



Faxed

September 11, 2019

Mr. Brian J. Wagner  
President  
National Association of Postal Supervisors  
1727 King Street, Suite 400  
Alexandria, VA 22314-2753

Dear Brian:

As a matter of general interest, the Postal Service intends to automate the process by which our business partners request to activate or delete pickup locations using the Parcel Return Service (PRS).

Effective September 15, PRS partners will be able to activate or delete pickup locations by submitting their request electronically. Submissions will be sent through Business Customer Gateway (BCG) to activate or delete pickup locations.

We have enclosed:

- Service Talk
- Standard Work Instructions (SWI)
- Frequently Asked Questions (FAQs)

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in cursive script that reads "Janet Peterson".

for Alan S. Moore  
Manager  
Labor Relations Policies and Programs

Enclosures