NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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October 23, 2026

BOARD MEMORANDUM

Board Memo 036-2026:2026 Election Ballots: Pitch-Catch-Clear Process

Executive Board,

The U.S. Postal Service has issued a Standard Work Instruction (SWI) outlining the 2026 Pitch-Catch-Clear Process for election ballots. The instruction establishes procedures for coordinating ballot movement, confirming receipt, and documenting clearance throughout the election period.

Beginning October 24, 2026, and continuing through each state's applicable final acceptance date, the process supports the timely handling of completed mail-in ballots during the General Election Extraordinary Measures period.

The attached instruction identifies responsibilities for plant managers, logistics personnel, delivery units, and other designated stakeholders. It covers five key stages:

> **Preparation • Plant Dispatch • Pickup from Plant • Arrival at Delivery Unit • Delivery to the Board of Elections**

Action Required: Please review the attached SWI and ensure it is distributed to all employees no later than Friday, October 23, 2026. The procedures should be communicated to the appropriate personnel responsible for ballot processing and delivery.

Please refer to the attached document for the full procedures, stakeholder notifications, and required "Pitch," "Catch," and "Clear" confirmations.

Thank you for your attention to this important election mail process.

NAPS Headquarters

Attachment: Standard Work Instruction — Pitch-Catch-Clear Process for 2026 Election Ballots (revised October 21, 2026)

Standard Work Instruction: Pitch-Catch-Clear Process for 2026 Election Ballots



	Important Steps	Key Points
	Authorized Use	Beginning October 24, 2026, and continuing through the last day in each state, the Board of Elections (BOE) will accept completed mail-in ballots as timely. The Pitch-Catch-Clear Process is intended to aid in connecting ballots for the Extraordinary Measures period of the General Election
	**Preparation**	Plant Managers will: • Identify stakeholders and local post office POC information (email and phone number) which include but are not limited to the following managers: ○ Plant, In-Plant Support, Managers of Operations Integration, Distribution Operations, Logistics, Delivery & Retail, as well as Postmaster, Dock Supervisor, and Managers of Customer Relations • Communicate the contact list to all parties • Notify all parties of the Pitch-Catch-Clear Process
	**Plant Dispatch**	For all ballots that are dispatched to delivery units • MPS manager consolidates the list of delivery units, dispatch times, and total number of ballots to share with MPOOs • Logistics manager sends “Pitch” email (cc: all stakeholders) • Plant Manager performs Tour All-Clear • Logistics manager communicates with all stations within area of responsibility
	**Pickup from Plant**	For ballots that are picked up by BOE designee • Stage ballots in designation location • After ballots are collected, MDO or Dock Supervisor sends email confirmation to stakeholders • MDO performs All-Clear
	**Arrival at Delivery Unit**	Postmaster verifies the number of ballots annotated in “Pitch” email. • If correct, send “Catch” email to stakeholders confirming receipt of ballots • If incorrect or ballots have not arrived as scheduled, send email within 60 minutes to MPS manager and also make a phone call for investigation and request a follow up (cc: stakeholders) • Once mail is distributed, verify workroom floor is clear of all mail • Ensure ballots are delivered timely
	**Deliver Ballots to Board of Elections**	• Upon return to office, report to management on duty confirming that all ballots were delivered to the BOE • Management performs All-Clear certification • Management sends “Clear” email to stakeholders