

LABOR RELATIONS



RECEIVED

July 28, 2020

JUL 30 2020

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

FAXED

Dear Brian:

This is in further reference to our July 16 notice concerning the testing of the delivery initiative called Expedited Street/Afternoon Sortation (ESAS).

Enclosed find the updated final draft copies of the following documents:

- Stand-Up Talk – ESAS F2 Stand Up Talk (City Carrier) - 7/24/20
- Stand-Up Talk – ESAS Change F4 Stand Up Talk (Clerk) - 7/24/20
- Standard Work Instructions: – SWI F2 ESAS (City Carrier) -7/24/20
- Standard Work Instructions: – SWI F4 ESAS (Clerical Function 4 Operations) - 7/24/20
- ESAS Update overview presentation

Please contact Bruce Nicholson at extension 7773 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", written over a circular blue ink stamp.

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures

Stand-Up Talk
Expedited to Street/Afternoon Sortation (ESAS)
City Carrier
****Update****

The Postal Service is introducing a new initiative called Expedited to Street/Afternoon Sortation (ESAS). This program is an enhancement of the current Expedited Preferential Mail (EPM) Delivery Program which reduces morning office time to allow carriers to get on the street earlier. Upon returning from the street, the carriers then work any unsorted mail into delivery sequence for delivery the next scheduled day.

In this initiative, **City carriers will only sort First Class AFSM flat tubs, Local Newspapers, and SPRs during the morning operation.** They will clock in, case those volumes, **pull down** and load with the following items:

- Scanner
- Mail in the Hot Case
- Accountables
- Parcels
- Sequenced sets as directed by management
- DPS/FSS (as applicable)

Upon return from the street delivery, city carriers will sort all mail, as directed by management. During this time they will also handle any ancillary duties previously performed in the morning (edit books, hold mail, etc.)

In summary, the basic guidelines of Expedited to Street/Afternoon Sortation are:

- Morning duties
 - Minimal morning sortation
 - **First Class AFSM tubs**
 - **Local Newspapers**
 - **SPRs**
 - Vehicle inspection, service/safety talk, accountables
- Afternoon Duties
 - Sort all available mail
 - **Place identifying placard on case (Do NOT pull down)**
 - Edit books, hold mail, etc.

Stand-Up Talk
Expedited to Street/Afternoon Sortation (ESAS)
Clerk
****Update****

The Postal Service is introducing a new initiative called Expedited to Street/Afternoon Sortation (ESAS). This program is enhancement of the current Expedited Preferential Mail (EPM) Delivery Program which reduces morning office time to allow carriers to get on the street earlier. Upon returning from the street, City Carriers then work any unsorted mail into the delivery sequence for delivery the next scheduled day.

In this initiative, clerks will work the following items prior to Distribution Up-Time (DUT):

- Parcels
- SPRs (Small Parcels and Rolls)
- **Spread First Class AFSM tubs**
- Case First Class flats into "Hot Case", including local newspapers
- Stage DPS/FSS
- Accountable cart
 - MyPO orders
 - Accountable items (certifieds, keys, etc.)
- **Scan DUT after Parcel, SPR, First Class flat sortation and spreading of First Class AFSM tubs is complete**

After DUT and prior to carrier return from the street (by 1400), the below are to be completed:

- Spread presort/sequenced bundles to cases
- Spread Carrier route letters to cases
- **Spread Marketing Mail AFSM tubs**
- Residual letters and flats
- Mail from throwback cases
- 3M mail
- All parcels/SPRs received after DUT (Prior to Last Clerk's End Tour)

Clerks will be better able to achieve the target DUT by focusing our resources on the key product lines: Parcels, SPRs, **spreading of First Class AFSM tubs** and First Class flats. This will allow our carriers to go directly to the street in the morning, thus providing our customers a more consistent delivery time. Service is part of our name, and a great customer service experience is a way to continue to build the brand.

Standard Work
Instructions:

Expedited to Street/Afternoon Sortation (ESAS)

City Delivery
Operations

Purpose:

To Assist Management of the Expedited to Street/Afternoon
Sortation Initiative

Updated on:

07-24-2020

Version 5

Clock In

Retrieve Pulled
Down Mail and All
Mail Assigned for
Current Day
Delivery

Case and Pull
Down All Mail as
Instructed by
Management
upon return from
street

End Tour

Key Points

Reasons for Key Points



Morning duties

- Stand Up talk
- Vehicle inspection
- Retrieve scanner
- Accountable cart
- Sort First Class AFSM tubs
- Parcels and SPRs
- Pull down route
- Sequenced sets as directed by management
- Pull First Class flats and Local newspapers from Hot Case or designated flat case*
- DPS/FSS (as applicable)
- Load Vehicle

- Carriers are to sort AFSM mixed class flats and SPRs into a case in the morning
- Carriers are to have minimal morning office duties to allow for earlier leaving time
- Improve consistency in delivery time to our customer
- Earlier return from street



*Routed into delivery sequence while on the street

Afternoon Duties

- Sort all available mail as directed by management (may advance color codes)
This includes, but is not limited to:
 - Residual
 - Mis-sequenced
 - Carrier Route letters
 - Marketing Mail AFSM tubs
 - Ancillary duties
 - Hold mail
 - PS Form 3982/COARS labels
 - Alert Cards
 - Edit book
- Complete PS Form 1571 for any unworked Marketing Mail
- Placard mail in case

- All mail is available upon return from street
- Reduced office waiting time
- Carrier has majority of mail prepared for next day delivery
- Accurately identify mail in carrier case



Standard Work
Instructions:

Expedited to Street/Afternoon Sortation (ESAS)

Retail
Operations

Purpose:

To Provide Guidelines for Priority of Duties under the Expedited to
Street/Afternoon Sortation (ESAS)

Updated on:

07-24-2020

Version 4

Duties Prior to DUT

Duties After DUT

Key Points

Reasons for Key Points



Duties Prior to DUT

- **Parcels and SPRs to be worked first and finalized before Distribution Up Time (DUT)**
 - SPRs must be separated from parcels
- **First Class AFSM tubs to be spread to routes**
- **First Class flats and Newspapers**
 - Residual First Class Flats and Newspapers worked into Hot Case or designated flat case before DUT
- **Accountable cart preparation**
 - MyPO orders
 - Accountable items
- **Stage DPS/FSS**
- **Scan DUT after Parcel, SPR, First Class Flats, Newspapers, and spreading of AFSM flats is complete**
- **Letter and non-preferential flats are only to be worked if all parcels, SPRs and First Class flat distribution is finalized**
- **Perform all Bundle Visibility scans**

- Finalize the distribution of parcels, SPRs, First Class flats, newspapers, and spreading of AFSM tubs prior to DUT
- Allow resources to be focused on key product lines in order to better achieve the target DUT



Duties After DUT

- **Work all remaining volumes**
 - Residual letters and flats
 - Carrier route letters
 - Presort/sequenced bundle distribution
 - Spread Marketing Mail AFSM tubs
 - All parcels/SPRs received after DUT
 - Mail from throwback case
 - 3M mail

- Ensure all mail is finalized prior to carrier's return from street
- Ensure all available parcels/SPRs are distributed to reduce AM working volume

**EXPEDITED TO STREET
AFTERNOON SORTATION
(ESAS)
UPDATE**

JULY 24, 2020

Afternoon Sortation

- Do Not Distribute Mail at the Carrier Case until AFTER the City Carriers have left for the Street, but Before their scheduled Return to Office
 - Reject Mail from Automation—letters and Flats
 - Carrier Route Letters and Loose Flats
 - Missort / Misthrow Mail
 - Marketing Mail -AFSM 100 Tubs
 - Marketing Mail- Carrier Route Bundles
 - Late Arriving Mail
- Saturation Mail that Must go in Case Due to Contractual Language

****Additional Advanced Volume May be Sorted on Undertime. We should NOT use Overtime to Advance Mail**