

VICE PRESIDENT, DELIVERY OPERATIONS
HEADQUARTERS



August 29, 2022

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

**SUBJECT: Addendum – Headquarters Operational Policy for the Labor Day Holiday,
Monday, September 5, 2022**

In addition to the letter dated August 19, for the upcoming “Widely Observed” Labor Day Holiday on Monday, September 5, this addendum is intended to provide updated information regarding delivery operations for Monday September 5, 2022

Delivery Operations - Labor Day Holiday, Monday, September 5:

- Sunday eligible Night Owls will be scheduled and should be staffed Sunday night into Monday for holiday delivery
 - Local management should review the Route book on Tuesday, August 30 for Night Owl scheduling. (Route books will be sent from the External Customer Integration Team via sharepoint)
[HQ External Customer Integration \(sharepoint.com\)](https://sharepoint.com)
- There will be no regular delivery service except for Holiday Premium Priority Mail Express and Sunday/Holiday Same Day Package Delivery (hub and spoke structure)
- EAS must use Delivery Management Systems (DMS) to ensure proper scanning and delivery of Same Day parcels has been completed at all hub locations
- Offices presently in a “delayed” status, or those anticipating delays due to projected volumes, should develop delivery plans to ensure they are current
- Delivery of any product not committed on this day will be designated by Headquarters Vice Presidents

Our mission is to execute with precision and provide reliably exceptional service to our customers.

Please disseminate this Addendum to the appropriate personnel in your area. Your immediate attention to these details is truly appreciated.

Thank you for your continued assistance and support.

E-SIGNED by ANGELA.H CURTIS
on 2022-08-29 09:18:31 CDT

Angela H. Curtis

cc: Dr. Colin
Mr. Cronkhite