



November 26, 2013

Louis M. Atkins  
President  
National Association of Postal  
Supervisors  
1727 King Street Suite 400  
Alexandria, VA 22314-2753

Dear Louis:

The Postal service intends to develop revised criteria concerning ranking of districts. This is to advise you that the Postal Service will notify you when a proposal is ready for discussion with you.

Additionally, Organizational Effectiveness will be working with Operations to evaluate district-level staffing. The first step will be job analyses. These analyses will include job observations, interviews, focus groups, and surveys involving incumbents and their supervisors. Job analyses are conducted to determine the critical tasks of positions as well as the knowledge, skills, and abilities (KSAs) applicants need in order to be considered. Results will be considered in updating current position descriptions and requirements, and will be used in evaluating district staffing criteria.

The Postal Service will notify you when more specific information regarding timing and locations for these evaluations is available.

Please contact me at extension 3804 if you have questions concerning this matter.

Sincerely,

A handwritten signature in cursive script that reads "John Cavallo".

John Cavallo  
Manager  
Labor Relations Policy Administration