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April 2, 2024

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, the Postal Service has developed a training video explaining standard work instructions titled, *Standard Work Instruction (SWI) Training for Craft Employees*. This video will be provided to employees working in the Regional Processing and Distribution Centers (RPDCs), Local Processing Centers (LPCs), and Sorting and Delivery Centers (SDCs).

The subject video will introduce employees to SWIs, including what an SWI is, and why using an SWI to perform daily job tasks is important. The video will provide a demonstration and explanation for each step of an SWI.

Use of the training video will begin July 1.

The *Standard Work Instruction (SWI) Training for Craft Employees* video can be viewed at the following website: <https://app.screencast.com/ylvw4HGekI9km>.

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".

Shannon Richardson
Director
Contract Administration (APWU)