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October 26, 2023

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

Certified Mail Tracking Number:
7020 3160 0002 0327 8614

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 12 Post Offices in Utica, New York.

The Function 4 reviews will consist of a desktop review of the unit, followed by an on-site review to evaluate any questionable items identified by the desktop review. The on-site reviews are scheduled to take place the week of November 6.

The Function 4 reviews will occur in the following offices:

- Barneveld Main Office
- Deansboro Main Office
- Frankfort Main Office
- Holland Patent Main Office
- Ilion Main Office
- Marcy Main Office
- Newport Main Office
- Oriskany Main Office
- Poland Main Office
- Vernon Center Main Office
- Whitesboro Main Office
- Yorkville Main Office

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

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon Richardson", with a long horizontal flourish extending to the right.

Shannon Richardson
Director
Contract Administration (APWU)