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August 13, 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 4394

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 Pasco, Washington Sorting and Distribution Center (SDC).

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 August 26.

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 "Shannon Richardson".

Shannon Richardson  
Director  
Contract Administration (APWU)

Handwritten initials in blue ink, possibly "SR".