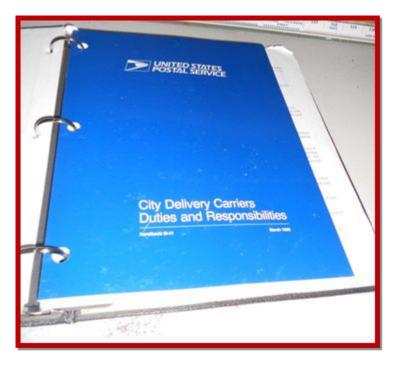


Brought to you by Management



The M-41 written by management.

The M-39 written by management.

The National Agreement (NA)

"M" numbers, These are "Memorandum of Understandings" negotiated by management and the Union where the National Agreement (NA) and Handbooks and Manuals are silent.

"C" items are arbitrations.

# M-41 911.2

The count of mail is used to gather and evaluate data (scanners) 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.



M-41.921.18.g

"If over any 6 consecutive week period (where work performance is otherwise satisfactory) a route shows over **30 minutes** of overtime or auxiliary assistance on each of 3 days or more in each week during this period, the regular carrier assigned to such route shall upon request, receive a special mail count and inspection to be completed within 4 weeks of the request. The month of December must be excluded from consideration when determining a 6 consecutive week period. However, if a period of overtime and/or auxiliary assistance begins in November and continues into January, then January is considered as a consecutive period even though December is omitted. A new 6 consecutive week period is not begun."

It is a simple formula, 30 minutes of overtime 3 times a week for 6 consecutive weeks =

# YOUR ROUTE IS OUT OF ADJUSTMENT

# Special Count & Inspection-City Delivery Routes

The United States Postal Service and the National Association of Letter Carriers, AFL-CIO, agree that it is in the best interests of the Postal Service for letter carrier routes to be in proper adjustment.

Therefore, where the regular carrier has requested a special mail count and inspection, and the criteria set forth in Part 271g of the Methods Handbook, M-39, have been met, such inspection must be completed within four weeks of the request, and shall not be delayed. If the results of the inspection indicate that the route is to be adjusted, such adjustment must be placed in effect within 52 calendar days of the completion of the mail count in accordance with Section 211.3 of the M-39 Methods Handbook. JCAM page 397

There are decisions by Executive Management (Washington DC) AND the Union. There are several issues about carrying mail that have been addressed as far back as July 17,1930. None of these work issues has an expiration date thus are in full force and effectiveness. Some of the decisions do have an expiration (e.g. Route Inspections) Executive Management knows are job is, in their words, ARDUOUS or *involving or requiring strenuous* effort; difficult and tiring, however local management does not care about anything but THEIR Delivery Operations Information System a.k.a. DOIS/PET numbers. Our National Agreement, negotiated by both sides, does NOT authorize the DOIS program.

#### National Agreement ARTICLE 34 WORK AND/OR TIME STANDARDS

A. "The principle of a fair day's work for a fair day's pay is recognized by all parties to this Agreement."

**M-00209** Feb 6, 1974 "It is recognized that changes in work and time standards will be initiated only at the national level." **M-00190** Sept 22, 1981 "The form in question is a management tool being utilized to gather information. As such, it is not used for

disciplinary or route adjustment purposes. The case file does not reflect that use of the disputed form is in any manner an effort to effect the time or work standards."

**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."

**M-01444** July 7, 2001 "Daily piece counts (PCRS) recorded accordance the above-referenced systems (POST or DOIS) not constitute the sole basis for discipline. However, daily piece counts recorded accordance these procedures may be used the parties conjunction other management records and procedures to support or refute any performance-related discipline. This does not change the principle that, pursuant to Section 242.332 of the carrier shall be disciplined for failure to meet standards, except cases of unsatisfactory effort which must be based on documented, unacceptable conduct that to the carrier's failure to meet standards." Furthermore, the pre-arbitration settlement H1N-IN-D 31781, dated October 22,1985, provides that "there no set pace at which a carrier must walk and no street standard for walking."

**M-01664** September 11, 2007 "The Delivery Operations Information System (DOIS) is a management tool for estimating a carrier's daily workload. The use of DOIS does not change the letter carrier's reporting requirements outlined in section 131.4 of Handbook M-41, the supervisor's scheduling responsibilities outlined in section 122 of Handbook M-39, or the letter carrier's and supervisor's responsibilities contained in Section 28 of Handbook M-41. DOIS projections are not the sole determinant of a carriers leaving or return time, or daily workload. As such, the projections cannot be used as the sole basis for corrective action."

M-01769 September 16, 2011 "The subject office efficiency tool is a management tool (not a Union tool) for estimating a carrier's daily workload. The office efficiency tool used in the Greater Indiana District or any similar time projection system/tool(s) will not be used as the sole determinant for establishing office or street time projections. Accordingly, the resulting projections will not constitute the sole basis for corrective action. This agreement does not change the principle that, pursuant to Section 242.332 of Handbook M-39, "No carrier shall be disciplined for failure to meet standards, except in cases of unsatisfactory effort which must be based on documented, unacceptable conduct that led to the carrier's failure to meet office standards." Furthermore, as stated in the agreement for case Hi N-1 N-D 31781, "there is no set pace at which a carrier

The Union and management have negotiated this principle many different times!

must walk and no street standard for walking."

Deception & lies are only able to take hold where a knowledge of the truth has been ignored or lost or never taught.

DOIS = Daily Office Intimidation Scam

Service Date:

01/13/2016

									AM Av	ailable			AM	Curta	Office	Worklo	ad & Pr	ojected	Leave Time		Street Wo	orkload &	Projecte	d Return T	ime
Rou	uto	Carrier	Type	OTDL	Proj Route OT/UT	% Std	Letters	Flats	pp	DPS	FSS	Seq Pcs	Ltrs	Fits		Aux Prov(+) Rovd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rovd(-)	Misc Street Time	Proj Return Time	Return Time Var
	01		REG	12	-0:31	100	115	330	-	1639					1:27	0:00	0:00		8:51 AM	-0:20	6:13	0:00	-0:11	3:24 PM	-0:31
>	02		T-6	12	-0:08	100	80	315	-	759	i.		1		-1:22	0:00	0:00		8:47 AM	0:02	6:40	0:00	-0:11	3:46 PM	-0:08
	03		REG	WA	-0:25	100	49	286	-	1023					1:16	0:00	0:00		8:41 AM	-0:14	6:30	0:00	-0:11	3:30 PM	-0:25
	05		REG	WA	-0:30	100	27	201	-	869					1:03	0:00	0:00		8:27 AM	-0:22	6:35	0:00	-0:08	3:25 PM	-0:30
	06		REG	WA	-0:06	100	89	412	-	947					1:37	0:00	0:00		9:01 AM	0:03	6:26	0:00	-0:09	3:48 PM	-0:06
	07		REG	12	-0:24	100	64	443	+45	1190					1:39	0:00	0:00		9:04 AM	-0:17	6:04	0:00	-0:08	3:30 PM	-0:24
	08		REG	10	-0:15	86	86	437		2170					1:31	0:00	0:00		8:55 AM	-0:06	6:24	0:00	-0:09	3:40 PM	-0:15
	09		REG	WA	-0:27	100	72	271	-	1994					1:16	0:00	0:00		8:40 AM	-0:19	6:25	0:00	-0:08	3:27 PM	-0:27
	17		REG	12	0:10	93	31	616	1	1469					1:55	0:00	0:00		9:19 AM	0:21	6:26	0:00	-0:11	4:04 PM	0:10
	18*					100	18	150	1/2	639					0:55	0:00					2:45	0:00	-0:06		
	19		T-6	10	-0:13	100	35	210	-	1205			0		1:05	0:00	0:00		8:29 AM	-0:07	6:48	0:00	-0:06	3:41 PM	-0:13
	23		REG	12	-0:18	95	53	305	-	1364					1:17	0:00	0:00		8:41 AM	-0:10	6:33	0:00	-0:08	3:37 PM	-0:18
	Unit	Totals	1	-	-3:07		719	3976	0	15268	0		0 0		0 6:23	3	0:00	0:00		-1:29	73:49		-1:46		-3:07

### 8 minutes undertime @ 7:28 AM

#### **Unit Summary**

Volum	е	Authorized H	Hours	Workload	Hours	Overtime / Leave	e Hours
Total Case	4,695	Projected Hours	88:28	Total Office	16:22	Overtime	0:10
		Base Hours	92:55	Total Street	72:06	Annual Leave	8:00
		Budget Hours	0:00	Total Route	88:28	Sick Leave	0:00

\* Aux Route

Joise. 1700

XI

01/13/2016 07:28 AM

Service Date:

01/13/2016

_					-		_	-	M Ava	ilable			AMO	Curtail	Office	Worklo	ad & Pri	ojected L	eave Time		Street Wo	orkload & I	Projecte	d Return T	me
D.	oute	Carrier	Type	OTDL	Proj Route OT/UT	% Std	Letters	Flats	pp	DPS	FSS	Seq Pcs	Ltrs	Fits	Proj Office	Aux Prov(+) Rovd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rovd(-)	Misc Street Time	Proj Return Time	Return Time Var
		3001100		12	0:13	100	115	330	29	1639				7	1:27	0:00	0:00	1000	8:51 AM	-0:20	6:13	0:00	0:33	4:07 PM	0:13
	01		T-6	12	0:23	100	80	315	21	759					1:22	0:00	0:00		8:47 AM	0:02	6:40	0:00	0:21	4:18 PM	0:23
	02		1	100		100	49		16	1023	_	-			1:16	0:00	0:00		8:41 AM	-0:14	6:30	0:00	0:14	3:54 PM	-0:01
	03		1.000.00	WA	-0:01	-		-	107	869			-		1:03	0:00	0:00		8:27 AM	-0:22	6:35	0:00	0:12	3:44 PM	-0:10
	05		REG	WA	-0:10	100	27	201	13	5.50		-			1:37	0:00	0:00		9:01 AM	0:03	6:26	0:00	0:14	4:11 PM	0:16
	06		REG	WA	0:16	100	89	412	15	947			-		1:39				9:04 AM	-0:17		0:00	0:21	3:59 PM	0:04
	07		REG	12	0:04	100	64	443	19	1190							-			100	7000	0:00	0:41	4:29 PM	0:35
	08		REG	10	0:35	86	86	437	33	2170					1:31				8:55 AM	-0:06		-		100000000000000000000000000000000000000	
	09		REG	WA	0:27	100	72	271	36	1994					1:16				8:40 AM	-0:19	-	-	0:47	4:21 PM	-
	17		REG	12	0:32	93	31	616	15	1469		Q.			1:5	0:00	0:00		9:19 AM	0:21	6:26		0:12	4:27 PM	0:32
	-		REG		-0:13	100	18	150	8	639					0:5	0:00	0:00		8:20 AM	-0:19	2:45	0:00	0:06	11:11 AM	-
	118*		T-6	10	0:15		35		19	1205				1	1:0	0:00	0:00		8:29 AM	-0:07	6:48	0:00	0:23	4:10 PM	0:15
	119			-		-		-	13		-	-	-		1:1	7 0:00	0:00		8:41 AM	-0:10	6:33	0:00	0:12	3:56 PM	0:02
	)23		REG	12	0:02	95	53	300	13	1504	_	-	1	1								-	1		T
-	Uni	it Totals		T	2:23		719	3976	237	15268		0	0	0	0 6:2	3	0:00	0:00		-1:48	73:49		4:16		2:23

**Unit Summary** 

Volum	0	Authorized H	lours	Workload I	Hours	Overtime / Leave	e Hours
	-	Projected Hours		Total Office	16:22	Overtime	10:42
Total Case	4,095	Base Hours		Total Street	78:02	Annual Leave	8:00
		Budget Hours	0:00		94:24	Sick Leave	0:00

<sup>\*</sup> Aux Route

23 minutes overtime @ 10:59 am

A 31 minute difference

Service Date:

01/14/2016

							-	AM Av	ailable			AM (	Curtai	Office	Worklo	ad & Pro	ojected I	Leave Time		Street Wo	orkload &	Projecte	d Return T	ime
Route	Carrier	Туре	OTDL	Proj Route OT/UT	% Std	Letters	Flats	PP -	DPS	FSS	Seq Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rovd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rovd(-)	Misc Street Time	Proj Return Time	Return Time Var
37001	Н	REG	12	-0:47	100	31	182		1783					1:01	0:00	0:00		8:25 AM	-0:47	6:13	0:00	0:00	3:08 PM	-0:4
37002		REG	12	-0:32	100	9	103		879					-0:48	0:00	0:00		8:12 AM	-0:32	6:40	0:00	0:00	3:22 PM	-0:3
7003	1	REG	WA	-0:39	100	45	112		1366					0:52	0:00	0:00		8:16 AM	-0:38	6:30	0:00	0:00	3:16 PM	-0:3
7005		REG	WA	-0:40	100	14	82		947					0:45	0:00	0:00		8:10 AM	-0:40	6:35	0:00	0:00	3:15 PM	-0:4
7006	1	REG	-	-0:46	100	49	80		968					0:48	0:00	0:00		8:12 AM	-0:46	6:26	0:00	0:00	3:08 PM	-0:4
37007	li li	REG	-	-1:06	100	34	102		1934					0:50	0:00	0:00		8:14 AM	-1:06	6:04	0:00	0:00	2:48 PM	-1:0
7008	1	REG	10	-0:48	86	27	115		2104					0:48	0:00	0:00		8:13 AM	-0:48	6:24	0:00	0:00	3:07 PM	-0:4
7009	1	T-6	12	-0:48	100	17	97		2102					0:48	0:00	0:00		8:12 AM	-0:47	6:25	0:00	0:00	3:07 PM	-0:4
37017	Ħ	REG	12	-0:46	93	28	103	-	1631				$\overline{}$	0:48	0:00	0:00		8:13 AM	-0:46	6:26	0:00	0:00	3:08 PM	-0:4
7018*	Ħ	1.00	-	-	100	7	51		792					0:41	0:00					2:45	0:00	0:00		
37019	H	REG		-0:27	100	16	79		1245			T		0:45	0:00	0:00		8:10 AM	-0:27	6:48	0:00	0:00	3:28 PM	-0:2
37023		REG	12	-0:42	95	14	80		1459					0:45	0:00	0:00		8:09 AM	-0:42	6:33	0:00	0:00	3:12 PM	-0:4
	Unit Totals			-8:01		291	1186		17210			ol o		0 9:39	9	0:00	0:00		-7:59	73:49		0:00		-8:0

**Unit Summary** 

Volum	ne	Authorized	Hours	Workload	d Hours	Overtime / Leave	Hours
Total Case	1,477	Projected Hours	83:25	Total Office	9:37	Overtime	0:00
		Base Hours	92:55	Total Street	73:48	Annual Leave	8:00
		Budget Hours ( Was)	⟨ √ 0:00	Total Route	83:25	Sick Leave	0:00
~1	V 0	4118003.	311	ralli 18	3119		

48 minutes undertime @ 6:24 am

01/14/2016 06:24 AM

Service Date:

01/14/2016

							-	AM Ava	allable			AM (	Curtail	Office	Worklo	ad & Pr	ojected	Leave Time		Street Wo	orkload &	Projecte	d Return T	me
Route	Carrier	Туре	OTDL	Proj Route OT/UT	% Std	Letters	Flats	РР	DPS	FSS	Seq Pcs	Ltrs	Fits	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rovd(-)	Misc Street Time	Proj Return Time	Return Time Var
37001		REG	12	0:40	100	78	440	25	1783					1:40	0:00	0:00		9:04 AM	-0:07	6:13	0:20	0:27	4:34 PM	0:40
37002	ti	REG	12	0:06	100	43	276	15	879					1:14	0:00	0:00		8:39 AM	-0:06	6:40	0:00	0:12	4:01 PM	0:06
37003	t	REG	WA	0:16	100	82	290	25	1366					1:19	0:00	0:00		8:44 AM	-0:11	6:30	0:00	0:27	4:10 PM	0:16
37005	i.	REG	WA	-0:10	100	37	207	12	947		0017			1:04	0:00	0:00		8:29 AM	-0:21	6:35	0:00	0:11	3:45 PM	-0:10
37006	ħ	REG	WA	1:21	100	75	239	39	968			-		1:12	0:53	0:00		9:30 AM	0:31	6:26	0:00	0:50	5:15 PM	1:21
37007	Ħ	REG	12	-0:18	100	72	248	22	1934					1:13	0:00	0:00		8:37 AM	-0:43	6:04	0:00	0:26	3:37 PM	-0:18
37008	ħ	REG	10	1:28	86	54	409	25	2104					1:25	1:10	0:00		10:00 AM	1:00	6:24	0:00	0:29	5:22 PM	1:28
37009	ti	T-6	12	2:40	100	43	362	34	2102					1:26	0:00	0:00		8:51 AM	-0:09	6:25	2:06	0:44	6:35 PM	2:40
37017	†!	REG	12	0:16	93	55	417	20	1631					1:31	0:00	0:00		8:55 AM	-0:03	6:26	0:00	0:20	4:10 PM	0:16
37018*	ħ	REG	WA	0:00	100	20	137	4	792					0:53	0:00					2:45	0:00	0:00		
	ti .	CCA													0:00						2:25			
3	†I	REG									-				0:00						0:20			
37019	ħ	REG	10	0:00	100	41	248	16	1245					1:10	0:00					6:48	0:00	0:18		
	tl	T-6													0:00						2:06			
	ħ	CCA													0:00		TO T				5:06			
37023	1	REG	12	0:00	95	40	220	20	1459					1:05	0:00	0:00		8:29 AM	-0:22	6:33	0:00	0:23	3:55 PM	0:00
	Unit Totals			6:19		640	3493	257	17210	1 0		0 0	0	0 5:12	4	0:00	0:00		-0:31	73:49		4:47		6:19

#### **Unit Summary**

Volum	е	Authorized H	lours	Workload I	Hours	Overtime / Leave	Hours
Total Case	4,133	Projected Hours	93:44	Total Office	15:13	Overtime	6:46
		Base Hours	92:55	Total Street	78:32	Annual Leave	8:00
		Budget Hours	0:00	Total Route	93:44	Sick Leave	8:00

<sup>\*</sup> Aux Route

2 hours 40 minutes Overtime @ 10:23 am

A difference of 3 hours 28 minutes

01/14/2016 10:23 AM

Service Date:

03/07/2018

								AM Av	ailable			AM 0	Curtail	Office	Worklo	ad & Pr	ojected	Leave Time		Street Wo	orkload &	Projecte	d Return Ti	ime
Route	Carrier	Туре	OTDL	Proj Route OT/UT	% Std	Letters	Flats	PP	DPS	FSS	Seq Pcs	Ltrs	Fits	Proj Office Hours	Aux Prov(+) Rovd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rovd(-)	Misc Street Time	Proj Return Time	Return Time Var
7001		T-6		-0:43	100	28	285		1387					1:15	0:00	0:00		8:39 AM	-0:32	6:13	0:00	-0:11	3:12 PM	-0:4
7002		REG	12	-0:22	100	41	239		1010					1:09	0:00	0:00		8:34 AM	-0:11	6:40	0:00	-0:11	3:33 PM	-0:2
7003		REG	12	-0:31	100	26	250		1046				1	1:10	0:00	0:00		8:34 AM	-0:20	6:30	0:00	-0:11	3:23 PM	-0:3
7005		REG	WA	-0:23	100	16	251		1046					1:09	0:00	0:00		9:04 AM	-0:16	6:35	0:00	-0:08	4:01 PM	-0:2
7006		REG	WA	0:31	100	41	280		779					1:15	0:59	0:00		9:38 AM	0:40	6:26	0:00	-0:09	4:25 PM	0:3
7007		REG	10	-0:33	100	32	398		1858					1:31	0:00	0:00		8:55 AM	-0:25	6:04	0:00	-0:08	3:22 PM	-0:
7008		REG	10	-0:18	86	47	428		2150					1:27	0:00	0:00		8:52 AM	-0:09	6:24	0:00	-0:09	3:36 PM	-0:
7009		T-6	12	-0:32	100	33	256		1845	)				1:11	0:00	0:00		8:35 AM	-0:24	6:25	0:00	-0:08	3:23 PM	-0:
7017		REG	12	-0:13	93	41	436		1391	)				1:32	0:00	0:00		8:57 AM	-0:02	6:26	0:00	-0:11	3:42 PM	-0:
37018*		REG	WA	0:00	100	11	179		712					0:59	0:00					2:45	0:00	-0:06		
		CCA													0:00						2:39	12		
37019		REG		-0:15	100	28	200		1119	2.				1:03	0:00	0:00		8:27 AM	-0:09	6:48	0:00	-0:06	3:39 PM	-0:
37023		REG		-0:32	95	31	210		(1354					1:03	0:00	0:00		8:27 AM	-0:24	6:33	0:00	-0:08	3:23 PM	-0:
	Unit Totals		_	-3:51	_	375	3412	1 0	15697			nI (		0 4:44	4	0:00	0:00	nI .	-2:12	73:49		-1:46		-3:

**Unit Summary** 

Volum	е	Authorized	Hours	Workload	d Hours	Overtime / Lea	ve Hours
Total Case	3,787	Projected Hours	86:48	Total Office	14:42	Overtime	8:31
		Base Hours	92:55	Total Street	72:06	Annual Leave	0:00
		Budget Hours	0:00	Total Route	86:48	Sick Leave	24:00

5-murphy

03/07/2018 07:36 AM

GENERATED BY:

At 7:36 am DOIS shows the

route with 32 minutes

undertime

#### Route/ Carrier Daily Performance/Analysis Report

Delivery Unit:

68137

Service Date:

03/07/2018

Service Week:

23

Carrie U: UA C: CA		CCA				M	ail Vo	lumes				AM O	fice A	Assigr	ments	,		s	treet A	Assig	nmen	ts		PN	/ Offic	ce	Tot	tal Ho	urs
P: PT		RES		Cas	ed		ı	Deliver	ed		Off	ice Ho	urs	Lea	ve Tin	ne		Street	Hour	s	Ret	urn Ti	me	Offi	ce Ho	urs			
Rte	Carrier Name/Ty	pe	Assgn	Ltr	Flt	DPS	FSS	Seq	Total	PP	Proj	Act	Var	Proj	Act	Var	Proj	Misc	Act	Var	Proj	Act	Var	Proj	Act	Var	Proj	Act	Vai
37001				28	324	1,387			1,739	33	1:15	1:48	0:33				6:13	0:39	5:17	-1:35				0:05	0:01	-0:04	8:12	7:06	-1:0
		Т	primary								1:15	1:48	0:33	08:45	09:33	0:48	6:52	0:00	5:17	-1:35	16:07	16:24	0:17		0:01		8:12	7:06	-1:
	Ш 1																	0:00											Г
37002	∐ I	$\perp$		41	257	1,010			1,308	16	1:07	1:24	0:17				6:40	0:14	6:53	0:00		1		0:05	0:02	-0:03	8:05	8:19	0:
_	4 1	R	primary								1:07	1:24	0:17	08:36	08:40	0:04	6:53	0:00	6:53	0:00	15:59	16:35	0:36		0:02		8:05	8:19	0:
	Ц .	$\vdash$																0:00					7						
37003	IJ .	$\perp$		26	285	1,046			1,357	25	1:10	1:56	0:47				6:30	0:27	6:19	-0:38				0:05	0:00	-0:05	8:11	8:15	0:
	4 1	R	primary	_							1:10	1:56	0:47	08:39	09:42	1:03	6:57	0:00	6:19	-0:38	16:06	16:30	0:24		0:00		8:11	8:15	0
	IJ .	╄									-							0:00											
37005	H 1	┡	-	16	285	1,046			1,347	21	1:09	_	0:11				6:35	0:24	7:29	0:30				0:05	0:04	-0:01	8:13	8:53	0
	4 .	R	primary	$\vdash$							1:09		0:11	09:08	09:19	0:11	6:33	0:00	6:36	0:03	16:12	16:25	0:13		0:04		7:47	8:00	0:
	<u> </u>	CC	str aux	_							0:00	0:00	0:00				0:26	0:00	0:53	0:27			-		0:00		0:26	0:53	0
	IJ .	┺		_	_						_							0:00											
37006	H 1	╄		41	298	779			1,118	29	_	_	-0:17				6:26	0:35	6:00	-1:01				0:05	0:05	0:00	8:18	7:01	-1
	1 4	R	primary	_	_						1:12	0:56	-0:17	09:44	09:39	-0:05	7:01	0:00	6:00	-1:01	17:14	16:09	-1:05		0:05		8:18	7:01	-1
	H 1	╄		_			_				_							0:00											
37007	H 1	╄	_	32	437	1,858	_		2,327	37	_	1:34	0:03				6:04	0:48	6:21	-0:31				0:05	0:05	0:00	8:28	8:00	-0
	4 .	R	primary	_	_		_			_	1:31	1:34	0:03	09:01	09:19	0:18	6:52	0:00	6:21	-0:31	16:23	16:10	-0:13		0:05		8:28	8;00	-0:
	H 1	╄		-	_						_		_					0:00											
37008	H ⊦	-		47	483	2,150	_		2,680	49	_	_	0:01				6:24	1:05	8:47	1:19				0:05	0:04	-0:01	9:02	10:20	1
	H 1	R	primary	_	_		_			_	1:29		0:01	08:58	09:14	0:16	7:01	0:00	7:41	0:40	16:29	17:25	0:56		0:04		8:35	9:14	0
	4 1	CC	str aux		_					_	0:00	0:00	0:00				0:27	0:00	1:06	0:39					0:00		0:27	1:06	0
	₩ .	╄		_	_	_	_		_	_	-	_						0:00	· · ·	-							$\square$		$\vdash$
37009	# 1	╄		33	308	1,845	_		2,186	62	_	_	0:16				6:25	1:26	8:35	0:45				0:05	0:00	-0:05	9:08	10:04	0
	# 1	T	primary	_	-	_	_		_	_	1:13	-	0:16	08:43	09:15	0:32		0:00	6:31	_	16:28	16:15	-0:13		0:00	-	8:33	8:00	-0:
	# 1	CC	str aux	-	-	_	_			_	0:00	0:00	0:00		_		0:35	0:00	2:04	1:29					0:00		0:35	2:04	1:
	# 1	╄	_	_	_		_			_	_	_	_					0:00				_							$\vdash$
37017	#	1	_	41	470	1,391	_		1,902	42	_	_	0:13				6:26	0:53	8:31	1:13				0:05	0:13	0:08	8:55	10:28	1:
	#	R	primary	_	-	-	_	_	-	_	1:32	_	0:13	09:01	09:32	0:31	7:18	0:00	7:26	0:08	16:49	17:28	0:39		0:13		8:55	9:24	0
	#	Т	unknown	_	-	_	<u> </u>		_	_	0:00	0:00	0:00				0:00	0:00	1:04	1:04					0:00		0:00	1:04	1:
	#	1		_	-		_				-		_		-			0:00											
37018		+		11	202	712	_		925	13		_	0:20				2:45	0:14	3:29	0:30				0:05	0:00	-0:05	4:00	4:46	0
		R	office	_	-		_	_	_	_	0:57	0:59	0:02				0:00	0:00	0:00	0:00	-				0:00		1:02	0:59	-0:
		CC	street	<u> </u>	_						0:00	0:00	0:00				2:59	0:00	3:29	0:30					0:00		2:59	3:29	0:

3 days later, DOIS projected the route to be 9 hour 8 minutes after manipulating the numbers. However I & my help took the route 10 hours 4 minutes.

# Who won?

GENERATED BY:

3/10/2018

5:25:01AI

Page 1 of 2

Service Date:

02/13/2019

***************************************							1	MAN	allable			AM	Curtai	Office	Worklo	ad & Pr	ojected	Leave Time		Street Wo	orkload &	Projecte	d Return Ti	me
Route	Carrier	Туре	Proj Route OT/UT	% Std	Letiers		SPRs in Flats	PP	DPS	FSS	Seq Pcs	Ltrs	Fits	Proj Office Tours	Aux Prov(+) Rovd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rovd(-)	Misc Street Time	Proj Return Time	Returr Time Var
7001 H		REG	-0.49	100	17	99	9	13	1133	V	l	1		0.48	0.00	0:00		6.12 AM	-0.59	6:13	0.00	0.09	3.04 PM	-0:5
7002		REG	-0.33	100	13	104	13	5	801	V	Ť	1	1	0.48	0.60	0.00		8:13 AM	-0.33	6:40	0.00	-0.03	3:20 PM	-0:3
7003		T-6	-0:47	100	18	97	21	6	674	V	1	1		0.45	0.00	0.00		9.34 AM	0.40	6:30	0.00	-0:02	4.33 PM	0.38
7005		CCA	-0.21	100	35	81	7	17	728	V	1	1		0.46	0.00	0:00		8:40 AM	-0:39	6:35	0.00	0.13	4:03 PM	-0.5
7006		REG	-0:43	100	47	92	2	7	725	V	1	1	1	0.49	0-00	0:00		8.14 AM	-0.45	6:28	0.00	0.02	3.11 PM	-0:4
7007		REG	-0.39	100	13	100	23	22	703	V	1	T		0.48	0.00	0:00		8-12 AM	-1:08	6:04	0.00	0.56	3:12 PM	-0:4
7008		REG	-0-13		22	183	26	22	1104	/	1	1	1	0:56	0.00	0:00	-	8.21 AM	-0.40	6:24	0.00	0:24	3:38 PM	-0:1
7009		T-6	-0.27	100	24	7 97	19	17	920	1	1	-	1	0.48	0.00	0:00		8:13 AM	-0:47	6:25	0.00	0.18	3:25 PM	-0:2
		CCA	-0:42		16	-	18	11	858	V	1	1	1	0:4	0.00	0:00		8.11 AM	-0:47	6:26	0.00	0.06	3.13 PM	-0:4
7017		1000	17 42	100	3	-	12	3	343	V	+	1	1	0.4	0.00	-				2:45	0.00	-0:02		
7018^		REG	-0.54		15		13	9	606	1	-	1	1	0.4	0.00	0:00		8:05 AM	-0:32	8:48	0:00	0:08	3.30 PM	-0:2
7019		REG	-0:25		4	ļ	18	16	715	1	†	1	1	0:4	0:00	0:00	1	8:07 AM	-0:44	6:33	0.00	0.17	3:27 PM	-0:2
1025			1	1				L	·							**********	7		Y 0.00	7 20.40	1	T 2.01	T	T -4:5
Unit	t Totals		-6:03		235	1146	181	148	9310		0	0]	q	0 9:11	1	0:00	0.00	1	-6:53	73:49	1	2:01	L	1

Unit Summary

Onit Summary							
Volume	è	Authorized	Hours	Workload	i Hours	Overtime / Lea	ve Hours
Total Case	1.381	Projected Hours	85:07	Total Office	9:19	Overtime	8:00
		Base Hours	92:55	Total Street	75:48	Annual Leave	8:00
		Budget Hours	0:00	Total Route	85:07	Sick Leave	0:00

\* Aux Route

18-WALLIN 08 WESTNORE JACOBSEN - 3.0

CABRERA - 1.00

KRAHER - . 50. 549 Flot

#### Route/ Carrier Daily Performance/Analysis Report

Delivery Unit:

68137

Service Date:

02/13/2019

Service Week:

20

Carrier U: UA	Type: R R REG CC:				M	fail \	/olun	nes				AM O	fice /	Assign	ments			S	treet A	ssign	ment	S		PM Office			Total Hours			
C: CA	S T: T-6 RT:		Cased			Delivered			Office Hours			Leave Time		ne ne	Street Hours				Return Time			Office Hours								
Rte	Carrier Name/Ty		Assan	Ltr	,	SPR	DPS	IFSS	Seq	Total	PP	Proi	Act	Var	Proj	Act	Var	Proj	Misc	Act	Var	Proj	Act	Var	Proj	Act	Var	Proj	Act	Var
	Carrier Namerry	per	Masgin		220		1.133			1.389		1:01	1:08	0:05	<u> </u>			6:13	0:33	6:51	0:05				0:05	0.03	-0:02	7:52	8:00	0:0
7001		-	primary		1220	19	100	1	-	1.309	K.C			American	08:31	08:00	-0:31	6:46	0:00	6:51	0:05	15:47	15:57	0:10	1	0:03		7:52	8:00	0:0
	1	K	i I	-	H			1				1.01	1.00	1	1	1			0:00	-										
	1	-	<u> </u>	1 20	260	10	801	1		1.089	15	11-06	1:30	0.24	1	1		6:40	0:12	6.49	-0:03			- 1	0:05	0.03	-0:02	8:03	8.22	0.
7002	1	L	<del> </del>	**********	12001	19	1 00	1	l	1.000		1:06				09:01	0:25	6:52	0:00	6:49	-0:03	15:57	16:20	0:23		0:03		8:03	8:22	0
	100	I IX	primary	<del> </del>	-		<del> </del>	1-	-	l		1.00	1.00	1	1				0:00											<u> </u>
	-	L	-		257	- 10	07	4	<u> </u>	964	17	1:03	1:41	0:38	1	1	1	6.30	0:15	6:03	-0.42				0:05	0:07	0:02	7:53	7:52	-0
7003		-	primary	33	125/1	40	1 0/	-	<del> </del>	1 5000		1:03	*			09:12	0:46	6:45	0:00	6:03	-0:42	18:11	17:04	-1:07		0:07		7:53	7:52	1-0
	19	<del> </del> -	Ipnmary	-	1		╁	+	l	-		1	1	1	1	1	1	1	0:00	1										L
	1	ļ	<u> </u>	1 01	295	26	728	<u>-</u>	1	1.084	2	1:12	1:40	0:27	1	1	1	6:35	0:29	5:46	-1:18				0:05	0:00	-0:05	8:21		-
7005	1	100	primary	1	1280	20	1/4	1	-	11.004		11:12	-	*	*	09:09	1-0:03	7:04	0:00	5:46	-1:18	18:14	16:31	-1:43		0:00	L	8:21	7:25	1.0
	4	1	i primary	1	-		+	+	1	1	ļ	1	1	1	1	1	l		0:00	Ī	Ī									L
	1	-	<del> </del>	1 66	269	47	72	<u>-</u>	1	1.060	1	8 1:10	1:11	0:01	1	1	1	6:26	0:18	6:05	-0:39				0:05	0:04	-0:01	7:59	-	نسباب
7008		10	primary	ndivenentente	1209	<u> </u>	I I	7	<del> </del>	1	l	1:10	-			09:21	1-0:14	6:44	0:00	6:05	-0:39	16:49	15:55	-0:54		0:04	<u> </u>	7:59	7:20	1-0
		15	i i	4	1	<u> </u>	<del> </del>	1	†	1	i	1	1	1	1	1	1	1	0:00	1					1					Ļ
		+	·	1 20	354	37	70	3	1	1.085	3	3 1-19	1:20	0:01			Ī	6:04	0:42	6:37	-0:10			-	0:05	0:03	-0:02	8:11	8:00	1.5
7007		10	primar	-	1004	1	1.0	1	1	1.000	Ť					08:50	0:01	6:46	0:00	6:37	-0:10	16:05	15:57	-0:08		0:03		8:11	8:00	1.
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700	-	<del> </del>	+	37	691	81	110	4	†	11.832	3	3 1:53	2:19	0:26	5	1	1	6:24	0:41	5:38	-1:26				0:05	0:04	-0:01		*	
700		d 0	loriman	-	1031	Ī	1	1	1	1	1	11:5		*		09:48	0:26	7:04	0:00	5:38	-1:26	16:57	15:56	-1:01		0:04	<u> </u>	9:02	8:00	1-
	-	1	1 100	1	1	i	†	1	1	1	T	1	1	Ī	1		I		0:00									ļ	ļ	Ļ
3700	-	1	+	1 30	399	33	92	0	1	1.358	1 2	8 1:2	8 1:37	0:10	0		1	6:25	0:35	7:14	0:15	5	l		0:05	0:00	0:05	8:30	8:51	~÷~
5700		d T	primar		1000	1	1	Ť	1	T	Ī	1:2	1	0:1	0 08:56	09:09	0:13	6:59	0:00	7.14	0:15	16:25	16:53	0:28	1	0.00	1	8:30	8:51	Ш
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2704	~	+	-	38	559	35	5 85	58	1	1.455	1	4 1:4	6 1:4	-0:0	5		1	6:26	0:11	6:14	-0:22	2	1		0:05	5 0:00	0:05			
3701		100	Clorima	-	1000	T	1	1	1	1	Ī	1:4		1-0:0	5 09:15	5 09:16	0:0	1 6:36	0:00	6.14	-0:22	16:39	16:57	0:18	1	0.00	1	8.27	7:55	1
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		lo			1	†	-	1	1	1	Ť.	0:0	eichennieren	0:0	ol	Ī	1	0:25	0:00	1:06	0:4	1				0:00	0	0:25	1:06	3

I said 549 not 399!

GENERATED BY:

OMA-STONEYRIDGE

#### Route/ Carrier Daily Performance/Analysis Report

Delivery Unit:

68137

10/31/2023

Service Week:

	CAS T. T.6	CC: C	TR.					Mail	Volun					AM O	ffice	Assig	nment	S		S	Street	Assig	nmen	ts		PN	/ Offic	e	Tot	al Ho	urs
	221 33 5312	RS: F		1		sed		-		elive				ice Ho		Lea	ave Tir	ne		Street	Hour	B	Ret	urn Ti	me	Offi	ce Ho	urs			
Rte	Carrier Name	Тур	e Ass	gn	Ltr	FIL	SPF	RIDPS	FSS	Seq	Total	PP	Proj	Act	Var	Proj	Act	Var	Proj	Misc	Act	Var	Proj	Act	Var	Proj	Act	Var	Proi	Act	Var
3700		-	-		24	218	18	580	0		822	9	1:01	0:40	-0:21				6.21	-0:05	6:31	0:15				and the second	0:04		7:22	7.14	0-09
	1	26 F	R Iprim	ary			1						1:01	0:40	-0:21	09:39	09:10	-0.29		0.00	-	STATE	Betrauerout	16:10	.0:15	0.00	0:04	-0.01	7:22	and the second	-
L		-	-	-	-		<u> </u>	-												0:00			10,20	10.10	0 10		0.04		1.24	7-14	-0.00
37002		-	-		30	197	11	421	1		648	11	0:59	0.12	-0:47				6:53	0:02	8 55	0.00				0.05	0.17	0.12	7.59	7.24	0.26
-	- Contract -							_				277,376	0:59	0.12	-0:47	09:44	10:50	1:06	6:55	0.00	direction.	**************************************	18:06	17.49	-0:17	9.55	0.17	V.14	7:59	-	WHEN PERSONS
-		FF	Inkno	TWC											0:00				0.00	0.00	STATE OF THE PARTY OF	0:26	-	17.40			0.00		-	0.26	_
-	1	+	-	+	00000			_				and the same								0.00							0.00	- 10	0.00	0.20	0.20
37003	- Septiment		-	1	29	215	14	983	3		1 227	7	1:08	0.58	-0.10				6:27	-0:07	5.34	-0.46				0.05	0:05	0.00	7:33	6.26	0-67
		- RR	prima	ry									1:08	0.58	-0.10	08:52	08.05	-0:47	5.20	0:00	5.34	-0:46	17:21	17:48	0:27	0.00	0.05	0.50	-	6.36	-
72000		+	1	+	-	1			1											0:00		Samuel.							1.00	0.30	-0.51
37005		-	-		15	192	30	521			728			1:08					6.47	0:04	6:34	-0:17				0:05	0:05	0.00	7:56	7:47	.0.00
		TR	prima	D/	1			_					1:00	1:08	0.09	08.44	08:53	0:09	6.51	0.00	6:34	-0.17	16.59	17:31	0.32	0.00	0.05	0.00		7:47	
Tanal I		+	-	+	1				$\perp$											0:00									7.00	, -,	-0.03
37006		-	ļ	1	18 2	2421	42	400			660			1:40					6:43	-0:07	6.49	0:13				0.05	0.02	-0.03	7:43	8-24	0.46
- 1		R	prima	ry	-				<u> </u>				1:02	1.40	0.38	08:46	09:24	0:38	6:36	0.00	6.49	0:13	16:44	16.43	-0:01		0.02			8.31	
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7007		-	<u> </u>		26 2	242	31	800			1,068			1:08					6:44	0:00	6:24	-0.20				0:05	0:04	-0:01	7:48	7:36	.0:12
P		1R	primar	<u> </u>	4	_			4				0.59	1:08	0:09	08.44	08:53	0:09	6.44	0:00	6:24	-0.20	16.29	16:11	-0.18		0.04			7:38	
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7008		-		-	0 3	04	51	,020			1,344			1.22					5.44	-0:07	6.38	0.01				0.05	0.00	-0.05	7.49	8.00	0.44
- a		R	primar	у	_								1:07	1:22	0:15	08:51	09:16	0:25	6:37	0:00	6.38	0:01	16:18	16:25	0:07		0.00			8:00	
			,	_	5															0:00		San Maria					1		1.40	0.00	0.11
009			-	2	0 1	45	37	927			1,192	17	0.56	3:44	2:48				6.19	0.00	7:16	0.57				0:05	0.10	0:06	7-20	11:10	2.60
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Management cheated the route again.

Not only did I do a linear measurement I counted as I cased.

11/2/2023 6:41:17AM

Page 1 of 3

- **M-41.251.3** Route Schedule Form 1564-A "This shows the scheduled reporting, leaving, returning, and ending time on the route."
- **M-39.127** "Office Work When Carriers Return From Route The carrier unit managers must observe and direct carrier activity when carriers return from the route. Observe such things as:
  - See that carriers promptly clock in on return to office.
  - b. Note any excessive undertime as determined from the posted returning schedule.
- c. See that clerks are available to check in accountable items as efficiently and promptly as possible.
  - f. Assign work to carriers who are undertime."
- Your leave time is a FIXED LEAVE TIME, after a route count and inspection.
- Don't negotiate, you're NOT a used car salesmen.

M-39.115.4 Maintain Mutual Respect Atmosphere

"The National Agreement sets out the basic rules and rights governing management and employees in their dealings with each other, but it is the front-line manager who controls management's attempt to maintain an atmosphere between employer and employee which assures mutual respect for each other's rights and responsibilities."

# Are you allowing the supervisor to squeeze every last drop of our sweat just to make THEIR numbers?

M-01242 & M-01243 The Joint Statement on Violence and Behavior in the Workplace

M-01242 & M-01243 The Joint Statement on Violence and Behavior in the Workplace

We openly acknowledge that in some places or units there is an unacceptable level of stress in the workplace; that there is no excuse for and will be no tolerance of violence or any threats of violence by anyone at any level of the Postal Service; and that there is no excuse for and will be no tolerance of harassment, intimidation, threats, or bullying by anyone.

We also affirm that every employee at every level of the Postal Service should be treated at all times with dignity, respect, and fairness. The need for the USPS to serve the public efficiently and productively, and the need for all employees to be committed to giving a fair day's work for a fair day's pay, does not justify actions that are abusive or intolerant. "Making the numbers" is not an excuse for the abuse of anyone, Those who do not treat others with dignity and respect will not be rewarded or promoted. Those whose unacceptable behavior continues will be removed from their positions.

We obviously cannot ensure that however seriously intentioned our words may be, they will not be treated with winks and nods, or skepticism, by some of our over 700,000 employees. But let there be no mistake that we mean what we say and we will enforce our commitment to a workplace where dignity, respect, and fairness are basic human rights, and where those who do not respect those rights are not tolerated.

The layman's term for the six preceding issues regarding DOIS/PET is ignore what the supervisor says how your route will be.

The carrier IS THE AUTHORITY if there is undertime or overtime on a route.

STOP BUYING MANAGEMENT LIES

# Questions?

# **Letter Carrier Goals**

- 1 Be Safe
- 2 Be Accurate
- 3 Place as much money as possible in the TSP
- 4 Make "each route will be as near as possible to an 8-hour workday for the carrier" route.
- 5 Have fun

Post Office			Delivery Unit		,	er Route		Numbe	
				Carrier					
. Letter-Size			PM	Marked-up	CFS	Acti	ual Tim	e Entrie	18
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						Explanation	Guide	Time	Time
							В	-	
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. Mail of All Other Sizes							E		
				1			В		
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							В		
							E		
							В		
. Accountable and Signature Mail							E		
							В		
3a. Registered/Certified							E		
3b. COD/Customs				-			В		
3c. Postage Dues			-	-			E		
3d. Priority Mall Express . All parcels over 2 lbs.							В		
All parcers over 2 a.s.						1	E	_	
						-	В	-	
Sequenced and Collated						-	E	-	
						-	E.	-	-
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							E		
6b. Other Size						1	В		
2nd-Class Marked up (exclude PS Form 3579)							E		
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Mail with PS Form 3579 attached							E		
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2. Change of Address Recorded							В		
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3. Insured Receipts Turned In							E		
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equencing and collating By-Pass Mail tual Strapping out time	16	-						E	-
	17							R	
eak (local option) hicle inspection	18	-						L	
	19	-						B E	-
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siting for mail inffice) and other office activities not	-	1						L	-
rformed on a continuing basis which are excluded in imputing the net office time (use Comments Section)	22							В	
cunting mail and filing out PS Form 1838 worksheet	23	1					- 1		
gnature of Carrier (or Examiner)		-	I certify the above	Day of	Date	Reg Repl.		1.	inch
		4	information recorded by me is correct	Week			ŀ		To

Quick reference

Start at the bottom and work up, totaling the amount of time as you go along.

If you're NOT casing mail, you have to document what the route needs to complete the assignment.

# Morning Office Duties

Clock in on the scanner. Line 21 function

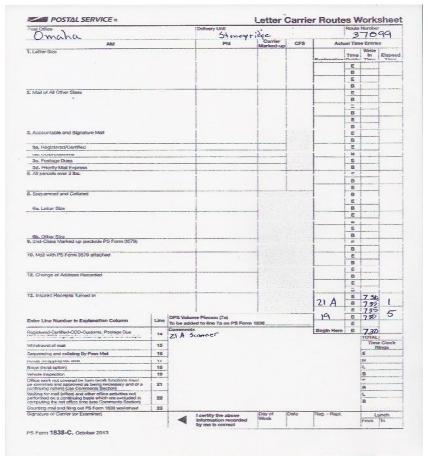
**M-41.141** "ALL equipment needed to perform your job WILL be furnished by the U.S. Postal Service." If you have a cell phone turn it off, UNLESS it is provided by the USPS.

Vehicle check: **M-41.832.1** There are 27 items on the vehicle YOU are responsible for checking every time you use an assigned vehicle. **Line 19 function** 

Reporting vehicle defects **M-41.842.1** "Driver must (a) report all mechanical defects or failures and major body damage on Form 4565, Vehicle Repair Tag as soon as noted, and (b) immediately turn in the completed form to a dispatcher or manager."

Post Office	-		1Delivery U	telit			r Route		Number	
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Omaha		-	1	PM	Carrier	CFS	1 0.00	-	e Entrie	
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								B		
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equencing and collating By-Pass Mail	16	1							E	
uide arripping out limit	1 3/	1							R	
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etricle inspection	19								В	
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oritinuing nature) (use Comments Section)	1								R	40
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counting mail and filing out PS Form 1838 worksheet signature of Carrier (or Examiner)	1.00	1	I certify th		Day of  C	Data	Reg Repl.		20	meh

## Scanner login M-41.292.1 Data Collection Devices. Line 21 function



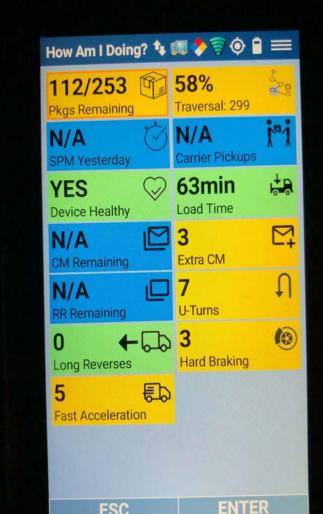
After you return to the case immediately open the scanner to the menu page and press "P".

This will download what has **so far** been scanned as arrival to unit.

This number can change as the day goes by.

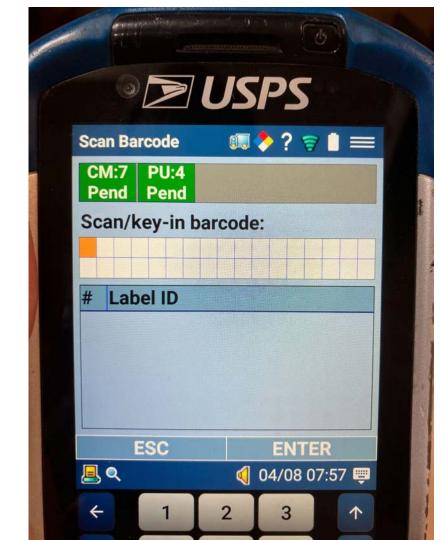


Return to the main menu and press "O". Before the boss tells you anything, you now know how many parcels you have (so far) for the day! (253 times X minutes per parcel...I need a 3996!)



Next we look at the minimum number of Certified letters in the DPS and how many scheduled parcel pickups we have. Minimum 7 Certified letters 4 parcel pickups

(I think I need a 3996 already!)

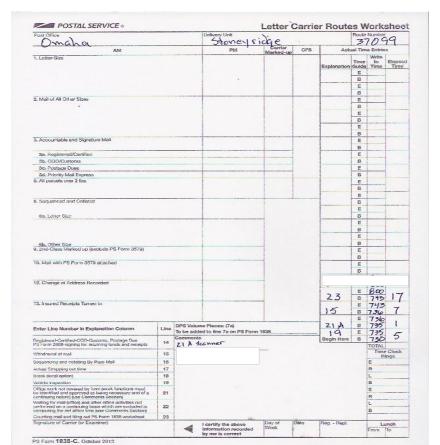


M-41.223.11 "Withdraw letter mail from city distribution cases." Line 15 function M-41.922.51.b."Withdrawing Mail. As much as possible, clerks or mail handlers withdraw mail (especially that mail received early in the morning) from distribution cases and place it on your desk. If it is necessary for you to withdraw mail from distribution cases or to remove mail from sacks, trays, or hampers, record the time."

Also if you are removing mail or SPRs from APCs, hampers, pallets, or 'pig-pens', cutting twine, removing plastic wrap and setting up mail to be cased, etc... **Line 15 function** 

Post Office	-		Delivery Unit	Letter C				Numbe	-
Omaha			Stoneys	idge			3	10°	19
AM			PM	Carrier Marked-up	CFS	Act	aal Tim	e Entric	s
1. Letter-Size				wide Neu-up		1	9	Write	
						Explanation	Time	In Time	Elapse
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Accountable and Signature Mail							E		
						-	В		
3a, Registered/Certified							E		
3b. COD/Custonis	1			-			В		
3c. Postage Dues							E		
3d. Priority Mail Engress	2.30			-	4	-	В	-	
5. All parcels over 2 lbs.							E		
				1 1			В		
i. Sequenced and Colleted	-		+				E		
s. Sequenced and Constant							1		
Co. Lower Phys.							E B	-	
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6b, Other Size 3, 2nd-Class Marked up (exclude PS Form 3579)		11-11-00		-		-	E	-	
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10. Mail with PS Form 3579 attached			·				E		
							В		
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12. Change of Address Recorded			1	-			B	-	
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13. Insured Receipts Turned in							E	743	
						15	В	736	7
				1		10	E	736	
	1	DPS Volu	me Pieces: (7a)	Water Control		ZIA	В	735	1
Enter Line Number in Explanation Column	Line		led to line 7a on PS Form	1838		19	E	735	-
Registered Certified COO Customs, Postage Due	1	Commen				Begin Here	В	730	5
S Form 3868-eigning for, returning funds and receipts	14	ZIA	leannet					TOTAL	
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Sequencing and collating By-Pass Mail	16							E	ings
ctual Strapping our time	17							B	
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seriormed on a confirming basis which are excluded in computing the net office time tuse Comments Section)	22							В	-
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Counting irrail and liting out PS Form 1200 sendebent			Silver Silver	100	-				-
Counting mail and filing out PS Form 1839 workshoot Signature of Carrier (or Examiner)	-		I certify the above	Day of	Date	Reg Repl.		4.	unch

# Counting your mail Line 23



Measure the amount of mail. I measure the flats via trash cans or the fiberdome. This is for your information as what is your individual capability. Some routes case faster than others. I case flats at 20 minutes per foot.





The top arrow is at 12". The next arrow is at 9". And there's a 6" mark hidden.

Post Office			Delivery Unit	×.				Number	shee
Omaha			Stonevis	idge	-		3	700	19
AM			PM	Carrier Marked-up	CFS	Act	ual Tim	e Entrie	2
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							E	1	
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3. Accountable and Signature Mall							E		
				-		-	В	-	-
Sa. Registered/Certified						1	E	-	
Sb. CODACustoms							В		
3c. Postage Dues	- 1180			-		1	E		
3d. Priority Mail Express  5. All parcels over 2 lbs.							В		
s. All parcers over 2 lbs.							E	-	
				1		-	В	-	-
5. Sequenced and Colleted	-			+			E	-	
to be a part of the second second						-	E		2000
Sa. Lotter Size							8	-	
ed. Lotter Size	1000			-			E	7-20	
				1			В		
							E	-	
Ob. Comp. Phys.							В		
6b, Other Size 9. 2nd-Class Marked up (exclude PS Form 3579)	***			-			E		
						1	В		
10. Mail with PS Form 3579 attached		-					E		
							В		
							E	801	
12. Change of Address Recorded						2113	В	800	1
						-	E	800	
				1		23	8	743	17
13, Insured Receipts Turned In		-					E	743	
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Enter Line Number in Explanation Column	Line		ne Pieces: (7a)			21 A	8	735	1
ELICE THE HOUSE AT EXPLORENCE ACCURATE	-		ed to line 7a on PS Form	1838		19	E	735	5
Registered-Certified-COD-Gustoms, Postage Due	14	Comments				Begin Here	8	730	0
PST over 2000-signing for, returning funds and receipts	1	CIND	canner d il					TOTAL	
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Asiting for mail (office) and other office activities not	22							L	1
performed on a continuing basis which are excluded in computing the net office time (use Comments Section)	22							В	
Counting mail and filing out PS Form 1838 worksheet	23		- 40						
Signature of Carrier (or Examiner)		4	I certify the above		200g	Reg Repl.	- 3		ınch
		400	information recorded	Week		1		From	To

What time is it?

How much Mail is in the case?

Turn on case lights, **Line 21 function**. (optional)

#### Case Mail M-41.121.11

"Route or case all classes of mail (exception, DPS mail will be cased only when management requires) in sequence of delivery along one or more established routes. The accurate and speedy routing of mail is one of the most important duties of a carrier; you must be proficient at this task."

#### **M-00386** July 11, 1977

"Management may not charge or impose discipline upon a carrier merely for failing to meet the "18 and 8" casing standards."

#### M-41.261.2 and 262.1 Accountable Items

"The keys are on a chain which must be securely fastened to a belt or clothing." Line 14 function

"Usually prepare PS Form 3849 as you make delivery. However, enter the address in the Delivery section on the barcoded side of the form, for identification, in the office at the time articles are issued."

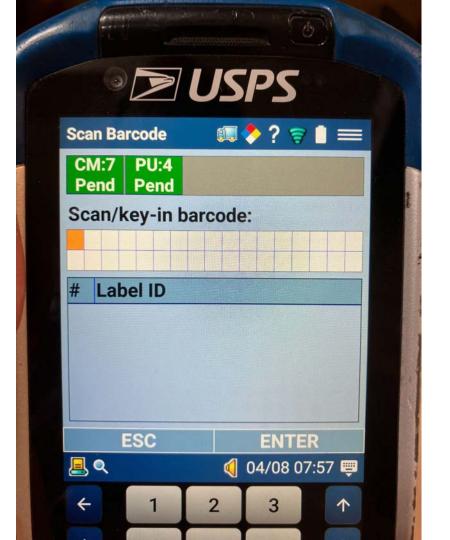
**DO NOT** completely fill out the 3849 in the office!! M-41.262.1 prepare PS Form 3849 as you make delivery.

This is a street function, no matter how long this takes.

Place Items at the beginning of the loop and fill out the 3849, except the address, in the vehicle. Finish the 3849 at the front door while waiting for the customer to answer after ringing the doorbell and knocking.

Knock like a Cop!

Certs in the DPS? No problem, Press top left green button fill the Form 3849 in the office just like the old days. Line 14 function



#### M-41 section 262.1

Use PS Form 3849, Delivery Notice/Reminder/Receipt, for each accountable piece and numbered insured parcel or other special services item. (Minimum fee unnumbered insured parcels and Delivery Confirmation items are delivered the same as ordinary mail — no receipt is needed.) Usually prepare PS Form 3849 as you make delivery. However, enter the address in the Delivery section on the barcoded side of the form, for identification, in the office at the time articles are issued.

#### 262.2

Place PS Form 3849 in proper separation case as a marker.

Notice it has 7 certs but really there is 8



Post Office			Delivery Unit				er Route		Number	
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3b, COD/Custonis				11000				B	1777	
3c. Postage Dues								E		1
3d. Priority Mail Express								В		
5. All parcels over 2 lbs.			1					E		
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								E		
6. Sequenced and Colleted			1				-	B	-	
Ga. Lotter Size								B		
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								B		
								E		
							1		-	1
6b. Other Size			1					B		
6b, Other Size 9, 2nd Class Marked up (exclude PS Form 3579)	U.S.C.		-					B		
9, 2nd Class Marked up (exclude PS Form 3579)	0							-		
9, 2nd Class Marked up (exclude PS Form 3579)								В В Е	803	2
9, 2nd Class Marked up (exclude PS Form 3579)							14	B E B	801	2
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached	92.							B E B	801	1
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached	925						14	B E B B	801	1
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached	1937						21 13	B E B E	801 800 800	1
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached  12. Change of Address Recorded	12							8 8 8 8	801 800 800 743	1
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached  12. Change of Address Recorded	123						21 3	B E B E	800 800 743 743	1
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached  12. Change of Address Recorded							213	8 E B E B E	800 800 800 743 743 736	17 7
3, 2nd Cities Marked up (exclude PS Form 35/9)     Mail with PS Form 35/9 attached     2, Change of Address Recorded     3, Insured Receipts Turned In			une Pieces: (7a)				213	E B E B E B	800 800 743 743	17 7
3, 2nd Cities Marked up (exclude PS Form 35/9)     Mail with PS Form 35/9 attached     2, Change of Address Recorded     3, Insured Receipts Turned In	Line	To be ad	ded to line 7a on PS	Form 18	338		21B 23 15 21A 19	B E B E B E B E	801 800 800 743 743 736 736 735	17 7 1
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached  12. Change of Address Recorded  13. Insured Receipts Turned in  Enter Line Number in Explanation Column  Receiptor-Coll-Continuer Protein Day  Receiptor-Coll-Continuer Protein Day	-	To be ad	ded to line 7a on PS	Form 18	338		21B 23 15 21A	B E B E B E B E	800 143 743 736 735 735	17 7
9, 2nd Class Marked up (exclude PS Form 3579)  10. Mail with PS Form 3579 attached  12. Change of Address Recorded  13. Insured Receipts Turned in  Enter Line Number in Explanation Column  Receiptor-Coll-Continuer Protein Day  Receiptor-Coll-Continuer Protein Day	Line	To be ad	ded to line 7a on PS its 144 nner		138		21B 23 15 21A 19	B E B E B E B E	800 143 743 736 736 735 735 735	1 17 7 1 5
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19. And Cities Marked up (exclude PS Form 35/9)  10. Mail with PS Form 35/9 attached  12. Change of Address Recorded  13. Insured Receipts Turned In  Enter Line Number in Exclaration Column  Regulated Certifico-COColumn  Regulated Certifico-CoCoColumn  Regulated Certifico-CoCoColumn  Regulated Certifico-CoCoCoCoCoCoCoCoCoCoCoCoCoCoCoCoCoCoC	14	To be ad	ded to line 7a on PS its 144 nner		138		21B 23 15 21A 19	B E B E B E B E	800 143 743 736 736 735 735 735 735 735 735 735 735 735 735	17 7 1 5
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sia, Other Size  9, 2nd Class Mankod up (exclude PS Form 35/9)  10, Mail with PS Form 3579 attached  12, Change of Address Recorded  12, Change of Address Recorded  13, Insured Receipts Turned In  Enter Line Number in Explanation Column  Regulated-Certified-COD-Castoms, Postage Over  15 Form 3688 signing to rearming funds and receipts  Whitefarmat or mail Postage of Postage Over  15 Form 3688 signing to rearming funds and receipts  Whitefarmat or mail Postage of Postage Over  15 Form Special Columns  15 Form 155 Forms 1	14 15 18 17 18 19 21	To be ad	ded to line 7a on PS its 144 nner	) <del> -</del>		Овес	21B 23 15 21A 19	B E B E B E B E	800 800 743 736 736 736 736 736 737 730 737 730 730 730 730 735 730 735 730 735 735 735 735 735 735 735 735 735 735	17 7 1 5

Vacation/10-Day Holds **M-41.241.312** 

"Hold mail held at carrier case **should be verified once each week** to insure that no mail designated by mailer is kept beyond its retention period. Such mail shall be endorsed, Temporarily Away."

Also, remove pieces miss placed in a wrong vacation/10-day hold bundles.

Line 21 function

Form 245 VP

# After 5 days return to I STREET OMAHA, NE 681 -2500

# AFTER FIVE DAYS RETURN TO: Monsky Drive Boys Town, NE 68010

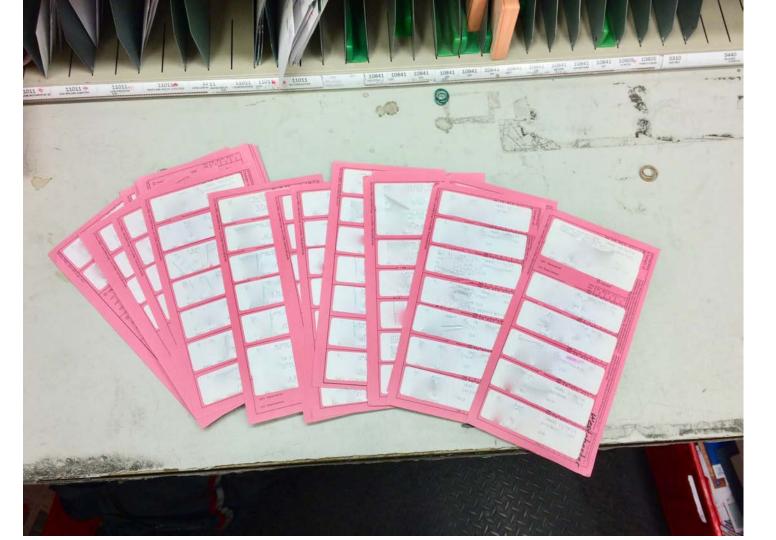
Post Office	-		Delivery Unit			er Rout		Number	
A )			Stone 15	die	4.		3		
Umaha		_	PM	Carrier	CPS	T	-		1.1
AM	SHOW		Pin	Marked-u	p CPS	Ac	tuai Tan	ne Entric	
1. Latter Size			1		1		Time	Write	Elapsed
						Explanation	Guide	Time	Time
					1 -		E		
						-	В		
					1		E	-	
2. Mail of All Other Sizes				1	-	-	B	-	-
2. Migil Dr Ail Girler 5205							E	-	
							B		
			į .				B	-	
						-	E		-
				1			B	-	
Accountable and Signature Mail		-		-	1	1	E		
						1	В		
Sa. Registered/Certified	_			1	1	-	E		
3b. COO/Customs							B	1000	
3c. Postage Dues				-		-	E		
3d. Priority Mail Express	1,100						В		
5. All parcels over 2 lbs.			1		1		E		
			1			1	В		
							E		
6. Sequenced and Collated					1		В		
				1			E	1 6	
8a. Lotter Size				-			В		
							E		
							8		
							E	-	
6b, Other Size							В		
9. 2nd-Class Marked up (exclude PS Ferm 3579)							E	849	
						21C	В	B45	4
10. Mail with PS Form 3579 attached							E	803	
						14	B	801	2
							E	801	
12. Change of Address Recorded			Control of the Contro			213	В	800	1
						127	E	800	17
13. Insured Receipts Turned In		-				23	B	743	11
13. Insured Hedelpts Turned In						1	E	743	7
						15	В	736	-
	-		L	1			E	736	1
Enter Line Number in Explanation Column	Line		ne Pieces: (7a)	4000		21 A	8	735	1
***	-	Comments	id to line 7a on PS Form	1838		19	E	735	5
Registered-Certified-CCD-Gustams, Postage Due PS Form 3968 signing for, returning funds and receipts	14	Z1 A S				Begin Here	B	730	-
		-	Carried H					TOTAL	Clock
Withdrawal of mail	15	21 15	Machina Consoli						ings
Sequencing and colleting By-Pass Mail	16	11C 1	location Holds					E	
Actual Strapping out time	17	1						R	
Break (Jecal option)	18							L	
/shicle inspection	19							В	
Office work not covered by form (work functions must be identified and approved as being necessary and of a	21							E	
continuing nature) (use Comments Section)	-							R	0
Waiting for mail (office) and other office activities not performed on a confishing basis which are excluded in	22							4	
computing the net office time (use Comments Section)	No.							В	
Counting mail and liting out PS Form 1838 workshoot	23		264		-			100	- 100
Signature of Carrier for Braminer)		4	I certify the above information recorded by me is correct	Day of Week	Date	Reg Repl.			To To

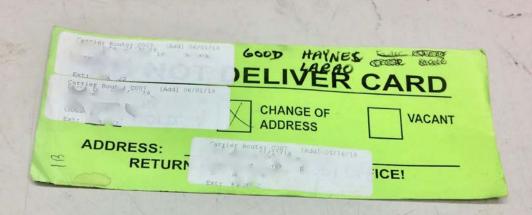
#### M-41.241.313

"After all appropriate mail has been cased, withdraw from the separation(s) the mail that has the same name and address of all the pertinent entries which have not been lined out. This mail should be put in the designated location for forwarding, and return all mail for other customers into the separation(s)."

Prior to pull down review Form 3982 (Pink Cards) and Trail Cards (Green Cards) They provide 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. Line 21 function

3546 Submitted 3575-Z Submitted	Start M M D D V Y Address S S			3546 Submitted	AST Name or B	CLD Street Addre	3546 Submitted	ne or B
FIRST Name and MI	☐ Individual 9 8			ऊ	ਲ	e a	S	a
OLD Street Address:	Temp M M D D Y Y End Date			546	Z	St St	546	AST Name
3546 Submitted 3575-Z Submitted	Start M M D D Y Y D D g-g-g-g-g-g-g-g-g-g-g-g-g-g-g-g-g-g	100		32	AS.	F 5	33	AS
LAST Name or BUSINESS Name:	Family Business	1 300						
75 FIRST Name and MI	come anno							
OLD Street Address:	Temp M M D D Y Y Straws and Control of the Formation of t			C F	2002	:L 2005 /F	2000 4 -4	(DO)
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LAST Name or BUSINESS Name:	☐ Family ☐ Business ☐ SUNTER REPORTS	3 1 2 3	3 39 10 7					
FIRST Name and MI	Individual 6 and 6							
OLD Street Address:	Temp M M D D Y Y B manufactured batter between Date							134
☐ 3546 Submitted ☐ 3575-Z Submitted	Start M M D D Y Y Start Broom							
LAST Name or BUSINESS Name.	Family Business							
FIRST Name and MI	□ Individual 833		-3-7-3-16					
OLD Street Address:	Temp M M D D Y Y September of the Control of the Co			1			BEX F	
☐ 3546 Submitted ☐ 3575-Z Submitted	Start M M D D Y Y e s a constant of the start of the star	1				- Jim		
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OLD Street Address:	Temp M M D D Y Y Self-th Color to Color							
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OLD Street Address:	Temp M M D D Y Y POOR					The least		
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OLD Street Address:	Temp M M D D Y Y		1773					



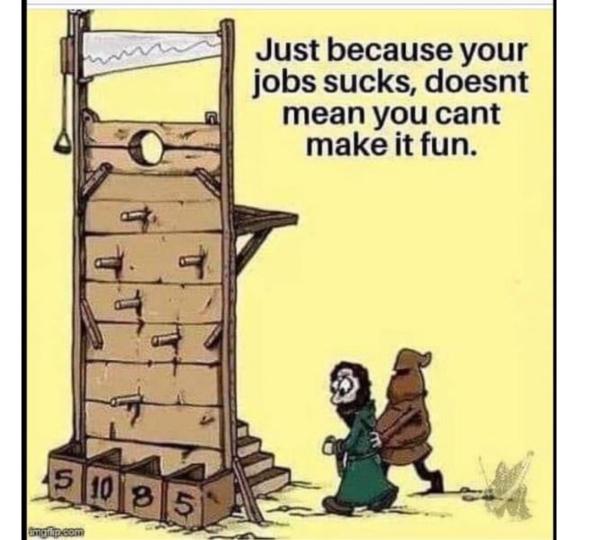


# WRONG!

#### M-1662

"The issue in this case is whether S-999 mail (hold mail, caller mail, change of address mail, non-delivery day mail) processed on Delivery Point Sequence (DPS) automation equipment must receive piece credit on section 1 of PS Form 1838-C or actual time recorded on line 21 of 1838-C during route count and inspection."?

"The parties discussed how to record S-999 mail, multi-point mail, 9 digit mail that is not finalized in DPS order, and mail that is brought back from the street in the afternoon during a count and inspection. The parties agree that if this mail is cased in the carrier case it will be recorded on PS Form 1838-C sections 1 or 2, as applicable. Any of this mail that is not cased in the carrier case will be handled and recorded on line 21. "



# M-41.143

Replenish Forms, this is done *"several times each week"*. **Line 21 function** 

Window Caller, **Line 21 function**, When servicing a caller (e.g. scanning Return Receipts, parcels, filling out 3849's for Signature Confirmations, etc..)

Post Office			Delivery Unit	1.				Number	20
Omaha			Stoneysi	age	-		3	700	14_
AM			PM	Marked-up	CFS	Act	ual Tim	e Entric	15
1. Latter Size		=					Time	Write	Elepsed
						Explanation	Guide	Time	Time
							E		
				1		-	В		-
							E	-	
2. Mail of All Other Sizes	7535			-		-	8	-	
							8		
				1 1			E		
							В		
							E		
							8		
3. Accountable and Signature Mail							8		
			-			-	В	-	
3a. Registered/Certified			1	-			E		
3b. COD/Custonis							8		-
3d. Priority Mail Express			-				B		
5. All parcels over 2 lbs.			1				E		
							B		
			1				E		
I. Sequenced and Collated				1	22111 -		В		
							E		
Sa, Letter Size							B		
				1			E		200
							В		
							E	851	-
6b, Other Size 3, 2nd-Class Marked up (exclude PS Form 3579)			-	-		ZID	B	849	2
s, 210-Gase warked up (excude P3 Form 3579)						71.0	B	649	11
10. Mail with PS Form 3579 attached	-					ZIC	E	545	7
						14	B	801	7
						1	E	801	-
12. Change of Address Recorded						213	В	800	. 1
							E	800	
						2.3	В	743	17
13. Insured Receipts Turned In							E	743	-
						15	B	736	7
	-	1		1		-	E	7.36	1
Enter Line Number in Explanation Column	Line		ime Pieces; (7a) ded to line 7a on PS Form t	1020		ZIA	8	735	-
	-	Commer		1000	_	Begin Here	B	735	5
Registered-Certified-CCD-Customs. Postage Due PS Form 3968-signing for, returning funds and receipts	14	71 A	deannet			Looger nere	1 6	TOTAL	
(Stodyawa) of mail	15	21 12	morning Consutt						Clock
	16	LIN	Morning Consult Vocation Holds						ings
Sequencing and collating By-Pass Mali Iclust Strapping out time	17	210	Reglenish Forms					B	- 10
Sieak (kocal option)	18	210	Trepletti Ser Forms					L	
espele mapecion	19	1						B	-
Tipe work not covered by form (work functions must	1	11						E	
e startified and approved as being necessary and of a continuing nature) tuse Comments Section)	21							R	
Vaiting for mail ioffice) and other office activities not		1						L	
serformed on a continuing basis which are excluded in computing the net office time (use Comments Section)	22	1						В	
Counting mail and filing out PS Form 1838 worksheet	23		- 44						
Signature of Carrier (or Examines)		1	I certify the above		Desc	Reg Rapi.			ınch
		4	Information recorded by me is correct	Week		1		From	To.

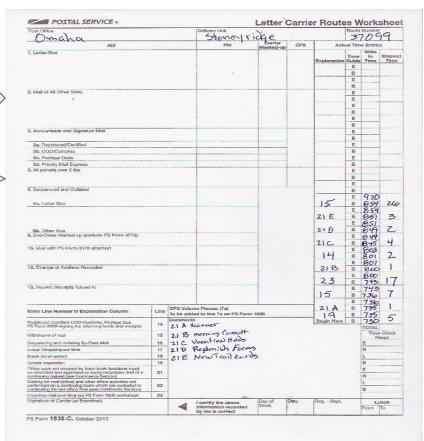
# Write up new trailcards Line 21

Post Office			Stone 15	idae	,		Route 3	Number	
AM			PM	Carrier Marked-up	CFS	Act	ual Tim	e Entrio	5
1. Letter-Size						Explanation	Time	Write	Elapsed
				1 1		explanation	E	Time	tune
				1 1			B		
							E		10000
							В		
2. Mail of All Other Sizes							E		
				1 1			B		
			1				E		
			1			-	В	-	-
			1	1 1		1	E		
3. Accountable and Signature Mall			-	-	-	1	E .		-
						1	B		
Se. Registered/Contried	-		1			-	E	-	
Stb. GOD/Customs				Part of the last			В	-	
3c. Postage Dues			1				E		
3d. Priority Mail Express					-		В		
5. All parcels over 2 lbs.			1				E		
							В		
5. Sanuanced and Colleted				-			E		
6. Sprivanced and Collecto						-	B		
Sa. Letter Size							8		
Ga. Letter Gaze			1	-			E	854	
						21 E	В	951	3
						-	6	851	
6b. Other Size						211)	8	849	2
9, 2nd Class Marked up (exclude PS Form 3579)							E	849	
						ZIC	В	845	4
10. Mail with PS Form 3579 attached							E	803	2
						14	8	801	2
12. Change of Address Recorded		-	-	-		210	E	801	-1
The street of Course Figure 1900 and 19						213	B	800	
						2.3	B	743	17
13. Insured Receipts Turned In							E	743	-
						15		7360	7
							E	736	
Enter Line Number in Explanation Column	Line		iume Pieces: (7a)	- 41		21 A	B	735	-
	Line		ided to line 7a on PS Form	1838		19	E	735	5
Registered-Certified-CCD-Customs, Postage Due PS Form 3868-signing for, returning funds and receipts	14	Comme	direct			Begin Here	В	730	2
		LIM	morning Comput Vocation Holds Replenish Form New Trail Eard					TOTAL	Ciock
Withdrawal of mail	15	21 13	morning comorn						ings_
Sequencing and colleting By-Pass Mas	16	21C	Vacation news					E	
Actual Strapping out time	17	210	Keplenish Form	2				B	
Break (local option)	18	ZIE	New Trail duro	5				L	
Vishicle inspection	19							B	

# Withdrawing SPRs from the parcel tub Line 15

The actual SPR piece count goes in section 2

The parcel count goes in section 5



#### M-41.225.16

"A letter may be reversed in the letter separation for a customer receiving a parcel or odd-sized article that cannot be routed in the flat separations. This will serve as a reminder when on the route that there is a large or odd-sized piece for the customer." Line 21 function

This is when you carry the SPRs on Park-n-Loop.

### M-00409

During our discussion, A carrier has the option of reversing a letter in the letter separation as a reminder of a parcel or odd-sized piece of mail for delivery. The word parcel in Section 225.16 of the M-41 concerns Mail matter which cannot be routed into the flat or letter separations and does not include parcels weighing two pounds or more, Section 322.3 of the M-41 addresses parcels weighing two pounds Or more and provides the method of reminding a carrier of the next parcel for delivery.

Post Office			Delivery Unit	1.			Route	Number	
Omaha			Stoneys	idge			3	700	19
AM			PM	Carrier Marked-up	CFS	Act	aal Tim	e Entric	a
1. Letter-Size		-		marked-up				Write	
						Explanation	Time Guida	In Time	Elapse Time
							E		
						-	В		
							E		
			ļ	11		1	B		
2. Mail of All Other Sizes							3		
			1	1 1			8		
							E B	-	
						-	E	75.55	
							8	-	
Accountable and Signature Mail				-		-	E		-
							В		
Se. Registered/Certified	-		1			-	E		
3b. COD/Custovis							8		
3c, Postage Dues			1				E		
3d. Priority Mail Express						1	В		
5. All parcels over 2 lbs.							E		
				1 1			В		
							E	924	
Sequenced and Colleted					-	21F	B	920	4
							E	920	,
6a. Letter Size						15	8	854	26
				7			E	854	
						ZIE	В	851	3
				1			E	851	-
6b. Other Size						ZID	В	849	2
9. 2nd-Class Marked up (exclude PS Form 3579)			- III Company and I was a second				Ε	849	
						210	В	B45	4
10. Mail with PS Form 3579 attached						111	E	803	2
				1		14	В	801	2
12. Change of Aridress Recorded			-			210	E	801	1
12. Grange of Augress Recureso						2113	8	800	1
						2.3	E	800	17
13. Insured Receipts Turned In			-	-		145	2	743	11
The state of the s						15	E	743	7
						12	E	736	-
	1	Inne was	ne Pieces: (7a)	-	-	21 A	5	736	1
Enter Line Number in Explanation Column	Line		ed to line 7a on PS Form	1838		19	E	735	
Flegistered-Certified-CCD-Gustoms, Postage Due		Comment	5			Begin Here	8	730	5
PS Form 2868 signing for, returning funds and receipts	14	21 A 5	cannet					TOTAL	
Withdrawal of mail	15	213	morning Consult					Time	Clack
Sequencing and collating By Pass Mail	16		Jurention Helos					E	1700
uclual Strapping out time	17	210	Redenish forms	5				R	m i
Break (local option)	18	715	New Trail durd	5				L	
relacte respection	19	212	mark SORS	5				В	
		217	MAKK DO 112					£	
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) gase Comments Section)	21							R	
Waiting for mail (effice) and other office activities not	-							L	DE 1927
portormed on a continuing basis which are excluded in computing the net office time (use Comments Section)	22							В	
Drumting meil and filing out PS Form 1838 worksheet	23			Andrew Street			5		
Signature of Carrier (or Examiner)		-	I certify the above		Date	Reg Repl.		L	ınch
		4	information recorded by me is correct	Week				From	lo.

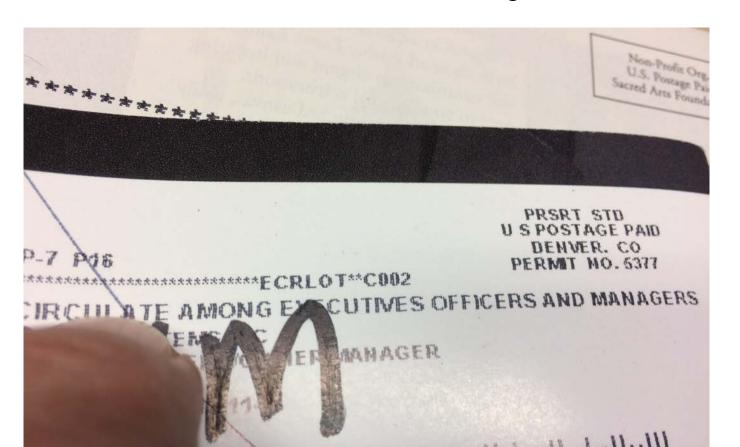
National Arbitration C-16863 June 9, 1997

"Carriers on park and loop routes in a DPS environment are not required to carry a fourth bundle of mail."

#### M-1861

"Each pre-sequenced addressed mailing for a particular route that meets this criteria is identified with a label/indicia containing the ECRWSS endorsement. This label/indicia remains the determining factor of whether a pre-sequenced addressed mailing on a particular route meets the above referenced criteria required to assign a city letter carrier on a park and loop or foot route to carry it as a third bundle within weight restrictions. Accordingly, if a pre-sequenced addressed mailing for a particular route is identified with a different label/indicia (e.g. ECRWSH or ECRLOT), the bundle would not meet the subject criteria."

# **ECRLOT** "Enhanced Carrier Routing Line Of Travel"



# **ECRWSH** "Enhanced Carrier Routing Walk Sequenced High-density"



#### ECRWSS "Enhanced Carrier Routing Walk Sequenced Saturation"



# This is a FIRM bundle, if over 2 pounds it's a parcel



M-01288 May 16, 1997 and the M-41.922.51. d "Park-n-Loop routes handling of third bundles IS AN OFFICE FUNCTION.

- 1. Unaddressed mailings are to be counted out and placed at the back of the cased mail bundle.
- 2. Addressed mailings, pull out the vacants and the vacation holds, then place remaining behind the cased mail bundles."

Cutting open bundles Line 15 function and counting pieces Line 21 function

400 400	DOCTAL	CEDMICE.	

Letter Carrier Routes Worksheet

Post Office Omaha			Stoney Stoney	ridge				Route 3	Number 70	19
AM			PM		rrier red-up	CFS	Ac	tual Tim	e Entrie	6
1. Latter Size								Time	Write	Elapse
							Explanation	Guide	Time	Time
			1					E		
					- 1			В		
					- 1			E		
2. Mail of Ait Other Sizes								E		
			1					В	-	
								E		5 - 0
					1			В		
					- 1			E		
								B		
Accountable and Signature Mail					- 1			E		
			-	-	-		-	В		
3a, Registered/Certified 3b, COD/Custonis	-			-				B		
36. Postage Dues				-	-		-	E		
3d. Priority Mail Exprese								B		
5. All parcels over 2 lbs.		_						E	926	-
							15	В	924	2
							1	E	924	
6. Sequenced and Collated							ZIF	В	920	4
							1	E	920	
Ga, Letter Stre							15	B	854	26
								E	854	100
							21 E	B	851	3
								E	851	7
6b. Other Size 9, 2nd Class Merked up (exclude PS Form 3579)							ZID	8	849	Z
at zina tamaa waanaa up pawaaaa P a Punin aaray							210	B	649	4
19, Mail with PS Form 3579 attached							ZIC	E	845	7
							14	B	801	2
							1	E	801	-
12. Change of Address Recorded							213	В	800	. 1
								1 €	800	
							2.3	В	743	1/
13. Insured Receipts Turned In								E	743	7
							15	B	736	7
								8	7.56	1
Enter Line Number in Explanation Column	Line		ne Pieces: (7a) ed to line 7a on PS Fo	rm 1838			19 19	B	735	
Registered-Certified-CCC-Customs, Postage Due PS Form 3868 signing for, returning funds and receipts	14	Comments		37.5			Begin Here	-	730	5
		2	Land Land Congression	-					TOTAL	Clock
Withdrawel of mail	15	21 10	morning Consultables							ings_
Sequencing and colleting By-Pass Mail	16	216	Replenish For						E	
Actual Strapping out time	17	210	Keplenish For	M.S					R	
Break (local option)	18	ZIE	New Trail da	500					L	
vishicle inspection	19	71 F	mork SBRS						В	-
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing return) (use Germania Section)	21								E R	
Weither for med follow) and other office activities not	-								L	
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (use Comments Section)	22								8	
Counting mail and filing out PS Form 1836 worksheet	23			4						
Signature of Carrier (or Examiner)	-		I certify the above	Day		Desc	Rog Repl.	5.	Li	inch
		-61	information recorded	Wines.						To

PS Form 1838-C. October 2013

POSTAL SERVICE: Letter Carrier Routes Worksheet

	P24							
	200		Marked-up	CFS	Acti	ual Tim	e Entrie	8
			110011100 00			-	Write	
					Explanation	Time	In Time	Elapso
						E		
					-			
-			-					
					-	-	-	
						В		
			1			E		
						В		
						E		
						В		
						E		
						В		
					200	E	937	
					216		976	
					1	-		
	1				15			2
-			1		2:5	-		u
					417			4
					15			24
					12			-
					21 E	В		3
						E		V
	1				211)	В	849	Z
						E	849	
					21C	В	B45	4
						E	803	-
	Î				14	8	801	2
					1	_	801	1
					2112	-		'
					23			17
-					42			11
					15			7
					15			
T	DPS Volume Pieces: (7a)		-	-	ZIA	8		- 1
Line		S Form 1	338			E		-
1.	Comments	-			Begin Here	В	730	5
14	21 A scanner	- 1			-		TOTAL	
15	ZIB morning Cons	off						Clock
16	Juration He	100					E	erga.
17	210 Redenish	CHASO					B	
18	71 F New Texil	urde					L	
19	E WIN LAB						В	1
nr.	SIL WOLK 3012	4.0					E	-
21	216 Third Bung	موي					R	-
20							L	
							В	
23		Mi	0		100			
	I certify the above information reco	10	Day of I Week	Jato	Reg Repi.			Inch To
	16 17 18 19 21 22	To be added to line 7a on P. Comments 14 Z1 A Scanner 21 B Magning Comb 16 Z1 C Vocation H 17 Z1 D Replanish I 18 Z1 E New Trail 19 Z1 F Mark 58RS 21 Z16 Third Bund 22 23	To be added to line 7a on PS Form 1 Comments 14 Z1 A Scanner 15 Z1 B meaning Consolt 16 Z1 C Vocation Hados 17 Z1 D Replanish Forms 18 Z1 E New Trail cards 21 E New Trail cards 21 Third Brunded 22 23	To be added to line 2a on PS Form 1838  Comments  21 A scanner  21 B morning Consolt  16 21 C Vocation Hadr  17 21 D Replanish Forms  18 21 E New Trail cards  21 F Mark 55RS  21 21 G Third Bounded	To be added to line 7a on PS Form 1838  Comments  21 A Scanner  15 21 B menning Consult  16 21 C Vocation Habb  17 21 D Replantsh Forms  18 21 E New Trail durids  21 F Mark 58RS  21 21 Third Bundes  22  23	21 G   15   21 F   21 F   25   25   25   25   26   25   26   25   26   25   26   25   26   25   26   25   26   25   26   26	E   B   E   B   E   B   E   B   E   B   E   B   E   B   E   B   E   E	B   E   B   E   B   E   B   E   B   E   B   E   B   E   B   E   B   E   B   E   B   E   E

PS Form 1838-C. October 2013





#### **M-00723** June 15, 1984

"The USPS agrees that, for the purpose of aiding carriers unfamiliar with the park and loop route, the number of possible deliveries on each relay of park and loop routes shall be entered on Forms 1564A by the regular assigned carrier. This information should be updated for each route in conjunction with updates of Forms 1621(Edit Sheets). Verification of the information will be accomplished during the week of count and inspection."

This establishes the number of deliveries shall be marked on the case labels for each split of a Park-n-Loop for replacement carriers.

"If the carrier has no way to determine the number of pieces in the bundle then he/she would have to count out the appropriate number of mailings for the route. However, carriers assigned to curb-line routes are expected to work directly from the bundles or sacks."





#### M-41.922.413.a

"Carriers on motorized curb-delivery routes will take credit in Parcel Post column for each separate bundle." that is ECRWSS or EDDM.

Remember to count the bundles of mail taken directly to the street as a parcel on NON-park-n-loop routes.

### M-41.131.4. Reporting Requirements

- "It is your responsibility to verbally inform management when you are of the opinion that you will be unable to case all mail distributed to the route, perform other required duties, and leave on schedule or when you will be unable to complete delivery of all mail.
- **131.42.** Inform management of this well in advance of the scheduled leaving time and not later than immediately following the final receipt of mail. Management will instruct you what to do.
- **131.43** Complete applicable items on Form 3996, Carrier-Auxiliary Control, if overtime or auxiliary assistance is authorized in the office or on the street.
- **131.44** Report on Form 1571 all mail undelivered including all mail distributed to the route but not cased and taken out for delivery."

"The employee, upon request, will be provided a Form 3996, Carrier - Auxiliary Control, after the supervisor has been verbally informed as to the reason for the request. The employee shall not be denied the form and, upon request, a duplicate of the completed form will be provided the employee."

### M-41 section 28 Carrier-Auxiliary Control

Letter Carriers are to fill out this Form COMPLETELY!

Sections a through A through O, except L.

Do not accept a pre-filled out 3996, moronagement assigned this work to Letter Carriers, take the time to do it right, **no matter how long it takes! Line 21 function** 

And filling out the 1571 for management curtailed and returned DPS in the afternoon mail.

Delivery Unit				B. Telephone		C. Date
Carrier's Name a	nd Route No.		1	E. Lunch Place and T	ime	
Indicate entire or	portion of the case sl	helves covering mail	as street auxiliary a	ssistance		G. Keys Required?
4	2	3	4	5	6	H. Carfare Required? Yes No
						I. Accountable Mail?

K. Estima	ated Work	L. Management	Action. Check and	d initial all ap	opropriate	actions.				
Hours	Minutes	Auxiliary Assis	tance		Hours	Minutes	Overtime		Hours	Minutes
		Approved					Approved			
		Disapproved					Disapproved		,	
M. Transport	ation (If drive	out, show parking	location(s) on rev	erse)						
Transportatio	n Mode to an	d from route:	Postal owned:		Driv	re-out: [	_ o	ontract:	Public:	
N. Starts Del	ivery at:				* (	Collect mail part of the r	from all collecti oute, unless ins	on boxes on your tructed otherwise.		
Deliver					Co	ellection box	es locations:			
					1					
					2					
					3				-1	
					4					
					5					
					6					
O. Find Rela	ys At:	, ,								
1					4					
2					5					
3					6			- ,		

Office Time Street Time Total Begin Time Time Used Begin Travel To Begin Delivery Begin Travel From Travel To Auxiliary Delivery Time End Time End Travel To End Delivery End Travel From Travel From Total Street

PS Form 3996, November 1997

#### Instructions

The regular of			

- A. Enter the name of the delivery unit.
- B. Enter the telephone number for the unit.
- C. Enter the date requesting assistance.
- D. Enter the name of the carrier requesting assistance or overtime and the route number.
- E. Enter the lunch place and time, if applicable.
- F. Place an "X" in space below the number indicating the case shelf containing the mail for which assistance is being requested. The bottom shelf of the letter separations is designated under 1. When assistance is required for less than a full shelf of mail, enter the portion of shelf in fractions. The portion should be identified as follows: L 1/2: R 1/4: (L) indicates "Left": (R) Right: and (M) is for Middle of the shelf.
- G. Indicate if Keys are required for delivery of this portion of the route.
- H. Indicate if Carfare is required for delivery of this portion of the route.
- 1. Indicate if there are any Accountable mail pieces for delivery of this portion of the route.
- J. Show the reason assistance is being requested. (Omit during Christmas period)
- K. The carrier must enter the estimated hours and minutes of the amount of assistance being requested.
- L. MANAGEMENT ACTION This section is completed by the manager reviewing the form.

The manager reviews the request and makes a determination as to the appropriate actions. The manager

shall check the appropriate actions and initial each section.

- M. Show the transportation information as indicated.
- N. Indicate the delivery starting point and the blocks of each street to be delivered.
- O. List the points where relays will be found.

The form is handed to the carrier assigned to provide the assistance, who will complete

the bottom time entries. P. This section is completed by the carrier providing the assistance and the delivery manager.

It is broken into four sections; the replacement carriers name, office work, street work

and the total workhours used.

The carrier will complete the following items:

The assisting carrier will enter their name and regular route number if applicable;

Enter the begin and end time for any office work performed as assistance on this route;

Enter the begin travel time to the delivery territory and the end travel time to the delivery territory on this route;

Enter the begin delivery time to the delivery territory and the end delivery time on this route;

Enter the begin travel time from the delivery territory and the end travel time from the delivery territory

on this route, and then turn in the completed form to the delivery manager.

The Delivery Manager will complete the following item:

Office time used:

Travel to time;

Delivery time;

Park locations:

Travel from time;

Total street time, and

Total auxiliary time used.

1.	4.	
2.	5.	
3.	6.	

PS Form 3996, November 1997 (Reverse)

arrier - Auxiliary Control  Delivery Unit  Delivery Unit  Delivery Unit	B. Telephone 181 4174	c. Dato /23-
Carner's Name and Route No. 2700	E. Lunch Place and Time	
Auxiliary 3 (10) 3/16	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7	Required?
Indicate entire or portion of the case shelves covering mail as street auxillar	Yes	□ No □
1 2 3 4		
	1. Accoun	table Mail?
	Yes	No L
Reason For Use of Auxiliary Vuccomb 2: vited w/3705 Vac and 3706 Vac	No   376   B. Lunch Place and Time   Lunc   C. Keys Required?   Yes   No   Yes   No   Yes   No   No   Yes   No   No   No   No   No   No   No   N	
		Hours Minute
Hours Minutes Auxiliary Assistance		Hours Minute
	Linsapproved L3	
Transportation (If drive-out, show parking location(s) on reverse)	Drive out	Public:
	Collect mail from all collection boxes on your	
4. Starts Delivery at: 50, +39+10	part of the route, unless instructed otherwise.	
Deliver	Collection boxes locations:	
* Calvered	1	
	21	
1599	rid	
menu	3,	
12681	4	
CU		
2		
("prt - 12633 Orchard	6	
O. Find Relays At:		
1	4	
2		
3		
P. Assistance Completed By (Carrier Name and regular route number if assi		
Office Time		Total
Begin Time Used Begin Travel To Begin Delivery	11 4 mayes 10	Auxiliary
1612 11111	Delivery	Time
End Time End Travel To End Delivery	End Travel From Travel From	ON SUPPLIED
	Total Street	200
PS Form 3996, November 1997		

What is easier sitting down in the office filling out paperwork or on the street delivering Mail?

Management assigned this work to Letter Carriers.

Do NOT let a supervisor do our work.

M-00005 December 12, 1977

Management counted the carrier's mail in the case **after he requested assistance.** This decision reaffirms the union's position that such counts may not be used to determine efficiency or for discipline.

### M-00031 April 25,1977

Management policy does not hold carriers liable for the "exact" amount of overtime or auxiliary assistance requested, but rather an estimate

"within a close approximation".

#### M-41 922.451 Carrier Mark-Ups — Individually Endorsed Line 21

Omaha					dige				Route Number 37099			
AM	TUSON V		100	PM	Marked-up	CFS	Act	tual Tim				
1. Letter Size							Explanation	Time Guide E	Write in Time	Elapse		
							-	B				
2. Mail of All Other Sizes	-						1	E	-			
•								8				
								E				
								В				
					1			E				
3. Accountable and Signature Mail	-	-					1-	B	C. 110			
S. PEXALE III. SE STORY STORY STORY							ZIE	B	9 49	10		
3a, Registered/Certified							1212	E	9:39	1.0		
3b. COD/Custonis							ZIH	В	937	2		
3e. Postage Dues								E	937	lune.		
3d. Priority Mail Express							216	В	976	11		
5. All percels over 2 lbs.								B	926			
							15	E	924	2		
6. Sequenced and Collated				1			ZIF	8	920	4		
								E	920	-		
6a, Lotter Size							15	8	854	26		
					1		-	E	854			
							21 E	B	851	3		
					I.		zin	8	851	Z		
6b. Other Size 9. 2nd-Class Marked up (exclude PS Form 3579)				-	1		2.0	E	849	-		
							ZIC	В	B45	4		
10. Mail with PS Form 3579 attached								E	803	- 12		
							14	8	801	2		
12. Change of Address Recorded					-		213	B	801	1		
and the same of th							6113	E	800			
							23	B	743	17		
13. Insured Receipts Turned In							-	E	743			
							15	B	736	7		
	-		-				1	E	736	-		
Enter Line Number in Explanation Column	Line			ume Pieces: (7a) Ided to line 7a on PS Form	1999		Z1 A	8	735			
Paris I Carlot GOD Carrows Burney Co.	+	Comr	men	its			Begin Here		735	5		
Registered-Certified-COD-Gustoms, Postage Dise PS Form 3888 signing for, returning funds and receipts	14	21	A ·	diannet			1		TOTAL.			
Utibdrawal of mail.	15	21	B	morning Consult					Time	Clock		
Sequencing and collating By Pass Mail	16			Virgation Helos					E	4-120		
notaal Strapping out time	17	7.1	D	Replenish forms					R			
Bresak (kvcsal option)	18	21	E	New Trail card	5				L			
relacte inspection  Office work not covered by form (work functions must	19	211	F	mark SORS					B			
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) tuke Comments Section)	21	216	5	Third Bundes					B	-		
Maiting for mail inflice) and other office activities not	-	71							L	-		
performed on a continuing basis which are excluded in computing the net office time (use Comments Section)	22	213		mack-ups sticker	>				В			
Docinting meil and filing out PS Form 1838 worksheet	23											
Signature of Carrier (or Examiner)		-	4	I certify the above information recorded by me is correct	Day of Week	Date	Reg Repl.			inch lo		

## M-41.243 Take forward-able and and marked-up mail to proper place. Line 21 function

Post Office			Delivery Unit	. ).			Route Numb	č.a
Omaha	88 11			idge	2		1210	
AM			PM	Carrier Marked-up	CFS	Act	ual Time Entr	
1. Letter-Size			1				Time In	Elaps
						Explenation	Guide Time	Time
							E	1
			1				В	-
				1			8	-
2. Migili of All Other Sizes	-						E	1
**************************************							В	
							E	
							В	1
						1217	E 95	
3. Accountable and Signature Mail			-			215	B 94	
and the same of th						ZII	E 94	
3a, Registered/Certified			-			61.5	E 4:3	
3b. COD/Custonis						ZIH	B 95	12
3c. Postage Dues							E 93	7
3d. Priority Mail Express			-		Lu	216	BGZ	0 11
S. All parcels over 2 lbs.							E 92	
						15	B 92	
6. Sequenced and Collated			-	-		ZIF	B 920	
						417	E 92	0 1
6a. Lotter Size						15	B 89	7 26
							E 85	4
						21 E	B 85	
						2157	E 85	
5b. Other Size 9, 2nd-Oksis Marked up (exclude PS Form 3579)			-	-		6,11	B 84	
						ZIC	B 64	
10. Mail with PS Form 3679 attached							E 90	
						14	B 80	
12. Change of Address Recorded				_		100	€ 80	1
12. Criange of Address Recorded						213	E 80	<i>u</i> .
						2.3	E 80	
13. Insured Receipts Turned in							E 74	
						15	B 730	
			1				E 73	0 ,
Enter Line Number in Explanation Column	Line		ne Pieces: (7a)			Z1 A	B 73	-
	-	To be add	ed to line 7a on PS Form	m 1638	Ti-	19	E 73	
Registrand-Confilled-CCO-Gustams, Postage Due PS Form 3868-eigning for, refurning funds and receipts	14	Z1 A 1	cannet			Begin Here	B 75	
	15	218	morning Consult					ne Clock
Withdrawal of mail	16	216	Jucation Holds				E	Rings
Withdrawel of mail  Semigraphic and confession fluidose Med		210	Redenish form	15			R	
Sequencing and ordering By-Pase Mex	17	100000000000000000000000000000000000000	New Trail car	35			1.	
	17	216		10000			В	Washing
Sequencing and onlikeling By-Pase Meil Actual Strapping our time Uneak (accal option) Whiche inspection		ZIE	mund 58R5				E	
Sequencing and onlikeling By-Pase Meil Actual Strapping our time Uneak (accal option) Whiche inspection	18	ZIF	mark SORS				B	-
Sequencing and onlineing 6y-Pase Mail.  Actual Strapping out time.  Dress forcal option.  Whitcla inspection.  Office work and overside by Years brook functions must continue group of the botton exception of the botton exception and of a continuing registery (see Commencial Section).	18	21 F 21 G 1	hird Bundes					
Degueroling and orderling By-Pase MeS. Action Strapping out time Dreak Scrool option? Variables inspection Variabl	18	21 F 21 G 1	hird Bundes				t.	
Seguencing and confessing Sty-Pass Mest Actual Strapping out time Unest focus options United Strapping out time Unest focus options United strapping out time United strapping out time to the strapping of the strapping out time to the strapping of the strapping out time to the strapping of the strapping out time to the strapping of time time time time time to the strapping out time time time time time time time tim	18 19 21 22	21 F 21 G 1 21 H	Third Bundes 3996 mark-upsstick	275			B	
Degueroling and orderling By-Pase MeS. Action Strapping out time Dreak Scrool option? Variables inspection Variabl	18 19 21	21 F 21 G 1 21 H	hird Bundes	y. Hadrow	Diste	Reg Repl.	В	Lunch

### National Agreement (NA) Article 41.3.i Exact Delivery Order

"Consistent with the efficiency of the operation, mail shall be placed in the delivery sequence in a bundle(s) during strapping out."

and **M-41.922.51.d** "Actual Strapping-Out Time. **Line 17 function** is to be used on those motorized curb delivery routes where the majority of the case separations contain more than two numbers per separation. In these cases, record the time used to **place the mail in the exact sequence of delivery**. Consistent with the efficiency of the operation, mail shall be placed in delivery sequence in a bundle(s) during strapping out."

The only REQUIRED items to be strapped out are relays/loops and segmented deliveries (NDCBUs). Individual deliveries (businesses) are not to be "rubberbanded" individually, **M-41.322.21.**Always pull the route down from the bottom left, first deliveries, to the top right, last deliveries. Why do this? The last deliveries are the first loaded into the truck, less switching around "double handling" the mail. **Line 17 function** 







#### M-39.121.33

"Curbline carriers pull down using the same work methods outlined for foot routes; but they must place letter and flat mail in delivery sequence in trays <u>without strapping out.</u>"

The only REQUIRED items to be strapped out are loops and segmented deliveries (NDCBUs). Individual deliveries (businesses) are not to be "rubberbanded" individually, **M-41.322.21.** 

Always pull the route down from the bottom left, first deliveries, to the top right, last deliveries. Why do this? The last deliveries are the first loaded into the truck, less switching around "double handling" the mail. **Line 17 function** 

# M41.922.51.e Break (Local Option)

"Enter the scheduled office break period, if applicable."

**Note:** Once a year, at the option of the local union, the carriers at the delivery unit will receive one 10-minute break period in the office (rather than two such 10-minute breaks on the street).

Check for "sleepers" AKA mail caught behind dividers. Line 21 function

Turn off case lights. Line 21 function

#### M-41.291

"Withdraw preferential mail from final case when leaving office on each trip. This mail is to be routed in delivery sequence as deliveries are made."

Last "Hot Pull"

Clock to the street.