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June 9, 2023

Mr. Ivan D. Butts
President
National Association of Postal Supervisors
1727 King St., STE 400
Alexandria, VA. 22314-2753

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Dear Ivan:

As a matter of general interest, in order to continue to provide reliable and efficient service and meet the needs of our customers, the Postal Service intends to conduct Function 4 reviews at 10 Post Offices (POs).

The Function 4 reviews will consist of gathering and validating data including a review of workload and staffing, followed by a two-day on-site review to evaluate and identify opportunities for improvement. The on-site reviews are scheduled to take place this month.

The Function 4 reviews will occur in the following locations listed by Area, District, and Facility:

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|-----------------|-----------------------|-------------------------------|
| • Atlantic Area | ME-NH-VT District | Portland, Maine Main Office |
| • Central Area | Ohio 2 District | Dayton-Beaver Creek, Ohio PO |
| • Central Area | KS-MO District | Kennett, Missouri PO |
| • Southern Area | Florida 2 District | Naples, Florida Main Office |
| • Southern Area | Al-MS District | Grenada, Mississippi PO |
| • Southern Area | Florida 2 District | Naples-Coco River, Florida PO |
| • Southern Area | Al-MS District | Hattiesburg, Mississippi PO |
| • Southern Area | Al-MS District | Greenville, Mississippi PO |
| • WestPac Area | California 4 District | Pasadena, California PO |
| • WestPac Area | California 6 District | Escondido, California PO |

Please contact Dion Mealy at 202-507-0193 if you have any questions concerning this matter.

Sincerely,

Shannon Richardson
Director
Contract Administration (APWU)