

MAY 06 2021

LABOR RELATIONS



May 4, 2021

Mr. Brian J. Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Certified Mail Tracking Number:
7019 2280 0001 6260 4516

Dear Brian:

As a matter of general interest, the Postal Service plans to film a video designed to highlight the pitfalls of improper mail preparation prior to departure from a delivery unit and upon arrival at a mail processing facility.

The video is tentatively scheduled to be filmed on May 5 at the Merrifield, Virginia Post Office and Processing and Distribution Center.

Enclosed is a final version of the video script. Employees participating in the video as actors will do so on a voluntary basis.

Please contact Mike Faber at 215-432-0613 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson
A/Manager
Contract Administration (APWU)

Enclosure

Script Title: Mail Prep

1

Locations: Postmaster's Office (Interior), Plant Loading Dock (Interior, Exterior)

Characters: Postmaster Jones, Clerk 1, Clerk Bob, Mail Handler, SDO Mark

VIDEO	AUDIO
INTERIOR OF A POSTMASTER'S OFFICE	
WIDESHOT: Postmaster Jones (PM J) is at her desk, phone ringing CLOSE UPS: PM J checks computer, sees unread desk phone voicemails	SFX: <i>PHONE (RING, RING)</i> PM J: (GRUMBLING) I'VE GOT TOO MANY OF THESE OVERDUE C360 CASES TO ANSWER. AND THE PLANT KEEPS DELAYING OUR MAIL. THIS IS OUT OF CONTROL.
REVERSE MEDIUM SHOT: Clerk #1 enters doorway	CLERK #1: MS. JONES, CAN YOU PRINT THE MTEL PLACARDS SO I CAN SETUP DISPATCH? WE'RE RUNNING REALLY LATE, AND THE TRUCK WILL BE HERE SOON.
CLOSE UP: PM J fumbles through papers, pulls out old MTEL Placards	PM J: HERE, JUST MAKE COPIES OF THESE LEFT OVER FROM YESTERDAY. IF YOU'RE MISSING ANY, JUST HAND-WRITE ONE.
REVERSE CLOSE-UP: Clerk #1 looks puzzled	CLERK #1: BUT AREN'T WE SUPPOSED TO PRINT THEM FRESH EVERYDAY?
CLOSE UP: PM J responds nonchalantly	PM J: IT DOESN'T REALLY MATTER. AS LONG AS THE PLANT GETS IT, THEY WILL TAKE CARE OF IT.
REVERSE CLOSE-UP: Clerk #1 looks more puzzled	CLERK #1: AM I SUPPOSED TO OPEN AND ASSIGN THESE PLACARDS?
CLOSE UP: PM J casually waves her hand, dismissing the concern	PM J: DON'T WORRY ABOUT IT. I THINK WE DID THAT WHEN WE PRINTED THEM YESTERDAY.
REVERSE CLOSE-UP: Clerk #1 shrugs	CLERK #1: (UNCERTAIN) OK.
CUTAWAY CLOSE UP: Show clock, time passing by visual effect	SFX: <i>CLOCK TICKING</i>
MEDIUM SHOT: PM J at desk, notices Clerk Bob walking by. Hands him a package.	PM J: HEY! BOB, CAN YOU THROW THIS IN THE DISPATCH?
REVERSE SHOT: Bob grabs package	BOB: WHAT CONTAINER DOES THIS GO IN?

	<p>PM J: JUST THROW IT IN THE MIXED 99 CONTAINERS. THEY WILL TAKE CARE OF IT AT THE PLANT.</p>
<p>CUTAWAY CLOSE UP: Ringing cell phone</p>	<p>SFX: <i>RING RING</i></p>
<p>CLOSE UP: PM J on cell phone</p>	<p>PM J: HELLO, WHAT DO YOU MEAN YOU ARE RUNNING LATE? THE TRUCK IS GOING TO BE HERE IN 15 MINUTES, YOU ARE GOING TO MISS IT. (PAUSE)</p> <p>OK, OK – ON YOUR WAY BACK GO TO THE EAST DOCK AT THE PLANT. YOU KNOW WHERE THAT IS RIGHT? (PAUSE)</p> <p>WHEN YOU GET THERE JUST DROP ALL YOUR MAIL OFF ON THE OPEN DOCK. (PAUSE)</p> <p>NO, YOU DON'T NEED TO FIND ANYONE. JUST LEAVE IT THERE. THEY WILL TAKE CARE OF IT. THAT'S THEIR JOB.</p>
<p>CUTAWAY CLOSE UP: Ends call on cell phone</p>	<p>SFX: <i>BEEP</i></p>
<p>MEDIUM SHOT: PM J at computer</p>	<p>SFX: <i>TYPING AND MOUSE CLICKS</i></p>
<p>REVERSE MEDIUM SHOT: Clerk #1 interrupts</p>	<p>CLERK #1: MS. JONES, THE TRUCK IS HERE AND I CAN'T FIND AN IMD TO SCAN IT ARRIVED.</p> <p>DO YOU HAVE ONE BACK HERE?</p>
<p>MEDIUM SHOT: PM J shrugs</p>	<p>PM J: NO, THE CARRIERS ARE USING THEM ON THE STREET. WE ARE SHORT SCANNERS.</p>
<p>REVERSE MEDIUM SHOT: Clerk #1 continues</p>	<p>CLERK #1: BUT IF THEY ARE USING A CLERK IMD SCANNER, HOW DO YOU KNOW WHERE THE PARCELS ARE SCANNED?</p>
<p>MEDIUM SHOT: PM J turns back to work</p>	<p>PM J: IT DOESN'T MATTER, AS LONG AS PACKAGES GET A SCAN.</p>
<p>REVERSE MEDIUM SHOT: Clerk #1 walks out</p>	<p>CLERK #1: OK</p>

Script Title: Mail Prep

3

Locations: Postmaster's Office (Interior), Plant Loading Dock (Interior, Exterior)

Characters: Postmaster Jones, Clerk 1, Clerk Bob, Mail Handler, SDO Mark

CUTAWAY CLOSE UP: Show clock, time passing by visual effect	SFX: <i>CLOCK TICKING</i>
CLOSE UP: PM J is on her desk phone	PM J: UH HUH. UH HUH. YES, MRS. SMITH – I CAN SEE IN TRACKING THAT IT LOOKS LIKE YOUR PACKAGE WAS SENT TO THE WRONG PLANT. THEY DO THAT A LOT DOWN THERE. (PAUSE) YES, AND IT ARRIVED HERE THIS MORNING, BUT I CAN'T SEE ANY SCANS FOR THAT CARRIER.
FADE OUT	MUSIC: <i>INTERLUDE</i>
INTERIOR OF A PLANT, NEAR LOADING DOCK	
WIDESHOT TO MEDIUM SHOT: Mail handler pushing hamper off truck calls to Mark, his Supervisor Distribution Operations (SDO)	MAIL HANDLER: MARK, COME TAKE A LOOK AT THIS.
MEDIUM SHOT REVERSE: SDO Mark walks in, looks at the hamper with letters, flats, cfs, and parcels all mixed. CLOSE UPS POV: Quick zooms/pans on the mix WIDE SHOT/2-SHOT: SDO Mark and Mail Handler shake their heads and throw their hands up	SDO Mark: WHAT'S THE PROBLEM? (PAUSE) OH, THIS IS ALL WRONG – NETWORK PACKAGES WITH LOCAL PACKAGES – HUH, AND LETTER MAIL IN HERE MIXED WITH FLATS, PACKAGES AND IS THAT CFS, TOO. THIS IS ALL INCORRECT.
CLOSE UP: Mail Handler pulls out walkie talkie	SFX: <i>DING</i>
WIDE SHOT/2-SHOT: Mail Handler listens to walkie talkie, looks surprised by what he hears, then relays concern to SDO Mark	MAIL HANDLER: YOU'RE GOING TO WANT TO SEE WHAT WAS JUST FOUND ON THE EAST DOCK.
DISSOLVE TO: SDO Mark walks to East Dock, sees a big mess	SDO Mark: YOU GOTTA BE KIDDING ME.
CLOSE UPS POV: Tubs of mail, loose parcels, scattered on the ground	MUSIC: <i>CLOSING MUSIC FADES UP, THEN FADES DOWN</i>
DISSOLVE OUT	