



## NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

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

September 11, 2024

### **Board Memo 126-2024: May 2024 NAPS USPS Consultative Meeting Minutes**

**Executive Board,**

Attached are the NAPS USPS Consultative Meeting Minutes for May 2024.

Please share this information with your membership.

Thank you and be safe.

NAPS Headquarters



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## NAPS USPS May 2024 Consultative Meeting Minutes

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### **FINAL**

**0514-01** NAPS has been made aware by EAS in the field that a national directive from Postal HQ is requiring carrier start times to be uniformly set at 10 AM for Sunday Amazon delivery. Why was this directive made? EAS in the field are being forced to stay later Sunday, as in many instances, Amazon is ready much earlier than 10 AM but carriers are not permitted to start prior to 10 AM. What is the rationale for this policy?

**Response:** This is a management strategy designed to improve Sunday performance by reducing or eliminating carrier waiting times. We are analyzing the workflows and processes to identify areas for improvement or inefficiencies that may be contributing to waiting times. By implementing a strategy to eliminate carrier wait times, the organization could potentially improve Sunday performance metrics, including productivity and efficiency.

**0514-02** What is the USPS plan for ballot collection in offices operating under the optimized collections process? This process not only affects national elections such as the US House, Senate, and the Presidency, but also local elections in many communities for Mayor, council and more. As Postmasters, station managers, and supervisors are on the front line of this process how will the USPS ensure that communities that have only 1 dispatch per day will get ballots to local election boards for timely counting?

**Response:** Currently the ballot collection for offices operating under the optimized collection process are called Key Activities. These Key Activities are in place for Federal General Elections and Primaries. When state and local elections occur simultaneously with these elections, they will receive the benefit of the Key Activities otherwise no additional efforts are in place.

These activities consist of the following:

- Will begin four days prior to the Primary and continue through the State's required received date for ballots.
- Every collection box will be opened, collected, and scanned.
- All Postmasters must clear Collection Point Management System (CPMS), to include AM/PM all clear survey, nightly with assistance from Field Maintenance Operations (FMO) as necessary.
- Any collection boxes/receptacle unable to be accessed require an immediate phone call to the District Manager and HQ Command Center.
- Completed Ballots, destined for Boards of Elections (BOEs) will be culled out of mail returned by carriers, all retail counters, and all collection boxes/receptacles.

- Completed Ballots will be separated for BOE sites and Postmarked by Managers.
- Transport of completed ballots will be made by units to local BOEs.
- Centralized HUBs will be utilized to transport completed ballots to BOEs outside of the local destination if destination can be reached before the poll closes. If the destination cannot be reached before closing, ballots will be transported to the plant for processing with a hand-to-hand exchange by EAS.
- All movement of ballots will be memorialized on compliance survey with Headquarters (HQ) oversight.
- Postmasters will record all issues on the Political/Election Mail log.
- Local management, in coordination with Manager Customer Relations, will continue outreach with local BOE offices.
- Local management will intercept/deliver ballots with known mailer misprints in the barcode, i.e., wrong ZIP or address at wrong destination.
- Any absentee ballots outgoing to customers, tendered to delivery units after transportation will be transported to the plant for processing with a hand-to-hand exchange by EAS.

#### HUB specific Key Activities:

- Non-BOE sites will relay ballots to assigned HUB locations.
  - Each HUB will have one team lead with the following responsibilities:
    - Counting ballots
    - Validating postmark (only one postmark is authorized)
    - Survey completion to confirm receipt/delivery of ballots from each spoke site.
  - BOE HUBs will deliver all ballots to their local BOE office.
    - Ballots will be postmarked by a manager with the current day's postmark prior to delivery.
    - No ballot will receive more than one postmark.
    - Complete survey to confirm receipt/delivery of ballots from each site.
    - Indicate on survey hand to hand exchange with EAS at plant.

These Key Activities explain the process and responsibility of EAS employees within the units of concern. There are currently no plans in place for the general election outside of what has already been communicated.

#### 0514-03

Aisles in both Memphis P&DC and Memphis NDC are less than required 8ft and still operating PITs. These violations create safety violations and possible accidents. These concerns were raised with local senior leadership at those facilities with with no resolve.

### A. Powered Industrial Trucks (PITs)

#### 1. General

PITs include tow motors, fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors. The following applies:

- Fuel-powered industrial trucks are prohibited for use indoors.
- PITs must only be operated in facilities with aisles a minimum of 8 feet wide.
- Operators must be trained and authorized to operate PITs as described in 29 CFR 1910.178.
- PIT operators are responsible for ensuring vehicle safety and following all safety requirements. Consult the manufacturer's safe-operating manual or your local

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**Response:** Local safety concerns should be reported immediately using PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, to document the condition. Employees who wish to remain anonymous can file PS Form 1767 directly with your installation's safety personnel. Without revealing your name, they will immediately give the report to your supervisor for necessary action. (In such cases, safety personnel must not disclose the name of the individual submitting the report.) Additionally, supervisors and managers have a responsibility of identifying and eliminating hazards.

District Safety conducted a site visit of the facility, and the issue was resolved.

**0514-04** NAPS has become aware that on the clock training was approved by the Minnesota-North Dakota district for on the clock training at the Minnesota state UPMA convention (see attached). NAPS is assuming this training will be given by District, Area or HQ officials. What is the process for approval of this type of on the clock training so NAPS members can be availed of this as well when attending conventions with USPS officials present? Does USPS HQ approve of this by encouraging districts to provide this type of on the clock training?

**Response:** This is a local matter that should be addressed with the District Manager. District managers have the authority to authorize training for employees.