

BEFORE THE
POSTAL REGULATORY COMMISSION
WASHINGTON, D.C. 20268-0001

ANNUAL COMPLIANCE REVIEW, 2022

Docket No. ACR2022

**RESPONSES OF THE UNITED STATES POSTAL SERVICE TO
QUESTIONS 1-6 OF CHAIRMAN'S INFORMATION REQUEST NO. 37**

The United States Postal Service hereby provides its responses to the above-listed questions of Chairman's Information Request No. 37, issued on August 23, 2023. Each question is stated verbatim and followed by the response.

Respectfully submitted,

UNITED STATES POSTAL SERVICE

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1. In the FY 2022 *Annual Compliance Report*, the Postal Service states that “it will continue the process it began in FY 2022, resolving those suspended offices (now 40 in number) first identified in Docket No. PI2022-1 as candidates for official discontinuance, awaiting Headquarters Review.”¹ It notes that it aims to complete this review in June 2023. FY 2022 ACR at 89.

Please provide a status update on the Postal Service’s efforts to resolve those suspended Post Offices first identified in Docket No. PI2022-1 as candidates for official discontinuance, awaiting Headquarters Review.² In the response, please describe any issues impeding the Postal Service’s progress, as well as plans to address these issues to resolve these remaining 40 suspended offices.

RESPONSE:

In the “Remaining Suspended” tab of the updated Excel workbook filed in association with this response, the forty (40) Post Offices identified in the FY 2022 *Annual Compliance Report* have been highlighted yellow in order to facilitate review of their status as of the end of FY 2023, Quarter 3.

At the end of FY 2023, Quarter 3, Headquarters had completed its review of seventeen (17) Post Offices in this group. One additional Office is slated to be reopened. For the remainder, the review process revealed missing docket items which will need to be completed before the discontinuance process can be finalized. The location of missing docket items is a task that requires collaboration with the relevant District coordinators, and tracking down the relevant information can prove difficult and time-consuming. The Postal Service nonetheless continues to move forward with the ultimate goal of resolving these remaining suspensions.

¹ United States Postal Service FY 2022 *Annual Compliance Report*, December 29, 2022, at 89 (FY 2022 ACR). The Postal Service provided a list of the 40 suspended Post Offices in Library Reference USPS-FY22-33. Library Reference USPS-FY22-33, December 29, 2022, folder “USPS-FY22-33,” folder “FY22.33.Files,” Excel file “PostOfficesFY2022.xlsx,” tab “HQ Review.”

² The FY 2023, Quarter 3 List of Suspended Office s includes these 40 suspended Post Offices.

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2. In the FY 2023, Quarter 3 List of Suspended Offices, the cells in the columns “Date of Community Meeting” and “Date of Posting Proposal to Close” are listed as “N/A.”³ However, the Post Offices with “Pending VP Approval” as the “Next Steps” should have already held their community meeting and posted the proposal to close because they have completed the other steps in the Post Office discontinuance process.⁴ Also, the suspended Post Offices that have completed Step 11 (Community Meeting Roster) and Step 12 (Community Meeting Letter) should also list the Date of Community Meeting.⁵
- a. Please explain why the cells in the columns “Date of Community Meeting” and “Date of Posting Proposal to Close” are listed as “N/A.”
 - b. Please file a revised spreadsheet listing the “Date of Community Meeting” and “Date of Posting Proposal to Close” for each suspended Post Office that has held its community meeting and/or posted the proposal to close. If the Postal Service decided to forgo the community meeting, it should note this in the “Date of Community Meeting” column for each applicable suspended Post Office. The revised spreadsheet should also reflect the responses provided in this CHIR response and include all columns from the FY 2023, Quarter 3 List of Suspended Offices.⁶

RESPONSE:

Please see the updated Excel workbook filed in association with this response, which includes the requested data. The data query that generated the original Excel file excluded these data in error.

³ See FY 2023, Quarter 3 List of Suspended Offices, columns M and N.

⁴ The Postal Service may hold a community meeting any time after sending the customer questionnaire and before any Final Determination is expected to be made, unless otherwise authorized by management. United States Postal Service, *Postal Service-Operated Retail Facilities Discontinuance Guide*, Handbook PO-101, October 2012 § 251 (Handbook PO-101); see Docket No. ACR2022, Responses of the United States Postal Service to Questions 1-26 of Chairman’s Information Request No. 10, February 10, 2023, question 25, PDF file “chir10_q25_po101.pdf.” The Postal Service may issue authorization to forgo a community meeting “only where exceptional circumstances make a community meeting infeasible, such as where the community no longer exists because of a natural disaster or because residents have moved elsewhere.” 39 C.F.R. § 241.3(d)(3); Handbook PO-101 § 251.

⁵ See, e.g., FY 2023, Quarter 3 List of Suspended Offices, Assinippi (Facility ID 1434224).

⁶ See *id.* Row 3.

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3. For the West River suspended Post Office, the "Steps Completed" and "Next Steps" are both listed as "No Docket on File." Please provide the "Next Steps" for the West River suspended Post Office.⁷

RESPONSE:

The West River Post Office was suspended on July 28, 2016, due to the lessor terminating the lease. Retail and delivery operations were moved to facilities within an 8-mile radius. An alternate quarters search was conducted, but no suitable alternate quarters were identified; as a result, the District is proceeding with the discontinuance of this Post Office.

For the next steps regarding the West River Post Office, please see the attached updated Excel workbook filed in association with this response.

⁷ *Id.* West River (Facility ID 1387167).

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4. For the Zanoni suspended Post Office, the "Steps Completed" and "Next Steps" are both listed as "Docket Needs To Be Re-Uploaded."⁸
- a. Please explain what "Docket Needs To Be Re-Uploaded" means.
 - b. Please provide the "Next Steps" for the Zanoni suspended Post Office.

RESPONSE:

- a. The docket for the Zanoni Post Office was found to include duplicate documents; furthermore, some docket items were found to be out of sequential order. As a result, the docket must be revised and resubmitted to the Change Suspension Discontinuance Center (CSDC) interface before the discontinuance process can proceed.
- b. Next steps include notifying the District coordinator of these deficiencies so that the docket can be updated. Once the docket is sequentially intact and duplicate items are removed, the Headquarters team will conduct a subsequent review to determine if the docket is correct and complete. If no further deficiencies are identified, the Headquarters team will transmit the completed docket for Vice President approval of the discontinuance.

⁸ *Id.* Zanoni (Facility ID 1388567).

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5. For the Menoken suspended Post Office, the "Steps Completed" and "Next Steps" are both listed as "Reprint and Re-Upload Docket."⁹
 - a. Please explain what "Reprint and Re-Upload Docket" means.
 - b. Please provide the "Next Steps" for the Menoken suspended Post Office.

RESPONSE:

- a. Some docket items for the Menoken Post Office were not preserved in the docket form prescribed by the CSDC interface; the notation, "Reprint and Re-Upload Docket," indicates that before the discontinuance process can proceed for this suspended Post Office, the docket items must meet the CSDC's specifications.
- b. Next steps include notifying the District coordinator of these deficiencies so that the archived docket items can be reprinted and uploaded in the formal docket format prescribed by the CSDC interface. Once this has occurred, the Headquarters team will conduct a subsequent review to determine if the docket is correct and complete. If no further deficiencies are identified, the Headquarters team will transmit the completed docket for Vice President approval of the discontinuance.

⁹ *Id.* Menoken (Facility ID 1372713).

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6. For the following suspended Post Offices shown in Table 1, there are inconsistencies or missing steps between the “Steps Completed” and “Next Steps” columns.

Table 1

ST	AREA	DISTRICT	OFFICE	ZIP	FIN #	FAC ID	Steps Completed	Next Steps
MD	ATLANTIC	MARYLAND	LADIESBURG	21759	235004	1369473	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29	Need items 1-16 & 29
IL	CENTRAL	ILLINOIS 1	FINANCE STATION U	60637	161527	1383465	1, 2, 3, 4, 5, 6, 7, 8, 10, 12	9 11 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
MI	CENTRAL	MICHIGAN 2	FEDERAL BUILDING	48607	258270	1437838	1,2,5-12,14-19,22	#3, 4, 13, 20, 23-30
MO	CENTRAL	KS-MO	AMITY	64422	280126	1352989	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 24	20 21 22 23 25 26 27 28 29
TN	SOUTHERN	TENNESSEE	EAST LAKE	37407	471568	1361757	2, 3, 5, 23	1, 4, 6-22, 24-26 & 29
CA	WESTPAC	CALIFORNIA 2	BIRDS LANDING	94512	50750	1440422	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28	Pending VP Approval

Source: Excel file “FY23_Q3_Suspension_Update.xlsx,” tab “Remaining Suspended.”

- The Ladiesburg Post Office completed Steps 1-14 and 16-29, but the “Next Steps” indicate that Steps 1-16 and 29 are needed.
- The Finance Station U and Amity Post Offices do not include Step 30.
- The Federal Building Post Office does not include Step 21.
- The East Lake Post Office does not include Steps 27, 28, and 30.
- For the Birds Landing Post Office, the “Next Steps” are “Pending VP Approval,” but this Post Office has not yet completed Steps 13, 29, and 30.

Please file a revised spreadsheet listing the correct “Steps Completed” and “Next Steps” for the suspended Post Offices listed in Table 1. The revised spreadsheet

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should also reflect the responses provided in this CHIR response and include all columns from the FY 2023, Quarter 3 List of Suspended Offices.¹⁰

RESPONSE:

The updated Excel workbook filed in association with this response has been readjusted

as follows:

ST	AREA	DISTRICT	OFFICE	ZIP	FIN #	FAC ID	Steps Completed	Next Steps
MD	ATLANTIC	MARYLAND	LADIESBURG	21759	235004	1369473	Items 10-14 and 16-29 exist on CSDC. District needs to print those items, place in order and upload to CSDC.	Item 15 is needed; District needs to print 10-14 and 16-29 (as they exist on CSDC), place in order and upload to CSDC items.
IL	CENTRAL	ILLINOIS 1	FINANCE STATION U	60637	161527	1383465	Item 30 needed. The items in Next Steps exist in CSDC. District needs to print items, place in order and upload to CSDC.	The following items exist in CSDC. District needs to print items, place in order and upload to CSDC: 9, 11, 13-29.
MI	CENTRAL	MICHIGAN 2	FEDERAL BUILDING	48607	258270	1437838	1,2,5-12,14-19, 22	3, 4, 13, 20-21, 23-30
MO	CENTRAL	KS-MO	AMITY	64422	280126	1352989	Item 30 needed. The items in Next Steps exist in CSDC, District needs to print items, place in order and upload to CSDC.	The following items exist in CSDC. District needs to print items, place in order and upload to CSDC: 20-29.
TN	SOUTHERN	TENNESSEE	EAST LAKE	37407	471568	1361757	2, 3, 5, 20, 23, 30	1, 4, 6-22, 24-26 and 29
CA	WESTPAC	CALIFORNIA 2	BIRDS LANDING	94512	50750	1440422	Need item 13 completed from CSDC, printed and uploaded to docket; Need 29 printed from CSDC and uploaded to docket; Item 30 needs signature from DM (missing on current doc).	Complete items 13, 20 and 30

¹⁰ See *id.* Row 3.