



April 25, 2018

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

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Dear Brian:

As a matter of general interest, the Postal Service intends to conduct site visits to observe clerks and solicit feedback regarding the handling of field bank deposits.

The purpose of the visits is to identify the work associated with the bank deposit process and subsequently develop a deposit preparation guide.

The site visits and observations are scheduled as follows:

- April 30 – Northern, Virginia Processing & Distribution Center (P&DC) to observe the courier pick-up process and the deposits at the registered cage
- April 30 – Merrifield, Virginia Post Office to observe the advanced deposit and retail close-out process
- May 1 – Suburban, Maryland P&DC to observe the deposits at the registered cage

The individuals conducting the observations may solicit feedback from the clerks regarding the workflow. Participation will be voluntary and on-the-clock.

Please contact Shannon Richardson at extension 5842 if you have any questions concerning this matter.

Sincerely,

Rickey R. Dean  
Manager  
Contract Administration (APWU)