?

[NEWS RELEASE FOR AMP STUDY RESUMED]



POSTAL NEWS

[ENTER DATE]

Contact: **[ENTER NAME AND PHONE #]**

about.usps.com/news

Postal Service resumes mail processing study at [FACILITY NAME]

[CITY] – The U.S. Postal Service plans to resume the Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into (GAINING FACILITY).

[OR IF BEGINNING A NEW STUDY AND NOT RESUMING OLD ONE]

The U.S. Postal Service plans to begin a new Area Mail Processing (AMP) study of mail processing operations at the (FACILITY NAME), in place of the study that was previously placed on hold on [DATE], for possible consolidation of some operations into (GAINING FACILITY).

The Postal Service is facing one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. Even when the economy fully recovers, the Postal Service does not expect mail volume to return to previous peak levels, and is projecting annual deficits for the foreseeable future.

“As a result of the volume loss, we have more facilities, equipment and people than we need to process a declining volume of mail,” said [NAME, TITLE]. “We have to reduce the size of our network because we are no longer receiving enough revenue to sustain its cost.”

“One way to do that is to consolidate operations where feasible,” [NAME] added. “That is why we’re doing this study. Consolidating processing operations and placing our people where we need them makes logical business sense given the economic realities. We’re only doing what any company would do when it’s hit with a 20 percent decline in its business.”

If the feasibility study supports the business case for changing mail processing operations, the Postal Service will hold a public meeting to allow members of the community to ask questions and provide feedback. This input will be considered in the final proposal.

The Postal Service is soliciting the public’s input as part of the study process. Comments may be submitted to:

Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

###

[UNION NOTICE OF AMP STUDY RESUMED]



(NAME)
(Title)
(Union/Mgt. Organization)
(Street Address)
(City, State, ZIP+4)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to resume the Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into the (GAINING FACILITY NAME).

[OR IF BEGINNING A NEW STUDY AND NOT RESUMING OLD ONE]

This letter is an informational notice of the intent of the U.S. Postal Service to begin a new Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME), in place of the study that was previously placed on hold on [DATE], for possible consolidation of some operations into the (GAINING FACILITY NAME).

The U.S. Postal Service is facing one of the most difficult challenges in its history. The current economic downturn and continued Internet diversion has led to a drastic 20 percent decline in mail volume since 2007, resulting in historically large deficits. As a result, the Postal Service is not receiving enough revenue to sustain the cost of its processing and delivery network.

The fact is we have more equipment, personnel and facilities than we need to process a declining volume of mail. The Postal Service must realign its network to match its resources with mail volume. Consolidating some postal operations and placing our people where we need them makes logical business sense given the economic realities. It would be fiscally irresponsible not to do so.

This letter is solely intended to provide you with information that we plan to *(resume or conduct)* the study. This letter is not intended as notice of future changes in mail processing and is not a notice of impact on employees. I will provide you with the appropriate notice, if any is required, when a decision is made.

If you have any questions concerning this AMP feasibility study please contact (NAME, PHONE).

Sincerely,

(NAME)
District Manager

cc: Area Vice President
HQ Vice President, Labor Relations

[CONGRESSIONAL NOTICE OF AMP STUDY RESUMED]

[NOTE - This letter should be sent to the local congressional offices. HQ Government Relations will send copy to Members' of Congress Washington, DC office]



(For House Members)
The Honorable (Full Name)
House of Representatives
Street Address
City, ST ZIP+4

(For Senators)
The Honorable (Full Name)
United States Senate
Street Address
City, ST ZIP+4

Dear Congressman (Last Name):

Dear Senator (Last Name):

This letter is an informational notice of the intent of the U.S. Postal Service to resume the Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into the (GAINING FACILITY NAME).

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We are soliciting public comment for consideration as part of the study process. If the feasibility study supports the business case for consolidation, we will hold a public meeting to allow members of the community to ask questions and provide feedback. We will notify you when any public meeting will be held. The public's comments will be thoroughly considered in any final determination.

Sincerely,

(NAME)
District Manager

bcc: HQ Government Relations

(NOTE – Signed copies should be emailed to HQ GR representative or faxed to 202-268-3775 or 202-268-2175 prior to sending to local congressional offices)

**[NOTICE OF AMP STUDY RESUMED FOR MAYOR/CITY/STATE
OFFICIALS/COMMUNITY LEADERS/ORGANIZATIONS]**



(Name)
(Title/Group/Organization Name)
(Street Address)
(City, State, ZIP Code)

Dear (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to resume the Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into the (GAINING FACILITY NAME).

[OR IF BEGINNING A NEW STUDY AND NOT RESUMING OLD ONE]

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The fact is we have more equipment, personnel and facilities than we need to process a declining volume of mail. The Postal Service must realign its network to match its resources with mail volume. Consolidating some postal operations and placing our people where we need them makes logical business sense given the economic realities. It would be fiscally irresponsible not to do so.

We are soliciting the public's input as part of the process. The public may submit comments to:
Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

If the feasibility study supports the business case for changing mail processing operations, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This input will be considered in the final proposal.

If you have questions, or need additional information, please let me know.

Sincerely,

(NAME)
Postmaster

[NOTICE OF AMP STUDY RESUMED FOR LOCAL MAILERS]



(Name)
(Company Name)
(Street Address)
(City, State, ZIP Code)

Dear Mr./Ms. (NAME):

This letter is an informational notice of the intent of the U.S. Postal Service to resume the Area Mail Processing (AMP) study of mail processing at the (FACILITY NAME) that was placed on hold on [DATE], for possible consolidation of some operations into the (GAINING FACILITY NAME).

[OR IF BEGINNING A NEW STUDY AND NOT RESUMING OLD ONE]

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Manager of Consumer and Industry Contact
(ADDRESS)

All comments will be fully considered in any decision.

If the feasibility study supports the business case for changing mail processing operations, we will hold a public meeting to allow members of the community to ask questions and to provide feedback. This input will be considered in the final proposal.

If you have questions, or need additional information, please contact (NAME OF LOCAL MANAGER OF CONSUMER AND INDUSTRY), at (PHONE NUMBER).

Sincerely,

(NAME)
Manager of Consumer and Industry Contact Manager

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