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APR 04 2022

LABOR RELATIONS



March 31, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service will be conducting a pilot test entitled, F4 Back Office Pilot. This pilot will take place in 40 USPS delivery units and is designed to improve efficiency in our AM Function 4 operations in an effort to achieve earlier Distribution Up Times (DUTs).

The pilot test will use a daily management system of F4 back-office plays, formerly known as Standard Work Instructions (SWI), for each level of the organization to help streamline F4 distribution and improve DUT. This will be done by focusing on plays such as floor layout, staffing, scheduling, and Gemba walks.

F4 Back Office Pilot will start in April and run for a minimum of 6 weeks.

We have enclosed a copy of a Mandatory Stand Up Talk detailing the pilot and a list of the 40 pilot locations.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills". The signature is stylized and somewhat scribbled.

David E. Mills
Director
Labor Relations Policies and Programs

Enclosures

Stand-Up Talk: F4 Back Office Play

April 4th, 2022

The success of a delivery operation relies on an effective and efficient mail processing operation. Distribution Up Time (DUT) occurs when all mail types; parcels, flats and letters, are distributed to the carriers. To improve efficiency in our AM Function 4 operations and achieve an earlier DUT, we will be conducting a F4 Back Office Pilot in forty USPS delivery units.

What does this mean?

This pilot 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:

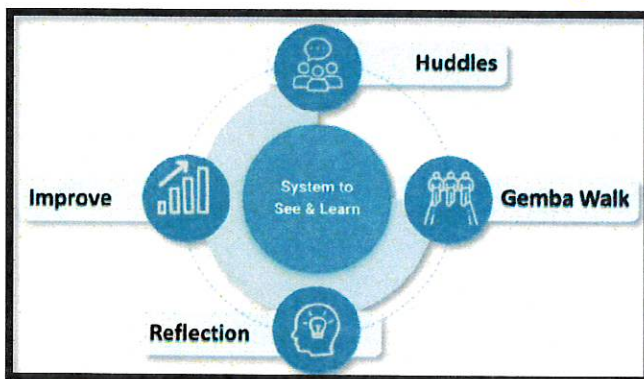
- Staffing and scheduling
- Floor layout
- Performance management
- Pre-planning for success
- Daily huddle
- Gemba walk
- Reflection
- Improvement

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. SSDAs, who drive the 24-hour clock and provide on time mail processing, are the key to success.

This pilot will start in April and run for a minimum of 6 weeks.

Thank You for all you do each day.



PLEASE COPY AND POST ON ALL EMPLOYEE BULLETIN BOARDS.

Area	District	Tier	MPOO	Facility	Address	ZIP
ATLANTIC RETAIL & DEL	MA-RI	4	G	FOXBORO PO	15 WALL ST	02035
ATLANTIC RETAIL & DEL	MA-RI	5	G	NORWOOD PO	1 CENTRAL ST	02062
ATLANTIC RETAIL & DEL	ME-NH-VT	3	E	MAN-WEST DDU STA	10 LANCE LN	03045
ATLANTIC RETAIL & DEL	ME-NH-VT	3	E	MAN-SOUTH DDU STA	7 PERIMETER RD STE 2	03103
ATLANTIC RETAIL & DEL	NEW YORK 2	5	A	WEST HEMPSTEAD PO	245 HEMPSTEAD AVE	11552
ATLANTIC RETAIL & DEL	NEW YORK 2	5	A	FAR ROCKAWAY PO	1836 MOTT AVE	11691
ATLANTIC RETAIL & DEL	NORTH CAROLINA	4	H	KERNERSVILLE PO	325 W MOUNTAIN ST	27284
ATLANTIC RETAIL & DEL	NORTH CAROLINA	1	T	CLT-OAKDALE STA	1101 SUNSET RD	28216
ATLANTIC RETAIL & DEL	PENNSYLVANIA 1	5	M	HUMMELSTOWN PO	448 WALTON AVE	17036
ATLANTIC RETAIL & DEL	PENNSYLVANIA 1	3	B	YRK-WEST BR	1250 SMILE WAY	17404
CENTRAL RETAIL & DEL	IA-NE-SD	2	O	OMA-SOUTH OMAHA STA	4730 S 24th Omaha NE	68107
CENTRAL RETAIL & DEL	ILLINOIS 1	4	A	PARK RIDGE PO	333 Busse HWY Park Ridge IL	60068
CENTRAL RETAIL & DEL	ILLINOIS 2	3	H	AUR-EAST STA	3900 Gabrielle LN Aurora IL	60507
CENTRAL RETAIL & DEL	ILLINOIS 2	4	K	DANVILLE PO	303 N Hazel St Danville IL	61832
CENTRAL RETAIL & DEL	INDIANA	4	M	MUNCIE PO	501 W Memorial Dr Munice IN	47302
CENTRAL RETAIL & DEL	KS-MO	1	A	STL-DES PERES BR	1015 Grupp Rd Saint Louis MO	63131
CENTRAL RETAIL & DEL	MICHIGAN 2	4	E	HOWELL PO	325 S Michigan Ave Howell MI	48843
CENTRAL RETAIL & DEL	MICHIGAN 2	4	C	BENTON HARBOR PO	525 Riverview Dr Benton Harbor MI	49022
CENTRAL RETAIL & DEL	MICHIGAN 2	2	F	GRR-EAST TOWN BR	1451 Lake Dr SE Grand Rapids MI	49506
CENTRAL RETAIL & DEL	OHIO 1	5	S	CANFIELD PO	44 N Broad St Canfield OH	44406
SOUTHERN RETAIL & DEL	AL-MS	2	B	BHM-MEADOW BROOK STA	1900 CORPORATE DR BIRMINGHAM, AL	35242
SOUTHERN RETAIL & DEL	AL-MS	4	H	DECATUR PO	400 WELL ST NE DECATUR, AL	35601
SOUTHERN RETAIL & DEL	FLORIDA 2	2	F	NPS-COCO RIVER STA	1130 CREEKSIDE PKWY NAPLES, FL	34108
SOUTHERN RETAIL & DEL	FLORIDA 3	3	C	HIA-CARRIER ANX	7000 W 19th Ct	33014
SOUTHERN RETAIL & DEL	FLORIDA 3	3	C	HIA-MIAMI GARDENS BR	6193 NW 183RD ST HIALEAH, FL	33015
SOUTHERN RETAIL & DEL	FLORIDA 3	1	A	MIA-BLUE LAGOON BR	6200 NW 7TH ST MIAMI, FL	33126
SOUTHERN RETAIL & DEL	FLORIDA 3	1	A	MIA-COUNTRY LAKES BR	13520 SW 152ND ST MIAMI, FL	33177
SOUTHERN RETAIL & DEL	LOUISIANA	5	E	BELLE CHASSE PO	8710 HIGHWAY 23 BELLE CHASSE, LA	70037
SOUTHERN RETAIL & DEL	PUERTO RICO	2	A	SJU-LOIZA STREET STA	1959 CALLE LOIZA LBBY SAN JUAN, PR	00911
SOUTHERN RETAIL & DEL	SOUTH CAROLINA	2	A	CAE-FOREST ACRES BR	4840 FOREST DR COLUMBIA, SC	29206
WESTPAC RETAIL & DEL	AZ-NM	3	K	SFE-MAIN OFFICE STA	120 S Federal PI Ste 101 Santa Fe NM	87501
WESTPAC RETAIL & DEL	CALIFORNIA 1	1	S	SJC-WESTGATE STA	4285 Payne Ave San Jose CA	95117
WESTPAC RETAIL & DEL	CALIFORNIA 3	5	F	SONORA PO	781 S Washington St Sonora CA	95370
WESTPAC RETAIL & DEL	CALIFORNIA 4	3	B	FULLERTON PO	1350 E Chapman Ave Fullerton CA	92834
WESTPAC RETAIL & DEL	CALIFORNIA 5	1	S	LAX-SANFORD STA	3751 W 6th St Los Angeles CA	90020
WESTPAC RETAIL & DEL	CALIFORNIA 6	2	R	RIVERSIDE PO	4150 Chicago Ave Riverside CA	92507
WESTPAC RETAIL & DEL	CO-WY	4	E	LOUISVILLE PO	566 S Mccaslin Blvd Superior CO	80027
WESTPAC RETAIL & DEL	CO-WY	1	D	DEN-MONTBELLO STA	4710 Nome St Denver CO	80239
WESTPAC RETAIL & DEL	CO-WY	5	E	LOV-VALENTINE STA	446 E 29th St Loveland CO	80538
WESTPAC RETAIL & DEL	WASHINGTON	1	S	SEA-COLUMBIA STA	3613 S Juneau St Seattle WA	98118