

# 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.**