



September 26, 2024

DISTRICT MANAGERS
PCES POSTMASTERS
MANAGERS, POST OFFICE OPERATIONS
LTO SITE EMPLOYEES

SUBJECT: 2024 Local Transportation Optimization (LTO) Key Activities Memorandum

As part of our ongoing commitment to ensuring the accurate and timely delivery of the nation's Election Mail, we are implementing the Key Activities outlined in this memorandum in our Local Transportation Optimization (LTO) sites. These activities must be followed in all LTO locations. Please note that the procedures described below apply specifically to the 2024 General Election.

In anticipation of ballots entering the mailstream on, or just before, Election Day, Key Activities will be implemented to expedite the delivery of ballot mail and to ensure that all ballots mailed from LTO sites will be postmarked on the day they are entered into the mailstream. These activities, which are fully described below, consist of targeted utilization of extra resources, including, but not limited to, transportation to centralized hub locations from spoke Post Offices to facilitate postmarking and transportation of ballots to Boards of Elections or processing plants as applicable.

These activities will be in effect from Monday, October 21, 2024, and will continue through the last day in each state that Boards of Elections (BOEs) accept completed mail-in ballots as timely. To be clear, a state's deadline for accepting ballots is very often later than Tuesday, November 5, 2024, so these activities must continue until the state's deadline date has passed.

After reviewing this memorandum, please ensure compliance with the list of activities. Copies of this memorandum will be posted on the Postal Service Intranet at blue.usps.gov and usps.com/electionmail. A Mandatory Stand-Up Talk and certification will be conducted to discuss the details of this memorandum with all employees as we approach the Key Activity period. There should be no deviation from the Key Activities set forth in this Memorandum.

Thank you for your dedication and hard work in delivering the nation's Election Mail.

Sincerely,

Dr. Joshua D. Colin
Chief Retail & Delivery
Officer
and Executive Vice
President

Angela H. Curtis
Vice President
Delivery Operations

Elvin Mercado
Vice President
Retail and Post Office
Operations



Instructions for Local Transportation Optimization Sites

Key Activities begin October 21, 2024, and continue through each State's deadline to accept completed ballots as timely

- Every collection box will be opened, collected and scanned at or after posted scheduled time.
- All Postmasters must clear CPMS (to include AM/PM all clear survey) each night with assistance from Field Maintenance Operations (FMO) as necessary.
- Any collection boxes/receptacles unable to be accessed require an immediate phone call to the District Manager and HQ Command Center.
- Return Ballots (meaning ballots mailed by voters) destined for Board of Elections (BOEs) will be culled out of mail collected and brought back by carriers, and from all retail counters and all collection boxes/receptacles.
- Return Ballots will be separated for BOE sites and postmarked by Managers on the day they are entered into the mailstream.
- Transport of return ballots will be made by units to local BOEs each day.
- Centralized hubs will be utilized to transport return ballots to BOEs that are outside of the local destination so long as delivery can be made to the BOE before the polls close. When delivery to the BOE cannot be made before the polls close, ballots will be transported to the plant for processing with a hand-to-hand exchange with an EAS employee.
- To maintain strict accountability, all movement of ballots will be memorialized on a compliance survey with stringent HQ oversight.
- Postmasters will record all issues on the Political/Election Mail log daily
- Local management, in coordination with Manager Customer Relations, will continue outreach to local BOE offices.
- Local management will intercept and deliver ballots with known mailer misprints in the IMDB barcode containing the wrong ZIP Code or the wrong destination address.
- Local EAS will transport any outbound ballots outgoing to customers, tendered to delivery units after transportation has departed, to the plant for processing with a hand-to-hand exchange with an EAS employee.

Key Activities for local turnaround completed ballots – Specific to Hub Locations

- Centralized HUB locations will be established throughout LTO impacted states
 - Non-BOE sites will relay ballots to assigned HUB location
 - Team lead(s) assigned at each hub site must:
 - Count ballots.
 - Validate postmark (only 1 postmark is authorized).
 - Complete survey to validate receipt/delivery of ballots from each site.
 - BOE hub sites will deliver all ballots to their local BOE office or processing plant as applicable on the day the ballots are received
 - Ballots will be postmarked by a manager with the current day's postmark prior to delivery. No ballot should receive more than one postmark.
 - Manager must complete survey to validate receipt/delivery of ballots from each site.
 - Indicate on survey hand to hand exchange (EAS) with plant.



Local Transportation Optimization Sites

- Atlanta, GA (RPDC)
- Birmingham, AL
- Boise, ID (RPDC)
- Columbus, OH
- Green Bay, WI
- Madison, WI
- Mid-Hudson, NY
- Milwaukee, WI
- Montgomery, AL
- New Orleans, LA
- Palatine, IL
- Phoenix, AZ
- Portland, OR (RPDC)
- Richmond, VA (RPDC)
- San Bernardino, CA
- Santa Barbara, CA
- Santa Clarita, CA
- Tulsa, OK