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January 22, 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 0303

Dear Ivan:

This is in further reference to the Postal Service's correspondence dated October 24, 2023 (enclosed), regarding the use of a universal distribution case in select post offices.

As previously explained, the universal distribution case has been designed to address space constraints that may occur in some post offices by combining the sortation of letters and flats in the same distribution case.

Use of the case at the Pompano Beach Post Office in Pompano Beach, Florida is scheduled to begin on January 23.

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)

Enclosure



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October 24, 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 8584

Dear Ivan:

As a matter of general interest, the Postal Service plans to test a universal distribution case at the Dumfries Post Office in Dumfries, Virginia.

The universal distribution case has been designed to address space constraints that may occur in some post offices by combining the sortation of letters and flats in the same distribution case.

Use of the case will be tested from November 6 to November 17.

Enclosed are two renderings of the case, one from the clerk distribution side and one from the carrier retrieval side.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Richardson", with a long horizontal flourish extending to the right.

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosures