



RECEIVED
OCT 22 2024

October 16, 2024

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 0328 7388

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 a Function 4 review at the Pasadena, California Post Office.

The Function 4 review 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 review is scheduled to take place the week of October 22.

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

Sincerely,

A handwritten signature in blue ink that reads "Dion Mealy" with a small "for" written below it.

Shannon Richardson
Director
Contract Administration (APWU)