

Mandatory Stand-Up Talk

April 23, 2020

Critical infrastructure delivery

Economic impact checks and notices start mailing this week

As the coronavirus pandemic continues and we work toward recovery, the Postal Service is proud to continue providing essential government services.

We are currently supporting the federal government in our role as part of the nation's critical infrastructure to deliver important letters and checks for the national economic stimulus program.

Economic Impact Payment checks and notification letters will be mailed to American households starting this week.

The Postal Service will process and deliver an estimated 60 million checks from the U.S. Department of the Treasury. They are letter-sized First-Class Mail that entered the mailstream starting April 20, and will continue for at least 8 weeks, with a volume of 5 million to 8 million pieces every week. Undeliverable as addressed (UAA) checks will be returned to the Philadelphia Treasury location.

The Postal Service will also process and deliver an estimated 81 million eligibility notices from the Internal Revenue Service for households receiving direct deposit payments. The notices are also letter-sized First-Class Mail, to be in the mailstream between April 23 and April 30.

Employees should take extra care in handling, processing and delivery of the notices and checks; please note these special instructions:

- Clerks must maintain proper endorsements and separations when preparing undeliverable mail for Postal Automated Redirection System (PARS). Place the appropriate PARS Separator Card behind the associated mail. Secure the mail to avoid it getting separated from the PARS Separator Card.
- Carriers must accurately place undeliverable mail into proper PARS separations upon their return to the office.

- UAA - Return to Sender pieces must be correctly endorsed.
- **Do NOT** mark through or obliterate barcodes.

Also, mail carriers, please be aware of your own safety as you deliver these checks and letters:

- Ensure push-carts, vehicles, collection boxes and community mailboxes and cluster units are locked and/or secure.
- Be aware of the surroundings on your route. Speak with your supervisor if something concerns you.
- If confronted by a robber, take no action that would jeopardize your personal safety. Be calm and do exactly what the robber tells you to do. When it is safe, call 911, then call the Postal Inspection Service and your supervisor.
- If you contact law enforcement, let them know you are in uniform (city carriers) and on the job, then provide a detailed description of what you observed (who, what, when, where, how).

If you have any concerns about security for yourself, our customers, or the U.S. Mail, contact the Postal Inspection Service at (877) 876-2455.

Thank you for your continued commitment and service to our customers, and the nation, through these unprecedented times.

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