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August 12, 2022

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan,

This is a follow up to the June 23 notification wherein you were notified the Postal Service was conducting a pilot test entitled, F4 Back Office Pilot. This pilot test was designed to improve efficiency in our AM Function 4 operations with an emphasis on achieving earlier Distribution Up Times (DUTs).

The previous F4 Back Office pilot sites were successful, and the Postal Service has made the determination to implement this process flow for AM distribution.

The Postal Service is now in the second phase of onboarding an additional 107 sites and will provide the new sites with transitional support for the first 12 weeks of this process. The Postal Service plans to continue to onboard additional sites across the country to ensure the use of a uniform AM distribution process.

We have enclosed a copy of an updated Mandatory Stand Up Talk detailing the process and a listing of the 107 additional locations.

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink that reads "James E. Cole".

James Lloyd
Director (A)
Labor Relations Policies and Programs

Handwritten initials "JL" in blue ink.

Enclosures

Stand-Up Talk: F4 Back Office Play

August 25, 2022

The success of a delivery operation relies on an effective and efficient mail Distribution operation (F4). Distribution Up Time (DUT) occurs when all mail types; parcels, flats, and letters, are distributed to the carriers. To improve efficiency in our AM Distribution operations and achieve an earlier DUT based on earned workload, we continue with the implementation of the F4 Back Office Play in 107 additional USPS delivery units on August 27, 2022.

What does this mean?

This process will use a daily management system of F4 back-office plays for each level of the organization, to streamline F4 distribution and improve DUT. These plays are focused on:

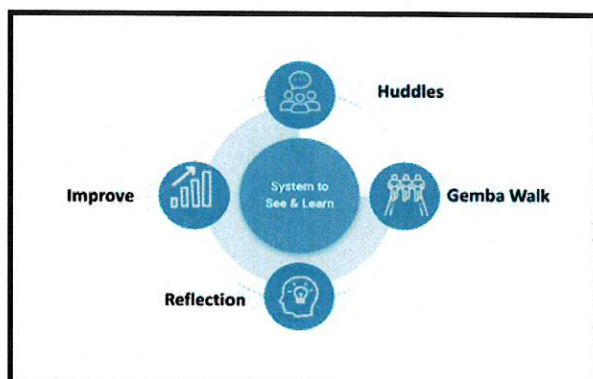
- Staffing and scheduling
- Floor layout
- Performance management
- Pre-planning for success
- Daily huddle
- Gemba walk
- Reflection
- Improvement

With package processing being our most labor-intensive operation and our growing business, we will concentrate on package sortation, setup, and working packages first.

Following the back-office play will ensure we maximize our mail processing window. Sales/Service Distribution Associates (SSDAs), who drive the 24-hour clock and provide on time mail processing, are the key to success.

The F4 Back Office Play will implement on August 27th. Progress will be measured beginning in week 3 after implementation date, through week 9.

Thank You for all you do each day



Area Name	District Name	Post Office Name	Unit Name
ATLANTIC RETAIL & DEL	NEW YORK 3 DISTRICT	AUBURN PO	AUBURN PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	BABYLON PO	BAB-WEST BR
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	BALDWIN PO	BALDWIN PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	BALTIMORE PO	BAL-HAMPDEN STA
ATLANTIC RETAIL & DEL	NEW JERSEY DISTRICT	BAYONNE PO	BAYONNE PO
ATLANTIC RETAIL & DEL	NEW YORK 1 DISTRICT	BROOKLYN PO	BKN-ADELPHI STA
ATLANTIC RETAIL & DEL	NEW YORK 1 DISTRICT	BROOKLYN PO	BKN-FORT HAMILTON STA
ATLANTIC RETAIL & DEL	NEW YORK 1 DISTRICT	BROOKLYN PO	BKN-JAMES E DAVIS STA
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	BOSTON PO	BOS-BACK BAY ANX STA
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	BOSTON PO	BOS-BRAINTREE BR
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	BOSTON PO	BOS-BRIGHTON STA
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	BOSTON PO	BOS-FENWAY CARRIER ANX
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	BOSTON PO	BOS-NEWTON CENTER BR
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	BOSTON PO	BOS-WEST ROXBURY STA
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	CAMPTON PO	CAMPTON PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	CAPITOL HTS PO	CAPITOL HTS PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	CENTEREACH PO	CENTEREACH PO
ATLANTIC RETAIL & DEL	NORTH CAROLINA DISTRICT	CHARLOTTE PO	CLT-STEELE CREEK STA
ATLANTIC RETAIL & DEL	NORTH CAROLINA DISTRICT	CONCORD PO	CON-NORTH 29 STA
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	CONWAY PO	CONWAY PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	CUMBERLAND PO	CUMBERLAND PO
ATLANTIC RETAIL & DEL	NORTH CAROLINA DISTRICT	DURHAM PO	DUR-ENO VALLEY STA
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	EAST FALMOUTH PO	EAST FALMOUTH PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	EASTON PO	EASTON PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	FARMINGDALE PO	FARMINGDALE PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	FREDERICK PO	FREDERICK PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	FT WASHINGTON PO	FWA-OXON HILL STA
ATLANTIC RETAIL & DEL	CONNECTICUT DISTRICT	GLASTONBURY PO	GLASTONBURY PO
ATLANTIC RETAIL & DEL	NEW YORK 3 DISTRICT	GOSHEN PO	GOSHEN PO
ATLANTIC RETAIL & DEL	VIRGINIA DISTRICT	HAMPTON PO	HAM-RIVERDALE FSTA
ATLANTIC RETAIL & DEL	NEW JERSEY DISTRICT	HOPATCONG PO	HOPATCONG PO
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	KENNEBUNKPORT PO	KENNEBUNKPORT PO
ATLANTIC RETAIL & DEL	DE-PA 2 DISTRICT	KENNETT SQUARE PO	KENNETT SQUARE PO

ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	LONG ISLAND CITY PO	LIC-WOOLSEY STA
ATLANTIC RETAIL & DEL	NEW JERSEY DISTRICT	LITTLE FALLS PO	LITTLE FALLS PO
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	MACHIAS PO	MACHIAS PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	MASSAPEQUA PO	MASSAPEQUA PO
ATLANTIC RETAIL & DEL	CONNECTICUT DISTRICT	MERIDEN PO	MERIDEN PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	MERRICK PO	MERRICK PO
ATLANTIC RETAIL & DEL	NEW YORK 3 DISTRICT	MIDDLETOWN PO	MIDDLETOWN PO
ATLANTIC RETAIL & DEL	NEW JERSEY DISTRICT	MILLVILLE PO	MILLVILLE PO
ATLANTIC RETAIL & DEL	CONNECTICUT DISTRICT	MONROE PO	MONROE PO
ATLANTIC RETAIL & DEL	DE-PA 2 DISTRICT	NEW CASTLE PO	NEW CASTLE PO
ATLANTIC RETAIL & DEL	DE-PA 2 DISTRICT	PHILADELPHIA PO	PHI-FRANKFORD STA
ATLANTIC RETAIL & DEL	DE-PA 2 DISTRICT	PHILADELPHIA PO	PHI-GERMANTOWN STA
ATLANTIC RETAIL & DEL	DE-PA 2 DISTRICT	PHILADELPHIA PO	PHI-RICHMOND STA
ATLANTIC RETAIL & DEL	DE-PA 2 DISTRICT	PHILADELPHIA PO	PHI-ROXBOROUGH STA
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	PLYMOUTH PO	PLY-PLYMOUTH RURAL ANX
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	PORT JEFFERSON STA PO	PORT JEFFERSON STA PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	REISTERSTOWN PO	REISTERSTOWN PO
ATLANTIC RETAIL & DEL	NORTH CAROLINA DISTRICT	ROANOKE RAPIDS PO	ROANOKE RAPIDS PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	ROSLYN PO	ROSLYN PO
ATLANTIC RETAIL & DEL	NEW JERSEY DISTRICT	RUTHERFORD PO	RUTHERFORD PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	ROCKVILLE CENTRE PO	RVC-OCEANSIDE BR
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	SOUTHAMPTON PO	SOUTHAMPTON PO
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	STOWE PO	STOWE PO
ATLANTIC RETAIL & DEL	MA-RI DISTRICT	SUDBURY PO	SUDBURY PO
ATLANTIC RETAIL & DEL	NEW YORK 3 DISTRICT	TROY PO	TROY PO
ATLANTIC RETAIL & DEL	NEW YORK 2 DISTRICT	VALLEY STREAM PO	VALLEY STREAM PO
ATLANTIC RETAIL & DEL	NEW YORK 3 DISTRICT	WALLKILL PO	WALLKILL PO
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	WASHINGTON DC PO	WDC-COLUMBIA HEIGHTS STA
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	WASHINGTON DC PO	WDC-LAMOND-RIGGS STA
ATLANTIC RETAIL & DEL	MARYLAND DISTRICT	WASHINGTON DC PO	WDC-SOUTHWEST STA
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	WELLS PO	WELLS PO
ATLANTIC RETAIL & DEL	VIRGINIA DISTRICT	WILLIAMSBURG PO	WILLIAMSBURG PO
ATLANTIC RETAIL & DEL	ME-NH-VT DISTRICT	WILLISTON PO	WILLISTON PO
ATLANTIC RETAIL & DEL	NORTH CAROLINA DISTRICT	WILMINGTON PO	WIL-MYRTLE GROVE STA

ATLANTIC RETAIL & DEL	NORTH CAROLINA DISTRICT	WINSTON-SALEM PO	WIN-MAIN OFFICE STA
CENTRAL RETAIL & DELI	KS-MO DISTRICT	ST LOUIS MO PO	STL-MACKENZIE POINTE BR
CENTRAL RETAIL & DELI	ILLINOIS 2 DISTRICT	OAK BROOK PO	OAK BROOK PO
CENTRAL RETAIL & DELI	IA-NE-SD DISTRICT	WATERLOO PO	WATERLOO CARRIER ANX
CENTRAL RETAIL & DELI	MICHIGAN 2 DISTRICT	TRAVERSE CITY PO	TRAVERSE CITY PO
CENTRAL RETAIL & DELI	ILLINOIS 2 DISTRICT	EAST ST LOUIS PO	EAST ST LOUIS PO
CENTRAL RETAIL & DELI	KS-MO DISTRICT	CHESTERFIELD PO	CHESTERFIELD PO
CENTRAL RETAIL & DELI	IA-NE-SD DISTRICT	CUSTER PO	CUSTER PO
SOUTHERN RETAIL & DEL	FLORIDA 1 DISTRICT	DESTIN PO	DESTIN PO
SOUTHERN RETAIL & DEL	FLORIDA 1 DISTRICT	SAINT AUGUSTINE PO	STA-CARRIER ANX
SOUTHERN RETAIL & DEL	FLORIDA 3 DISTRICT	HOMESTEAD PO	HOM-FLORIDA CITY BR
SOUTHERN RETAIL & DEL	GEORGIA DISTRICT	ALPHARETTA PO	ALPHARETTA PO
SOUTHERN RETAIL & DEL	GEORGIA DISTRICT	ATLANTA PO	ATL-BROADVIEW STA
SOUTHERN RETAIL & DEL	GEORGIA DISTRICT	ATLANTA PO	ATL-CASCADE STA
SOUTHERN RETAIL & DEL	GEORGIA DISTRICT	ATLANTA PO	ATL-INDUSTRIAL BR
SOUTHERN RETAIL & DEL	GEORGIA DISTRICT	LAWRENCEVILLE PO	LAW-CROGAN STREET STA
SOUTHERN RETAIL & DEL	GEORGIA DISTRICT	ROSWELL PO	ROS-CROSTOWN ANX
WESTPAC RETAIL & DELI	CALIFORNIA 4 DISTRICT	PASADENA PO	PASADENA PO
WESTPAC RETAIL & DELI	ALASKA DISTRICT	ANCHORAGE PO	ANC-LAKE OTIS STA
WESTPAC RETAIL & DELI	CALIFORNIA 4 DISTRICT	ALHAMBRA PO	ALHAMBRA PO
WESTPAC RETAIL & DELI	CO-WY DISTRICT	DENVER PO	DEN-MONTBELLO STA
WESTPAC RETAIL & DELI	CALIFORNIA 5 DISTRICT	BELL GARDENS PO	BELL GARDENS PO
WESTPAC RETAIL & DELI	CALIFORNIA 5 DISTRICT	BELFLOWER PO	BELFLOWER PO
WESTPAC RETAIL & DELI	CALIFORNIA 5 DISTRICT	COMPTON PO	COMPTON PO
WESTPAC RETAIL & DELI	CALIFORNIA 5 DISTRICT	CULVER CITY PO	CULVER CITY PO
WESTPAC RETAIL & DELI	CO-WY DISTRICT	ENGLEWOOD PO	ENG-GREENWOOD VILLAGE BR
WESTPAC RETAIL & DELI	CALIFORNIA 2 DISTRICT	FAIRFIELD PO	FAIRFIELD PO
WESTPAC RETAIL & DELI	CALIFORNIA 1 DISTRICT	LAKEPORT PO	LAKEPORT PO
WESTPAC RETAIL & DELI	CALIFORNIA 2 DISTRICT	NAPA PO	NAPA PO
WESTPAC RETAIL & DELI	CALIFORNIA 5 DISTRICT	LOS ANGELES PO	LAX-EDENDALE STA
WESTPAC RETAIL & DELI	CALIFORNIA 5 DISTRICT	SAN PEDRO PO	SAN PEDRO PO
WESTPAC RETAIL & DELI	CALIFORNIA 6 DISTRICT	PALM SPRINGS PO	PALM SPRINGS PO
WESTPAC RETAIL & DELI	CALIFORNIA 1 DISTRICT	SEASTOPOL PO	SEB-CARRIER ANX
WESTPAC RETAIL & DELI	CO-WY DISTRICT	DILLON PO	DILLON PO

WESTPAC RETAIL & DELI	CO-WY DISTRICT	FORT MORGAN PO	FORT MORGAN PO
WESTPAC RETAIL & DELI	CO-WY DISTRICT	DENVER PO	DEN-WELLSHIRE STA
WESTPAC RETAIL & DELI	ID-MT-OR DISTRICT	BONNERS FERRY PO	BONNERS FERRY PO
WESTPAC RETAIL & DELI	ID-MT-OR DISTRICT	KETCHUM PO	KETCHUM PO
WESTPAC RETAIL & DELI	AZ-NM DISTRICT	SANTA FE PO	SFE-CORONADO STA
WESTPAC RETAIL & DELI	ID-MT-OR DISTRICT	ROSEBURG PO	ROSEBURG PO