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APR 5 2021

April 2, 2021

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

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Dear Brian:

As a matter of general interest, the Postal Service intends to conduct a time study of Function 4 operations, which will be used as a basis for updating and changing its Function 4 variance programs.

Postal Service Headquarters personnel will conduct the time study using a mobile application. The time study is tentatively scheduled to commence the week of April 19 and is expected to conclude by the end of August. The time study will be conducted at 185 randomly selected post offices, stations, and branches across the country.

Enclosed on compact disc is a list of the locations where the time study will be conducted, along with a schedule of dates when Postal Service Headquarters personnel will visit each location. Please note, these dates and locations are subject to change.

Please contact Mike Faber at 215-432-0613 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson  
A/Manager  
Contract Administration (APWU)

Enclosure