



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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December 9, 2020

Board Memo 089-2020: USPS issues updated memorandum re: election mail guidance for Georgia run off election

USPS Headquarters issued an updated memorandum on election mail guidance titled “Extraordinary Measures Memorandum” on December 8, 2020. It highlights, among other things, the importance of timely and efficient handling of Election Mail in the run-off election as it was handled in the General Election in November.

Please share the attached with your membership. It will also be posted on our website at <https://naps.org/Bulletin-Board-Archive>.

December 8, 2020

Officers, PCES, Pay Band Managers, and EAS Employees

SUBJECT: Extraordinary Measures Memorandum – Georgia Senate Runoff Elections

Two runoff elections for the U.S. Senate will take place in Georgia on Tuesday, January 5, 2021. As we draw closer to that date, we are providing this Memorandum to ensure that Retail and Delivery Units in and serving the State of Georgia will deploy the same extraordinary measures that Retail and Delivery Units deployed for the November 3, 2020, general election.

This Memorandum is directed to units in and serving the State of Georgia and follows those issued on Sept. 21 (Clarifying Operational Instructions), Sept. 25 (Additional Resources), Oct. 13 (Supplemental Guidance), and Oct. 20 (Extraordinary Measures). This series of Memoranda supports the timely and efficient handling of Election Mail, as that volume increases, and assists in ensuring we properly carry out specific directives contained in recent federal district court orders.

Today's memorandum, in conjunction with all previous guidance issued, clearly lays out the deployment of extraordinary measures for the January 5 runoff elections in Georgia, and specifically reiterates the instructions set forth in the Oct. 20 Memorandum.

As we did in the 2020 general election, we must work together to put a relentless focus on Election Mail, and especially the volume of completed ballots going from voters to their respective Georgia Boards of Election (BOEs), for the January 2021 runoff elections.

Command Center Established

- As with the 2020 general election, a Command Center has been established for the January 5 runoff elections by Retail and Delivery Operations, with a cross-functional team dedicated to providing guidance and answering questions from the Field on Election Mail, ballot handling, or any election-related issue.
- Offices serving Georgia voters and Georgia BOEs should contact the Command Center immediately if you encounter a situation involving Election Mail (including extraordinary measures) that is not addressed in this memorandum, or if you have any questions or need further clarification on matters discussed in this memorandum or in the previously issued memoranda regarding the handling of Election Mail.

You can reach the Command Center at 1-877-672-0007. The Command Center is led by Omar Coleman.

Extraordinary Measures Being Implemented

To help support the timely delivery of Election Mail, and consistent with our practices in the general election and in past election cycles, the use of extraordinary measures beyond our normal course of operations is authorized and expected to be executed by local management in and serving Georgia between Monday, December 28, 2020, and Tuesday, January 5, 2021, to accelerate the delivery of

ballots, when the Postal Service is able to identify the mailpiece as a ballot. These extraordinary measures include, but are not limited to, expedited handling, extra deliveries, and special pickups as used in past elections, to connect blank ballots entered by election officials to voters, or completed ballots returned by voters entered close to or on Election Day to their intended destination (e.g., Priority Mail Express, Sunday deliveries, special deliveries, running collected ballots to Boards of Elections on Election Day, etc.).

Retail:

Below is a list of some examples of the types of extraordinary measures that are authorized to be used. If your office would like to employ an extraordinary measure not listed below or would like to implement an extraordinary measure prior to December 28, please contact the Command Center for approval.

- Offices that serve voters in Georgia may establish a “Ballot postmark ONLY” line at retail counters, which should be staffed at all times, beginning December 28, 2020, and continuing through the date of the runoff election (January 5, 2021).
- Offices that serve voters in Georgia may employ a daily “soft opening” and “soft closing” concept, extending retail hours by 30 minutes on both ends in designated sites across each city/town/locality, beginning December 28 and running through January 5.
- If necessary to manage high volumes, offices that serve voters in Georgia may establish at least one drive-through ballot postmark/drop option, which is staffed daily during normal operating hours, beginning December 28 and continuing through January 5.
- Offices in Georgia may use practices similar to “Tax Day”, with a Clerk outside the facility to both cancel (postmark) and accept drive-up ballots from customers; ballots will be trayed up, riffled to verify BOE and direct trays collected will be delivered to the appropriate BOE. This activity can begin December 28.
 - Ballots postmarked in retail and delivered directly to local BOE for turnaround ballots, or placed in collections if out-of-town, must have designated supervisor oversight.
 - For ballots turned around locally, make sure to do accounting for any BRM mail.

NOTE: Proper PPE for COVID-19 is required for any customer interaction. Employees participating in drive-through/drive-up collections are required to wear the proper PPE for COVID-19 and should practice social distancing where possible.

Delivery:

Below is a list of extraordinary measures that are mandatory for offices serving Georgia.

- On Thursday, December 31, carriers in Georgia will check every delivery point for outgoing mail, regardless of if they have incoming or destinating mail. On Saturday, January 2, carriers in Georgia will check all residential and open businesses delivery points for outgoing mail, regardless of if they have incoming or destinating mail. These checks shall entail:
 - On mounted routes, visually checking mail receptacle that has the flag up for outgoing mail
 - While serving CBUs, visually checking the outgoing slot
 - On park and loops or dismounts, visually checking the mail receptacle box to determine if outgoing mail is displayed outside for pick up
- On Sunday, January 3:
 - all Level 21 and above offices serving Georgia will run regular collections (Monday-Friday schedule) and will coordinate cancellations with their local plant.

- all Level 18-20 offices serving Georgia must retrieve front and lobby collections and hub mail to meet local transportation.
- On Monday, January 4 and Tuesday, January 5:
 - all offices serving Georgia will run early collections with local postmark reflecting the date of entry and turnaround for local ballots to the BOE.
 - all offices that service or are in close proximity to a local BOE in Georgia shall establish a "hub-and-spoke" process for running ballots to the local BOE. Ballots are to be postmarked in the local retail unit, then hubbed to the BOE, so that they arrive prior to the cut-off for the day and no later than 7:00 p.m. on Tuesday, January 5.
- On Tuesday, January 5:
 - for non-local BOE deliveries where it is reasonably possible to effectuate delivery by 7:00 p.m. in Georgia, offices shall establish an Election Mail "hub-and-spoke" process specifically for transporting ballots on January 5, using pre-identified drivers and vehicles staged to run trips. Coordinate the trips around cut-off times to avoid making the same hub/spoke run multiple times per day.
 - carriers will pull ballots from their collection mail and hand them over to their supervisor. Supervisors will exchange ballots around the city, and after the exchange, a designated supervisor makes delivery to the BOE no later than 7:00 p.m.
- During the entire period between December 28 and January 5, offices serving Georgia should utilize Express Mail handoff to move missent ballots with tracking. Also, delivery units should coordinate with Mail Processing for utilization of the Express Mail Network, or other transportation options if faster, to connect blank ballots entered by election officials to voters close to or on Election Day.

In addition to those requirements, below is a list of some examples of additional types of extraordinary measures that are authorized to be used. If your office would like to employ an extraordinary measure not listed below or would like to implement an extraordinary measure prior to December 28, please contact the Command Center for approval.

- Local offices that serve or are in close proximity to a BOE in Georgia are authorized to postmark (round date reflecting the date of acceptance) and deliver ballots, rather than having the ballots placed into the automation flow, between December 28 and January 5.
- Beginning on Thursday, December 31, you are authorized to use the Express Mail network to connect completed ballots returned by voters entered close to or on Election Day to their intended destination. All ballots must be postmarked (round dated) at the origin facility prior to entry in the Express Mail network.

Postmaster/Management Actions:

Below is a list of extraordinary measures that are mandatory for Postmasters and/or Management serving Georgia voters and/or Georgia BOEs.

- Postmasters must coordinate after-hours handoffs with any BOE they service, depending on their acceptance times. We will make deliveries as necessary to facilitate ballot flow.
- Postmasters should arrange for after-hours handoffs with BOEs (sweeping collection boxes, etc.).
- Postmasters will arrange to drive BOE ballots to the voter, using a "hub-and-spoke" concept, when USPS management or an election official initiates concerns/requests.
- Postmasters, with the District Manager's oversight, will continue to memorialize all issues on the Political/Election Mail log in real time.

- Local management will continue regular outreach with local BOEs.
- District Managers will coordinate with their counterparts within state boundaries (across district lines) to exchange ballots for all BOEs. They will rendezvous with other district partners within the state multiple times per day to exchange ballots on January 5.
- District Managers will intercept and deliver Election Mail with known mailer misprints in the barcode (wrong ZIP or address at wrong destination) – and establish a pitch/catch to redirect ballots to the correct BOE.

Reiterating All Recent Guidance

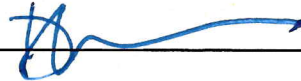
Upon receipt of this memorandum, be sure to take time and fully explain to your direct reports the extraordinary measures discussed in today's document, as well as all previous Memoranda. A copy of this memorandum will be posted on the Postal Service Intranet at blue.usps.gov and liteblue.usps.gov. A Mandatory Stand-Up Talk, discussing the content of memorandum, will also be distributed from Headquarters, which should be pushed to all employees immediately upon receipt.

Questions and Contacts

Providing consistent guidance across the organization is critical to our success. If you or your team have questions, resources are always available. The USPS Election Mail Command Center, led by Omar Coleman, can be reached at 1-877-672-0007. Additionally, questions regarding Logistics and Processing Operations should be directed to Mike Barber, Vice President, Processing and Maintenance Operations, at mike.l.barber@usps.gov. Questions regarding Retail and Delivery Operations can be directed to Joshua Colin, Vice President, Delivery Operations, at joshua.d.colin@usps.gov or Angela Curtis, Vice President, Retail and Post Office Operations, at angela.h.curtis@usps.gov.



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