

DEAN J. GRANHOLM  
VICE PRESIDENT  
OPERATIONS  
DELIVERY AND POST OFFICE OPERATIONS



November 8, 2011

VICE PRESIDENTS, AREA OPERATIONS

SUBJECT: Delivery Unit Optimization (DUO) and Post Office Discontinuance Moratorium

In an effort to avoid unnecessary service interruptions or logistical challenges, all Delivery Unit Optimization (DUO) implementations and post office closures will be temporarily suspended beginning November 19, 2011 and continuing through January 2, 2012.

All Districts may proceed with the post office discontinuance process outlined in Handbook PO-101 for all CSDC 1 and 2 offices, including community meetings and final determination postings and other duties required prior to physical closing. In addition, all Delivery Unit Optimization planning may continue during this time period.

Only the *actual physical closing* of a post office or the *physical relocation of routes from one facility to another (DUO)* will be temporarily suspended beginning November 19, 2011 and continuing through January 2, 2012.

Please contact Elizabeth Schaefer at 202-268-6853 or Jim Boldt at 202-268-6799 if you have any questions or concerns.

Thank you.

  
Dean Granholm

cc: Ms. Brennan  
Mr. Graves  
Mr. Tullino  
Managers, Delivery Programs Support (Area)  
Managers, Operations Support (Area)