

## ***INSTRUCTIONS FOR COMPLETION OF BACK DOOR MANAGEMENT LOG***

Back door management must be performed on 100% of the routes every week.

Utilize Back Door Management Log to identify the following issues:

- 1 Indicate date mail is being reviewed
- 2 Indicate carrier route number being reviewed
- 3 Identify carrier by name
- 4a Indicate the number of missequenced pieces, if any, returned from the street.  
Indicate total number of "**Undelivered Mail**" returned from the street. Query carrier on reasoning for the non-delivery, complete PS Form 1571 and attach to mail. If NO justifiable reasoning is provided, provide carrier with delivery instructions to complete b delivery.  
  
Indicate total number of "**Forwardable/RTS**" mail pieces and ensure each bundle is c properly endorsed by carrier and staged.  
  
Indicate total number of "**Notice Left**" scanable items (Priority/PME/Parcel Select/First Class) pieces were returned. Query carrier on why 1st delivery attempt was not successful. If valid reasoning, ensure all items are properly endorsed and scanned with d the appropriate STOP THE CLOCK SCAN AND YELLOW DOTTED.  
  
e YES OR NO - for satchel contents?  
  
f YES OR NO - for vehicle contents?
- 5 Enter appropriate comments for items 4a thru 4f.
- 6 Initials of reviewing supervisor.

**FAX TO OPS EVERY MONDAY (Tuesday if Monday is a holiday) - (202) 636-2308 OR (202) 636-2025. 100% of the routes should be identified.**

