October 28, 2020

Board Memo 073-2020: Notice of Updated Stand Up Talks re Political and Election Mail

USPS Headquarters issued three updated Stand Up Talks regarding extraordinary measures to be taken in regards to election and political mail in the lead up to the Presidential Election next week. It specifies procedures to take when handling undeliverable political/election mail, as well as conducting virtual GEMBA walks.

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

Thank you and be safe

NAPS Headquarters
Mandatory Stand-Up Talk
Oct. 27, 2020

Election Mail — No.1 priority
Extraordinary measures

As the November 3 general elections draw closer, the Postal Service will be incorporating “extraordinary measures” into our day-to-day operations to ensure the proper handling and timely delivery of all Election Mail.

It is extremely important that we all work together to put a relentless focus on Election Mail, ensuring that all ballots are delivered to their respective Board of Election offices in a timely manner. To support these efforts, extraordinary measures beyond our normal daily course of operations are authorized and expected to be executed between October 26 and November 24, to accelerate the delivery of ballots, when the Postal Service is able to identify the mailpiece as a ballot.

These measures include, but are not limited to:

Retail Operations
- Retail counters may maintain a “Ballot postmark only” line through Nov. 3
- Designated sites may be directed for early openings and later closings.
- Drive up/through ballot postmark/drop option will be established where applicable.

Delivery Operations
- All carriers must physically check for outgoing mail at all active delivery points on Thursday, Friday and Saturday, Oct. 29-31.
  - 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
- Sunday Nov. 1, full collection runs will be performed in all Level 21 and above offices.
- Front and lobby collections must be performed in all Level 18-20 on Nov. 1.
- Early collection runs Monday and Tuesday, Nov. 2 and Nov. 3, utilizing established Hub and Spoke to ensure ballots are delivered to the local Board of Election.
- Upon return from route on Tuesday, Nov. 3, carriers are to handoff any ballots collected to a supervisor for same day delivery to the local Board of Election.
- Use the Express Mail Network to handoff missent ballots and to connect ballots from election officials and voters entered close to or on Election Day.

Election Mail must continue to be the Postal Service’s No.1 priority. Postmaster General Louis DeJoy has clearly stated his commitment to ensuring the Postal Service fulfills its “sacred duty to deliver the nation’s Election Mail securely and on time.”

Thank you in advance for your hard work in fulfilling the Postal Service’s commitment to the American public.
Standard Work Instruction: Political/Election Mail – Handling Undeliverable Bulk Business Mail (UBBM)

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<tr>
<th>Important Steps</th>
<th>Key Points</th>
<th>Reasons for Key Points</th>
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| 1) Identify all mail that is undeliverable as addressed and separate out the Political/Election UBBM from all other UBBM | • Political/Election UBBM cannot be included with all other UBBM  
• A separate flat tub is recommended for Political/Election UBBM | • Political/Election UBBM Mail should be segregated. |
| 2) Carrier must include the necessary information on the top piece of undelivered mailing and endorse | • City Carrier Process – Bundle the mail by type of endorsement Include route number, date, reason undelivered as addressed and endorse (top piece)  
• Rural Carrier Process – Bundle mail as described in 242.21b, enter date and route number (top piece) | • Information such as date, route # and reason undelivered is necessary for proper documentation and to understand why the mail couldn’t be delivered |
<p>| 3) Document the undelivered UBBM volume on the political mail log. | • Record volume undelivered and reasons why the mail is undeliverable. | • It is critical to document undelivered volume to provide transparency with the mailer. |</p>
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<td>4) Place all Political/Election UBBM at Supervisors Desk, or designated area, with the necessary information and endorsement.</td>
<td>All undelivered Political/Election UBBM needs to be accounted for and given to the Supervisor for next steps</td>
<td>The Area and/or District Marketing Manager will determine next steps for the undelivered Political/Election UBBM</td>
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<td>5) Office will retain Political/Election UBBM until instructions are provided by Area</td>
<td>Management will retain all undelivered UBBM until further instructions provided</td>
<td>Management must be in possession of all undelivered Political/Election UBBM</td>
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Standard Work Instructions: Conducting a Political and Election Mail Virtual GEMBA Walk

City Delivery Operations

Purpose: To assist delivery units with identification, prevention and abatement of delayed and / or curtailed political and election mail

Updated on: 10/22/2020 Version 4

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<th>Steps</th>
<th>Key Points</th>
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| **Local Management / Auditee Preparation** | • Ensure there are no connection or bandwidth issues which may interrupt the recording  
• Ensure there is clear audio |
| **Zoom Organizer / Virtual Attendees** | • Do Not Record Zoom meeting  
• Pin video frame to ensure large clear uninterrupted visual  
• Unmute only when clarifying question(s) is needed |
| **Virtual GEMBA Walk** | • Auditee must walk through delivery unit very slowly and limit quick motions  
• All areas of the building are to be inspected to include closed doors / rooms  
• Enlist available on-site support to assist with close-up or detailed views of areas to maintain steady video |
| **Local Management / Virtual Attendees** | • Record findings on checklist to document  
• Ensure CSDRS entries are correct and representative of findings  
• Organizer / Host will provide presentation for abatement |