

U.S Postal Service District Manager

Dear \_\_\_\_\_ :

I have been informed that you are in the process of closing the Post Office. As you may know, Section 404 of Title 39 of the United States Code requires the Postal Service to give the persons served by the Office at least 60 days prior notice to the proposed date of such closing or consolidation, to ensure postal customers have an opportunity to present their views.

Under current law, prior to announcing the closing or consolidation, the Postal Service must consider:

1. The effect of the closing on the community served by such Post Office.
2. The effect of the closing or consolidation on employees of the Postal Service.
3. The economic savings to the Postal Service resulting from the closing.
4. Such other factors as the Postal Service determines are necessary.
5. Whether such closing is consistent with the section 101(b) of Title 39 that requires the Postal Service to “provide a maximum degree of effective and regular postal services to areas to rural areas, a communities, and small towns where post offices are not self-sustaining”, and prohibits the Postal Service from closing a Post Office “solely for operating at a deficit.”

The Postal Operation Manual Section (POM) 123.6 also gives specific guidelines that the Postal Service must follow prior to closing a Post Office.

1. Public notice of the proposal to close the post office.
2. 60 days comment period.
3. As long as needed for consideration of comments and internal review.
4. Public Notice of Final Decision.
5. 30 days for filing any appeal or at least 60 days before closing if there are no appeals.
6. If an appeal is filed, 120 days for appeal and consideration.

Please be sure that I will be monitoring the situation, to ensure that the law and pertinent regulations are followed. Failure to follow the law and regulations will yield a prompt appeal to the Postal Regulatory Commission, as well as filing a notice of non-compliance with the Commission.

Sincerely,