

- g. *Line 7, Total Deliverable Pieces.* Transfer the total number of pieces into column (a), DPS Pieces from Form 1838-C. Do not complete columns (b) and (c).
  - h. *Line 8, Separating All Carrier Markups* (for Forwarding or Return). Show total number of pieces of mail separated for forwarding and return.
  - i. *Line 9, Periodical Marked Up (Exclude Form 3579).* Transfer the total number of pieces carrier marked up, exclusive of pieces for which Form 3579 was prepared, from Form 1838-C to the appropriate trip column.
  - j. *Line 10, Mail with Form 3579 Attached.* Transfer total number of Forms 3579 completed and attached from Form 1838-C to appropriate trip column.
  - k. *Line 11, Total Markups (Except second-class and Form 3579).* Enter on this line the total carrier markups recorded on line 8 *minus* the totals of lines 9 and 10.
  - l. *Line 12, Changes of Address Recorded (Form 3575, Change of Address Order, Including Form 3546, Forwarding Order Change Notice).* Transfer the total number from Form 1838-C to appropriate trip column.
  - m. *Line 13, Insured Receipts Turned In.* Transfer total pieces from the Form 1838-C to appropriate trip column.
- 222.213 Column (d) (Total Number Pieces Minus Markups). Subtract number of carrier and CFS markups on each of the lines 1, 2, 3, and 5 from total mail count shown on the same line and record the difference in column (d). The total of lines 1, 2, and 3 in column (d) should be entered on line 4, column (d). Add lines 4, 5, and 6 of column (d) and the DPS Pieces in line 7(a), and enter at line 7, column (d).
- 222.214 Columns (e), (f), and (g), (Minutes)
- a. *Lines 1 through 13*
    - (1) *Line 1.* Record 1 minute for the routing of each 18 pieces of letter-size mail in the standard 6-shelf case. Where joint agreement in accordance with the September 1992 Memorandum of Understanding has been made to utilize a four (4) or five (5) shelf letter case, the definition of a letter will remain the same (see Section 121.12) and the standard of 18 per minute will not change.
    - (2) *Line 2.* Record 1 minute for the routing of each 8 pieces of other size mail in the standard 6-shelf case.
    - (3) *Line 4.* Record 1 minute for the strapping out of each 70 pieces of mail, with a minimum of 3 minutes.
    - (4) *Lines 8-13.* Record the appropriate time allowance based on the standards set forth in exhibit 222.214a(4).

Exhibit 222.214a(4)

**Time Allowances for Carrier Office Work**

TIME ALLOWANCES FOR CARRIER OFFICE WORK		
Form 1838 Line No.	Work Function	Pieces Per Minute 1-Trip    2-Trip
1	Routing letter-size mail. ....	18    18
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.) ....	8    8
<b>Minutes</b>		
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute. ....	1
8	For each 10 pieces of all classes of mail separated for forwarding or return. ....	1
9	Periodicals marked up (for each 2 pieces handled for forwarding or return). ....	1
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter. ....	2
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Receptacle). ....	1
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982. ....	2
13	Insured receipts turned in. ....	1
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification). Base minimum allowance is 6 minutes. ....	*
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes. ....	*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)	
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)	
18	Break (local option).	
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes. ....	*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must not be changed.)	
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and of a continuing nature.) (Use "Comments" section.) Base minimum allowance is 9 minutes. ....	*
22	Waiting for mail (office) and all other office activities <u>not</u> performed on a continuing basis which are excluded in computing net office time. (Use "Comments" section.)	
23	Counting Mail and filling out Form 1838-C worksheet.	
 <b>Note:</b> For piece items, grant the next higher allowance in minutes for fractional units. Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performed.		
 * <u>Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838:</u> If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.		

(5) *Lines 3, 5, 6, and 7.* Make no time entries on these lines.

**Note:** Managers must use Notice 26, Maximum Time Allowance for Routing Mail, in computing office time allowances for lines 1, 2, and 4. (See exhibit 222.214a(5).)

b. *Lines 14 through 23*

(1) The entries on lines 14 through 23 (except line 20) are obtained from carriers' recorded time on Form 1838-C.

**Note:** Items on lines 14 through 23 are work functions for which actual time is recorded and the recordings are in minutes. Total entries in the *Elapsed Time* column on Form 1838-C for each function, and transfer to columns (e), (f), and (g) as appropriate (on Form 1838).

(2) There shall be established for each letter route a base minimum time allowance for each of line functions 14, 15, 19, and 21 of Form 1838, where applicable. Those base minimum times shall be fixed at 6 minutes for line 14; 5 minutes for line 15; 3 minutes for line 19; and 9 minutes for line 21. If during the week of count and inspection, the carrier's average actual time for any of those line items exceeds the base minimum for the function, the carrier shall be credited with the average actual time, unless an adjustment to that time can be supported by appropriate comments on Forms 1838 or 1840 or any attachments thereto. In no event may the standard time for these functions be below the base minimum.

(3) Comments such as "excessive time," "too much time," "...adequate or sufficient for this function," "...used on day of inspection," "too slow pace," and others similar thereto by themselves are not appropriate comments for the purpose of supporting any such adjustment. To be considered appropriate, those comments must set forth the reasons for the conclusion that less than the average actual time recorded is sufficient for the carrier to perform that function. Be guided by the following: