

**2017 POSTAL SERVICE ACTION PLAN**  
**Instructions from US Postal Service Headquarters**

**USPS Managers:** Support from local postmasters, managers and supervisors is essential to the Food Drive's success. Local management will work closely with the food drive coordinator, the NALC branch and letter carriers to ensure promotional materials for the food drive are properly delivered and the food can be efficiently collected by carrier while on duty, knowing the leadership of the Postal Service and the NALC/NRLCA are firmly behind efforts to help feed the hungry.

**Coordinate:** Postmasters and/or their designated food drive liaison will meet with the local NALC branch, food drive coordinator and other partners well in advance to coordinate the personnel, equipment and trucks that will be needed on May 13th.

**Communicate:** Managers and NALC food drive representatives will make all employees aware of the drive and ask their help to make it a success. Managers will encourage and support media attention and be prepared to do interviews with TV, radio and newspaper media to discuss Postal Service involvement.

**G-10 Permit:** Use of the U.S. Postal Service G-10 permit has been authorized by the PMG to support the food drive. The use of G-10 permit is extended to special food drive bags as a customer convenience to collect food donations. Although Postal Bulletin 21907 (dated 11-23-95) requires the use of mailing statements for G-10 mailings, **this requirement has been waived for the food drive.** This eliminates the need for mailing statements from participating locations. The cost of mailings will not be charged back to individual post offices. The cost will be captured at USPS Headquarters based on the number of food drive postcards ordered. Questions regarding these mailings should be directed to your District Accounting Office.

**Facilitate:** Make arrangements for a USPS semi or large truck to be available on May 14<sup>th</sup> to pick up food collected at each station and deliver it to the Food Bank and/or pantries. Otherwise, work with other local trucking partners or the local Food Bank to ensure vehicles and volunteers are available.

**The Postal Service contact is Roy Betts, USPS Corporate Communications; 475 L'Enfant Plaza, SW, Room 10546, Washington, D.C. 20260-3100. He can also be reached at 202-268-3207 or by email at [roy.a.betts@usps.gov](mailto:roy.a.betts@usps.gov)**