



March 10, 2023

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 0327 4265

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 eight (8) Post Offices (POs).

The Function 4 reviews 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 reviews are scheduled to take place the week of March 20.

The Function 4 reviews will occur in the following locations listed by Area, District, and Facility:

- Atlantic Area ME-NH-VT District Portsmouth, New Hampshire PO
- Atlantic Area New York 2 District Syosset, New York PO
- Central Area Ohio 2 District Cambridge, Ohio PO
- Central Area KS-MO District Warrensburg, Missouri PO
- Southern Area Florida 2 District Merritt Island, Florida PO
- Southern Area Louisiana District West Monroe, Louisiana PO
- WestPac Area California 4 District Alhambra, California PO
- WestPac Area California 6 District National City, California PO

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

Sincerely,

Shannon Richardson
Director
Contract Administration (APWU)