



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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

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)

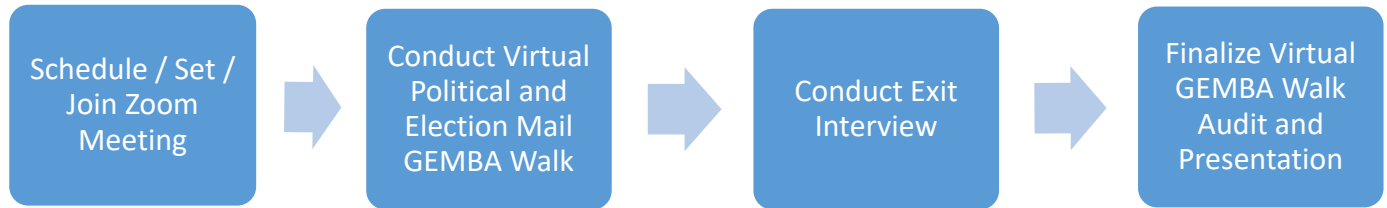



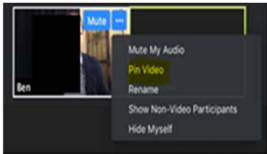

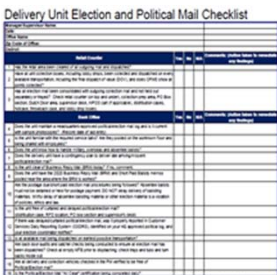
	Important Steps	Key Points	Reasons for Key Points
	1) Identify all mail that is undeliverable as addressed and separate out the Political/Election UBBM from all other UBBM	<ul style="list-style-type: none"> Political/Election UBBM cannot be included with all other UBBM A separate flat tub is recommended for Political/Election UBBM 	<ul style="list-style-type: none"> Political/ Election UBBM Mail should be segregated.
	2) Carrier must include the necessary information on the top piece of undelivered mailing and endorse *Process differs for City and Rural carriers	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> Information such as date, route # and reason undelivered is necessary for proper documentation and to understand why the mail couldn't be delivered
	3) Document the undelivered UBBM volume on the political mail log.	<ul style="list-style-type: none"> Record volume undelivered and reasons why the mail is undeliverable. 	<ul style="list-style-type: none"> It is critical to document undelivered volume to provide transparency with the mailer.

Standard Work Instruction: Political/Election Mail – Handling Undeliverable Bulk Business Mail (UBBM)

	<p>4) Place all Political/Election UBBM at Supervisors Desk, or designated area, with the necessary information and endorsement.</p> <p>5) Office will retain Political/Election UBBM until instructions are provided by Area</p>	<ul style="list-style-type: none">▪ All undelivered Political/Election UBBM needs to be accounted for and given to the Supervisor for next steps▪ Management will retain all undelivered UBBM until further instructions provided	<ul style="list-style-type: none">▪ The Area and/or District Marketing Manager will determine next steps for the undelivered Political/Election UBBM▪ Management must be in possession of all undelivered Political/Election UBBM
---	---	--	--

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



	Steps	Key Points
	Local Management / Auditee Preparation <ul style="list-style-type: none"> Download and install Zoom app on postal i-Phone or Android cellular device Join Zoom meeting from calendar icon from home screen and connect audio Switch video view to front facing "Landscape" 	<ul style="list-style-type: none"> Ensure there are no connection or bandwidth issues which may interrupt the recording Ensure there is clear audio
	Zoom Organizer / Virtual Attendees <ul style="list-style-type: none"> Organizer must schedule Zoom meeting Virtual attendees should mute audio Pin video of management representative Snip pictures of various areas 	<ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Starting at loading dock(s), inspect areas from right to left side using video feature on device Inspect the following areas for Political and Election Mail: <ul style="list-style-type: none"> Loading Dock Supervisor Desk(s) Carrier Cases F4 Distribution / Parcel Areas ADUS / PASS Machine / DSS Machine PARS and RFS Mail Processing Areas Retail Area / P.O. Box Section BRM and BMEU Areas Closets / Breakroom Collection Boxes & Lobby Drops 	<ul style="list-style-type: none"> Auditee must walk through delivery unit <u>very slowly and limit quick motions</u> 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 <ul style="list-style-type: none"> Use the Delivery Unit Election and Political Mail Checklist and answer all questions Verify any delayed / curtailed mail is recorded in CSDRS Recap any findings / Conduct exit meeting Identify preliminary actions with District / Area virtual representatives 	<ul style="list-style-type: none"> Record findings on checklist to document Ensure CSDRS entries are correct and representative of findings Organizer / Host will provide presentation for abatement