

Official Bulletin of

BRANCH 34, BOSTON

Jerry McCarthy, President

10/19/2020

Election Mail Task Force Update:

The Election Mail Task Force will be in effect over the next 3 weeks. All station contacts should report any infractions to the Greater Boston District contact Ken Janulewicz at janulewicz@nalc.org or at (617) 363-9299. Updates will be more frequent if you supply an e-mail to Ken. Enclosed in this mailing are the service talks your office should have already received and page #10 with the Letter Carrier roles and responsibilities. The local contacts should canvass the work room floor for any problems.

If you have political mail at your case it goes that day, If it comes back for any reason it goes the next day, No Exceptions. Carriers should not kill political mail, give it to management and give a copy to your task force contact. The Business Agent needs to know this information along with anyone who is accused of or caught throwing out political mail. Employees are being placed in emergency off duty (EOD) status for delaying or not dealing with this mail in the proper fashion.

The NALC website is now voter friendly with a register to vote link.

Jerry McCarthy
President Branch #34



- Ensure Back door audits are being conducted daily as carriers are returning from the street, questioning any Election / Political mail returned from the street not delivered

Function 4 Distribution / Retail Clerks

- Ensure all postal sacks and trays identified as Election / Political mail are opened, examined and distributed
- Upon opening the sacks and trays, report any discrepancies to immediate supervisor
- Distribute all Election / Political mail to carrier cases upon arrival to unit
- Remove Tag 191/ 57 once mail has been distributed
- Report high volumes of UAA Election / Political mail to supervisor
- BRM, including Ballots must be processed and delivered daily
- All balloting materials, including ballots, with or without sufficient postage must be delivered (POM 171.3)
- Be sure to conduct sweeps at Retail units of lobby drops, wall units, retail counters and collection boxes
- DO NOT Tray Ballots/ Election Mail, put them in the normal collection mail container
 - Ensure that Ballots/ Election Mail is dispatched and handled in transit with collection mail
 - Ensure that Ballot(s) that is/are accepted at the retail counter or retrieved from collection boxes should not be held out or separated from the other letter or flat size First-Class Mail pieces.
- DO NOT delay delivery of Election Mail
 - Some Election Mail, including ballots, will be short paid and some will contain no postage at all
 - Record the postage due and begin the process to collect the appropriate postage from the appropriate board of election
 - DO NOT delay the accurate delivery of the mail

Carriers (City, Rural & HCR)

- Ensure all available Election / Political mail is taken to the street for delivery on day received
- Report high volumes of UAA Election / Political mail to supervisor
- All balloting materials, including ballots, with or without sufficient postage must be delivered
- Ensure no mail is left in carrier vehicles
- Double check all collection points to ensure no mail is left

AREA AND DISTRICT COORDINATOR LISTS

Link:

[https://blue.usps.gov/delret/L3do/city/Info/2020 Political and Election Mail Coordinators Contact List.xlsx](https://blue.usps.gov/delret/L3do/city/Info/2020%20Political%20and%20Election%20Mail%20Coordinators%20Contact%20List.xlsx)



October 7, 2020

CHIEF RETAIL & DELIVERY OFFICERS, DISTRICT MANAGERS, and POSTMASTERS

SUBJECT: Retail and Delivery Guidance on Postmarking Ballots October 2020

With the 2020 General Election fast approaching, the intent of this Service Talk is to clarify a few procedures concerning the postmarking of ballots.

Command Center

Retail and Delivery Operations has recently established a dedicated, cross-functional Command Center team at Headquarters. The Command Center's mission is to provide guidance and answer questions the Field has related to Election Mail and ballot handling. Contact the Command Center immediately if you encounter a situation involving Election Mail (including postmarks) that is not directly addressed in this Service Talk.

For example, you should contact the Command Center if you:

- Are contacted by a Board of Election, including if a Board of Election (or an Election Official) returns a tray of ballots and asks you to postmark the ballots;
- Get postmarking questions from a specific mailer;
- Need clarification around the Postal Operations Manual (POM);
- Need help answering a customer's question; or
- Have questions about Election/Political Mail logs.

You can reach the Command Center at 1-877-672-0007.

Retail Units

Retail Unit Employees at Post Offices, stations, and branches must accept custody of any ballots presented to them at a Retail Window by a customer. If any such customers ask to have the ballots postmarked, Retail Unit Employees *must* hand-cancel the ballots. This service is authorized for all mailpieces presented at retail under Postal Service policy, is to be provided free of charge, and is to be provided regardless of the postage-payment indicia on the mailpiece (stamp, meter strip, precancelled stamp, Business Reply Mail, etc.). Retail employees may use the round dater to perform requested postmarks. A zero meter Postage Validation Imprinter (PVI) label is also appropriate if the PVI is from an authorized unit. The date applied should *always* be the current date that the customer presented the mailpiece; DO NOT "backdate" the postmark. Do not tray ballots; all ballots should be tendered loose in collection mail to mail processing facilities.

Delivery Units That Receive Mailpieces that Have Gone Through Mail Processing

The Postal Service's policy is to make every effort to postmark all ballots mailed by voters, and we take this policy very seriously. We have taken significant steps this year to strengthen the

postmarking process. For mailpieces that have arrived at a Delivery Unit after processing, the Delivery Unit should not alter the ballot envelope in any way.

This means that, in the rare instances where a ballot goes through processing and arrives at a Delivery Unit without a postmark or without a legible postmark, Delivery Unit employees must NOT postmark the ballot. This is because the postmark contains the Postal Service's official representation of the date on which the Postal Service accepted custody of the mailpiece, and there is no way for Delivery Units to make that determination at such a late stage. Applying a postmark with an inaccurate date undermines the integrity of the postmark and the credibility of the Postal Service.

Accordingly, if a ballot that has gone through processing is found with a missing or illegible postmark at a Delivery Unit, including when casing mail, during Business Reply Mail processing, or at caller service, take the following actions:

- **Do not round-date the ballot**, for the reasons described above.
- **Do not delay delivery.**
- Call the Command Center immediately, at 1-877-672-0007 for guidance and deliver the ballot.
- **Document the issue in your Election/Political Mail log.**

We understand that, at or near Election Day, there are authorized units that accept custody of ballots and deliver those ballots locally. Further guidance will be forthcoming for such units on October 20, 2020. In the meantime, such units should call the Command Center immediately for guidance upon acceptance

 E-SIGNED by Kristin.A Seaver
on 2020/10-07 07:46:47 CDT

Kristin Seaver

ANGELA H. CURTIS
VICE PRESIDENT, RETAIL AND POST OFFICE OPERATIONS



October 9, 2020

All Postmasters and Station Managers

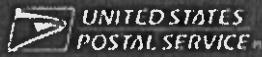
Subject: Stand Up Talk - Retail and Delivery Guidance on Postmarking Ballots

Please see the attached Mandatory Stand Up Talk regarding Retail and Delivery Guidance on Postmarking Ballots. Please ensure this SUT is given to all employees today and repeated until saturation.

Thank you.

E-SIGNED by ANGELA.H CURTIS
on 2020-10-09 11:50:17 CDT

Angela H. Curtis



Service Talk

Retail and Delivery Guidance on Postmarking Ballots October 2020

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Retail Units

Retail Unit Employees at Post Offices, stations, and branches must accept custody of any ballots presented to them at a Retail Window by a customer. If any such customers ask to have the ballots postmarked, Retail Unit Employees *must* hand-cancel the ballots. This service is authorized for all mailpieces presented at retail under Postal Service policy, is to be provided free of charge, and is to be provided regardless of the postage-payment indicia on the mailpiece. DO NOT "backdate" the postmark. Do not tray ballots; all ballots should be tendered loose in collection mail to mail processing facilities.

Delivery Units Receiving Mail After Processing

The Postal Service's policy is to make every effort to postmark all ballots mailed by voters, and we have taken significant steps to strengthen this policy during processing. For mail pieces that have arrived at a Delivery Unit after processing, the Delivery Unit should not alter the ballot envelope in any way, including by trying to add a postmark. This is because Delivery Units cannot reliably determine when the Postal Service took custody of mailpiece that has already been through processing. If a ballot that has gone through processing is found with a missing or illegible postmark at a Delivery Unit, including when casing mail, during Business Reply Mail processing, or at caller service, take the following actions:

- **Do not round-date the ballot.**
- **Do not delay delivery.**
- **Document the issue in your Election/Political Mail log.**
- **Call the Command Center.**

We understand that, at or near Election Day, there are authorized units that accept custody of ballots and deliver those ballots locally. Further guidance will be forthcoming for such units on October 20, 2020. In the meantime, such units should call the Command Center immediately for guidance upon acceptance.