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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, in order to continue to provide reliable and efficient service and meet the needs of our customers, the Postal Service intends to conduct Function 4 reviews at seven Post Offices (POs) in San Juan, Puerto Rico.

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 April 8.

The Function 4 reviews will occur in the following locations:

- Plaza Las Americas Station
- San Juan Air Mail Facility (AMF)
- San Juan Main Office
- Hato Rey Station
- Puerta De Tierra Station
- Bayamon Main Branch
- Cupey Station

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)