



September 18, 2025

Dear [REDACTED]

The Postal Service is offering you the opportunity to convert to full-time regular (FTR) status.

If you elect to convert to FTR status, you will be converted in the same facility you currently work in as a Level 4 Labor Custodian and your schedule will be as follows:

Hours: 0700-1550

Non-scheduled days: Sat/Sun

The conversion to FTR status will occur on October 18, 2025, which is when you will begin working the above schedule. Please note, this is not considered a bid duty assignment. A new FTR duty assignment will be posted and filled in accordance with Article 38.4.A.1.

You have the option to decline the conversion opportunity. If you wish to decline, please return the enclosed declination to the below listed address. It must be received no later than Monday, October 6, 2025.

Declination should be emailed to Idowu Balogun, Director APWU Maintenance Craft Division at [ibalogun@apwu.org](mailto:ibalogun@apwu.org) or mailed to:

USPS Headquarters  
Labor Relations  
Attn: Shannon Richardson  
475 L'Enfant Plz SW Room 9136  
Washington, DC 20006-4101

Sincerely,

A handwritten signature in black ink, appearing to read "Shannon Richardson", written over a horizontal line.

Shannon Richardson  
Director  
Contract Administration (APWU)

Enclosure