

January 22, 2024

VICE PRESIDENTS, AREA RETAIL AND DELIVERY OPERATIONS
VICE PRESIDENTS, REGIONAL PROCESSING OPERATIONS

SUBJECT: Operations Policy for the Presidents' Day Holiday, Monday, February 19, 2024

This memorandum provides general operating policy and holiday planning guidance for the upcoming 2024 Presidents' Day Holiday (observed on Monday, February 19, 2024). Service levels for this holiday are displayed in Exhibit 125.22 of the *Postal Operations Manual* (POM).

Presidents' Day is a non-widely observed holiday, which means that many businesses are open and producing outgoing mail. District Managers will coordinate with plant partners and perform full collections if cancellations are scheduled. Collection times must be performed as close to the latest posted pick-up time as possible. District Managers must also coordinate with Logistics to ensure adequate transportation is scheduled to transport all collected mail. Personnel on duty should check collection boxes at Post Office, lobby drops and Self-Service Kiosks (SSKs) for overflow on Monday, February 19, 2024.

Delivery Operations

All offices should carefully review their staffing plans for this holiday and adjust as necessary to meet the needs of their communities.

- All delivery units should act prior to this date to ensure that units are in a current package and mail delivery status.
- For planning purposes, Post Offices should use recent mail volume trends, and adjust for any unforeseen local circumstances.
- The pre- and post-holiday surveys adhering to delivery compliance to these plans must be completed with accuracy.

Tuesday, February 13, 2024:

- Local management should review the Route Book for the following week's Holiday drop times by our same day mailers. Route Books will be sent from the External Customer Integration Team via the SharePoint below and My Post Office (MyPO) certification link:

[HQ External Customer Integration \(sharepoint.com\)](#)

- A delivery manager or supervisor must:
 - Post the holiday work schedules and review attendance patterns to be addressed prior to the holiday.
 - Ensure compliance to the Triangulation Pull Up Play Escalation leading into the holiday weekend.

Saturday, February 17, 2024:

In addition to regular (Saturday) delivery and collections, all delivery offices should:

- Take appropriate action to ensure units remain in a current status; the goal is to have zero delayed or curtailed mail volumes going into the holiday.

- Plan and schedule in alignment to address efficiencies to ensure late carriers, service, scanning indicators, overtime and penalty overtime impacts are reduced.

Sunday, February 18, 2024:

- Normal (Sunday) service levels will be provided in delivery operations including Sunday/Holiday Priority Mail Express and Sunday/Holiday Same Day Package Delivery (HUB and spoke structure).
- Management should schedule based on Dynamic Routing (DRT) projections versus actual hours.
 - Carriers should not be scheduled prior to DUT.
 - Carriers should be loading vehicle **within 15 minutes** of their begin tour.
 - Carriers should be delivering packages **within 45 minutes** of their begin tour.
- EAS must use Delivery Management Systems (DMS), when available, to confirm proper scanning and delivery of Sunday parcels has been completed at all HUB locations.
- **Delivery of any product not committed** on this day will only be designated by the Vice President for that assigned Region.

Presidents' Day Holiday, "Non-Widely Observed," Monday, February 19, 2024:

- There will be no regular delivery service except for Holiday Premium Priority Mail Express and Holiday Same Day Package Delivery (HUB and spoke structure).
- Sunday eligible Amazon Night Owls will be scheduled and should be staffed Sunday night into Monday for holiday delivery.
- Walmart will drop to Sunday/Holiday sites on Monday, February 19, 2024, for Monday delivery. Walmart will utilize the Sunday Route Book times for Monday drops.
 - Please review all major mailer Route Books for Monday/Holiday drop times.
- EAS must use DMS, when available, to confirm proper scanning and delivery of Same Day parcels has been completed at all HUB locations.
- **Delivery of any product not committed** on this day will be designated by the Vice President for that assigned Region.
- Collection Operations:
 - District Managers will coordinate with plant partners and perform full collections if cancelations are scheduled.
 - Collection times must be performed as close to the last posted pick up time as possible.
 - District Managers will coordinate with Logistics to ensure adequate transportation is scheduled to transport all collected mail.
 - Collections must start and run-on time to meet the Dispatch of Value (DOV) to the mail processing facilities.

Tuesday, February 20, 2024:

Return to normal service levels.

- Take appropriate action to ensure units remain in a current status; the goal is to have zero delayed or curtailed mail volumes.
- Review past performance and work with In-Plant Support and Network Operations on transportation.
- Full local management engagement, to include reducing and eliminating telecoms during morning operations, to support the front-line delivery teams. We are looking for full workroom floor engagement
- Planning and scheduling must be aligned to support leave and return times **without** conducting 6 to 9 package deliveries.
- Plan and schedule in alignment to address efficiencies ensuring service, scanning performance, late carriers, overtime and penalty overtime impacts are reduced.
- Delivery managers and supervisors should plan for additional mail volume and packages for delivery after the holiday **without** pre-touring carriers.
- Collections must start and run-on time to meet the DOV to the mail processing facilities.

Retail and Post Office Operations

Management should review staffing plans and adjust as necessary to meet the needs of their communities using recent and **same period as last year** (SPLY) retail sales trend information and mail volumes.

Management should ensure SSK consumables and supplies are fully stocked and postage stamps/ mailing supplies (Expedited Packaging Supplies, ReadyPost, Greeting Cards, Gift Cards) are available for customers.

Offices should display proper “door cling” signage prior to the holiday. Visibly taped or handwritten signage is not acceptable. Advise customers of any Contract Postal Units (CPUs) or Approved Shipper (APS) locations where retail services will be available on the Presidents’ Day holiday and provide them with the hours of operation.

Offices should ensure their facilities are cleaned and maintain their daily PS Form 4852/Line H requirements for custodial operations.

Saturday, February 17: Normal (Saturday) service levels will be provided in Retail and Post Office Operations.

- **Remote Forwarding System (RFS):** Ensure undeliverable parcels are processed timely to avoid backlogs through the holiday.
- **Parcel Return Service (PRS):** Dispatch PRS as scheduled. If needed, escalate non-picked up package issues to your Business Service Network (BSN) representative, and annotate in RADAR. For Return Delivery Units (RDU), follow the 48-hour rule before dispatching to the plant.
- **Equipment:** Confirm all scanning equipment is operable and transmitting without incidents including: ADUS, SDUS, PASS, DSS, MDD-IO. Extra batteries should be kept on hand as needed. For ADUS and SDUS equipment, the holiday sort plan mimics the Sunday PDTAT configuration. Sites should verify their PDTAT files are correct. If changes are required, submit to ADUSSDUSSortPlanRequests@usps.gov by Thursday, February 15
- **Notice Left Shelf:** Verify items receive notification or are returned according to the schedule. For post office box packages, if it fits, place in the PO box or parcel locker
- **MyPO Notifications:** Check MyPO notifications, including hold mail, package pickups and redelivery and ensure items are closed in MyPO timely. Carrier pickup requests are to be closed the same day as the request.
- **‘First In First Out’ (FIFO):** Use placards, signs, and lines for maintaining FIFO to manage volume and assist with applying the correct Delivery Day Indicator (DDI)
- **Delivery Day Indicator (DDI):** Management oversight to ensure delivery units apply the correct DDI **BEFORE** scanning packages (see below). **REMINDER: After 11:00 AM, in conjunction with 15 minutes of idle time (no scans), the PASS and DSS machines will no longer have “Today” available as a DDI selection**
- **PM Parcel Distribution:** Review volumes, schedules, and work all available parcels in the PM to ensure unit is clean before the holiday.
- **Sorting and Staging Area:** Confirm all processing equipment/containers are neat, in place, and ready for the following day. Check housekeeping: floors clear of debris, trash bins emptied, extra empty equipment staged ready for pickup.
- Verify all major mailer route books for scheduled drop times over the holiday weekend.
- Utilize the Amazon projections sent on Tuesday (2/13/24) for proper planning and scheduling.
- Confirm users have the correct PDTA access to send for routing.
- Ensure all MTE is prepped and dispatched back to plant partners.
- Ensure all SSK alerts are cleared, and consumables are filled before leaving COB (receipt tape and labels).

DDI Selections:

| Date Packages are SCANNED | Date Packages will be DELIVERED | DDI Selection |
|----------------------------------|----------------------------------------|----------------------|
| Saturday, February 17, 2024 | Sat – February 17 | Today |
| | Sun – February 18 | Sunday |
| | Mon – February 19 | Holiday |
| | Tue – February 20 | Next Day * |
| Sunday, February 18, 2024 | Sun – February 18 | Sunday |
| | Mon – February 19 | Holiday |
| | Tue – February 20 | Next Day * |
| Monday, February 19, 2024 | Mon – February 19 | Holiday |
| | Tue – February 20 | Tomorrow |
| Tuesday, February 20, 2024 | Tue – February 21 | Today |
| | Wed – February 22 | Tomorrow |

* Used for processing packages on the current day, **BUT have a Delivery Date for the “Next” Day**

Sunday, February 18: Normal (Sunday) service levels will be provided including Sunday/Holiday Priority Express and Sunday/Holiday Same Day package processing and delivery in Hub/Spoke structure.

- **Function 4 Staffing:** Balance workhours to workload by reviewing the VAP Gap tool to identify staff opportunities, assess Sunday and holiday volume trend data and mail arrival times to schedule staff that coincides with the workload and performance expectations.
- **Collections:** At the local level, confirm holiday-specific collection transportation schedules for the dispatching of collection mail. Clear collection points in front of and within the post office (e.g., collection boxes, inside lobby drops and self-service kiosks) prior to truck arriving and dispatch all available outgoing mail on first available truck. Follow separation and MTEL placarding procedures when preparing mail for dispatch according to local holiday schedules Ensure all MTE is prepped and dispatched to plant partners.

Monday, February 19: Presidents’ Day Holiday, “Non-Widely Observed”:

- Retail services will not be available, except in those facilities normally open on this holiday.
- Post offices should provide post office box access for customers to the maximum extent possible
- Post Office Operations personnel on duty should check and clear collection points in front of and within the post office (e.g., collection boxes, inside lobby drops and self-service kiosks) follow separation and MTEL placarding procedures to prepare and dispatch all outgoing mail on first available truck.
- District Integrated Operating Plan Specialists should review District and local surface and air transportation network holiday schedules. If networks are operating, ensure major mailers are contacted to make certain volumes are collected and inducted into the system in a timely manner.
- District Integrated Operating Plan Specialists should work in conjunction with local processing and transportation personnel to ensure IOP agreements are being followed and MAQ/PAQ anomalies are being recorded properly.
 - Amazon will drop to all Sunday Amazon HUB sites on Monday for holiday HUB delivery. Night Owls will be scheduled. Review route book for scheduled drop times
 - Walmart will drop to Sunday HUB sites on Monday for holiday delivery. Walmart will utilize the Sunday route book times for Monday drops.
 - Review Major Mailer route-book drop times to schedule personnel to accept drops in the morning.

- o "Holiday" configuration must be used as day of week selection in PDTA.
- Ensure all MTE is prepped and dispatched to plant partners.

Tuesday, February 20:

- Return to normal service levels. Management should review the SSRD from 2/21/23 (FY23 day-after "observed" Presidents' Day Holiday) and use recent sales trend information to adjust for local circumstances.
- Check SSK consumables and clear alerts. Ensure supplies are fully stocked and postage stamps/ mailing supplies (Expedited Packaging Supplies, ReadyPost, Greeting Cards, Gift Cards) are available for customers.
- Package pickup services should be provided at Dutch doors along with soft openings to reduce customer wait times to the fullest extent possible
- Function 4 Staffing:
 - o Plan for additional mail volume and packages for post-holiday delivery
 - o Review VAP Gap tool, post-holiday volume trend data, CSAW projections, mail arrival times and utilize F4 IVES Scheduler to plan for staffing that coincides with the projected workload and performance expectations.
 - o Ensure all MTE is prepped and dispatched to plant partners.

Processing Operations

This holiday presents an opportunity to consolidate and compress plant operations to generate savings while maintaining service performance levels. In order to take advantage of the savings opportunity, please adhere to the following guidelines:

- There will be NO cancellations on Monday holiday
- Ensure Operating Plan Precision Targets are met throughout the holiday.
 - Opening Units kept at day zero for Letters and Flats.
 - Advance all available blue & orange Marketing Mail for Saturday delivery
 - Review IVES scheduling to match operating plans.
 - Focus on RPG Compliance and P2P (Start Time & Throughput).
 - Inhibit Delivery Point Sequence (DPS) sort program regeneration prior to the holiday and re-establish afterwards.
 - Utilize an RPG model for DPS processing on Sunday & Monday night that ensures an early DPS dispatch for Tuesday delivery.
 - Ensure only one DPS run on Tuesday morning (no double runs of DPS).
 - Communicate with Marketing and Logistics to leverage mailer package volumes available for Holiday pick up and Outgoing processing.
 - Decisions for Tuesday early collection plans will be determined locally by Region/Division. (See below instructions relative to processing and dispatching Commercial Mailings).
 - Evaluate the processing of Outgoing Priority & 1st class on the day of the holiday to avoid late clearance on Tuesday. (Sites not processing Priority on the holiday must create an early collection plan to start outgoing operations earlier).
 - Assign SWYB to avoid VAP issues to THS.

Processing NOCC

- Increased nightly oversight of plant performance to plan/capacity
- 24-hour coverage, including on the holiday, to provide assistance and escalation
- Increased monitoring of MMP performance to plan on Saturday & Sunday
- Increased monitoring of DPS performance to plan on Sunday & Monday

Specific planning activities should include:

- Coordination with Business Mail Entry Unit (BMEU) Managers
- Coordination with Detached Mail Units
- Coordination with Business Service Network Managers
- Notifying Commercial Mailers of BMEU holiday hours and assurance that mail which is entered will be processed and dispatched
- Adjusting Operating Plans and RPGs to include the anticipated Commercial Mail volumes
- Ensuring that all processed mail is dispatched on scheduled transportation on Monday night and Tuesday morning
- Ensure communication to field of FedEx and Dispatch Plan

Plant managers must commit that Parcel Return Service (PRS-569xx) operations will be staffed, and all returns sorted and available to PRS partners as agreed.

Plant managers are to ensure proper Priority Mail Open & Distribute (PMOD) process, especially ensuring all destinating volume receives it's stopped the clock Received At Opening Unit (RAOU) scan upon arrival.

Plant managers must ensure that Integrated Operating Plans (IOPs) between the BMEUs and Operations are updated to ensure timely induction, processing and dispatch of mail presented to the BMEU prior to and on holidays. BMEU managers must ensure that all staff at both the BMEUs and the Detached Mail Units are familiar with and execute their operations in accordance with the IOP. Local collection and cancellation plans must be coordinated with associate offices and must support achievement of 24-hour clock indicators. Managers and supervisors must plan for anticipated increased volumes after the holiday. It is vital to ensure all mail is finalized, prepared for assignment, and dispatched on the appropriate transportation network.

Plants must make plans to assure that destinating two and three-day volumes are processed to meet service goals before and after the holiday. All missorted, missent, return-to-sender and Postal Automated Redirection System (PARS) and Flat PARS volumes must be identified, finalized, prepared for assignment and dispatched on the appropriate transportation network on Saturday.

Reductions in FAST holiday constraints or facility closures will not be approved; every site must maintain appointment availability.

Plants need to ensure timely acceptance of drop shipments. Please ensure that the local FAST facility coordinator profile information is current.

The FAST Help Desk will be authorized to contact local Plant Managers directly to resolve urgent acceptance issues.

Network Distribution Centers (NDCs) also have an opportunity to consolidate and compress operations to generate savings while maintaining service performance levels. NDCs must utilize the RPG tool to staff operations. NDCs must schedule drop shipment acceptance hours to ensure timely induction, processing and dispatch of mail.

If there is a need to deviate from this guidance, please work through the appropriate office for an exception.

International Service Center Operations

This non-widely-observed holiday presents an opportunity to maximize processing to take full advantage of available lift and ensure service expectations are met. Please adhere to the following guidelines:

- Use the Run Plan Generator (RPG) for staffing operations.

- Clear any delayed volumes and advance mail where possible.
- Ensure coordination with Customs & Border Protection (CBP) to provide sufficient staffing to avoid backlogs.
- Ensure Customs belts are staffed sufficiently to maximize efficiency.
- Ensure on-time clearance of FC SPRs to avoid surface volume rolling over
- Ensure processing and dispatch of Priority throughout the holiday weekend to avoid exceeding lift

Maintenance Operations

The Maintenance Technical Support Center (MTSC) will assist mail processing sites with planned power outages in accordance with the following knowledge base (KB) article.

Facility Planned Power Outages

MTSC [KB0012715](#)

Refer to the [Mail Processing Emergency Response Checklists](#) for critical actions and tasks.

Additional Information

- For all power outages, create a ticket on the [MTSC Web Ticket Portal](#) for the affected site and provide all relevant information about the outage.
- For planned power outages, sites must submit a Change Request (CR) form to FAP_Power_Outage_Notification@usps.gov. The CR form is available in the MTSC KB.

Upon receipt of the MTSC web ticket, the MTSC Network Operations Application Support (NOAS) team will contact Engineering to:

- Schedule graceful shutdowns of IDS, NDSS, and NGTC for planned outages.
- Validate functionality after power is restored for all outages.

If a system has issues going online after power is restored, then create a new ticket for the affected system and request NST assistance.

Non-Emergency Project Requests

MTSC will provide phone support 24 hours a day through the holiday but will curtail all non-emergency support activities to ensure sufficient HelpDesk coverage during the holiday scheduling period. Normal projects and supplemental support activities will resume in the week following the holiday.

Logistics Operations

Air Transportation Network

- FedEx, UPS, and Commercial air will operate a normal schedule throughout the holiday period.
- Supplemental networks (Amazon, AmeriJet and Norther Air Cargo) will not operate on Tuesday 2/20/24.

FedEx:

| 2024 FedEx Network Holiday Operations | | | | | |
|----------------------------------------------|-------------|-----------|----------|-------------|-------------|
| Non-Widely Observed Holidays | | | | | |
| Holiday | Day of Week | Date | Day (x1) | Night (x67) | Comments |
| Day before | Sunday | 2/18/2024 | YES | NO | |
| Presidents Day | Monday | 2/19/2024 | NO | YES | No Day-turn |
| Day after | Tuesday | 2/20/2024 | YES | YES | |
| | Wednesday | 2/21/2024 | YES | YES | |

*We will have a full FX matrix on Tuesday February 20, 2024. All sites should maximize the opportunity to utilize the Tuesday network to reduce the capacity constraints on Wednesday, February 21, 2024.

UPS:

| 2024 UPS Network Holiday Operations | | | | |
|--------------------------------------------|-------------|-----------|------------------------|-----------------------|
| Non- Widely Observed Holidays | | | | |
| Holiday | Day of Week | Date | Postal Volume Tendered | Comments |
| Day before | Sunday | 2/18/2024 | NO | |
| Presidents Day | Monday | 2/19/2024 | NO | |
| Day after | Tuesday | 2/20/2024 | YES | Normal Tuesday Tender |
| | Wednesday | 2/21/2024 | YES | Normal Tender |

Supplemental Networks:

| 2024 Supplemental Network Holiday Operations | | | | | |
|-----------------------------------------------------|-------------|-----------|--------|----------|-----|
| Widely Observed Holidays | | | | | |
| Holiday | Day of Week | Date | Amazon | Amerijet | NAC |
| Day before | Sunday | 2/18/2024 | YES | NO | NO |
| Presidents Day | Monday | 2/19/2024 | NO | NO | NO |
| Day after | Tuesday | 2/20/2024 | NO | NO | NO |
| | Wednesday | 2/21/2024 | YES | YES | YES |

CAIR:

The canine screening operation schedule for the holiday period is shown below:

Holiday: President's Day Holiday

TSA

| Date | 2/17/2024 | 2/18/2024 | 2/19/2024 | 2/20/2024 | 2/21/2024 | 2/22/2024 | 2/23/2024 |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | SAT | SUN | MON | TUE | WED | THU | FRI |
| GUM (UA) | Y | Y | Y | Y | Y | Y | Y |

MSA

| Date | 2/17/2024 | 2/18/2024 | 2/19/2024 | 2/20/2024 | 2/21/2024 | 2/22/2024 | 2/23/2024 |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | SAT | SUN | MON | TUE | WED | THU | FRI |
| DEN (AA, UA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| ORD (AA, UA) | Y | Y | N/A | Y | Y | Y | Y |
| HNL (AS, DL, UA) | Y | Y | Y | Y | Y | Y | Y |
| LAX (AA, AS, UA, DL) | Y | Y | Y | Y | Y | Y | Y |
| SAN (DL) | Y | Y | N/A | Y | Y | Y | Y |
| PHX (AA, UA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| MSP (DL) | Y | Y | N/A | Y | Y | Y | Y |
| ORD (AA, UA) | Y | Y | N/A | Y | Y | Y | Y |
| SFO (AA, AS, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |

AMK9

| Date | 2/17/2024 | 2/18/2024 | 2/19/2024 | 2/20/2024 | 2/21/2024 | 2/22/2024 | 2/23/2024 |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | SAT | SUN | MON | TUE | WED | THU | FRI |
| DFW (AA, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| IAH (UA, AA) | Y | Y | N/A | Y | Y | Y | Y |
| MSY (AA, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| BOS (AA, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| JFK (AA, AS, DL) | Y | Y | N/A | Y | Y | Y | Y |
| LGA (AA) | Y | Y | N/A | Y | Y | Y | Y |
| EWR (AA, AS, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| PHL (AA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| SAT (AA) | Y | Y | N/A | Y | Y | Y | Y |
| AUS (AA, UA) | Y | Y | N/A | Y | Y | Y | Y |
| ATL (DL) | Y | Y | N/A | Y | Y | Y | Y |
| JAX (AA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| MCO (AA, AS, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| TPA (AA, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| MIA (AA, UA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| SJU (AA) | Y | Y | Y | Y | Y | Y | Y |
| BWI (AA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| IAD (UA) | Y | Y | N/A | Y | Y | Y | Y |

K2

| Date | 2/17/2024 | 2/18/2024 | 2/19/2024 | 2/20/2024 | 2/21/2024 | 2/22/2024 | 2/23/2024 |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | SAT | SUN | MON | TUE | WED | THU | FRI |
| PIT (AA) | Y | Y | N/A | Y | Y | Y | Y |
| CMH (AA, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| CVG (DL) | Y | Y | N/A | Y | Y | Y | Y |
| IND (DL) | Y | Y | N/A | Y | Y | Y | Y |
| DTW (DL) | Y | Y | N/A | Y | Y | Y | Y |
| SLC (DL) | Y | Y | N/A | Y | Y | Y | Y |
| PDX (AS, UA, DL) | Y | Y | N/A | Y | Y | Y | Y |
| SEA (AA, AS, DL, UA) | Y | Y | N/A | Y | Y | Y | Y |
| ANC (AS) | Y | Y | Y | Y | Y | Y | Y |

Y = need canine team

N = do not need canine team

N/A = not scheduled

International Transportation Plan

Import/Export Plan for the ISC

| Holiday | Day of Week | Date | JFK Export | JFK Import | ORD Export | ORD Import |
|------------------------|-------------|-----------|------------|------------|------------|------------|
| Day before | Sunday | 2/18/2024 | YES | YES | YES | YES |
| President's Day | Monday | 2/19/2024 | YES | YES | YES | YES |
| Day after | Tuesday | 2/20/2024 | YES | YES | YES | YES |

| Holiday | Day of Week | Date | LAX Export | LAX Import | MIA Export | MIA Import |
|------------------------|-------------|-----------|------------|------------|------------|------------|
| Day before | Sunday | 2/18/2024 | YES | YES | YES | YES |
| President's Day | Monday | 2/19/2024 | YES | YES | YES | YES |
| Day after | Tuesday | 2/20/2024 | YES | YES | YES | YES |

Customs CBP opening plan and hours at the ISC

| Holiday | Day of Week | Date | JFK CBP open | JFK CBP hours | ORD CBP open | ORD CBP hours |
|------------------------|-------------|-----------|--------------|---------------|--------------|---------------|
| Day before | Sunday | 2/18/2024 | YES | 24/7 | YES | 06:15 – 14:15 |
| President's Day | Monday | 2/19/2024 | YES | 24/7 | YES | 06:15 – 14:15 |
| Day after | Tuesday | 2/20/2024 | YES | 24/7 | YES | 06:15 – 14:15 |

| Holiday | Day of Week | Date | LAX CBP open | LAX CBP hours | MIA CBP open | MIA CBP hours |
|------------------------|-------------|-----------|--------------|---------------|--------------|---------------|
| Day before | Sunday | 2/18/2024 | YES | 06:00 – 14:00 | YES | 06:00 – 20:30 |
| President's Day | Monday | 2/19/2024 | YES | 06:00 - 22:00 | YES | 06:00 – 20:30 |
| Day after | Tuesday | 2/20/2024 | YES | 06:00 - 22:00 | YES | 06:00 – 20:30 |

Surface Transportation Network

There are no changes to the Surface Transfer Centers due to the President's Day Holiday:

- Transportation: All regular scheduled trips operate
- Operations: Normal operating hours

Dispatch Procedures

To avoid transportation delays, manage mail volume flow before, during, and after the holiday accordingly:

- Maximize utilization of available surface, commercial air, and FedEx transportation during the holiday period.
- Dispatch all mail volume inducted on Sunday and Monday nights into the network on Tuesday to avoid overflow on Wednesday's network.
- Ensure all mail is picked up from the CAIR freight houses timely and that all mail is picked up from the UPS or THS facilities in accordance with the scheduled pickup time.
- Prioritization values established for planned routes ensure commercial air capacity is utilized ahead of FedEx. There should be no adjustment of capacity thresholds to add or delete mail classes. If assistance is needed, contact the Logistics NOCC.

Please disseminate these policies and procedures to the appropriate personnel in your area. Your immediate attention to these details and dispatch procedures is appreciated.

E-SIGNED by TYRONE.M WILLIAMS
on 2024-01-19 12:24:28 EST

Tyrone Williams for Angela H. Curtis
Vice President
Delivery Operations

E-SIGNED by ELVIN MERCADO
on 2024-01-22 07:59:12 EST

Elvin Mercado
Vice President
Retail and Post Office Operations

**Robert
Cintron**
Robert Cintron
Vice President
Logistics

Digitally signed
by Robert Cintron
Date: 2024.01.17
12:27:04 -05'00'

E-SIGNED by DANE.A COLEMAN
on 2024-01-18 09:51:12 EST

Dane A. Coleman
Vice President
Processing & Maintenance Operations

cc: Joshua D. Colin, Ph.D.
Isaac S. Cronkhite