UNITED STATES
POSTAL SERVICE

September 30, 2019

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FAX

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

Dear Brian:

As a matter of general interest, the Postal Service is implementing a new process titled, "Delivery Day Indicator."

As part of the Delivery Day Indicator process, employees performing Arrival at Unit scans will be required to select one of four "Delivery Day Indicators" before beginning distribution activities. The indicator selection choices – "Today," "Next Day," "Sunday," and "Holiday" – will be sent to the Product Tracking and Reporting system and used to inform customers when pieces are scheduled to be out for delivery.

Implementation of the Delivery Day Indicator process is tentatively scheduled for October 7.

We have enclosed:

- Delivery Day Indicator Service Talk
- Standard Work: A/SDUS Delivery Day Indicator Selection
- Standard Work: DSS Delivery Day Indicator Selection
- Standard Work: IMDAS Delivery Day Indicator Selection
- Standard Work: PASS Delivery Day Indicator Selection

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

Sincerely,

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

Delivery Day Indicator Service Talk

The USPS will be implementing a new process to improve Out for Delivery (OFD) visibility for our customers. The new process will remove the dependency of scanning the Distribution up Time (DUT) barcode to create OFD visibility. As part of this process distribution employees performing Arrival at Unit scans will be required to select one of four Delivery Day Indicators when beginning distribution. The indicator selection choices will be Today, Next Day, Sunday, or Holiday. The Product Tracking and Reporting system (PTR) will use these indicator(s) to inform our customers when pieces are out for delivery.

Delivery are still required to perform DUT scans for measuring Distribution up Time; however, the generation of OFD will largely be dependent on the Delivery Day Indicator selection made during distribution. Distribution employees will need to ensure they are making the proper selections as we move forward.

There are four Delivery Day Indicator selections

- **Today**
- **Next Day**
- **Sunday**
- **Holiday**

Today - Should be selected when sorting packages that will be delivered with today's mail.

Next Day - Should be selected when sorting day zero or other non-committed parcels that will be delivered with the next business day's mail.

Sunday - Should be selected if the mail being sorted will be delivered via Sunday Delivery

Holiday - Should be selected if the mail being sorted will be delivered via Holiday Delivery
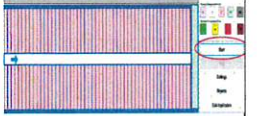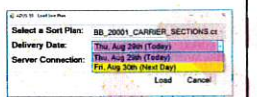
NOTE: If packages are not delivered or attempted on or before the delivery day indicator selected, it will result in a service failure.

For additional information contact your local scanning coordinator.

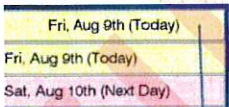# Standard Work: A/SDUS Delivery Day Indicator Selection

Identify Distribution Packages	→	Determine Delivery Day	→	Select Appropriate Delivery Day Indicator	→	Perform AAU Scans/Finalize Distribution

Visual	Important Steps	Key Points	Reasons for Key Points
	1. Identify package volumes to be distributed/sorted for delivery	• When performing delivery unit distribution using A/SDUS, distribution employees/supervisors will be required to select a Delivery Day Indicator prior to beginning distribution • If there is a break of more than 30 minutes between AAU scans, the user will be required to re-select the Delivery Day Indicator • Ensure First In First Out (FIFO) process in place • Always ensure that the correct Delivery Day Indicator is selected	• The Delivery Day Indicator selection will determine when the Out For Delivery event will be generated for the mail piece • Selecting the incorrect Delivery Day indicator can lead to improper measurement of Parcel Select mail pieces
	2. Navigate to the ADUS/SDUS Load Sort screen 3. Select Sort Plan	• Press Start to Navigate to the A/SDUS Load Sort Screen • Only Delivery Unit Sort Plans require selection of a Delivery Day Indicator 　o Plant Sort Plans will not require this selection • All Scan Mode Options (AMS, Dynamic, etc..) will require a Delivery Day Indicator when distributing parcels	• Mon-Fri the general selections will be **Today** or **Next Day** • If working day zero packages for delivery on a future date that is not Sunday or a Holiday, the correct selection would be Next Day.
	4. Determine the proper Delivery Day Indicator selection for the packages being sorted.	• There are four Delivery Day Indicator selections 　o **Today** 　o **Next Day** 　o **Sunday** 　o **Holiday** • **Today** should be selected when sorting packages that will be delivered with Today's mail. • **Next Day** should be selected when sorting day zero or other non committed parcels that will be delivered with the next business day's mail. • **Sunday** should be selected if the mail being sorted will be delivered via Sunday Delivery • **Holiday** should be selected if the mail being sorted will be delivered via Holiday Delivery	• On Normal Mon-Sat Delivery, the proper selection will be either **Today** or **Next Day** • If distributing parcels for Sunday or Holiday Delivery choose whichever of those indicators that is appropriate **CRITICAL – Sites that distribute mail across days (e.g., 10:00 PM thru 1:00 AM) must stop and update their delivery day selection at 12:00 AM each day**
	5. Select appropriate Delivery Day Indicator	• If working Today's packages, select the "Today" option If working parcels for delivery tomorrow, select the "Next Day" option	• Options to be presented on Normal Mon – Fri Delivery Days.
	6. Perform AAU Scans and Finalize Distribution	• Scan/Process all packages as AAU during the distribution process 　o Ensure that you follow all expected procedures for packages requiring special handling (i.e. Customs Intercept, Group E PO Box etc…) • Finalize Package Distribution	• A/SDUS Special Handling Hold Out Bin volumes should continue to be properly processed per current instructions

NOTE: If packages are not delivered or attempted on or before the delivery day indicator selected, it will result in a service failure.

Last Revision Date: 09/16/2019

Standard Work: DSS Delivery Day Indicator Selection

| Identify Distribution Packages | Determine Delivery Day | Select Appropriate Delivery Day Indicator | Perform AAU Scans/Finalize Distribution |
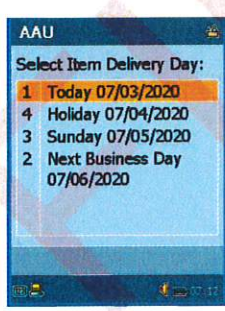
Visual	Important Steps	Key Points	Reasons for Key Points
	1. Identify package volumes to be distributed/sorted for delivery	• When performing AAU scans using DSS, distribution employees/supervisors will be required to select a Delivery Day Indicator prior to beginning distribution • If there is a break of more than 30 minutes between AAU scans, the user will be required to re-select the Delivery Day Indicator • Ensure First In First Out (FIFO) process in place • Always ensure that the correct Delivery Day Indicator is selected	• The Delivery Day Indicator selection will determine when the Out For Delivery event will be generated for the mail piece • Selecting the incorrect Delivery Day indicator can lead to improper measurement of Parcel Select mail pieces
	2. Navigate to the DSS Mode Selection Screen 3. Select AAU Mode	• Navigate to the DSS Mode Selection Screen • All AAU modes (AMS, Dynamic, etc.) will require selection of a Delivery Day Indicator when distributing parcels	• Mon-Fri the general selections will be **Today** or **Next Day** • If working day zero packages for delivery on a future date that is not Sunday or a Holiday, the correct selection would be Next Day.

Sat, Feb 16th (Today)
Sun, Feb 17th (Sunday)
Mon, Feb 18th (Holiday)
Tue, Feb 19th (Next Day)
	4. Determine the proper Delivery Day Indicator selection for the packages being sorted.	• There are four Delivery Day Indicator selections
		  ○ **Today**
		  ○ **Next Day**
		  ○ **Sunday**
		  ○ **Holiday**
		• **Today** should be selected when sorting packages that will be delivered with Today's mail.
		• **Next Day** should be selected when sorting day zero or other non committed parcels that will be delivered with the next business day's mail.
		• **Sunday** should be selected if the mail being sorted will be delivered via Sunday Delivery
		• **Holiday** should be selected if the mail being sorted will be delivered via Holiday Delivery
			• On Normal Mon-Sat Delivery, the proper selection will be either **Today** or **Next Day**
			• If distributing parcels for Sunday or Holiday Delivery choose whichever of those indicators that is appropriate
			CRITICAL – Sites that distribute mail across days (e.g., 10:00 PM thru 1:00 AM) must stop and update their delivery day selection at 12:00 AM each day

Fri, Aug 9th (Today) Fri, Aug 9th (Today) Sat, Aug 10th (Next Day)	5. Select appropriate Delivery Day Indicator	• If working Today's packages, select the "Today" option If working parcels for delivery tomorrow, select the "Next Day" option	• Options to be presented on Normal Mon – Sat Delivery Days.
	6. Perform AAU Scans and Finalize Distribution	• Scan all packages as AAU during the distribution process ○ Ensure that you follow all expected procedures for packages requiring special handling (i.e. Customs Intercept, Group E PO Box etc...) • Finalize Package Distribution	• All DSS callouts should continue to be properly followed and the appropriate process followed.

NOTE: If packages are not delivered or attempted on or before the delivery day indicator selected, it will result in a service failure.

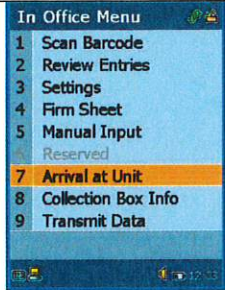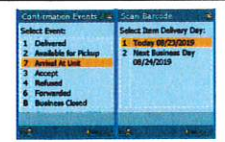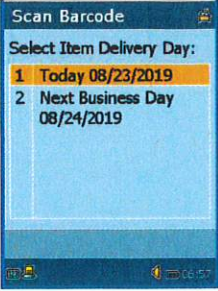# Standard Work: IMDAS Delivery Day Indicator Selection

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[ Identify Distribution Packages ] → [ Determine Delivery Day ] → [ Select Appropriate Delivery Day Indicator ] → [ Perform AAU Scans/Finalize Distribution ]
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Visual	Important Steps	Key Points	Reasons for Key Points
	1. Identify package volumes to be distributed/sorted for delivery	• When performing AAU scans using PASS, distribution employees/supervisors will be required to select a Delivery Day Indicator prior to beginning distribution • If there is a break of more than 30 minutes between AAU scans, the user will be required to re-select the Delivery Day Indicator • Ensure First In First Out (FIFO) process in place • Always ensure that the correct Delivery Day Indicator is selected	• The Delivery Day Indicator selection will determine when the Out For Delivery event will be generated for the mail piece • Selecting the incorrect Delivery Day indicator can lead to improper measurement of Parcel Select mail pieces
	2. Logon to the IMD as an In Office User 3. Select Arrival at Unit Mode	• Logon to the IMD as an **In Office** User o Select Arrival At **Unit** Mode • AAU Mode requires selection of a Delivery Day Indicator	• Mon-Fri the general selections will be **Today** or **Next Day** If working day zero packages for delivery on a future date that is not Sunday or a Holiday, the correct selection would be Next Day.
		• Selection of Arrival **At Unit** from Scan Barcodes requires selection of a Delivery Day Indicator	• Selection of Delivery Day Indicator will be required if selecting the AAU event from the Confirmation Events Menu
		• **Firmsheet** Creation Requires selection of a Delivery Day Indicator	• Selection of Delivery Day Indicator will be required when creating or modifying firm sheets.

	4. Determine the **proper Delivery Day** Indicator selection for the packages being sorted.	• There are four Delivery Day Indicator selections
		    o **Today**
		    o **Next Day**
		    o **Sunday**
		    o **Holiday**
		• **Today** should be selected when sorting packages that will be delivered with Today's mail.
		• **Next Day** should be selected when sorting day zero or other non committed parcels that will be delivered with the next business day's mail.
		• **Sunday** should be selected if the mail being sorted will be delivered via Sunday Delivery
		• **Holiday** should be selected if the mail being sorted will be delivered via Holiday Delivery
			• On Normal Mon-Sat Delivery, the proper selection will be either **Today** or **Next Day**
			• If distributing parcels for Sunday or Holiday Delivery choose whichever of those indicators that is appropriate
			CRITICAL – Sites that distribute mail across days (e.g., 10:00 PM thru 1:00 AM) must stop and update their delivery day selection at 12:00 AM each day

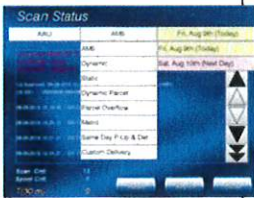Last Revision Date: 09/16/2019
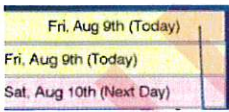
	5. Select appropriate Delivery Day Indicator	• If working Today's packages, select the "Today" option If working parcels for delivery tomorrow, select the "Next Day" option	• Options to be presented on Normal Mon – **Fri** Delivery Days.
	6. Perform AAU Scans and Finalize Distribution	• Scan all packages as AAU during the distribution process o Ensure that you follow all expected procedures for packages requiring special handling (i.e. Customs Intercept, Group E PO Box etc…) • Finalize Package Distribution	• All IMDAS Prompts and Alerts should continue to be properly acknowledged and the appropriate processes followed.

NOTE: If packages are not delivered or attempted on or before the delivery day indicator selected, it will result in a service failure.

Standard Work: PASS Delivery Day Indicator Selection

Identify Distribution Packages → Determine Delivery Day → Select Appropriate Delivery Day Indicator → Perform AAU Scans/Finalize Distribution

Visual	Important Steps	Key Points	Reasons for Key Points
	1. Identify package volumes to be distributed/sorted for delivery	• When performing AAU scans using PASS, distribution employees/supervisors will be required to select a Delivery Day Indicator prior to beginning distribution • If there is a break of more than 30 minutes between AAU scans, the user will be required to re-select the Delivery Day Indicator • Ensure First In First Out (FIFO) process in place • Always ensure that the correct Delivery Day Indicator is selected	• The Delivery Day Indicator selection will determine when the Out For Delivery event will be generated for the mail piece • Selecting the incorrect Delivery Day indicator can lead to improper measurement of Parcel Select mail pieces
	2. Navigate to the PASS Scan Status screen 3. Select AAU Mode	• Navigate to the Scan Status Screen ○ Main>Status>Camera>Barcode • All AAU modes (AMS, Dynamic, etc.) will require selection of a Delivery Day Indicator when distributing parcels	• Mon-Fri the general selections will be **Today** or **Next Day** • If working day zero packages for delivery on a future date that is not Sunday or a Holiday, the correct selection would be Next Day.

	4. Determine the proper Delivery Day Indicator selection for the packages being sorted.	• There are four Delivery Day Indicator selections
		  ○ **Today**
		  ○ **Next Day**
		  ○ **Sunday**
		  ○ **Holiday**
		• **Today** should be selected when sorting packages that will be delivered with Today's mail.
		• **Next Day** should be selected when sorting day zero or other non committed parcels that will be delivered with the next business day's mail.
		• **Sunday** should be selected if the mail being sorted will be delivered via Sunday Delivery
		• **Holiday** should be selected if the mail being sorted will be delivered via Holiday Delivery
			• On Normal Mon-Sat Delivery, the proper selection will be either **Today** or **Next Day**
			• If distributing parcels for Sunday or Holiday Delivery choose whichever of those indicators that is appropriate
			CRITICAL – Sites that distribute mail across days (e.g., 10:00 PM thru 1:00 AM) must stop and update their delivery day selection at 12:00 AM each day

	5. Select appropriate Delivery Day Indicator	• If working Today's packages, select the "Today" option If working parcels for delivery tomorrow, select the "Next Day" option	• Options to be presented on Normal Mon – Fri Delivery Days.
	6. Perform AAU Scans and Finalize Distribution	• Scan all packages as AAU during the distribution process ○ Ensure that you follow all expected procedures for packages requiring special handling (i.e. Customs Intercept, Group E PO Box etc...) • Finalize Package Distribution	• All PASS callouts should continue to be properly followed and the appropriate processes followed.

NOTE: If packages are not delivered or attempted on or before the delivery day indicator selected, it will result in a service failure.

Last Revision Date: 09/16/2019