

City Carrier Stand-Up Talk Post Office Sortation Equipment Reconciliation (SER)

In today's evolving mail environment, cased mail volume has steadily declined, which has created opportunities to right size our delivery units. As a result, we are renewing our attempts to minimize delivery unit sortation equipment nationwide. From a city delivery perspective, our goal is to convert as many city routes as possible to one, six shelf, evenly spaced 124 and provide efficient and effective customer service.

In order to do so, it is essential that we seek your valuable input as carriers, to finalize the cell size changes. This is vital because, as the expert on the route, you can readily identify addresses that may require additional or less sortation space. In order to complete this as planned, we will be starting carrier consultations soon regarding these changes to our carrier sortation equipment by obtaining your input.

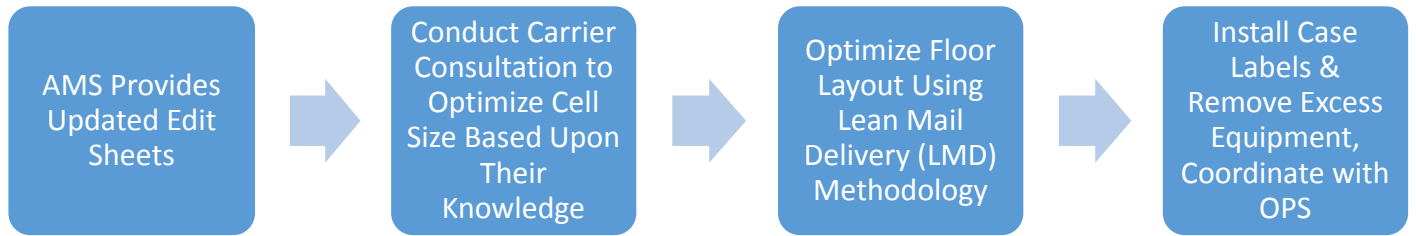
Some of the advantages and benefits are:


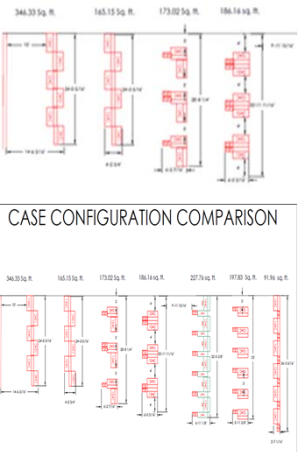

- A leaner and safer work environment
 - Removal of clutter & congestion
 - Reductions in physical footprints
 - Improved mail flow
- Space for our growing package volume
- Creation of potential revenue opportunities via space utilization

Please recall, the only way that the Postal Service can continue to provide prompt, reliable, and affordable universal postal services for all Americans over the long-term is by vigorously focusing on the efficiency of our operations.

Thank you for your continued support.

Standard Work Instructions:	Post Office Sortation Equipment Reconciliation (SER) – (City)	City Delivery Operations
Purpose:	Optimize the Utilization of City Delivery Unit Sortation Equipment Nationwide	
Updated on:	08/03/2020	Version 4



	Key Points	Reasons for Key Points
	<ul style="list-style-type: none"> Obtain and Review Updated Address Management System (AMS) Edit Sheets Conduct Consultations With Carriers to Identify Optimal Cell Size Configurations Return Edit Sheets With Modifications to AMS <ul style="list-style-type: none"> Order New AMS Labels 	<ul style="list-style-type: none"> Preliminary Changes Provided by AMS Carriers' Route Knowledge Must Be Utilized to Optimize Delivery Sortation Equipment Route Labels must be AMS Generated and Unaltered
	<ul style="list-style-type: none"> Create Drawings of New Floor Layout - Manual or Computer-Aided Design (CAD) Submit Work Orders to Realign Equipment and LMD Signage <ul style="list-style-type: none"> Coordinate with District to Store Excess Equipment 	<ul style="list-style-type: none"> Reduced Equipment Creates: <ul style="list-style-type: none"> Leaner & Safer Working Environment Improved Ergonomics Congestion Relief Improved Mail Flow Space for Growing Package Volume Potential Revenue Opportunities Equipment & Signage must be Rearranged to Reflect New Set-up <ul style="list-style-type: none"> Excess Equipment must be Removed and Stored off-site
	<ul style="list-style-type: none"> New AMS Route Labels are Installed PS Forms 3982 Updated to Match Each Row Confirm Accurate Route Placards are Placed on Remaining Equipment Hold Mail Staging Area - Clearly Established Certify Completion 	<ul style="list-style-type: none"> Correct Labels Support Accurate Delivery of Mail Proper Alignment of PS Form 3982 assists Change of Address Compliance Route Placards Needed to Identify Routes Proper Hold Mail Staging Area Eliminates Misdirection of Hold Mail Certification Confirms Process Completed Properly



August 6, 2020

Mr. Fredric V. Rolando
President
National Association of Letter Carriers,
AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001-2144

FAXED

Dear Fred:

This is in further reference to our July 31 notice concerning the delivery initiative called Post Office Sortation Equipment Reconciliation (SER) formerly named Delivery Unit Sorting Equipment Rationalization.

Enclosed are a Stand-Up Talk and a Standard Work Instruction concerning the SER initiative.

Please contact Janet Peterson at extension 5127 if you have questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

for
David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures