

## **Mandatory Stand-Up Talk**

**March 30, 2020**

### **Treasury Checks**

#### **Instructions on Delivery of Treasury Checks Monday, March 30, 2020**

On Monday, March 30, 2020 your delivery unit is expected to receive "End of the Month and First of the Month Treasury Checks". The Postal Service has been approved to deliver ALL Treasury Checks upon arrival regardless of the endorsed date. The steps listed below must be adhered to in every delivery unit:

#### **Distribution Clerks:**

- A total count of Treasury Checks, not in automation, must be made prior to function four distribution—record this number
- All Treasury Checks, not in automation, must be worked through the distribution case
- Distribution case should be all clear of all Treasury Checks at the end of F4 distribution
- All missent Treasury Checks should be immediately brought to the attention of the unit manager and/or supervisor
- Count and record the total number of Treasury Checks, including checks in delivery point sequence (DPS) trays for the PO box section
- Accurately box all Treasury Checks for PO Box customers

#### **Carriers**

- Carriers must count and record the total number of Treasury Checks received for their assigned route, to include checks in DPS. This information is required for all routes to include vacant routes
- Carriers should carefully case all Treasury Checks that are not in DPS and check for accuracy.
- Any missorted Treasury Checks should be brought to the attention of the unit manager and/or supervisor prior to pull down.
- Carriers should delivery ALL Treasury Checks to include Treasury Checks in DPS

#### **Facility Manager / Supervisor**

- Count and record the number of Treasury Checks received in the units working mail
- Conduct Stand Up Talk with all employees
- Collect the total count of Treasury Checks recorded at F4 Distribution by Carrier Route and/or po box section
- Ensure ALL Distribution cases (to include 3M) and carrier cases are all clear and free of Treasury Checks as carriers leave the unit and at the end of the day
- Immediately notify appropriate District Leadership of any missent Treasury Checks; make arrangements to get missent Treasury Checks to the correct delivery unit
- Collect the total count of Treasury Checks by carrier route and po box section

- Provide a unit ALL CLEAR to appropriate District Leadership in the AM once distribution and carrier case counts and reviews have been finalized
- Provide a PM all clear after all carriers have returned and all Treasury Checks have been delivered and/or boxed

Thank you!