



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
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October 1, 2020

Board Memo 065-2020: USPS HQ Retail and Delivery Issues Political and Election Mail Checklist

Executive Board,

Please share the attached USPS HQ memo and Retail and Delivery political and election mail checklist with your membership. The attached documents have been sent to the field. This NAPS board memo and respective attachments will be posted on the Bulletin Board section of the NAPS website, naps.org.

Thank you and stay safe.

NAPS Headquarters



September 29, 2020

AREA VICE PRESIDENTS

SUBJECT: Political and Election Mail

With less than 40 days remaining before the general election, the attached checklist is being provided for daily utilization during the election season in all delivery and retail units. The Postmaster General has pointed out the importance of our mission to the American people and to the Postal Service. As an organization we must remain focused on our mission of delivering the nation's political and election mail securely and in a timely manner.

The checklist is broken down into four categories -- Retail Counter, Back Office, Carrier Cases, and Additional Process Checks, and will replace all previous checklists. Managers will be directed to access the link <https://facilitycerts.usps.gov/login/loginPrompt.cfm> and to respond 'Yes', 'No', or 'NA' (Not Applicable), as appropriate, for each question.

Manager, Delivery Program Support (MDPS) and Manager, Operation Program Support (MOPS) are required to review the checklist and follow up with any offices reporting a "No" response. Headquarters Delivery and Retail will monitor the site for offices reporting repeat issues and will require the Areas and Districts to conduct Gemba reviews in response.

Additionally, each site should be forming their own local Election Mail taskforce team comprised of members of each union represented at the site, and management. Effective immediately, these teams will meet at least weekly and then move to a daily cadence on October 19, 2020 and continue through the election. Our expectation is to have feedback from all employees regarding any potential issues with Election Mail, especially ballots. If there are any issues you need help resolving, engage your next level manager to assist with resolution. All Labor Organizations, Management Associations, and Local Political & Election Mail Coordinators will be participating and are a valuable resource for advice and guidance.

For additional information, contact Mr. Jim Boldt, Manager, Rural Delivery, at (202) 268-6799.

Thank you in advance for your attention to this important endeavor.

Sincerely,

E-SIGNED by Joshua.D Colin
on 2020-09-29 11:57:44 CDT

Dr. Joshua Colin
Vice President, Delivery Operations

E-SIGNED by ANGELA.H CURTIS
on 2020-09-29 12:05:24 CDT

Angela Curtis
Vice President, Retail and Post Office Operations

Manager/Supervisor Name:								
Date:								
Office Name:								
Zip Code of Office:								
District:								
Retail Counter				Yes	No	N/A	Comments: (Action taken to remediate any findings)	
1	Has the retail area been cleared of all outgoing mail and dispatched							
2	Have all unit collection boxes, including lobby drops, been collected and dispatched on every available transportation, including the final dispatch of value (DOV), and does CPMS show all points collected?							
3	Has all election mail been consolidated with outgoing collection mail and not held out separately c trayed? Check retail counter (on top and under), collection prep area, PO Box section, Dutch Door area, supervisor desk, mPOS cart (if applicable), distribution cases, hotcase, throwback case, and lobby drop boxes							
Back Office				Yes	No	N/A	Comments: (Action taken to remediate any findings)	
4	Does the unit maintain a Headquarters-approved political/election mail log and is it current with sample photocopies? (Record date of last entry)							
5	Is the unit familiar with the required service talks? Are they posted on the workroom floor and being shared with employees?							
6	Does the unit know how to handle military, overseas and absentee ballots							
7	Does the delivery unit have a contingency plan to deliver late arriving/missent political/election mail?							
8	Is the unit clear of Business Reply Mail (BRM) today? If no, comment							
9	Does the unit have the 2020 Business Reply Mail (BRM) and Short Paid Ballots memos posted near the area where the BRM is worked?							
10	Are the postage due/short paid election mail procedures being followed? Absentee ballots must not be detained or held for postage payment. DO NOT delay delivery of balloting materials. Willful delay of absentee balloting material or other election material is a violation of policies, ethics and law.							
11	Is the unit free of curtailed and delayed political/election mail? (distribution case, RFS location, PO box section and supervisor's desk)							
12	If there was delayed/curtailed political/election mail, was it properly reported in Customer Services Daily Reporting System (CSDRS), identified on your HQ approved political log, and your election coordinator notified?							
13	Is all available mail being dispatched on earliest possible transportation?							
14	Are back door audits and satchel checks being conducted to ensure all election mail has been dispatched? Check all empty MTE prior to dispatching: check trays and tubs and turn sacks inside out.							
15	Are all delivery and collection vehicles checked in the PM verified to be free of Political/Election mail?							
16	Is the Political/Election Mail "All Clear" certification being completed daily?							
Carrier Cases				Yes	No	N/A	Comments: (Action taken to remediate any findings)	
17	Are carrier cases clear of political/election mail? Are carriers aware of the policy to hold unknown recipient mail for ten days before returning to sender							
18	Are carrier cases clear of mail pieces overlooked after strapping out							
19	Has management verified that non-forwardable Political/Election mail is not co-mingled with Undeliverable Bulk Business Mail? Non-forwardable include: unendorsed: non-profit, standard, and marketing mail. Address Service Requested (ASR), Change Service Requested (CSR), Electronic Service Requested (ESR), Forwarding Service Requested (FSR), Return Service Requested (RSR), Temp-Return Service Requested (TRSR)							
20	Is Undeliverable as Addressed and Undeliverable Bulk Business Mail (reference DMM 507.1.1) being properly recorded on the Headquarters-approved Destination Delivery Unit log							
Additional Process Checks				Yes	No	N/A	Comments: (Action taken to remediate any findings)	
21	Is Undeliverable Bulk Business Mail (carrier cases and PO Box section being worked/processed daily?							
22	Is Undeliverable as Addressed - letters (PARS) and flats (FPARS) trayed and parcels processed in RFS and dispatched to the plant?							
23	If the unit has an on-site Bulk Mail Entry Unit, is a Headquarters-approved political/election mail log present and current with sample photocopies?							
24	Are red tag 57 and/or green tag 191 being used in the unit to identify Political Campaign Mail/Official Election Mail? Tag 57 is used to identify containers with Political Mail in it. Tag 191 is the green tag used to identify Ballot Mail. This tag is only used on trays or sacks.							
25	Contract Postal Units, Village Post Offices, Community Post Offices - cleared of all outgoing mail and dispatched?							

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