



September 20, 2023

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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 select Post Offices (POs) throughout fiscal year (FY) 2024.

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 locations and dates of reviews will be determined at the District level.

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

Sincerely,

A handwritten signature in cursive script that reads "Dion Mealy".

for
Shannon Richardson
Director
Contract Administration (APWU)