



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

July 20, 2020

Board Memo 047-2020: USPS Test - Expedited Street/Afternoon Sortation (ESAS)

Executive Board,

The attached Postal Service correspondence and documents are related to the USPS delivery initiative test – Expedited Street/Afternoon Sortation (ESAS). NAPS has requested a ESAS briefing, which is schedule for next week. Please note that this is a USPS test for future consideration for implementation. Please share this information with your membership. This Board Memo will also be posted on the Bulletin Board of NAPS’ website, naps.org.

Thank you and be safe.

NAPS Headquarters

Stand-Up Talk

Expedited to Street/Afternoon Sortation (ESAS)

City Carrier

The Postal Service is introducing a new initiative called Expedited to Street/Afternoon Sortation (ESAS). This program is an enhancement to the current Expedited Preferential Mail (EPM) Delivery Program which reduces morning office time to allow carriers to leave for the street earlier. Upon returning from the street, the carriers then work any unsorted mail into delivery sequence for delivery the next scheduled day.

In this initiative, City carriers will not sort any mail during the morning operation. They will clock in, retrieve mail that was pulled down from the previous day and load with the following items:

- Scanner
- Mail in the Hot Case
- Accountables
- SPRS
- Parcels
- Sequenced sets as directed by management
- DPS/FSS (as applicable)

Any unsorted First Class flats will go directly to the street with the carrier and will be routed in delivery sequence while on the street.

Upon return from the street delivery, carriers will sort all mail, as directed by management. During this time they will also handle any ancillary duties previously performed in the morning (edit books, hold mail, etc.)

In summary, the basic guidelines of Expedited to Street/Afternoon Sortation are:

- No morning sortation
- Retrieve, Load, and Go
- Minimal morning office time (vehicle inspection, service/safety talk, accountables)
- Afternoon Duties
 - Sort all available mail
 - Pull down route and stage for next delivery day
 - Edit books, hold mail, etc.

Stand-Up Talk

Expedited to Street/Afternoon Sortation (ESAS) Clerk

The Postal Service is introducing a new initiative called Expedited to Street/Afternoon Sortation (ESAS). This program is an enhancement of the current Expedited Preferential Mail (EPM) Delivery Program which reduces morning office time to allow carriers to get on the street earlier. Upon returning from the street, City Carriers then work any unsorted mail into the delivery sequence for delivery the next scheduled day.

In this initiative, clerks will work the following items prior to Distribution Up-Time (DUT):

- Parcels
- SPRs (Small Parcels and Rolls)
- Case First Class flats into “Hot Case”
- Stage DPS/FSS
- Accountable cart
 - MyPO orders
 - Accountable items (certifieds, keys, etc.)
- Scan DUT after Parcel, SPR and First Class flat sortation is complete
- Perform all Bundle Visibility Scans

After DUT and prior to carrier return from the street (by 1400), the below are to be completed:

- Spread presort/sequenced bundles to cases
- Spread Carrier route and AFSM non-preferential volumes to cases
- Residual letters and flats
- Mail from throwback cases
- 3M mail
- All parcels/SPRs received after DUT (Prior to Last Clerk’s End Tour)

Clerks will be better able to achieve the target DUT by focusing our resources on the key product lines: Parcels, SPRs, and First Class flats. This will allow our carriers to go directly to the street in the morning, thus providing our customers a more consistent delivery time. Service is part of our name, and a great customer service experience is a way to continue to build the brand.



July 16, 2020

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

FAXED

Dear Brian:

As a matter of general interest, the Postal Service will be conducting a delivery initiative test called Expedited Street/Afternoon Sortation (ESAS).

The purpose of this test is to determine if the current Expedited Preferential Mail (EPM) Delivery Program can be enhanced to assist in reducing the morning office time for city letter carriers by enabling them to get on the street earlier to better serve our customers and provide for more consistent delivery times.

The test is scheduled to begin on July 25 and will continue for approximately 30 to 60 days. The test will be conducted in the selected offices provided on the enclosed list of sites.

Also, please find enclosed final draft copies of the following:

- Stand-Up Talk - *Expedited to Street/Afternoon Sortation (ESAS) City Carrier*
- Stand-Up Talk - *Expedited to Street/Afternoon Sortation (ESAS) Clerk*
- Standard Work Instructions: *Expedited to Street/Afternoon Sortation (ESAS) – (City Carrier)*
- Standard Work Instructions: *Expedited to Street/Afternoon Sortation (ESAS) – (Clerical Function 4 Operations)*

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a long horizontal flourish extending to the right.

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
Phone (703) 836-9660

July 17, 2020

Mr. Bruce Nicholson
Manager, Labor Relations Policy Administration
United States Postal Service
475 L'Enfant Plaza SW Room 9426
Washington DC 20260-4101

RE: NAPS Briefing Request: Test - Expedited Street/Afternoon Sortation (ESAS)

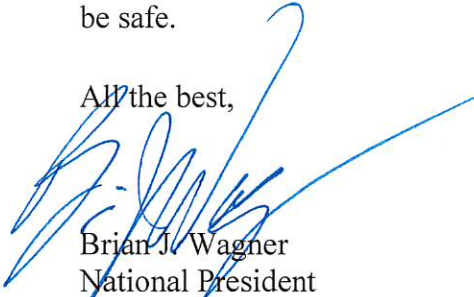
Dear Bruce,

The National Association of Postal Supervisors (NAPS) received a fax correspondence on Thursday, July 16, 2020 from David Mills, Manager, Labor Relations Policies and Programs notifying NAPS of the USPS delivery initiative test – Expedited Street/Afternoon Sortation (ESAS). Per the July 16th correspondence, the ESAS test initiative is to begin on July 25, 2020 for approximately 30 to 60 days in numerous postal facilities in all USPS areas.

NAPS is requesting an official briefing prior to the start of the ESAS test. Please advise of a date and time next week that the Postal Service can brief NAPS.

We look forward to your response. Please contact me if you have any questions. Thank you and be safe.

All the best,



Brian J. Wagner
National President

Attachment



July 16, 2020

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

FAXED

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The purpose of this test is to determine if the current Expedited Preferential Mail (EPM) Delivery Program can be enhanced to assist in reducing the morning office time for city letter carriers by enabling them to get on the street earlier to better serve our customers and provide for more consistent delivery times.

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- Stand-Up Talk - *Expedited to Street/Afternoon Sortation (ESAS)* Clerk
- Standard Work Instructions: *Expedited to Street/Afternoon Sortation (ESAS)* – (City Carrier)
- Standard Work Instructions: *Expedited to Street/Afternoon Sortation (ESAS)* – (Clerical Function 4 Operations)

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

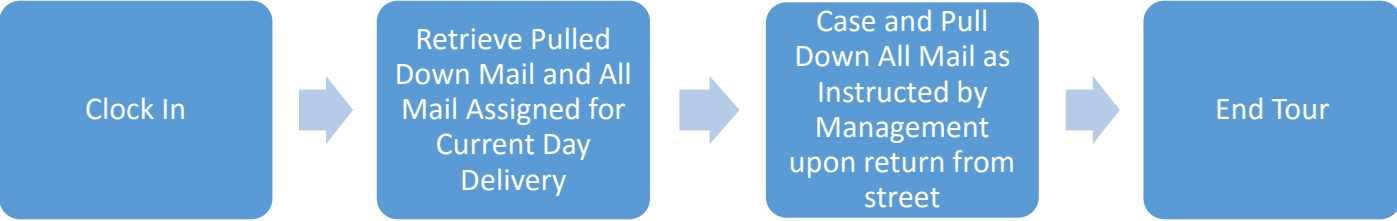
Sincerely,




A handwritten signature in blue ink, appearing to read "David E. Mills", with a long horizontal flourish extending to the right.

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures

Standard Work Instructions:	Expedited to Street/Afternoon Sortation (ESAS)	City Delivery Operations
Purpose:	To Assist Management of the Expedited to Street/Afternoon Sortation Initiative	
Updated on:	07-16-2020	Version 4



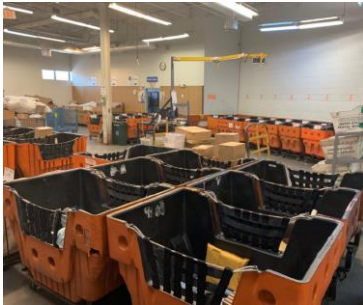

	Key Points	Reasons for Key Points
 	<p>Morning duties</p> <ul style="list-style-type: none"> • Stand Up talk • Vehicle inspection • Retrieve scanner • Accountable cart • Parcels and SPRs • Retrieve mail pulled down from previous day • Sequenced sets as directed by management • Pull First Class flats from Hot Case* • DPS/FSS (as applicable) • Load Vehicle <p>*Routed into delivery sequence while on the street</p>	<ul style="list-style-type: none"> • Carriers are not to sort mail into a case in the morning • Carriers are to have minimal morning office duties to allow for earlier leaving time • Improve consistency in delivery time to our customer • Earlier return from street
	<p>Afternoon Duties</p> <ul style="list-style-type: none"> • Case all available mail as directed by management (may advance color codes) This includes, but is not limited to: <ul style="list-style-type: none"> • Residual • Mis-sequenced • Carrier Route/NLM/non-preferential AFSM • Ancillary duties <ul style="list-style-type: none"> • Hold mail • PS Form 3982/COARS labels • Alert Cards • Edit book • Complete PS Form 1571 for any unworked non-preferential mail • Pull down route and stage for next delivery day at designated area 	<ul style="list-style-type: none"> • All mail is available upon return from street • Reduced office waiting time • Carrier has majority of mail prepared for next day delivery

Standard Work Instructions:	Expedited to Street/Afternoon Sortation (ESAS)	Retail Operations
Purpose:	To Provide Guidelines for Priority of Duties under the Expedited to Street/Afternoon Sortation (ESAS)	
Updated on:	07-16-2020	Version 3

Duties Prior to DUT



Duties After DUT

	Key Points	Reasons for Key Points
	<p><u>Duties Prior to DUT</u></p> <ul style="list-style-type: none"> • Parcels and SPRs to be worked first and finalized before Distribution Up Time (DUT) <ul style="list-style-type: none"> • SPRs must be separated from parcels • First Class flats <ul style="list-style-type: none"> • Residual First Class Flats worked into Hot Case before DUT • Accountable cart preparation <ul style="list-style-type: none"> • MyPO orders • Accountable items • Stage DPS/FSS • Scan DUT after Parcel, SPR and First Class Flat sortation is complete • Letter and non-preferential flats are only to be worked if all parcels, SPRs and First Class flat distribution is finalized • Perform all Bundle Visibility scans 	<ul style="list-style-type: none"> • Finalize the distribution of parcels, SPRs and First Class flats prior to DUT • Allow resources to be focused on key product lines in order to better achieve the target DUT
	<p><u>Duties After DUT</u></p> <ul style="list-style-type: none"> • Work all remaining volumes <ul style="list-style-type: none"> • Residual letters and flats • Carrier route and AFSM non-preferential volumes • Presort/sequenced bundle distribution • All parcels/SPRs received after DUT • Mail from throwback case • 3M mail 	<ul style="list-style-type: none"> • Ensure all mail is finalized prior to carrier's return from street • Ensure all available parcels/SPRs are distributed to reduce AM working volume