

PROCESSING OPERATIONS  
HEADQUARTERS  
UNITED STATES POSTAL SERVICE



# Processing Operations Management Order

**SUBJECT:** Rollover Times for Automated and Manual Cancellations

**DATE:** October 5, 2020

**NO:** POMO-017-20

**Policy Tracking Number:** PO-017-100520

**TO:** Regional VPs, Processing Operations  
Plant Managers  
Managers, Distribution Operations

Division Directors, Processing Operations  
Managers, In-Plant Support

This Processing Operations Management Order (POMO) provides the standard rollover times to be used for all cancellations that occur at plants. This POMO updates the standard Ink Jet Canceler (IJC) rollover time for automated cancellation equipment as set forth in MTSC Update Volume 22 No. 45, issued on May 20, 2020 and the Special Edition Maintenance Line Volume 22 No. 48, issued on June 5, 2020. This POMO further provides a standard rollover time for manual cancellations applied at plants. These updates will also be reflected in upcoming Maintenance Update Newsletters.

The IJC rollover time setting determines when the machine will change the Date Stamp on cancelled mail. Effective immediately and until further notice, the rollover time on all automated cancellation equipment must be set at 06:59, to follow MODS day reporting. The IJC rollover time setting must be updated on all Advanced Face Canceler Systems (AFCS/AFCS 200) and Automated Flat Sorting Machines (AFSM 100).

Additionally, manual cancellations applied at the plants must follow the IJC rollover time. This means the date on manual hand stamps must be turned over at 06:59, and not before.

Setting the rollover time at 06:59 supports the accuracy of important cancellations associated with mailings that require cancellation by a specific date, such as Election Mail or tax returns, and ensures there is sufficient time to process the mail during periods of extremely high volume, like Peak Season.

The rollover time may be extended in the future as necessary to ensure there is sufficient time to process the mail and apply a cancellation mark reflecting the mailpiece's date of entry. Any extensions to the default rollover time will be issued through a separate Headquarters directive. Any such extensions will apply to both automated and manual cancellations that occur at plants. Contact Headquarters if you believe that a separate extension is needed in your plant.

All Plant Managers must certify by Friday, October 9, 2020 that they understand the requirements of this POMO and that this document has been shared with all employees in their facility. No later than Monday, October 12, 2020, all Plant Managers must also certify that they have validated with their Maintenance Managers that all required maintenance and updates needed to implement this POMO have been performed.

[Certification Link](#)

A handwritten signature in black ink, appearing to read "Jason DeChambeau".

Jason DeChambeau  
Director, Processing Operations

USPS\_EDPA00004358