

**Step B Team: (Chatman & Qualls)**  
**District: (Nashville, TN)**

**Decision: RESOLVED**  
**USPS Number: H01N-4H-C 06007275**  
**Grievant: CLARK, JR., LEMAN D.**  
**Branch Grievance #: B4-00208-05**  
**Branch: 4**  
**Installation: NASHVILLE**  
**Delivery Unit: BELLE MEADE**  
**State: TN**  
**Date Step A Initiated: 10-27-05**  
**Step A Meeting Date: 11-04-05**  
**Date Received at Step B: 11-08-05**  
**Step B Decision Date: 11-21-05**  
**Issue Code: 19.2000**

## **ISSUE**

Did management violate Articles 15 and 19 of the National Agreement by instructing the grievant not to finger through a third bundle of flats that were banded out by individual stops? If so, what is the appropriate remedy?

## **DECISION**

The Dispute Resolution Team (DRT) has agreed to resolve this grievance. The DRT agrees that the quotations from Postal Publications in the explanation section of this grievance shows that letter carriers are allowed to finger the mail on the street prior to delivery.

## **EXPLANATION**

The union filed this grievance maintaining that management violated the National Agreement by instructing the grievant to deliver a third bundle of flats rubber banded out by individual stops without fingering through the mail. The union also contended that on 10/19/05 letter carrier Woodard cased mail on the grievant's route 513 and that the grievant carried that mail to the street on 10/20/05 as a third bundle.

Management maintained that it is unnecessary and a time-wasting practice for the delivery carrier to remove the rubber band and finger through the mail which had already been separated for delivery. Management also maintained that the union is attempting to limit management's right to deliver the mail in the most efficient method.

Section 125.6 of the M-39 Handbook reads as follows:

"Carriers shall finger mail *except* when driving or when walking up or down steps or curbs, when crossing streets, or when this would create a safety hazard to themselves or the public."

Publication 32 Glossary of Postal Terms, page 45 contains the following:

**"fingering the mail** - Checking the address on the mail between delivery stops on a carrier route before selecting mail pieces for the next stop."

Section 321.5 of the M-41 Handbook reads as follows:

*"Finger mail between delivery stops placing it in order of delivery (see section 133.2). When withdrawing flats from satchel, observe and remember address of next piece to avoid back-tracking."*

Glossary page 114 of the M-41 Handbook contains the following:


**"Fingering** – The final separation of mail for the next several stops and verification of the address before delivery. (A foot carrier performs this operation enroute between deliveries. A motorized carrier fingers mail as he walks from the vehicle to a house box, or if delivery is at a curb box, he fingers the mail in the vehicle before placing in the box)."

This grievance file contained the following documents:

- (1) PS Form 8190
- (2) Union's contentions
- (3) Grievant's statement
- (4) Contentions informal A meeting, 1 page
- (5) Employee Everything Report for grievant for 2005-22-1, 1 page
- (6) Carrier Auxiliary Workhour Transfers for 10/19, FY. 06 WK 3
- (7) PS Form 3996 for Woodard dated 10/19/05
- (8) Employee Everything Report for J. L. Woodard for 10/19/05
- (9) Management's contentions
- (10) Union's request for information dated 10/27/05
- (11) Page 114 and 8 from M-41 Handbook
- (12) Page 26 from M-39 Handbook

In reaching the above decision, the DRT carefully reviewed each of the documents and placed the appropriate weight to each as it applied to the issue in this grievance.

  
DORTHEA CHATMAN, USPS

  
FRED QUALLS, NALC

**copies to:**

Mr. Lew Drass, NALC NBA  
Annette Poole, Southeast Area Labor Relations Office  
William Lyle, USPS Step A Representative  
Leman David Clark Jr., NALC Step A Representative  
George Adkisson, District Manager Labor Relations



## USPS-NALC Joint Step A Grievance Form

## INFORMAL STEP A — NALC Shop Steward Completes This Section

1. Grievant's Name (Last, first, middle initial) CLARK, LEMAN D JR.			2. Home Telephone No. 851-3889	
3. Seniority Date (MM/DD/YYYY) 01/04/1986	4. Status (Check one) <input checked="" type="checkbox"/> FT <input type="checkbox"/> FTF <input type="checkbox"/> PTR <input type="checkbox"/> PTF <input type="checkbox"/> TE		5. Grievant's SSN 415-90-5986	
6. Installation/Work Unit NASHVILLE / BELLE MEADE			7. Finance Number 47-6160	
8. NALC Branch No. 4	9. NALC Grievance No. B4-00208-05	10. Incident Date (MM/DD/YYYY) 10-20-2005	11. Date Discussed with Supervisor (Filing Date) 10-27-05	
12a. Companion MSPB Appeal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			12b. Companion EEO Appeal? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
13a. Supervisor's Printed Name and Initials (Completed by Supervisor) T. Wright			13b. Steward's Printed Name and Initials (Completed by Steward) Dave Clark	

## FORMAL STEP A — Formal Step A Parties Complete This Section

14. USPS Grievance No.	
15. Issue Statement/Provide Contract Provision(s) and Frame the Issue(s) DID MANAGEMENT VIOLATE ARTICLES 15 AND 19 OF THE NATIONAL AGREEMENT VIA THE APPLICABLE HANDBOOKS AND MANUALS WHEN THE STATION MANAGER INSTRUCTED THE GRIEVANT NOT TO FINGER THROUGH A THIRD BUNDLE OF FLATS THAT WERE RUBBER Banded OUT BY INDIVIDUAL STOPS, IF SO WHAT IS THE APPROPRIATE REMEDY?	
16. Undisputed Facts (List and Attach All Supporting Documents) Both parties mutually agree to extend the time limits.	Attachments? <input type="checkbox"/> No <input type="checkbox"/> Yes Number _____
17. UNION'S full, detailed statement of disputed facts and contentions (List and Attach All Supporting Documents) See Attachments	Attachments? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Number 11
18. MANAGEMENT'S full, detailed statement of disputed facts and contentions (List and Attach All Supporting Documents) See Attachments	Attachments? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Number 1
19. Remedy Requested/Offered THE GRIEVANT BE COMPENSATED 30 MINUTES AT THE TIME AND ONE HALF RATE FOR EVER HOUR WORKED OR WHAT OTHER REMEDEY THAT MAY BE DEEMED APPROPRIATE. <span style="float: right;">cease + desist</span>	

20. Disposition and Date (Check one) <input type="checkbox"/> Resolved <input type="checkbox"/> Withdrawn <input checked="" type="checkbox"/> Not Resolved		Date of Formal Step A Meeting (MM/DD/YYYY) 12-4-2005
21a. USPS Representative Name William Lyke		21b. Telephone No. (Include Area Code) 262-7036
21c. USPS Representative Signature William Lyke		21d. Date (MM/DD/YYYY) 11-04-05
22a. NALC Representative Name Leman D. Clark Jr.		22b. Telephone No. (Include Area Code) 583-1681
22c. NALC Representative Signature Leman D. Clark Jr.		22d. Date (MM/DD/YYYY) 11-04-2005

**Unions Contentions**  
**B4-00208-05**  
**Clark, Leman D.**  
**Instructions In Conflict With M-39 Handbooks**  
**Belle Meade Station**

The issue of this grievance is did management violate articles 15 and 19 of the National Agreement by instructing the grievant not to finger through a third bundle of flats that were banded out by individual stops? If so what is the appropriate remedy?

The documentation contained in this grievance file shows that on 10/20/05 the grievant was ordered by his supervisor to deliver a third bundle of flats rubber banded out by individual stops without fingering through the mail.

Documentation contained in this grievance file shows that on 10/19/05 letter carrier Woodard cased mail on the grievant's route 513. The documentation contained in the file will further reveal that the grievant carried this mail to the street on 10/20/05 as a third bundle.

Section 125.6 of the M-39 Handbook reads as follow:

"Carriers shall finger mail *except* when driving or when walking up or down steps or curbs, when crossing streets, or when this would create a safety hazard to themselves or the public."

The union contends that the grievant should be allowed to finger the mail before placing it in the box.

On page 114 of the M-41 Handbook in the Glossary Section the term fingering is described as follows:

"The final separation of mail for the next several stops and verification of the address before delivery. (A foot carrier performs this operation enroute between deliveries. A motorized carrier fingers mail as he walks from the vehicle to a house box, or if delivery is at a curb box, he fingers the mail in the vehicle before placing in the box)."

The union contends that the instructions that are addressed above is the proper format for delivering the mail.

Section 131.35 of the M-41 Handbook reads as follows:

"Deliver mail according to the instructions or known desire of the addressee. Otherwise, deliver as addressed if the addressee has not moved. Make inquiry, if necessary, and return the mail to the post office if still in doubt."

The union contends that the mail should be fingered to insure that the mail is delivered to the correct addressee. The union further contends that this is the last chance that the carrier has to correct any casing errors or mail that is to be forwarded.

To Whom It May Concern:

I'm writing this statement in regards to my station manager giving me a direct order on 10-20-05 to deliver 7 trays of flat mail that was rubber banded out by individual addresses as a third bundle. I told her that this was not the way that I was taught to deliver mail and that if she insisted that I deliver this mail that way that I would file a grievance. She said that she didn't care and that she was giving me a direct order to deliver the flat mail that was banded out as a firm direct mail and to put that mail in the box without going through it.

Later that day 204B Freels found me on my route and told me that Lisa told him to come out on my route and find me and give me a direct order not to take the rubber bands off the mail and to deliver it as one delivery stop. I told him that she has already told me that and the only stops that I was going through was the stops that had customers that had recently moved. He said that I was not to take the bands off of any mail. I told him ok. I continued to deliver the mail and completed my delivery's within the time that I was authorized to deliver it by.

A handwritten signature in black ink, appearing to read "Dave Clark". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

# Contentions informal A meeting

M-39 Handbook:

Section 125.6 reads as follows;

Carriers shall finger mail except when driving or when walking up or down steps or curbs, when crossing streets, or when this would create a safety hazard to themselves or to the public.

M-41 Handbook:

Section 131.35 reads as follows;

Deliver mail according to the instructions or known desire of the addressee. Other wise, deliver as addressed if the addressee has not moved. Make inquiry if necessary, and return the mail to the post office if still in doubt.

In the Glossary section of the M-41 Handbook, on page 114 the term Fingering is described as follows:

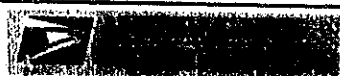
The final separation of mail for the next several stops and verification of the address before delivery. (A foot carrier performs this operation enroute between deliveries. A motorized carrier fingers mail as he walks from the vehicle to a house box, or if delivery is at a curb box, he fingers the mail in the vehicle before placing in the box.

On my route 513 there are many addresses that have the same street number but a different street. For example 6600 Jocelyn Hollow verses 6600 Rolling Fork. Sometimes as the carrier cases the mail in the office the two different streets but the same number is involuntarily cased in the wrong slot.

This is why one should finger the mail to catch the possible mistakes that from time to time is made while casing mail. Since the beginning of my career as a letter carrier, I have had several supervisors and managers tell me that the carrier is one of the most important positions in the postal service as we are the last chance to correct any mistakes as we complete our final product and that is when we deliver the mail to the box.

It appears that these days management places more emphasize on the budget than the quality of work.

Dave Clark



Report: TAC500R3  
YrPPWk: 2005-22-1  
Fin. #: 47-6160

Restricted USPS T&A Information  
NAS-BELLE MEADE STA  
Employee Everything Report

User ID: FN6SFB  
Date: 11/01/05  
Time: 11:25 AM  
Page: 1

YrPPWk: 2005-22-1

Thursday

Sub-Unit: 0000

Pay Loc/Fin. Unit	005 / 0000	Variable EAS	N	Annual Lv Bal.	44.77	FMLA Hrs	1598.66
Employee ID	XXX-XX-5986	Borrowed	N	Sick Lv Bal.	1374.37	FMLA Used	00.00
Employee Name	CLARK JR L D	Auto H/L	N	LWOP Lv Bal.	323.00	SLDC Used	00.00

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1281 Ind.	Schedule
Base	13-4	2100	7220-05	Q0	01	N	005013	47-6160		2005-22-1	2005-22-1	07.50	16.00	0.50	N	--MTWTF

Processed Clock Rings

Thursday

Base	04300: 001.01	05200: 011.01	05300: 002.00													
EBR #																
207-0101 BT	10/20 06.00 47-6160 7220-05 005013											00.00	(W)NonScheduled Begin Tour			
888-8888 08400	10/20 07.50 47-6160 7220-05 000000	08.00 XXX-XX-7794	10/14	17.67	(W)Ring Deleted From PC											
		XXX-XX-7794	10/18	10.60												
207-0101 MV	10/20 10.15 47-6160 7210-05 005013											00.00				
000-0000 OT	10/20 15.00 47-6160 7220-05 000000	04.00 XXX-XX-7794	10/20	18.75												
207-0101 MV	10/20 17.51 47-6160 7220-05 005013											00.00				
207-0101 ET	10/20 17.51 47-6160 7220-05 005013											00.00	(W)NonScheduled End Tour			
												00.00				

Weekly Total

Paid Hours :	Base	043: 001.01	052: 011.01	053: 002.00	084: 032.00
TACS Hours :	Base	043: 001.01	052: 011.01	053: 002.00	084: 032.00

Un-Processed Rings

EBR#





U.S. POSTAL SERVICE  
CARRIER-AUXILIARY CONTROL

COMPLETED BY REGULAR CARRIER

A. DELIVERY UNIT

37205

C. CARRIER'S NAME AND ROUTE NO.

Worwood 8513

E. LUNCH PLACE AND TIME

DATE 10/14/85

F. Indicate series of portion of class shelves covering mail given to part time flexible employee for delivery. Consider bottom sheet No. 1.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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G. KEYS REQUIRED? ☒ Yes ☐ No

H. CARRIER REQUIRED? ☒ Yes ☐ No

I. ACCOUNTABLE MAIL? ☒ Yes ☐ No

J. REASON FOR USE OF AUXILIARY

K. ESTIMATED WORK  
HOURS HUNDREDS

M. TRANSPORTATION (If driver not, then indicate by number in column)

Transportation Method	To Route	From Route
Medium	Round in	Round out
To Route	Round in	Round out
From Route	Round in	Round out

COLLECT FROM ALL STREET LETTER BOXES ON YOUR PART OF ROUTE UNLESS INSTRUCTED OTHERWISE

N. START DELIVERY AT

O. END DELIVERY AT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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P. COMPLETED BY CARRIER ASSISTANT	BEGIN OFFICE TIME	END OFFICE TIME	STREET AND/OR OFFICE TOTAL TIME USED
	9:38	10:50	

NAME	BEGIN STREET TIME	END STREET TIME	HOURS	MINUTES



Report: TAC500R3

YrPPWk: 2005-22-1

Fin. #: 47-6160

Restricted USPS T&amp;A Information

NAS-BELLE MEADE STA

Employee Everything Report

User ID: FN6SFB

Date: 11/01/05

Time: 11:24 AM

Page: 1

YrPPWk: 2005-22-1

Wednesday

Sub-Unit: 0000

Pay Loc/Fin. Unit	005 / 0000	Variable EAS	N	Annual Lv Bal.	98.21	FMLA Hrs	1702.95
Employee ID	XXX-XX-8142	Borrowed	N	Sick Lv Bal.	540.66	FMLA Used	112.00
Employee Name	WOODARD J L	Auto H/L	N	LWOP Lv Bal.	00.00	SLDC Used	24.00

Job	D/A	LDC	Oper/Lu	RSC	Lvl	FLSA	Route #	Fin. #	Loaned Fin. #	Effective Start	Effective End	Begin Tour	End Tour	Lunch Amt.	1261 Ind.	Schedule
Base	13-4	2100	7220-05	Q0	01	N	005005	47-6160		2005-22-1	2005-22-1	07.50	16.00	0.50	N	S--TWTF

Processed Clock Rings

Wednesday

Base	05200: 010.00	05300: 002.00
EBR #		
207-0101 BT	10/19 06.00 47-6160 7220-05 005005	00.00 (W)NonScheduled Begin Tour
000-0000 MV	10/19 09.88 47-6160 7220-05 005013	00.00
000-0000 OL	10/19 11.50 47-6160 7220-05 005005	17.88
000-0000 IL	10/19 12.00 47-6160 7220-05 005013	00.00
000-0000 IL	10/19 12.00 47-6160 7220-05 005005	17.88
000-0000 OT	10/19 14.50 47-6160 7220-05 000000	05.58
207-0101 ET	10/19 16.50 47-6160 7220-05 005005	00.00

## Weekly Total

Paid Hours :	Base	052: 040.00	053: 008.00	054: 000.50	056: 008.00
TACS Hours :	Base	052: 040.00	053: 008.00	054: 000.50	056: 008.00

Un-Processed Rings

EBR#

1 hr 37 min

## Management's Contentions

### B4-00208-05

1. Management contends that the union has failed to show a violation of articles 15 and 19 of the National Agreement.
2. The issue in this grievance involves mail which had been cased /pulled down and rubber-banded by delivery the previous day.
3. Management contends that it is unnecessary and a time-wasting practice for the delivery carrier to remove the rubber band and finger through this mail which had already been separated for delivery.
4. Management agrees with the union's statement concerning the definition of "fingering" as outlined in the glossary of the M-41. However, the union failed to observe the first part of the definition which states "The final separation of mail". The mail in question has already received a final separation the previous day by the carrier who withdrew the mail from the case and rubber-banded the stops by delivery thus avoiding any further fingering of mail.
5. Management contends that this practice is performed daily by carriers when they withdraw high volumes of mail for individual addresses and separate this volume from other mail by the use of rubber-bands during their office duty of pulling down. This mail is then delivered in that manner without fingering on the street.
6. Management would point out that possible mistakes could be eliminated by casing the mail correctly to begin with. Secondly, firm mail, businesses, mail separated in to inserts for delivery, etc... which are bundled for delivery in the office do not receive a second final separation on the street. Therefore, mis-delivery mistakes are possible in this mail as well.
7. The union is attempting to limit managements right to deliver the mail in the most efficient method (Article 3.C)

RON ERLAND, *Treasurer*  
J. E. WOODARD, *Financial Secretary*  
WILLIAM H. YOUNG, *Sergeant-At-Arms*  
GLENN WATTS, *Director of Retirees*

M. L. (Rip) MALONE  
BRANCH NO. 4

RAY RAYMER, *N.S.B.A. Clerk*  
C. R. HIRST, *Trustee*  
DALE LYLES, *Trustee*  
JAMES BROWN, *Trustee*

# National Association of Letter Carriers

THOMAS L. ROLLINS, *President*  
Suite 212, Bldg. C  
211 Donelson Pike  
P.O. Box 140816  
Nashville, TN 37214  
(615) 883-7687



STEVE LASSAN, *Secretary*  
Suite 212, Bldg. C  
211 Donelson Pike  
P.O. Box 140816  
Nashville, TN 37214  
(615) 883-7687

## REQUEST FOR INFORMATION (CONTRACTUAL)

Tamara Wright  
Supervisor Customer Services  
Belle Meade  
Station

Date 10-27-05

DEAR: Tamara

Pursuant to Articles 17 and 31, of the National Agreement, I am requesting copies of the following information and/or documents, these documents are needed to investigate a possible grievance.

- ① PS Form 3996 + carrier everything report for the carrier that cased mail on route 513 on 10-19-05
- ② copy of PS Form 3997 for 10-19-05
- ③ carrier everything report for Dave Clark for 10-20-05

*Wright*  
10-27-05

**Collection Route** — A route on which all, or practically all, of the stops are for collection of mail.

**Combination Services Route** — A route on which, in addition to the delivery of parcel post, other delivery duties are performed.

**Courtesy Box** — Collection box equipped with mail chute for motorists.

**Cut-Off Time** — A time set by the unit manager when carriers make a final withdrawal of mail from distribution cases.

**Deadheading** — Traveling over portion of a route's line of travel at which no deliveries are made.

**Deviation** — A departure from the normal line of travel or schedule.

**Drive-Out Agreement** — An agreement between a carrier and the postmaster or designee in which the carrier furnishes his/her own vehicle for transportation and is reimbursed for this service.

**Expedited Preferential Mail (EPM)** — A system where normally only preferential mail is cased in the morning and other mail is cased in the afternoon.

**Faced Mail** — Mail arranged with addresses and stamps all the same way.

**Final Case** — Case designated for final withdrawal of preferential mail as carriers leave office (also called *hot case*, *end case*, *re-dis case*).

**Fingerling** — The final separation of mail for the next several stops and verification of the address before delivery. (A foot carrier performs this operation enroute between deliveries. A motorized carrier fingers mail as he walks from the vehicle to a house box, or if delivery is at a curb box, he fingers the mail in the vehicle before placing in the box).

**Firm Directs** — Mail tied in bundles and delivered intact to individual firms. This practice is used when quantity of mail received by a firm is sufficient to warrant special treatment.

**Foot Route** — A city delivery route served by a carrier on foot. A bicycle or automotive vehicle used solely as transportation to and from the route does not affect its status as a foot route.

**Letter Size Mail** — Mail that may be routed into carrier case without bending or folding, excluding newspaper, magazines, and small parcels and rolls.

**Local Mail** — Mail addressed for delivery within the postal area of the post office at which mailed.

**Looping** — The process of delivering mail on one side of the street for a given distance, and then delivering on the other side of the street, returning to the original point.

**Loose Pack** — Letters packed into No. 3 sacks without tying. Some letters are placed flat on each tier to prevent the next layer from sifting into the lower layer.

Make a simple record of registered, COD, and other more-than-ordinary value items which are left. On return from lunch, check to insure that no pieces are missing.

- 131.14 Do not remove stamps from mail or throw away or improperly dispose of mail. Line through uncanceled stamps (except on philatelic mail) to prevent re-use. Delivery Point Sequence mail may contain uncanceled stamps that will not be identified until the mail is being readied while performing street duties. These stamps should also be lined through (except on philatelic mail) to prevent re-use.

### 131.2 General Precautions

- 131.21 Do not deliver mail that has not passed through a proper delivery unit.
- 131.22 Do not place letters, large flats, and other mail within the pages of magazines, catalogs, etc., at any time. Whenever letters and flats are cased together, care must be exercised to avoid having letters fall between pages of magazines, etc.
- 131.23 When you find in a mail receptacle mailable matter on which postage has not been paid, addressed to, or intended for the person in whose receptacle it is deposited, take the matter to the post office for treatment as provided in section 146.2, *Postal Service Manual*. If general distribution of the same bill, circular, or other matter has been made on the route, return only 2 with a statement of the number of similar pieces without postage.

### 131.3 Actual Delivery

- 131.31 Do not deviate from your route for meals or other purposes unless authorized by your manager or if local policies concerning handling out of sequence mail permit minor deviations.
- 131.32 Enter premises for official duty only — except for authorized lunch periods.
- 131.33 Unless otherwise instructed by a unit manager, deliver all mail distributed to your route prior to the leaving time for that trip and complete delivery within scheduled time. It is your responsibility to inform management when this cannot be done.
- 131.34 Exhibit mail to the addressee only. Delivery may be made to a customer on the street if it does not delay the carrier unreasonably.
- 131.35 Deliver mail according to the instructions or known desire of the addressee. Otherwise, deliver as addressed if the addressee has not moved. Make inquiry, if necessary, and return the mail to the post office if still in doubt.
- 131.36 Deliver First-Class Mail undeliverable as addressed when you know the customer's correct address on your route — unless other delivery instructions are specified on the piece of mail.
- 131.37 Where an unaddressed merchandise sample received for delivery with address card is too large for a customer's mailbox, leave it outside of the box provided adequate protection is afforded:

**125.6 Finger Mail**

Carriers shall finger mail *except* when driving or when walking up or down steps or curbs, when crossing streets, or when this would create a safety hazard to themselves or the public.

**125.7 Parcel Delivery**

Carriers ordinarily must deliver parcels at the same time other mail is delivered since separate delivery of parcels would necessitate traveling the route twice. However, if parcels cannot be carried with other mail in the shoulder satchel, or satchel cart where authorized, instruct the carrier regarding delivery of parcels using one of the methods outlined below:

- a. *Parcels Too Heavy or Large for Satchel.* Bypass the stop until the loop is completed, then drive to the delivery point to deliver the parcel and other mail at the same time. Use this method when the mailer or addressee has authorized the carrier to leave the parcel.
- b. *Delivery of Parcel After Completing Loop.* The carrier may park in the usual location and deliver the letter and flat mail first. However, when delivering the letters determine if the parcel is deliverable. If no one is available to receive the parcel but the carrier knows that someone is usually available, the carrier does not leave Form 3849, *Delivery Notice/Reminder/Receipt*. The parcel is returned to the office for a second attempt on the next delivery day. In this situation, a notice is left if the parcel cannot be delivered after the second attempt. If no one is available to receive the parcel and the carrier knows that no one is usually available, the carrier completes and leaves Form 3849 after the first attempt and returns the parcel to the delivery unit. If the carrier does not know if someone is usually available to receive parcels, a notice is left after the first attempt.

**125.8 Curblin Delivery****125.81 Serve Boxes from Vehicle**

On a curblin delivery route, the carrier must serve the mailbox without leaving the vehicle, except to collect postage dues, obtain payment or signature for special services mail, to deliver parcel post too large for the box, or to serve a box temporarily blocked.

**125.82 Maintain Orderly Cargo Area**

Motorized delivery carriers must maintain the cargo area of their vehicle in an orderly fashion to permit rapid identification of mail to be delivered.

**125.9 Collection of Mail****125.91 Private Receptacles**

Carriers must collect mail placed adjacent to, in, or on private mail receptacles when delivery is made to that particular delivery point. Carriers must always collect mail from curblin boxes they pass on their routes when the signal flag is raised. After collecting, the carrier will lower the signal flag

**Step B Team: (Hong & Qualls)**  
**District: (Nashville, TN)**

**DECISION: RESOVED**  
**GRIEVANCE #: H98N-4H-C 00159161(H)**  
**NALC GRIEVANCE # B4-00102-00**  
**NALC LOCAL: 4**  
**STEP B DECISION DATE: 02-10-04**  
**ISSUE CODE: 41.4980**  
**GRIEVANT: CLASS ACTION**  
**INSTALLATION: NASHVILLE, TN**  
**WOODBINE STATION**

### **ISSUE**

The issue in this grievance concerns the method of pulling down carrier cases and delivery of that mail without verification.

### **DECISION**

The Dispute Resolution Team (DRT) previously agreed to apply the final resolution of grievance # H98N-4H-C 00149197 which was filed in Murfreesboro TN, to this grievance. The referenced grievance was pre-arbitrated on 7/30/03 and the pre-arbitration settlement reads as follows:

"As a result of Pre-Arbitration discussion we have mutually agreed to full settlement of the above referenced case as follows:

Management shall comply with Article 19 of the National Agreement concerning the issue of Letter Carrier(s) fingering mail prior to delivery. All parties are reminded of their obligation to adhere to the following:

M-39 125.6 Fingering Mail -- Carriers shall finger mail except when driving or when walking up or down steps or curbs, when crossing streets, or when this would create a safety hazard to themselves or the public.

Publication 32 Glossary of Postal Terms, page 45 -- fingering the mail --  
Checking the addresses on the mail between delivery stops on a carrier route before selecting mail pieces for the next stop.

M-41 321.5 -- Finger mail between delivery stops placing it in order of delivery (see section 133.2). When withdrawing flats from satchel, observe and remember address of next piece to avoid back-tracking.



M-41 Glossary page 114 – Fingering – The final separation of mail for the next several stops and verification of the address before delivery. (A foot carrier performs this operation enroute between deliveries. A motorized carrier fingers mail as he walks from the vehicle to a house box, or if delivery is at a curb box, he fingers the mail in the vehicle before placing in the box).<sup>6</sup>

  
INKYOUNG HONG, USPS

  
FRED QUALLS, NALC

**copies to:**

Mr. Lew Drass NALC NBA  
Jimmy Fleming, Labor Relations Specialist  
Jimmie L. Kelton, USPS Step A Rep  
Thomas L. Rollins, NALC Step A Rep  
George Adklsson, District Manager Labor Relations