



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
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December 30, 2024

Board Memo 188-2024: Locations & Dates for FY25 Function 4 Reviews

Executive Board,

The USPS has provided NAPS headquarters with a list of anticipated FY25 Function 4 Reviews. Function 4 reviews consist of gathering and validating workload and staffing data.

Below is a list of the current locations and dates.

<i>Site Visit Week</i>	<i>District</i>	<i>Site</i>
1/20/2025	DE-PA 2	Southeastern SDC
2/3/2025	VA	Norfolk VA SDC
2/17/2025	NY 3	Binghamton NY SDC
3/3/2025	NY 2	Huntington Station NY SDC
3/10/2025	NY 3	Stewart NY SDC
3/24/2025	VA	Hampton SDC
4/7/2025	ME-NH-VT	Portland ME SDC
4/21/2025	MA-RI	Woburn MA SDC

Please share with your membership.

Thank you and be safe.

NAPS Headquarters



December 23, 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, it is the Postal Service's intent to conduct Function 4 reviews at select Atlantic Area Post Offices (POs) in fiscal year (FY) 2025 in order to continue to provide reliable and efficient service and to meet the needs of our customers.

As previously explained, 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.

Below is a listing of the locations and dates of reviews anticipated for FY25:

<u>Site Visit Week</u>	<u>Review Dates</u>	<u>District</u>	<u>Site</u>	<u>Spoke Sites</u>
1/20/2025	1/21-1/23	DE-PA 2	Southeastern SDC	NOR-Eagleville STA, NOR-Eagleville DEL UNIT, NOR- King of Prussia BR
2/3/2025	2/4-2/6	VA	Norfolk VA SDC	NOR-Thomas Corner, NOR-Ocean View, NOR-Custom House
2/17/2025	2/18-2/20	NY 3	Binghampton NY SDC	
3/3/2025	3/4-3/6	NY 2	Huntington Station NY SDC	
3/10/2025	3/11-3/13	NY 3	Stewart NY SDC	NEW-New Windsor BR
3/24/2025	3/25-3/27	VA	Hampton SDC	HAM-Riverdale FSTA, HAM-Phoebus STA, HAM-Langley STA
4/7/2025	4/8-4/10	ME-NH-VT	Portland ME SDC	POR-South Portland ANX, POR-Peaks Island BR, POR-Downtown STA, POR-South Portland BR
4/21/2025	4/22-4/24	MA-RI	Woburn MA SDC	

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

Sincerely,

Shannon Richardson
Director
Contract Administration (APWU)

F&P