UNITED STATES
POSTAL SERVICE

June 23, 2020

MANAGERS, OPERATIONS SUPPORT (AREA)

SUBJECT: Operations Policy for the Independence Day Holiday, Saturday, July 4, 2020.

This memorandum provides general operating policy and holiday planning guidance for the upcoming 2020 Independence Day Holiday (observed on Saturday, July 4th). Service levels for this holiday are displayed in Exhibit 125.22 of the *Postal Operations Manual* (POM).

Delivery Operations

All offices should carefully review their staffing plans for this holiday and adjust as necessary to meet the needs of their communities. For planning purposes, post offices should use recent mail volumes and adjust for local circumstances.

Dispatch all packages received through lobby deposit points including Self Service Kiosks (SSKs).

Friday, July 3:
Normal (Friday) service levels will be provided in delivery and collection operations. All delivery units should act prior to this date to assure that units are in a current status. DDI rules: packages scheduled for delivery on July 3 select "Today," packages scheduled for Sunday delivery select Sunday and packages scheduled for Monday delivery – select "Next Day."

Independence Day Holiday, "Widely Observed," Saturday, July 4:
There will be no regular delivery service, except for Holiday Premium Priority Mail Express. There will be no Sunday/Holiday Same Day Package Delivery (hub and spoke structure). Offices identified on the attached July 4 DDU injection list will open to accept Normal Sunday Hub drops only. Drops will occur between 4 am and 8 am with a projected arrival time of sites on the attached list will be provided once finalized. Offices may scan and distribute the packages to Sunday Static or Dynamic routes at the discretion of the Area/District. For any packages scanned AAU on Saturday for Sunday delivery should select Sunday on the Delivery Day Indicator selection

Scheduled Night Owls for Saturday night (July 4) into Sunday Morning (July 5) will be opened as normal.

Monday, July 6:
Return to normal service levels. Delivery managers and supervisors should plan for additional mail volume and packages for delivery after the holiday. Review past performance and work with In-Plant Support and Networks on transportation to ensure offices are staffed appropriately to have carriers leave and return on time.

Retail Operations

No retail service will be available, except in those facilities normally open on this holiday. Each Area should provide Headquarters Retail Operations with a list of locations that have approval to be open. Please reference Postal Operations Manual (POM) 125.22 "National Holidays". Post Offices should provide Post Office Box access for customers to the maximum extent possible.

All offices should carefully review their staffing plans and adjust as necessary to meet the needs of their communities. For planning purposes, Post Offices should use recent and SPLY retail sales trend information and mail volumes.

Please ensure that Self Service Kiosks (SSKs) are fully stocked and that mailing supplies (boxes, Priority Mail labels, etc.) are available for customers. Dispatch all packages received through lobby deposit points, including SSKs. Facilities with staffing on this holiday should accommodate requests for drop shipment appointments.

Offices should ensure that the current holiday closing door cling signage is properly displayed. Offices with glass doors should center the door cling inside the main customer entrance door at eye level. Offices with wooden doors should affix the door cling on the exterior. Additional door cling signage can be ordered by contacting the Point of Purchase Hotline at 1-800-332-0317.

Contract Postal Units (CPUs) may be open on the holiday. Therefore, post offices should advise customers (to the extent possible) of the locations and hours of operation for CPUs and any other alternate locations where retail services will be available. Offices with holiday delivery/collections should clear open CPU's and Village Postal Units (VPOs) of outgoing mail to advance mail to plants on earliest available transportation.

Friday, July 3:
Maintain normal service levels. Retail staffing should be adjusted based on projected workload.

Independence Day Holiday, "Widely Observed," Saturday, July 4:
No retail service will be available, except from those facilities approved to be open on this holiday.

Monday, July 6:
Return to normal service levels. Retail managers and supervisors should use current and SPLY retail sales trend data to align staffing with projected customer visits.

Processing Operations

This Independence Day 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:

- **Do *Not* Combine First Class with Priority**
- Use the variance tools and the Run Plan Generator (RPG) for staffing operations.
- Advance as much Blue & Orange Marketing Mail for Friday delivery as possible.
- Sites cancelling on Saturday will be determined locally/by Area as well as decisions for Monday early collection plans. (See below instructions relative to processing and dispatching Commercial Mailings).
- Inhibit Delivery Point Sequence (DPS) sort program regeneration prior to the holiday and re-establish afterwards.
- Recommend processing First Pass (918) on Sunday afternoon. Finalization will be Sunday prior to Second Pass (919).
- Ensure only one DPS run on Sunday afternoon & evening (no double runs of DPS for Monday).
- Utilize a RPG model for DPS processing on Saturday and Sunday that ensures an early DPS dispatch for Monday delivery.
- Ensure on-time or early clearance of FC SPRs on Friday to avoid surface volume rolling over to Monday and Tuesday.

- Evaluate the processing of Outgoing Priority on the day of the holiday to avoid late clearance on Monday. (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.
- Plan for recovery of committed volumes arriving on CAIR and FedEx on Sunday due for Monday delivery.

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.

Processing and Dispatch of Commercial Mailings

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 Sunday night and Monday morning
- Ensure communication to field of FedEx and Dispatch Plan

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, inclusive of LAMM Sunday due for Monday delivery. Implement a plan to collect & process, even if to carrier route level. 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 schedule. The 24-hour clock indicators for the Managed Mail Program on hand will be useful in monitoring the success of this plan.

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 contact 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. Tier 2/3 NDCs must ensure that all outgoing volume from Thursday retail receipts are finalized and dispatched on the appropriate network transportation on the following day. All NDCs must ensure destinating parcel volume received between 16:00 Thursday and 16:00 Sunday is available for delivery Monday morning. 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.

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.

International Service Center Operations

This widely-observed holiday presents an opportunity to consolidate and compress plant operations to generate savings as long as conditions are current. If delays exist within the ISC, this is an opportunity to ensure staffing is scheduled to clear all delayed volumes and maintain service performance levels. Please adhere to the following guidelines:

- Use the Run Plan Generator (RPG) to staff operations
- Clear any delayed volumes and advance mail where possible
- Coordinate with Customs & Border Protection (CBP) to provide sufficient staffing to avoid backlogs
- Ensure Customs belts are staffed sufficiently to maximize efficiency
- Work with Area and District to ensure adequate offload plans for inbound ePacket volumes

International Transportation Plan
Import/Export and the plan to dispatch

Import/Export Plan for the ISC

Holiday	Day of Week	Date	JFK Export	JFK Import	ORD Export	ORD Import	MIA Export	MIA Import
Day before	Friday	7/3/2020	YES	YES	YES	YES	YES	YES
Independence Day	Saturday	7/4/2020	YES	YES	YES	YES	YES	YES
Day after	Sunday	7/5/2020	YES	YES	YES	YES	YES	YES

Holiday	Day of Week	Date	LAX Export	LAX Import	SFO Export	SFO Import
Day before	Friday	7/3/2020	YES	YES	YES	YES
Independence Day	Saturday	7/4/2020	YES	YES	YES	YES
Day after	Sunday	7/5/2020	YES	YES	YES	YES

THS LAX ISC

Holiday	Day of Week	Date	Opened	Hours
Day before	Friday	7/3/2020	YES	8AM-11PM
Independence Day	Saturday	7/4/2020	NO	N/A
Day after	Sunday	7/5/2020	NO	N/A

Logistics Operations

Air Transportation Network

FedEx will not operate on Saturday July 4, 2020.

Holiday	Day of Week	Date	Day (x1)	Night (x67)	Comments
Day before	Friday	7/3/2020	YES	NO	No Night-Turn
Independence Day	Saturday	7/4/2020	NO	NO	No Day/Night-Turn
Day after	Sunday	7/5/2020	YES	NO	

Express Mail accepted on Friday will move on the Dayturn network on Sunday.

THS Operations

Friday inbound operations will be performed as normally scheduled. The THS will perform all build operations for Fridays outgoing processing on Friday night/Saturday morning. ULD cans will be staged for the outbound Sunday dayturn flight. On Saturday, THS will only build the volume for the supplemental networks. There will be no THS Break operations with the exception of supplemental network locations as communicated by Air Transportation Operations. On Sunday, ULDs loaded on Saturday morning will be tendered to the FX network and all Break operations will occur as normal on Sunday evening.

UPS will operate in accordance with planned routes in Logistics Order Agreement (LOA) and facilities should verify routes in SAMS.

Holiday	Tender Day	Date	UPS Operations	Comments
Day before	Friday	7/3/2020	YES	Special Operating Plan all mail due back same day
Independence Day	Saturday	7/4/2020	NO	No Mail Tender on Independence Day
Day after	Sunday	7/5/2020	NO	

Supplemental Networks:

Holiday	Day of Week	Date	Aloha	Amazon	Amerijet	Kalitta	United	UPS
Day before	Friday	7/3/2020	YES	YES	YES	YES	YES	YES
Independence Day	Saturday	7/4/2020	YES	NO	YES	YES	YES	NO
Day after	Sunday	7/5/2020	NO	NO	NO	YES	YES	NO

Commercial air will operate at a limited capacity throughout the holiday period due to reduced flight schedules offered by commercial carriers. TSA K9 screening will operate as listed below:

Date Day	7/4/2020 SAT	7/5/2020 SUN	7/6/2020 MON	7/7/2020 TUE	7/8/2020 WED	7/9/2020 THU	7/10/2020 FRI	Comments
ATL (DL)	Y	Y	Y	Y	Y	Y	Y	
BDL via JFK (DL)	Y	Y	N/A	Y	Y	Y	Y	COVID impacts
BOS (AA)	N	N	N/A	N	N	N	N	COVID impacts
BOS (UA)	N	N	N/A	N	N	N	N	COVID impacts
CLT (AA)	Y	N/A	N/A	Y	Y	Y	Y	
EWR (UA)	Y	Y	N/A	Y	Y	Y	Y	UA charter only
GUM (UA)	Y	Y	Y	Y	Y	Y	Y	
HNL (UA)	Y	Y	Y	Y	Y	Y	Y	
IAH (UA)	Y	Y	N/A	Y	Y	Y	Y	
JFK (DL)	Y	Y	N/A	Y	Y	Y	Y	COVID impacts
LAS (AA)	N	N	N/A	N	N	N	N	COVID impacts
LAS (HA)	N	N	N/A	N	N	N	N	COVID impacts
LAX (UA)	Y	Y	N/A	Y	Y	Y	Y	UA charter only
LAX (AA)	Y	Y	N/A	Y	Y	Y	Y	
ORD (AA)	Y	N/A	Y	Y	Y	Y	Y	
ORD (UA)	Y	N/A	Y	Y	Y	Y	Y	
PHL (AA)	N/A	N/A	N/A	N	N/A	N/A	N	COVID impacts
SFO (UA)	Y	Y	N/A	Y	Y	Y	Y	
SJU (AA)	N/A	N/A	N/A	Y	Y	Y	Y	COVID impacts
SJU (DL)	N/A	N/A	N/A	Y	Y	Y	Y	COVID impacts
STL (AA)	N	N	N/A	N	N	N	N	COVID impacts

Surface Transportation Network

The Surface Transfer Centers will operate on a holiday schedule as shown on the Network Operations "Surface Operations" website at:

USPS STC HOLIDAY SCHEDULE Independence Day Holiday Schedule, 7/4/2020			
Origin STC/	**Friday**	**Saturday**	**Sunday**
Surface HUB	**July 3, 2020**	**July 4, 2020**	**July 5, 2020**
Atlanta GA STC/NDC	**OPEN**	**OPEN**	**OPEN**
Phone (404) 792-3152	**24 Hours**	**24 Hours**	**24 Hours**
Capital Metro STC/NDC	**OPEN**	**OPEN**	**OPEN**
Phone (301) 499-7419	**00:01-17:00**	**05:00–13:30, 21:00-24:00**	**00:01-17:00, 21:00-24:00**
Harrisburg PA STC	**OPEN**	**OPEN**	**OPEN**
Phone (717) 257-2185	**24 Hours**	**24 Hours**	**24 Hours**
Indianapolis IN STC	**OPEN**	**OPEN**	**OPEN**
Phone (317) 487-4045	**Closed 0200 - 0400**	**Closed 0200 - 0400**	**Closed 0200 - 0400**
Chicago IL STC	**OPEN**	**OPEN**	**OPEN**
Phone (630) 536-5275 or 5276	**Closed 2100 - 0430**	**Closed 2100 - 0430**	**Closed 2100 - 0430**
Kansas City KS STC	**OPEN**	**OPEN**	**OPEN**
Phone (913) 914-7091 or 7155	**24 Hours**	**24 Hours**	**24 Hours**
Memphis TN STC	**OPEN**	**OPEN**	**OPEN**
Phone (901) 370-6860	**24 Hours**	**24 Hours**	**24 Hours**
New Jersey NJ STC/NDC	**OPEN**	**OPEN**	**OPEN**
Phone (201) 714-6370	**24 Hours**	**24 Hours**	**24 Hours**
New England NDC/STC	**OPEN**	**OPEN**	**OPEN**
Phone (413) 785-6552	**24 Hours**	**24 Hours**	**24 Hours**
Northern CA NDC/STC	**OPEN**	**OPEN**	**OPEN**
Phone (510) 528-9671	**24 Hours**	**24 Hours**	**24 Hours**

Southern Area STC	**OPEN**	**OPEN**	**OPEN**
Phone (469) 284-9352	**24 Hours**	**24 Hours**	**24 Hours**
Salt Lake City UT STC	**OPEN**	**OPEN**	**OPEN**
Phone (801) 972-3559 or 3585	**24 Hours**	**24 Hours**	**24 Hours**
Southern CA NDC/STC	**OPEN**	**OPEN**	**OPEN**
Phone (323) 729-4242	**24 Hours**	**24 Hours**	**24 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.
- 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 under any circumstances. Do not edit the active planned route file.

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

Thank you for your assistance.

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Attachment

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