

M-00304 Oct 22, 1985

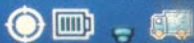
“In keeping with the principle of a fair day’s work for a fair day's pay, it is understood that there is no set pace at which a carrier must walk and no street standard for walking.”

Management can not discipline you, If you are working safely and accurately.

M-00209 Feb 6, 1974

“It is recognized that changes in work and time standards will be initiated only at the national level.”

View Message



From: Corporate Communications

**You are responsible for your own
safety**

Press ENTER to continue

ENTER



08/15 08:45

**M-00379 May 18,
1976**

“A supervisor is not prohibited from pointing out a carrier's shortcomings and giving appropriate corrective instructions. However the union's request, that the number of paces per minute be used as an observation and not as a specific criterion or standard performance by the grievant is sustained.”

M-01298

January 13, 1998

“Seatbelts must be worn all times the vehicle is in motion. Exception for Long Life Vehicles: In instances when the shoulder belt prevents the driver from reaching to provide delivery or collection from curbside mailboxes, only the shoulder belt may be unfastened. The lap belt must remain fastened at all times the vehicle is in motion.

When traveling to and from the route, when moving between park and relay points, and when entering or crossing intersecting roadways, all vehicle doors must be closed. When operating a vehicle on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less at speeds not exceeding 15 MPH between delivery stops, the door on the drivers side may be left open. “

M-41 section 321.3 *“Peel off the letters and circulars for the first house from bundle carried in the hand, and the flat mail from bundle standing on end in satchel.”*

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-41.133.2 *“Do not finger mail when driving, or when walking up or down steps or curbs, when crossing streets, or at any time it would create a safety hazard to the carriers or to the public.”*

M-00039 June 11, 1982

*“The current instructions contained in Part 321.3 of the M-41 Handbook are controlling. **It is not a requirement** for a carrier on a foot route to carry 4 inches of flats on his arm while delivering mail.”*

M-00504
May 21,
1984

*“Letter Carriers may be required to finger flat mail between stops as required by Part 321.5, M-41 Handbook. Obviously, the physical fingering activity may not be the same as for letter mail which is held in the hand. Flat mail is normally withdrawn from a satchel. The idea is to have all mail ready for deposit when the carrier reaches the delivery point and to avoid backtracking. **Safety should be a prime consideration, by all means.**”*

View Message



From: Corporate Communications

**Drink small amounts frequently;
one cup every 20 minutes.**

Press ENTER to continue

ENTER



09/21 08:19

View Message



From: Corporate Communications

**Drink plenty of water every 15 to
20 minutes and choose water
over soda!**

Press ENTER to continue

ENTER



08/29 08:48

Mandatory Safety Talk



May 2017

Beat the Heat, Stay Cool

It's that time of year again, when the temperatures begin to rise, and the potential for heat related illnesses becomes a factor during your daily work routines. It's important to remember the keys to staying cool and safe this summer season.

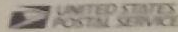
Here are some quick tips for battling the heat:

1. Hydrate before, during and after work. Prevention is important, so make sure to maintain good hydration by drinking at least 8-ounces of water every 20 minutes.
2. Dress appropriately for the weather. On warm days, make sure to wear light colored, loose fitting, breathable clothing to keep body temperatures down.
3. Utilize shade to stay cool. When possible, use shaded areas to stay out of direct sunlight.
4. Know the signs of heat stress. You should understand what heat stress is, and how it can affect your health and safety. Here are some things to look out for:
 - Hot, dry skin or profuse sweating
 - Headache
 - Confusion or dizziness
 - Nausea
 - Muscle cramps
 - Weakness or fatigue
 - Rash

Finally, it's important to notify your supervisor or call 911 if you're experiencing signs of heat related illnesses. This will not only ensure your safety, but can also save your life!

Always Remember – Safety Depends on Me!

If you are doing Park-n-Loop; How can you have splits or loops longer than 20 minutes?

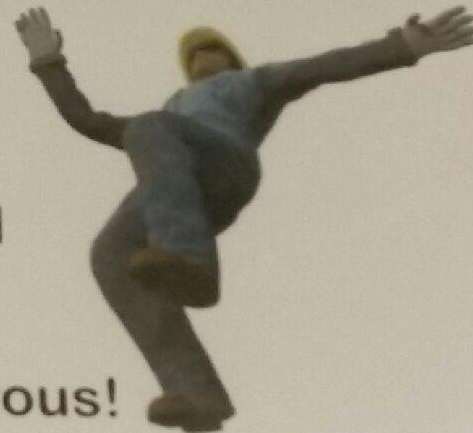


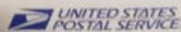
Monthly Safety Emphasis

September – Slip, Trips & Falls



- **ALWAYS** wear appropriate slip-resistance footwear!
- **NEVER** finger mail while walking.
- **PAY ATTENTION** to your surroundings (Situational Awareness)!!
- **SHORTCUTS** are Dangerous!





Monthly Safety Emphasis December – Winter Weather



- Dress appropriately for the weather! Stay Warm!
- Wear proper footwear and utilize traction devices!
- Watch your step! Taking shortcuts can be deadly!
- Don't finger mail while walking over snow and ice!



M-00341
March 22,
1974

*“Employees performing curbside delivery, from right-hand drive vehicles, **shall** follow the procedures listed below:*

1. Level streets or roads: Place the vehicle in neutral (N), place foot firmly on brake pedal while collecting mail or placing mail in mailbox.

2. On hills: Place the vehicle in park (P), place foot firmly on brake pedal while collecting mail or placing mail in mailbox.”

M-00994 August 12, 1985

The issue raised in this grievance involved local management ordering carriers to ignore safety protocol, giving carriers instructions not to place vehicles in neutral while making curbside deliveries from right-hand drive vehicles.

*“It is our position that advising carriers not to put the gear selector in the neutral position at each delivery point on a mounted route **was improper**. U.S. Postal Service policy in this regard provides that employees performing curbside delivery, from right hand drive vehicles, shall follow the procedures of (1) on level streets or roads, placing the vehicle in neutral (N), placing the foot firmly on the brake peddle while collecting mail or placing mail in the mail box; (2) on hills, placing the vehicle in park (P), placing the foot firmly on the brake peddle while collecting mail or placing mail in the mail box. We find that the grievance in this regard does have merit.”*

If your supervisor claims it is a “time wasting practice”; Grieve this safety violation. In the remedy state that during the earliest safety talk, management SHALL instruct ALL the carriers on how to properly deliver to a mounted box!

What do you do when there's a blocked Mailbox?

Postal regulations require that carriers dismount to deliver to a box that is temporarily blocked.

Postal Operations Manual (POM) 632.14 states:

The customer is responsible for keeping the approach to his or her mailbox clear to facilitate delivery. **Where the approach to the mail receptacle located at the curb is temporarily blocked by a parked vehicle during normal delivery hours for the area, or snow or ice hampers the approach to the mailbox, the carrier normally dismounts to make delivery.** If the carrier continually experiences a problem in serving curblin boxes and where the customer is able to control on-street parking in front of his or her mailbox but does not take prompt corrective action after being properly notified, the postmaster may, with the approval of the district manager, withdraw delivery service.

Delivery can only be withheld if the problem is continual.

M-41 321.4

“If a parcel does not fit completely within the mail receptacle or parcel locker (when available), determine if someone is available at the address by ringing the doorbell or knocking on the door. “ **Knock like a cop!**

DO NOT ring and run!

Take the time to introduce yourself “**Hi I’m _____ your Letter Carrier!**” be happy and hand it to YOUR customer, we are NOT UPS, Amazon, or Fedex.

You never know when you may need that customer to help you out.
(Tornado warnings, hail, or refill your water jug, etc... Kindness goes a long way!)



What do you do with an oversized parcel now?

What do you do with Certified Mail?

What do you do with a Signature Confirmation?

Delivery is simple, follow managements' instructions "One motion to the box", marriage the cased Mail with the DPS at the mailbox.

If there is a parcel too big for the parcel locker, remove the Mail from the cluster box and **take the Mail and the parcel** and attempt delivery at your customers door. Introduce yourself "Hi, I'm _____ your Letter Carrier!" **be happy!** Either hand the customer their Mail and parcel or follow the Mailers instructions on the label, deliver or leave notice. After leaving notice, take the attempted Mail back to their Mailbox and the parcel is returned to the Post Office. **M-41 322.311 or 322.312**

The same goes for ANY signature requested items.

Lather, Rinse, Repeat

M-41 323.3 Parcels

Many parcels may be carried with the relays. If no one is available to receive a parcel that is too large for the mail receptacle or parcel locker (when available), follow the procedures in 322.311 and 322.312.

For heavy parcels, the following systems may be used:

- **Begin the loop at the point of the parcel delivery.**

- Bypass the stop until the loop is complete, then drive to the delivery point with both the mail and the parcel.
- If a parcel is heavy, will not fit into your satchel, or requires a signed receipt, determine if someone is available at the address by ringing the doorbell or knocking on the door at the time of delivery of the rest of the mail. If no answer, follow the procedures in 322.311 and 322.312. If someone is available to receive the parcel, return with it after completing the loop.

This is the most fun if your being 99ed; You now rearrange the cased mail and the DPS to match your parcel delivery point and start delivery from this point...This is the most fun you can have with your supervisor! Trust me!

M-00335
November
17,1972

“On park and loop letter routes, the carrier satchel will be used to carry sufficient amounts of mail for a loop or swing, to protect the mail and for collection mail. The only exception whereby a motorized carrier may make deliveries without a satchel is a dismount to make a limited (one or two) number of business deliveries from a single stop.”

Check your Standard Operating Procedures, SOP, for any difference.

Handbook

EL-814.3

Backing Up

“Avoid backing up whenever possible.

If you can, park where you will not have to backup to pull away from a parking place.

*If you must backup, **first walk around your vehicle** to make sure there are no pedestrians, children, obstructions, etc., in your way.”*

Handbook

EL-814.7

Parking

Lots

“Park in designated parking spaces only.

Do not park in or block fire lanes.”





Monthly Safety Emphasis

September - Parking

The Definition of "Legally Parked":

- Parked in / at a LEGAL and AUTHORIZED Parking Point!
- Vehicle turned off!
- Keys out ignition!
- Wheels Curbed! (if appropriate)
- Use the LLV Flashers & Strobes when parking.



M-41.812.5

“Arrange letter mail, flat mail, and small parcels in the work tray provided on the ledge behind the windshield so as not to obstruct vision or use of the vehicle controls.

Trays must not be piled on top of other trays on the ledge behind the windshield.”

DO NOT place any mail on the floor of the LLV, ALL mail is to be worked from the work tray, If you can't fit ALL the mail on the tray, then work it out of the back of the vehicle.

DO NOT double stack trays of mail.

M-41.335.13
Agreement
by Hotel,
Apartment
House or
the Like

Form 3801 is filled out and on file in the route book to release Letter Carriers from liabilities. (if a parcel goes missing, etc)

On Street Menu



- 1 Scan Barcode
- 2 Review Entries
- 3 Settings
- 4 Firm Sheet
- 5 Manual Input
- 6 Change Route
- 7 Dynamic Delivery
- 8 Collection Box Info
- B Text Messages**
- H Prepaid Acceptance
- D Database Info
- A Accountables Delivery Report

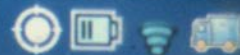
ESC

ENTER



09/10 14:49

Text Messages Menu



- 1 Inbox
- 2 Create New Message**
- 3 Outgoing Messages

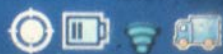
ESC

ENTER



09/10 14:49

Message type



1 RIMS Alert Message

2 RIMS Text Message

ESC

ENTER



09/10 14:50

Select Message Text:

3 Animal Out

4 Vehicle Break Down

5 Fire

**6 Police/Postal Inspection
Emergency**

7 Address Not Found

8 Mail Stolen

9 Vehicle Broken Into

A Robbery

B Box Stolen/Damaged

C Other

ESC

ENTER



09/10 14:50

New Message



New Message:



Press ENTER to continue

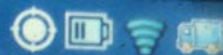
ESC

ENTER



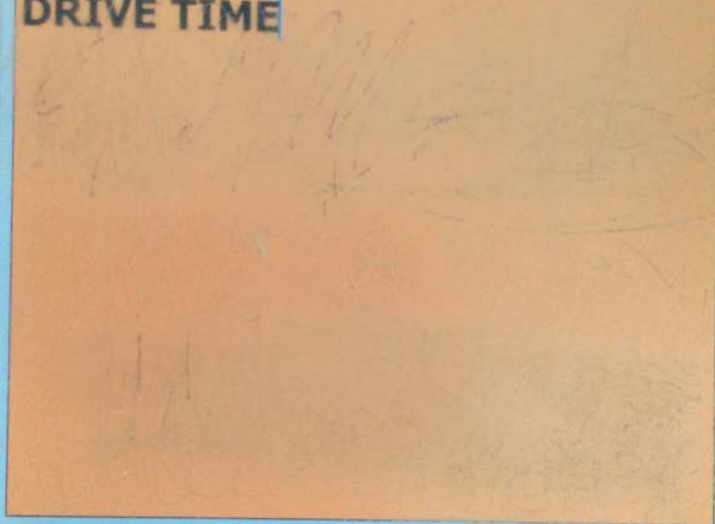
09/10 14:50

New Message



New Message:

ABOUT 2 HOURS 30 MINUTES
DELIVERY PLUS CLEANUP AND
DRIVE TIME



Press ENTER to continue

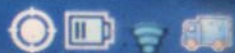
ESC

ENTER



09/10 14:51

New Message



Key-in expiration period

05 days

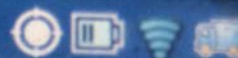
ESC

ENTER



09/10 14:51

New Message



Key-in expiration period

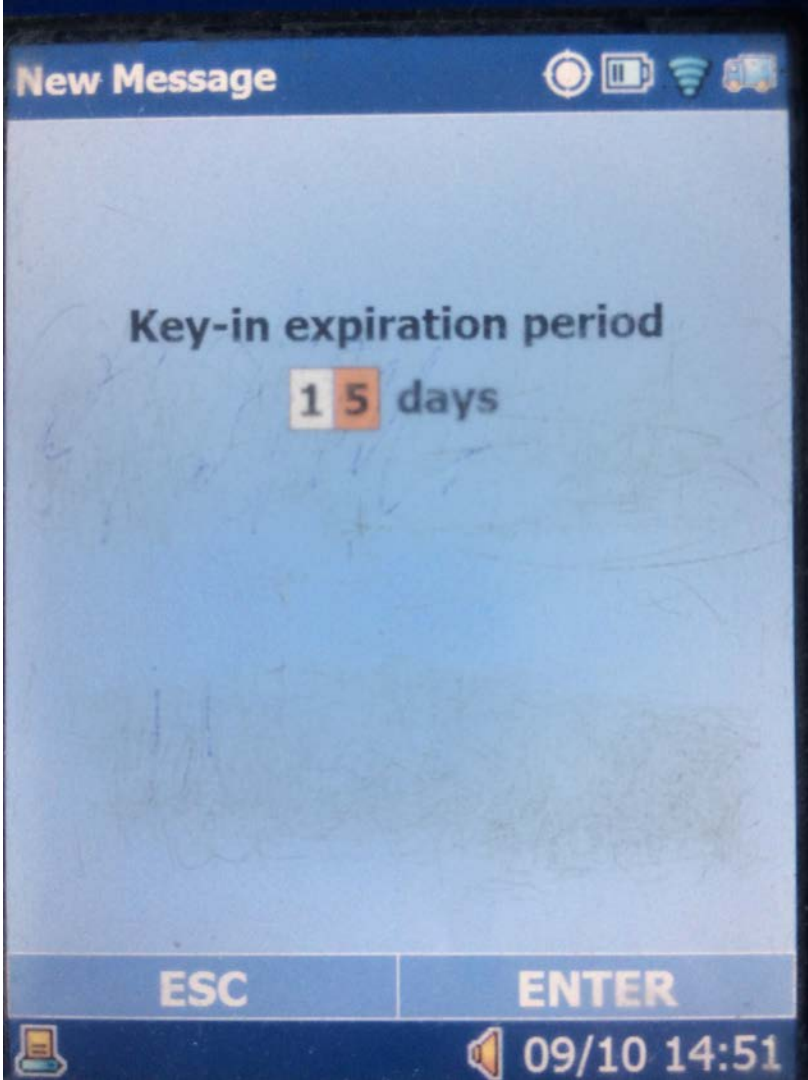
00 days

ESC

ENTER

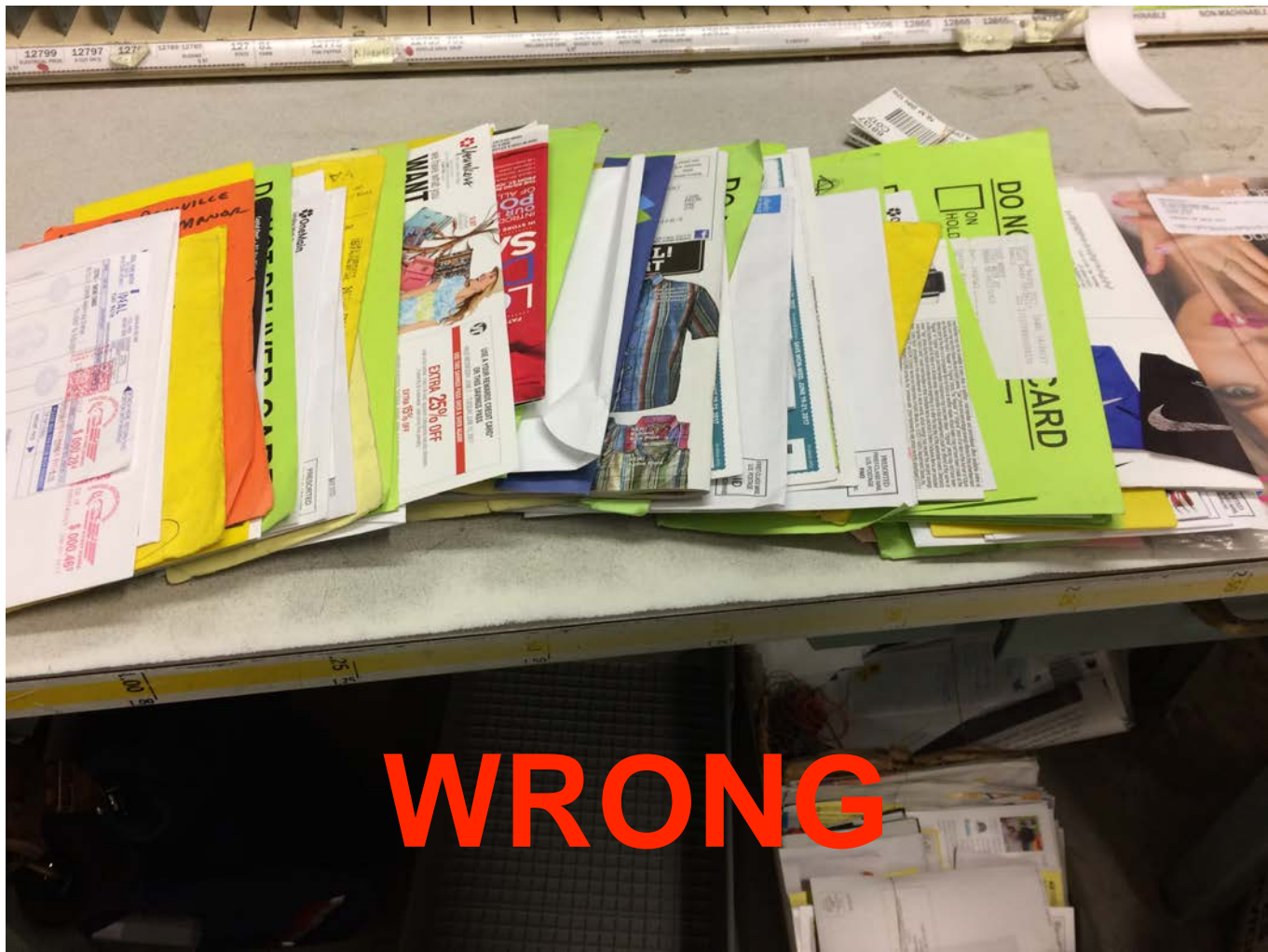


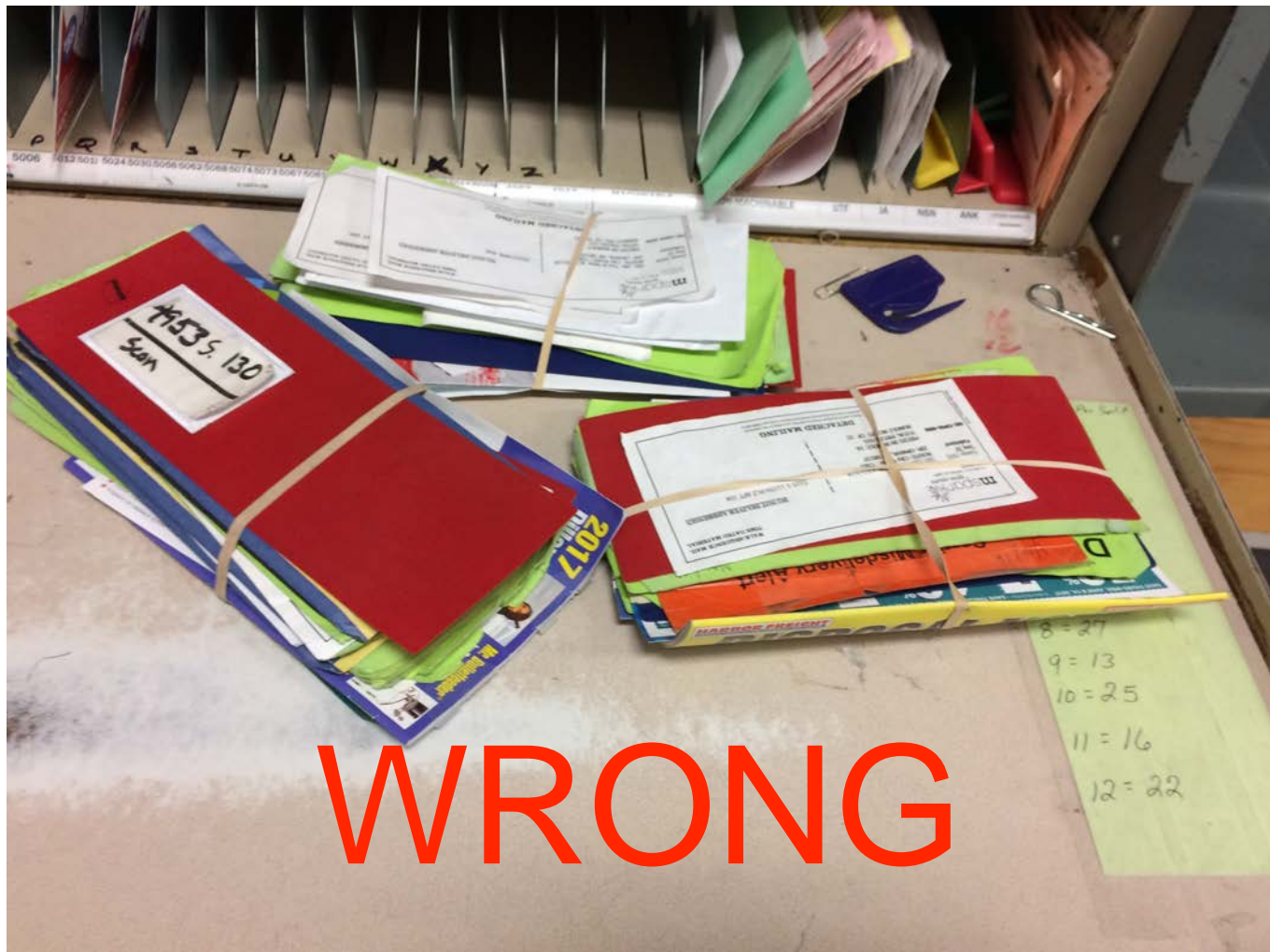
09/10 14:51



Why 15 days?

We have 14 days to file a grievance.





M-41 section 131.46

“Before you leave the office, enter on Form 1571 the mail curtailed; when you return, **add any mail which was not delivered and which was returned to the office.** Follow any special local procedures set up to identify errors and corrective actions for mail returned because it was out of sequence.”

M-41.241.311 “Form 3982 provides a quick reference for carriers unfamiliar with customer removals from the route so the mail for these customers can be withdrawn from the case and bundled for forwarding by the CFS. **(Exception: In a Delivery Point Sequence environment where customer removals may first be identified while performing street duties, they must be withdrawn and returned to the office for processing).** Use of a PS Form 3982 or a locally developed policy to identify removals while performing street duties will be used.”

M-41.442.2 “**Add any mail which was not delivered but was returned to the office.**” Line 21

This is a critical to inform management not only the missent Mail, but depending on the route type will determine how much “bad” DPS is returned for further processing. Think if you had a college dorm or an all apartment route compared to a 100% residential single family home route! The amount of extra processing between the routes can be ENORMOUS! Don't cut your route time to fit DOIS.

WHY?

You receive (during a formal inspection) one minute for every 10 pieces for separating mail and one minute for every 4 pieces of mail you actually mark up – rounding up.

Example: You bring back 40 pieces of DPS, recorded on your Form 1571 (Report of Undeliverable Mail) from the route that is NOT counted in DOIS. That is 4 minutes to separate and potentially 10 minutes to mark/bundle-up the mail or **14 minutes that DOIS has stripped from the route!** And yes this is office time, whether it's AM or PM.

This “bad” DPS has to be processed the same day. All commingled mail is upgraded to First Class Mail.

POM 458.2.b “If Standard Mail is mixed with a higher class of mail (e.g., First-Class Mail) in such a manner as it loses its identity, the Standard Mail must be considered upgraded and treated as the higher class of mail. “

WHY?

Pushing the mail until tomorrow morning will place you in a bigger DOIS/PET hole.

WHY?

Your supervisor does NOT count the “bad” DPS you have to process!

WHY?

Office Time

Service Date: 06/14/2016

AM Available											AM Cur	
Route	Carrier	Type	OTOL	Proj Route OT/UT	% Std	Letters	Flats	PP	DPS	FSS	Sag Pcs	Ltrs
37001		REG	12	-0.59	100	7	183		709			
37002		REG	12	-0.35	100	9	158		464			
37003		REG	WA	-0.42	100	11	177		787			
37005		REG	WA	-0.40	100	2	138		725			
37006		REG	WA	-0.49	100	27	139		696			
37007		REG	12	-1.13	100	7	118		1409			
37008		REG	10	-0.55	86	1	144		2017			
37009		T-6	12	-0.49	100	2	150		1579			
37017		REG	12	-0.55	93	4	129		1088			
37018*					100	2	57		553			
37019	REG			-0.28	100	1	113		958			
37023	REG	12	-0.48	95	2	102		1086				
Unit Totals				-8.54		75	1606	0	12071	0	0	0

Unit Summary

Volume		Authorized Hours		Workload Hrs	
Total Case	1,683	Projected Hours	82:26	Total Office	
		Base Hours	92:55	Total Street	
		Budget Hours	0:00	Total Route	

* Aux Route

Joe Sharp
4 HKS
Donnie's List
35

06/14/2016 08:13 AM

Workload Status

U.S. Postal Service

RT

Date: 6-13-16

TO: Delivery and Collection Superintendent

The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.

	Preferential	Other
Letters	Pm 136 Pcs	
Newspapers		
Magazines		
Flats		
Samples		
Other Pieces		

For Use By Parcel Post Carrier Only

Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

Sacks	Outside Pieces

Remarks: (Reasons for nondelivery. Report of trips omitted or curtailed. Note any other matter of which record should be made.)

Pm DB - vacation held, usm, A-Z
3m Mail, Mark-ups

Reg	Tech or Unit
X	
Action Taken (M)	

Manager's Signature

Date

Return Time

Post Return Time	Return Time Var
3:26 PM	-0:59
3:49 PM	-0:35
3:42 PM	-0:42
3:44 PM	-0:40
3:36 PM	-0:49
3:11 PM	-1:13
3:30 PM	-0:55
3:36 PM	-0:49
3:30 PM	-0:55
3:55 PM	-0:29
3:37 PM	-0:48
	-8:54

Where did the time for processing 136 pieces of First Class Mail go?

$136 / 10 = 14$ minutes to separate the mail (we round up).

$136 / 4 =$ potentially 34 minutes to mark-up/bundle for CFS.

$14 + 34 = 48$ minutes stripped from the route by the stupidvisor.

This happens everyday to every route six days a week and 52 weeks a year!

Letter Carriers do ALL the work and the Supervisor “claims” you’re not making office standard, are a laydown, you dropped the plow, ‘What happened out there?’, etc...

27min
67min

267
USM

FREE GIFT
+ YOUR
BIRTHDAY
OFFER
Details inside

U.S. Postal Service
UNDELIVERED MAIL REPORT

Date: 11-27-18

TO: Delivery and Carrier

The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.

	Preferential	Other
Letters	267 Pcs	
Newspapers		
Magazines		
Plats		
Samples		
Other Pieces		

For Use By Parcel Post Carrier Only

Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.

Sacks	Outside Pieces

Remarks: (Reasons for nondelivery. Report of type limited or curtailed. Note any other matter of which record should be made.)

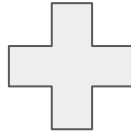
On DPS - vacant New Hotels, USM, 4-2
3rd Mail, Markings

This was an addressed DPS mail that is marked-up as Vacant, because it was mail for vacant apartments.

267 pieces divided by 10 to separate the mail = 27 minutes

267 pieces divided by 4 to mark-up the Vacants = 67 minutes

27 minutes



67 minutes

94 minutes stripped from the route on this day.

How much time everyday,
week, month, year is being
deducted from your route?



DELIVERY OPERATIONS
INFORMATION SYSTEM
United States Postal Service

**Delivery Operations Information System
(DOIS)**

**Client 4.6.0
Release Notes**

September 2008

Lines 8-13 Enhancements

Issue	Description/Resolution
Fixed Office Time changed to include lines 8-13 from most recent route inspection.	<p>As a result of negotiation between the USPS and the NALC, an agreement has been reached to include lines 8 through 13 as part of a route's fixed office time and therefore a route's projected office time. Those times are solely dependent on the mail volume associated with those lines, and not how long it took the carrier to perform the work. The formulas for computing the standard time for those lines are taken from Handbook M-39, Management of Delivery Services, sec. 222.214a(4):</p> <p>Line 8: For each 10 pieces of all classes of mail separated for forwarding or return..... 1 minute Line 9: Periodicals marked up (for each 2 pieces handled for forwarding or return)..... 1 minute Line 10: For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter..... 2 minutes Line 11: For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Receptacle)..... 1 minute Line 12: For each change of address, including form 3546, recorded on forms 1564-B and 3982..... 2 minutes Line 13: Insured Receipts turned in..... 1 minute</p> <p>Any fraction of a minute will always be rounded up to the next minute. Minutes are always in whole numbers.</p> <p>DOIS will determine the amount of time to be added as follows:</p> <ol style="list-style-type: none"> 1) if an inspection exists for that route, the time will come from the PS forms 1838 as recorded during the most recent route count and inspection. All available days from the week of inspection should be used, regardless of who the carrier was on any given day. The average standard times from those lines shall be used based on the recorded volume. There is no minimum time associated with those lines. 2) If no route inspection data exists for routes in the unit, then a flat, fixed time of 5 minutes will be added to those routes' line 8-13 time. If a route subsequently is inspected, then DOIS will use method 1) above to adjust that time.

M-41 121.12 TIME ALLOWANCES FOR CARRIER OFFICE WORK

- 8 For each 10 pieces of all classes of mail separated for forwarding or return. 1 minute
- 9 Periodicals marked-up (for each 2 pieces handled for forwarding or return). 1 minute
- 10 For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter. 2 minutes
- 11 For each 4 pieces marked up (mail marked **Deceased, Temporarily Away, Refused, Vacant** (Occupant mail of obvious value) or **No Mail Receptacle**). 1 minute
- 12 For each change of address, including Form 3546, recorded on Forms 1564-B and 3982. 2 minutes
- 13 Insured receipts turned in. 1 minute

Lines 8-13 Enhancements (cont'd)

Issue	Description/Resolution
	<p>The fixed office time in DOIS is only updated when a route adjustment as a result of a formal count and inspection is implemented in DOIS. This upgrade would allow DOIS to amend that time to include time for lines 8-13 depending on the method used above. If a route is inspected but not adjusted (no changes sent to AMS), the Implement button in DOIS must still be used so that base data for that route is updated.</p> <p>Changes to the DOIS client:</p> <ol style="list-style-type: none"> 1) Route Base Information window: <ol style="list-style-type: none"> a) Two new fields in the Base Times section: Lines 8-13 Time Lines 14-21 Time b) Fixed Office Time becomes Tot Fixed OFC Time, and will be a sum of the two new fields above. 2) Route Base Information Report: <ol style="list-style-type: none"> a) Total FOT column moved to the far right of the report. b) Two new columns inserted just before Total FOT: Lines 8-13 Lines 14-21 <p>The Vehicle Number and Base Miles columns will be removed from the RBI report to accommodate this. They will still be available in the RBI window under Travel Information.</p>

Management can and should enter the “extra” time into DOIS.

“The fixed office time in DOIS is only updated when a route adjustment as a result of a formal count and inspection is implemented in DOIS. This upgrade would allow DOIS to amend that time to include time for lines 8-13 depending on the method used above. If a route is inspected but not adjusted (no changes sent to AMS), the implement button in DOIS must still be used so that base data for that route is updated.”

Do you think management will?

Service Date: 06/14/2016

AM Available													AM Curt
Route	Carrier	Type	OTOL	Prg Route OUT/UT	% Std	Letters	Flats	PP	DPS	FSS	Seq Pcs	Ltrs	Fts
37001		REG	12	-0:59	100	7	183		709				
37002		REG	12	-0:35	100	9	158		464				
37003		REG	WA	-0:42	100	11	177		787				
37005		REG	WA	-0:40	100	2	138		725				
37006		REG	WA	-0:49	100	27	139		696				
37007		REG	12	-1:13	100	7	118		1409				
37008		REG	10	-0:55	86	1	144		2017				
37009		T-6	12	-0:49	100	2	150		1579				
37017		REG	12	-0:55	93	4	129		1088				
37018*					100	2	57		553				
37019		REG		-0:29	100	1	113		958				
37023		REG	12	-0:48	95	2	102		1086				

Unit Totals				-8:54		75	1608	0	12071	0	0	0	0
-------------	--	--	--	-------	--	----	------	---	-------	---	---	---	---

Unit Summary		Authorized Hours		Workload Hrs	
Total Case	1,683	Projected Hours	82:26	Total Office	
		Base Hours	92:55	Total Street	
		Budget Hours	0:00	Total Route	

* Aux Route

Joe Sharp
4 HRS
Don't list
3

06/14/2016 08:13 AM

U.S. Postal Service
UNDELIVERED MAIL REPORT
 Date: 6-13-16
 Agent: [Redacted]
 The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.
 NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.
 Letters: *Pm 136 Pcs*
 Newspapers
 Magazines
 Flats
 Samples
 Other Pieces

For Use By Parcel Post Carrier Only
 Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.
 Sacks
 Outside Pieces

Remarks: (Reasons for nondelivery. Report of trips omitted or curtailed. Note any other matter of which record should be made.)
Pm DPS - vacation Hellogram, A-Z
3ml Mail, Mark-ups
 Reg Tech or Unit: *X*
 Action Taken (Manager)
 Manager's Signature
 Date

Return Time	
Prg Return Time	Return Time Var
3:26 PM	-0:59
3:49 PM	-0:35
3:42 PM	-0:42
3:44 PM	-0:40
3:36 PM	-0:49
3:11 PM	-1:13
3:30 PM	-0:55
3:36 PM	-0:49
3:30 PM	-0:55
3:55 PM	-0:29
3:37 PM	-0:48
	-8:54

Add the potential 48 minutes to the route time and you got 13 minutes overtime.

Where did the time go?

Wait there's more!

AM Available											AM Curial		Office Workload & Projected Leave Time						Street Workload & Projected Return Time							
Route	Carrier	Type	OTDL	Proj Route OT/UT	% Std	Letters	Flats	PP	DPS	FSS	Seq Pos	Ltrs	Fibs	Proj Office Hours	Aux Prov(+/-) Road(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+/-) Road(-)	Misc Street Time	Proj Return Time	Return Time var		
3700		G 12		0.17	100	7	196	15	709					1.01	0.00	0.00		8:55 AM	-0.46	6:13	0:51	0:12	4:41 PM	0:17		
3700		G 12		-0.03	100	9	168	10	464					-0.57	0.00	0.00		8:52 AM	-0.23	6:40	0:16	0:05	4:22 PM	-0:03		
3700		G WA		-0.26	100	11	197	9	787					1.01	0.00	0.00		8:56 AM	-0.29	6:30	0:00	0:03	3:56 PM	-0:26		
3700		G WA		-0.12	100	2	146	10	725					0.93	0.00	0.00		8:48 AM	-0.32	6:35	0:12	0:08	4:12 PM	-0:12		
3700		G WA		0.08	100	27	148	9	696					0.56	0.42	0.00		9:32 AM	0.03	6:26	0:00	0:05	4:32 PM	0:08		
3700		G 12		-0.18	100	7	140	35	1409					0.53	0.00	0.00		8:47 AM	-1.03	6:04	0:00	0:45	4:07 PM	-0:18		
3700		G 10		0.22	86	1	171	23	2017					0.54	0.00	0.00		8:48 AM	-0.42	6:24	0:39	0:26	4:46 PM	0:22		
3700		12		-0.09	100	2	175	24	1579					0.56	0.00	0.00		8:52 AM	-0.37	6:25	0:00	0:29	4:15 PM	-0:06		
3701		G 12		-0.42	93	4	147	7	1088					0.52	0.00	0.00		8:47 AM	-0.42	6:26	0:00	0:00	3:42 PM	-0:42		
37018		G WA		0:00	100	2	62	8	553					0.42	0.00					2:45	0:00	0:06				
		G														0.00							0:11			
		G														0.00							0:39			
		G														0.00							0:12			
		G														0.00							0:16			
		G														0.00							0:51			
	G														0.00							0:43				
37019				0:11	100	1	131	18	958					0.51	0.00	0.00		8:46 AM	-0.21	6:48	0:11	0:21	4:36 PM	0:11		
37023		12		-4:03	95	2	102	10	1086					0.47	0.00	0.00		8:41 AM	-0.40	6:33	-3:31	0:06	12:21 PM	-4:03		
														0.00							3:31					
Unit Totals					-4.55		75	1783	178	12071	0	0	0	0	0.45	0.00	0.00				-6.12	73.49		2.48		-4.55

Unit Summary

Volume		Authorized Hours		Workload Hours		Overtime / Leave Hours	
Total Case	1,858	Projected Hours	87:17	Total Office	10:44	Overtime	0:57
		Base Hours	92:55	Total Street	76:33	Annual Leave	8:00
		Budget Hours	0:00	Total Route	87:17	Sick Leave	0:00

* Aux Route

Add the potential 48 minutes to the route after everything is uploaded and you got 45 minutes overtime.

Where did the time go?

Your Supervisor is stealing time from your route.

In the Supervisors telecon, who do you think is getting the blame for poor performance?



October 31, 2017

MEMORANDUM FOR ALL WESTERN AREA EMPLOYEES

SUBJECT: Integrity and Accurate Reporting

This memo is a reminder of your obligation to manage and work with integrity. It is an absolute requirement that every employee accurately report mail conditions, timekeeping information, barcode scans, and all other data entered into Postal Service databases. Do not share your password, and don't access a system with someone else's credentials.

Any employee that immediately comes forward and reports a violation of these requirements will not face consequences simply for doing so. However, every employee who engages in inaccurate reporting, falsification, or who knowingly provides misleading information will be subject to disciplinary action, including removal from the Postal Service.

As a reminder, every violation of ethics policy must be reported to the Office of Inspector General.

Requiring every employee to act with integrity and report accurately is critical to our business. When each of us is upfront, honest, and truthful we can identify problems faster and immediately find targeted solutions. This saves the Postal Service valuable time and resources.

Do not place your employment in jeopardy. Always tell the truth. Be accurate in what you report, and never place yourself in a position which compromises your integrity.

A handwritten signature in dark ink, appearing to read "Gregory G. Graves".

Gregory G. Graves

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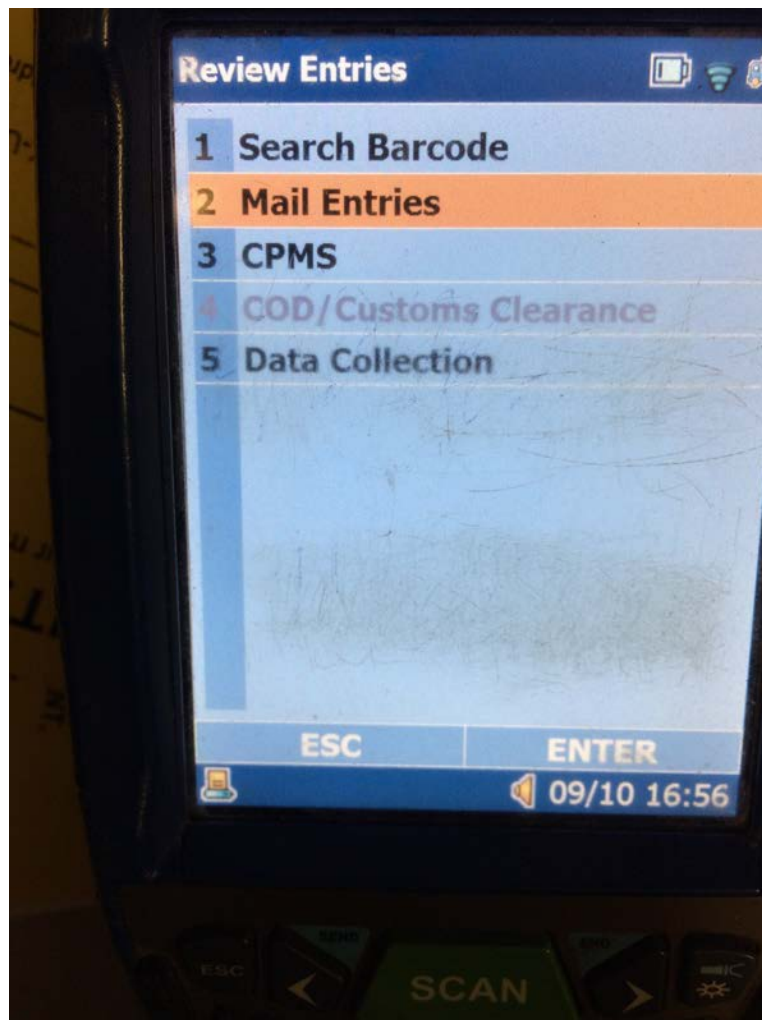
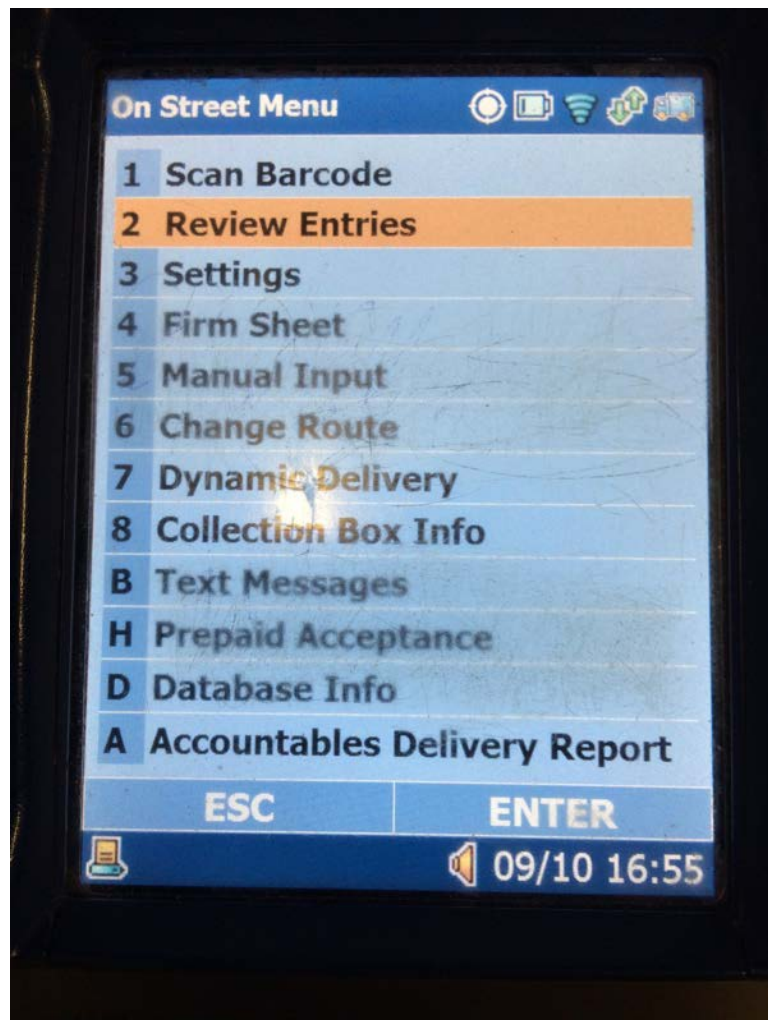
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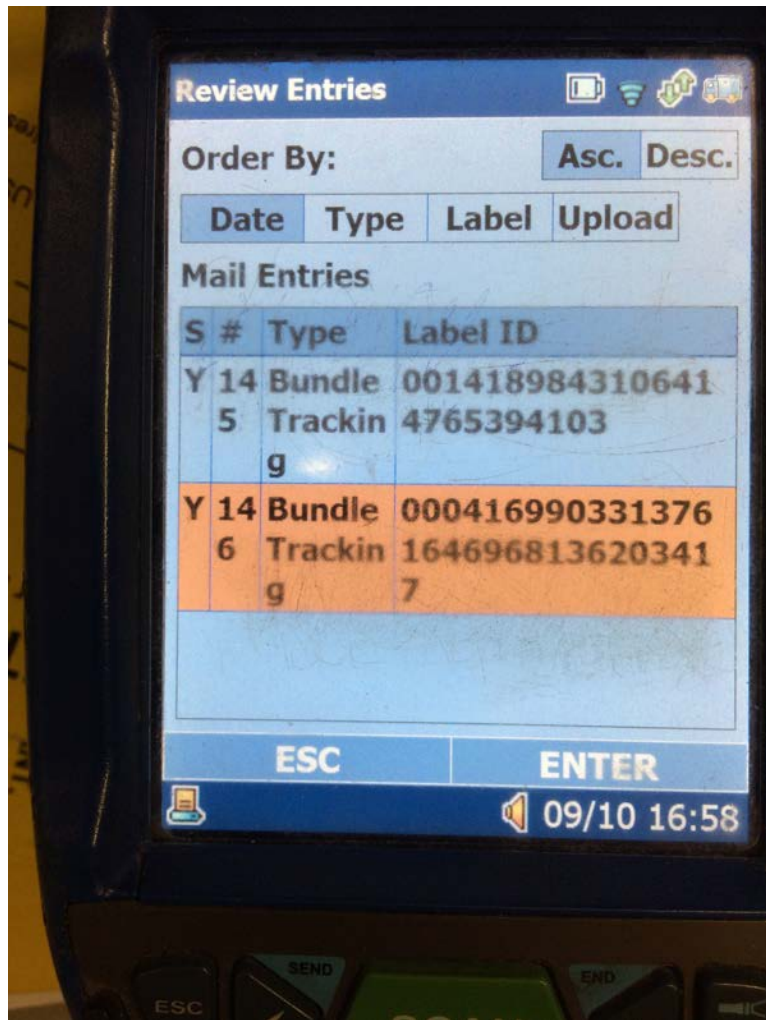
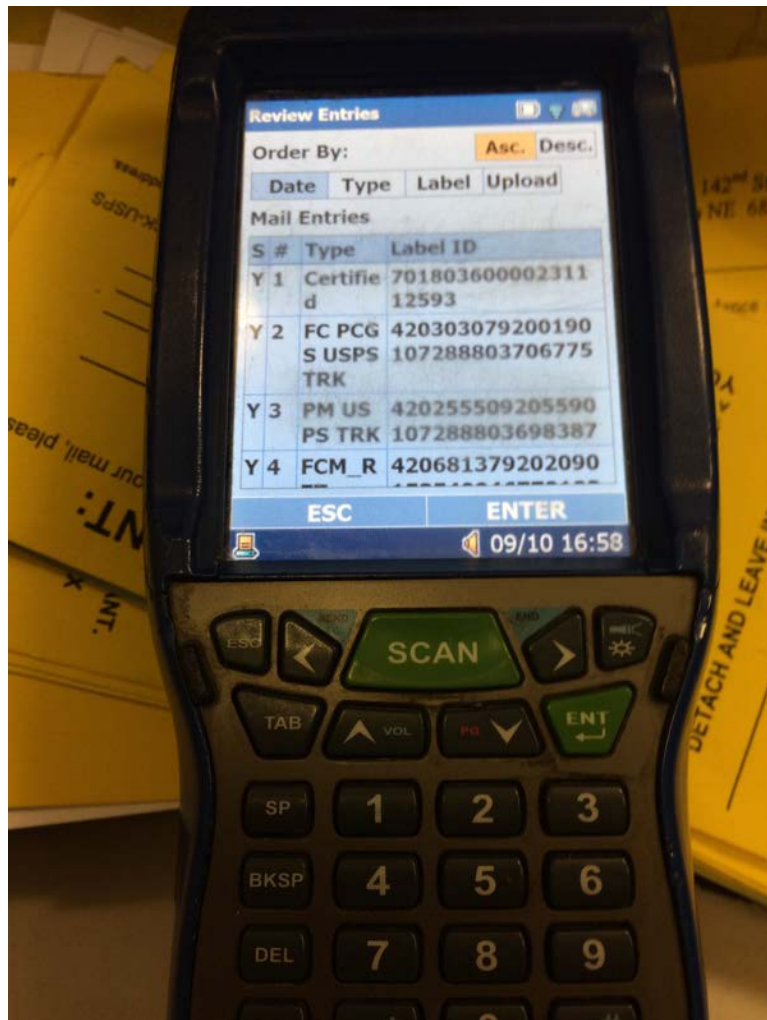
Do not place your employment in jeopardy. Always tell the truth. Be accurate in what you report, and never place yourself in a position which compromises your integrity.

The easy way is efficacious and speedy,
the correct way is arduous and long, but as
the time-clock ticks, the easy way becomes
harder and the correct way becomes the
easier.



This is how your route should look just before you go “wash up” and End Tour, Trail Cards cased, Form 1571 on top of the returned DPS





M-41 section 911.2

*The count of mail is used to gather and evaluate data to adjust routes fairly and equitably to insure that the workload for each route will be as **near as possible to an 8-hour workday** for the carrier.*

This does NOT mean an 8:05 hour workday or a 8:25 hour workday, it STATES “as near as possible to an 8-hour workday”

**Is your Route an 8 hour
assignment?**