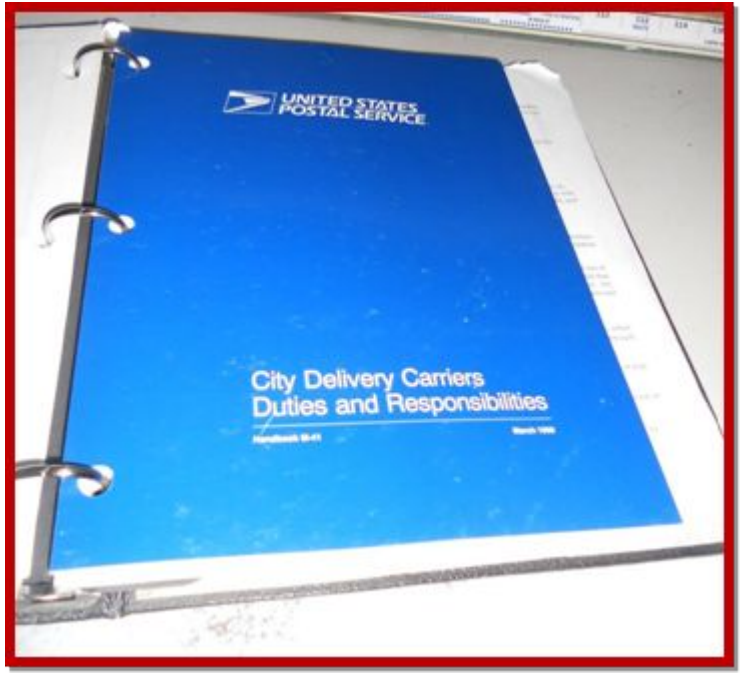
Is your Route an 8 hour assignment?

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 must walk and no street standard for walking."*

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

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

Workload Status Report

Service Date: 01/13/2016

						AM Available						AM Curtail		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 Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rcvd(-)	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					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		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		639					0:55	0:00					2:45	0:00	-0:06		
19		T-6	10	-0:13	100	35	210	—	1205					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				-3:07		719	3976	0	15268	0	0	0	0	16:23		0:00	0:00		-1:29	73:49		-1:46		-3:07

8 minutes undertime
@ 7:28 AM

Unit Summary

Volume		Authorized Hours		Workload Hours		Overtime / Leave 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

Store

771

16 28 F

Z C

4 P

Jo 15. 1700

(0.30)

Jch

01/13/2016 07:28 AM

Workload Status Report

Service Date: 01/13/2016

				AM Available								AM Curtail		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 Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rcvd(-)	Misc Street Time	Proj Return Time	Return Time Var
01		REG	12	0:13	100	115	330	29	1639					1:27	0:00	0:00		8:51 AM	-0:20	6:13	0:00	0:33	4:07 PM	0:13
02		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
03		REG	WA	-0:01	100	49	286	16	1023					1:16	0:00	0:00		8:41 AM	-0:14	6:30	0:00	0:14	3:54 PM	-0:01
05		REG	WA	-0:10	100	27	201	13	869					1:03	0:00	0:00		8:27 AM	-0:22	6:35	0:00	0:12	3:44 PM	-0:10
06		REG	WA	0:16	100	89	412	15	947					1:37	0:00	0:00		9:01 AM	0:03	6:26	0:00	0:14	4:11 PM	0:16
07		REG	12	0:04	100	64	443	19	1190					1:39	0:00	0:00		9:04 AM	-0:17	6:04	0:00	0:21	3:59 PM	0:04
08		REG	10	0:35	86	86	437	33	2170					1:31	0:00	0:00		8:55 AM	-0:06	6:24	0:00	0:41	4:29 PM	0:35
09		REG	WA	0:27	100	72	271	36	1994					1:16	0:00	0:00		8:40 AM	-0:19	6:25	0:00	0:47	4:21 PM	0:27
17		REG	12	0:32	93	31	616	15	1469					1:55	0:00	0:00		9:19 AM	0:21	6:26	0:00	0:12	4:27 PM	0:32
18*		REG	WA	-0:13	100	18	150	8	639					0:55	0:00	0:00		8:20 AM	-0:19	2:45	0:00	0:06	11:11 AM	-0:13
19		T-6	10	0:15	100	35	210	19	1205					1:05	0:00	0:00		8:29 AM	-0:07	6:48	0:00	0:23	4:10 PM	0:15
23		REG	12	0:02	95	53	305	13	1364					1:17	0:00	0:00		8:41 AM	-0:10	6:33	0:00	0:12	3:56 PM	0:02
Unit Totals				2:23		719	3976	237	15268	0	0	0	0	16:23		0:00	0:00		-1:48	73:49		4:16		2:23

Unit Summary

Volume		Authorized Hours		Workload Hours		Overtime / Leave Hours	
Total Case	4,695	Projected Hours	94:24	Total Office	16:22	Overtime	10:42
		Base Hours	92:55	Total Street	78:02	Annual Leave	8:00
		Budget Hours	0:00	Total Route	94:24	Sick Leave	0:00

* Aux Route

01/13/2016 10:59 AM

23 minutes overtime @ 10:59 am

A 31 minute difference

Workload Status Report

Service Date: 01/14/2016

				AM Available								AM Curtail		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 Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rcvd(-)	Misc Street Time	Proj Return Time	Return Time Var
37001		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	-0:47
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	-0:32
37003		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	-0:39
37005		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	-0:40
37006		REG	WA	-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	-0:46
37007		REG	12	-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	-1:06
37008		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	-0:48
37009		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	-0:48
37017		REG	12	-0:46	93	28	103		1631					0:48	0:00	0:00		8:13 AM	-0:46	6:26	0:00	0:00	3:08 PM	-0:46
37018*					100	7	51		792					0:41	0:00					2:45	0:00	0:00		
37019		REG		-0:27	100	16	79		1245					0:45	0:00	0:00		8:10 AM	-0:27	6:48	0:00	0:00	3:28 PM	-0:27
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	-0:42
Unit Totals				-8:01		291	1186	0	17210	0	0	0	0	9:39		0:00	0:00		-7:59	73:49		0:00		-8:01

48 minutes undertime @ 6:24 am

Unit Summary

Volume		Authorized Hours		Workload 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	0:00	Total Route	83:25	Sick Leave	0:00

* Aux Route

Knoblock Chair G

0027 04118003.

Walk 3718 Holiday Jurgen Plan

Ne 3719 Vac Ted

0-1-3

01/14/2016 06:24 AM

Workload Status Report

Service Date: 01/14/2016

				AM Available								AM Curtail		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 Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rcvd(-)	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		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		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		REG	WA	-0:10	100	37	207	12	947					1:04	0:00	0:00		8:29 AM	-0:21	6:35	0:00	0:11	3:45 PM	-0:10
37006		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		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		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		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*		REG	WA	0:00	100	20	137	4	792					0:53	0:00					2:45	0:00	0:00		
		CCA													0:00						2:25			
		REG													0:00						0:20			
37019		REG	10	0:00	100	41	248	16	1245					1:10	0:00					6:48	0:00	0:18		
		T-6													0:00						2:06			
		CCA													0:00						5:06			
37023		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	0	0	0	0	15:12		0:00	0:00		-0:31	73:49		4:47		6:19

Unit Summary

Volume		Authorized Hours		Workload 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

349, 291

* Aux Route

01/14/2016 10:23 AM

2 hours 40 minutes
Overtime @ 10:23 am

A difference of 3 hours 28 minutes

Workload Status Report

Service Date: 03/07/2018

				AM Available								AM Curtail		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 Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rcvd(-)	Misc Street Time	Proj Return Time	Return Time Var
37001		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	-0:43
37002		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	-0:22
37003		REG	12	-0:31	100	26	250		1046					1:10	0:00	0:00		8:34 AM	-0:20	6:30	0:00	-0:11	3:23 PM	-0:31
37005		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	-0:23
37006		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	0:31
37007		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	-0:33
37008		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	-0:18
37009		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	-0:32
37017		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	-0:13
37018*		REG	WA	0:00	100	11	179		712					0:59	0:00					2:45	0:00	-0:06		
		CCA													0:00						2:39			
37019		REG		-0:15	100	28	200		1119					1:03	0:00	0:00		8:27 AM	-0:09	6:48	0:00	-0:06	3:39 PM	-0:15
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	-0:32
Unit Totals				-3:51		375	3412	0	15697	0	0	0	0	14:44		0:00	0:00		-2:12	73:49		-1:46		-3:51

At 7:36 am DOIS shows the route with 32 minutes undertime

Unit Summary

Volume		Authorized Hours		Workload Hours		Overtime / Leave 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

* **Aux Route** 18 - Wallin Sprague - 5 - Murphy Sprague 8 - Wolmore Sprague Hedgecock Sprague

03/07/2018 07:36 AM

GENERATED BY:

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.

Route/ Carrier Daily Performance/Analysis Report

Delivery Unit: 68137

Service Date: 03/07/2018

Service Week: 23

Carrier Type:
U: UAR R: REG CC: CCA
C: CAS T: T-6 RT: RTR
P: PTR F: PTF RS: RES

				Mail Volumes							AM Office Assignments						Street Assignments							PM Office			Total Hours		
				Cased		Delivered					Office Hours			Leave Time			Street Hours				Return Time			Office Hours					
Rte	Carrier Name/Type		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	Var
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	-1:06
		T	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	-1:06
																		0:00											
37002				41	257	1,010			1,308	16	1:07	1:24	0:17				6:40	0:14	6:53	0:00				0:05	0:02	-0:03	8:05	8:19	0:14
		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	0:14
																		0:00											
37003				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	0:04
		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	0:04
																		0:00											
37005				16	285	1,046			1,347	21	1:09	1:20	0:11				6:35	0:24	7:29	0:30				0:05	0:04	-0:01	8:13	8:53	0:40
		R	primary								1:09	1:20	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	0:13
		CC	str aux								0:00	0:00	0:00				0:26	0:00	0:53	0:27					0:00		0:26	0:53	0:27
																		0:00											
37006				41	298	779			1,118	29	1:12	0:56	-0:17				6:26	0:35	6:00	-1:01				0:05	0:05	0:00	8:18	7:01	-1:17
		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	-1:17
																		0:00											
37007				32	437	1,858			2,327	37	1:31	1:34	0:03				6:04	0:48	6:21	-0:31				0:05	0:05	0:00	8:28	8:00	-0:28
		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	-0:28
																		0:00											
37008				47	483	2,150			2,680	49	1:29	1:29	0:01				6:24	1:05	8:47	1:19				0:05	0:04	-0:01	9:02	10:20	1:19
		R	primary								1:29	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	0:40
		CC	str aux								0:00	0:00	0:00				0:27	0:00	1:06	0:39					0:00		0:27	1:06	0:39
																		0:00											
37009				33	308	1,845			2,186	62	1:13	1:29	0:16				6:25	1:26	8:35	0:45				0:05	0:00	-0:05	9:08	10:04	0:56
		T	primary								1:13	1:29	0:16	08:43	09:15	0:32	7:15	0:00	6:31	-0:44	16:28	16:15	-0:13		0:00		8:33	8:00	-0:33
		CC	str aux								0:00	0:00	0:00				0:35	0:00	2:04	1:29					0:00		0:35	2:04	1:29
																		0:00											
37017				41	470	1,391			1,902	42	1:32	1:45	0:13				6:26	0:53	8:31	1:13				0:05	0:13	0:08	8:55	10:28	1:34
		R	primary								1:32	1:45	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	0:29
		T	unknown								0:00	0:00	0:00				0:00	0:00	1:04	1:04					0:00		0:00	1:04	1:04
																		0:00											
37018				11	202	712			925	13	0:57	1:17	0:20				2:45	0:14	3:29	0:30				0:05	0:00	-0:05	4:00	4:46	0:45
		R	office								0:57	0:59	0:02				0:00	0:00	0:00	0:00					0:00		1:02	0:59	-0:03
		CC	street								0:00	0:00	0:00				2:59	0:00	3:29	0:30					0:00		2:59	3:29	0:30

3/10/2018 5:25:01AM

GENERATED BY:

Who won?

Workload Status Report

Service Date: 02/13/2019

					AM Available							AM Curtail		Office Workload & Projected Leave Time						Street Workload & Projected Return Time				
Route	Carrier	Type	Proj Route OT/UT	% Std	Letters	Flats	SPRs in Flats	PP	DPS	FSS	Seq Pcs	Ltrs	Flts	Proj Office Hours	Aux Prov(+) Rcvd(-)	Misc Office Time	Rtr Asgn Time	Proj Leave Time	Leave Time Var	Base Street Hours	Aux Prov(+) Rcvd(-)	Misc Street Time	Proj Return Time	Return Time Var
37001	[redacted]	REG	-0:49	100	17	99	9	13	1133	✓				0:45	0:00	0:00		8:12 AM	-0:59	6:13	0:00	0:09	3:04 PM	-0:50
37002	[redacted]	REG	-0:33	100	13	104	13	5	801	✓				0:48	0:00	0:00		8:13 AM	-0:32	6:40	0:00	-0:03	3:20 PM	-0:35
37003	[redacted]	T-6	-0:47	100	18	97	21	6	674	✓				0:45	0:00	0:00		9:34 AM	0:40	6:30	0:00	-0:02	4:33 PM	0:38
37005	[redacted]	CCA	-0:21	100	35	81	7	17	728	✓				0:46	0:00	0:00		8:40 AM	-0:39	6:35	0:00	0:13	4:03 PM	-0:21
37006	[redacted]	REG	-0:43	100	47	92	2	7	725	✓				0:49	0:00	0:00		8:14 AM	-0:45	6:26	0:00	0:02	3:11 PM	-0:43
37007	[redacted]	REG	-0:39	100	13	100	23	22	703	✓				0:48	0:00	0:00		8:12 AM	-1:08	6:04	0:00	0:26	3:12 PM	-0:42
37008	[redacted]	REG	-0:13	86	22	183	26	22	1104	✓				0:56	0:00	0:00		8:21 AM	-0:40	6:24	0:00	0:24	3:38 PM	-0:16
37009	[redacted]	T-6	-0:27	100	24	97	19	17	920	✓				0:48	0:00	0:00		8:13 AM	-0:47	6:25	0:00	0:18	3:25 PM	-0:29
37017	[redacted]	CCA	-0:42	100	16	110	18	11	858	✓				0:47	0:00	0:00		8:11 AM	-0:47	6:26	0:00	0:06	3:13 PM	-0:42
37018*	[redacted]			100	3	58	12	3	343	✓				0:41	0:00					2:45	0:00	-0:02		
37019	[redacted]	REG	-0:24	100	15	58	13	9	606	✓				0:40	0:00	0:00		8:05 AM	-0:32	6:48	0:00	0:08	3:30 PM	-0:24
37023	[redacted]	REG	-0:25	95	11	67	18	16	715	✓				0:43	0:00	0:00		8:07 AM	-0:44	6:33	0:00	0:17	3:27 PM	-0:28
Unit Totals			-6:03		235	1149	181	148	9310	0	0	0	0	9:19		0:00	0.00		-6:53	73:49		2:01		-4:52

Unit Summary

Volume		Authorized Hours		Workload Hours		Overtime / Leave 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
GREGG - 1.25.
CABRERA - 1.00
KRAMER - .50.

08 WESTMORE
JACOBSEN - 3.0

549 Flats

GENERATED BY:
OMA-STONEYRIDGE

Route/ Carrier Daily Performance/Analysis Report

Delivery Unit: 68137

Service Date: 02/13/2019

Service Week: 20

Carrier Type:
U: UAR R: REG CC: CCA
C: CAS T: T-6 RT: RTR
P: PTR F: PTF RS: RES

Rte	Carrier Name/Type	Assgn		Mail Volumes								AM Office Assignments						Street Assignments							PM Office			Total Hours		
				Cased			Delivered					Office Hours			Leave Time			Street Hours			Return Time				Office Hours					
				Ltr	Flt	SPR	DPS	FSS	Seq	Total	PP	Proj	Act	Var	Proj	Act	Var	Proj	Misc	Act	Var	Proj	Act	Var	Proj	Act	Var	Proj	Act	Var
37001	[redacted]			36	220	19	1,133			1,389	29	1:01	1:06	0:05				6:13	0:33	6:51	0:05				0:05	0:03	-0:02	7:52	8:00	0:08
		R	primary									1:01	1:06	0:05	08:31	08:00	-0:31	6:46	0:00	6:51	0:05	15:47	15:57	0:10		0:03		7:52	8:00	0:08
																			0:00											
37002				28	260	19	801			1,089	15	1:06	1:30	0:24				6:40	0:12	6:49	-0:03				0:05	0:03	-0:02	8:03	8:22	0:19
		R	primary									1:06	1:30	0:24	08:36	09:01	0:25	6:52	0:00	6:49	-0:03	15:57	16:20	0:23		0:03		8:03	8:22	0:19
																			0:00											
37003				33	257	48	674			964	17	1:03	1:41	0:38				6:30	0:15	6:03	-0:42				0:05	0:07	0:02	7:53	7:52	-0:01
		T	primary									1:03	1:41	0:38	09:58	09:12	-0:46	6:45	0:00	6:03	-0:42	18:11	17:04	-1:07		0:07		7:53	7:52	-0:01
																			0:00											
37005				61	295	26	728			1,084	24	1:12	1:40	0:27				6:35	0:29	5:46	-1:18				0:05	0:00	-0:05	8:21	7:25	-0:56
		CC	primary									1:12	1:40	0:27	09:12	09:09	-0:03	7:04	0:00	5:46	-1:18	18:14	16:31	-1:43		0:00		8:21	7:25	-0:56
																			0:00											
37006				66	269	17	725			1,060	18	1:10	1:11	0:01				6:26	0:18	6:05	-0:39				0:05	0:04	-0:01	7:59	7:20	-0:39
		R	primary									1:10	1:11	0:01	09:35	09:21	-0:14	6:44	0:00	6:05	-0:39	16:49	15:55	-0:54		0:04		7:59	7:20	-0:39
																			0:00											
37007				28	354	37	703			1,085	33	1:19	1:20	0:01				6:04	0:42	6:37	-0:10				0:05	0:03	-0:02	8:11	8:00	-0:11
		R	primary									1:19	1:20	0:01	08:49	08:50	0:01	6:46	0:00	6:37	-0:10	16:05	15:57	-0:08		0:03		8:11	8:00	-0:11
																			0:00											
37008				37	691	61	1,104			1,832	33	1:53	2:19	0:26				6:24	0:41	5:38	-1:26				0:05	0:04	-0:01	9:02	8:00	-1:02
		R	primary									1:53	2:19	0:26	09:22	09:48	0:26	7:04	0:00	5:38	-1:26	16:57	15:56	-1:01		0:04		9:02	8:00	-1:02
																			0:00											
37009				39	399	33	920			1,358	28	1:26	1:37	0:10				6:25	0:35	7:14	0:15				0:05	0:00	-0:05	8:30	8:51	0:21
		T	primary									1:26	1:37	0:10	08:56	09:09	0:13	6:59	0:00	7:14	0:15	16:25	16:53	0:28		0:00		8:30	8:51	0:21
																			0:00											
37017				38	559	35	858			1,455	14	1:46	1:41	-0:05				6:26	0:11	6:14	-0:22				0:05	0:00	-0:05	8:27	7:55	-0:32
		CC	primary									1:46	1:41	-0:05	09:15	09:16	0:01	6:36	0:00	6:14	-0:22	16:39	16:57	0:18		0:00		8:27	7:55	-0:32
																			0:00											
37018				15	155	20	343			513	8	0:51	0:40	-0:10				2:45	0:06	3:23	0:32				0:05	0:00	-0:05	3:47	4:03	0:16
		R	office									0:51	0:40	-0:10				0:00	0:00	0:00	0:00					0:00		0:56	0:40	-0:15
		CC	street									0:00	0:00	0:00				0:25	0:00	1:06	0:41					0:00		0:25	1:06	0:41

GENERATED BY:
OMA-STONEYRIDGE

I said 549 not 399!

Route/ Carrier Daily Performance/Analysis Report

Delivery Unit: 68137
Service Date: 10/31/2023
Service Week: 5 A

Carrier Type:
U: UAR R: REG CC: CCA
C: CAS T: T-6 RT: RTR
P: PTR F: PTF RS: RES

Rte	Carrier Name/Type	Assgn	Mail Volumes: Cased Ltr	Flt	SPR	DPS	FSS	Seq	Total	PP	AM Office Assignments: Office Hours Proj	Act	Var	Leave Time Proj	Act	Var	Street Assignments: Street Hours Proj	Misc	Act	Var	Return Time Proj	Act	Var	PM Office: Office Hours Proj	Act	Var	Total Hours Proj	Act	Var
37001			24	218	18	580			822	9	1:01	0:40	-0:21				6:21	-0:05	6:31	0:15				0:05	0:04	-0:01	7:22	7:14	-0:08
	[redacted]	R primary									1:01	0:40	-0:21	09:39	09:10	-0:29	6:16	0:00	6:31	0:15	16:25	16:10	-0:15		0:04		7:22	7:14	-0:08
																		0:00											
37002			30	197	11	421			648	11	0:59	0:12	-0:47				6:53	0:02	6:55	0:00				0:05	0:17	0:12	7:59	7:24	-0:35
	[redacted]	T primary									0:59	0:12	-0:47	09:44	10:50	1:06	6:55	0:00	6:29	-0:26	18:06	17:49	-0:17		0:17		7:59	6:58	-1:00
	[redacted]	R unknown									0:00	0:00	0:00				0:00	0:00	0:26	0:26					0:00		0:00	0:26	0:26
																		0:00											
37003			29	215	14	983			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	6:36	-0:57
	[redacted]	R primary									1:08	0:58	-0:10	08:52	08:05	-0:47	6:20	0:00	5:34	-0:46	17:21	17:48	0:27		0:05		7:33	6:36	-0:57
																		0:00											
37005			15	192	30	521			728	18	1:00	1:08	0:09				6:47	0:04	6:34	-0:17				0:05	0:05	0:00	7:56	7:47	-0:09
	[redacted]	T R primary									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		0:05		7:56	7:47	-0:09
																		0:00											
37006			18	242	42	400			660	9	1:02	1:40	0:38				6:43	-0:07	6:49	0:13				0:05	0:02	-0:03	7:43	8:31	0:48
	[redacted]	R primary									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		7:43	8:31	0:48
																		0:00											
37007			26	242	31	800			1,068	13	0:59	1:08	0:09				6:44	0:00	6:24	-0:20				0:05	0:04	-0:01	7:48	7:36	-0:12
	[redacted]	R primary									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		7:48	7:36	-0:12
																		0:00											
37008			20	304	51	1,020			1,344	20	1:07	1:22	0:15				6:44	-0:07	6:38	0:01				0:05	0:00	-0:05	7:49	8:00	0:11
	[redacted]	R primary									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		7:49	8:00	0:11
																		0:00											
37009			20	245	37	927			1,192	17	0:56	3:44	2:48				6:19	0:00	7:16	0:57				0:05	0:10	0:05	7:20	11:10	3:50
	[redacted]	T office									0:56	2:53	1:57				0:00	0:00	0:00	0:00					0:10		1:01	3:03	2:02
	[redacted]	F street									0:00	0:00	0:00				5:38	0:00	7:16	1:38					0:00		5:38	7:16	1:38
	[redacted]	T str aux									0:00	0:00	0:00				0:37	0:00	0:00	-0:37					0:00		0:37	0:00	-0:37
	[redacted]	F unknown									0:00	0:50	0:50				0:00	0:00	0:00	0:00					0:00		0:00	0:50	0:50
																		0:00											
37017			17	223	38	726			966	10	0:59	1:16	0:16				6:40	-0:07	6:09	-0:24				0:05	0:02	-0:03	7:37	7:26	-0:11
	[redacted]	R primary									0:59	1:16	0:16	08:44	09:00	0:16	6:33	0:00	6:09	-0:24	16:15	16:13	-0:02		0:02		7:37	7:26	-0:11

1ft 4" inches = 303pcs

11/2/2023 6:41:17AM

GENERATED BY

Management cheated the route again.

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

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:*

a. 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 **<u>are</u>** 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

UNITED STATES POSTAL SERVICE®

Carrier's Count of Mail — Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number

AM	PM	Carrier Marked-up	CFS
1. Letter-Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries			
Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
Begin Here	B		

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868-signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838_____

Comments

TOTAL Time Clock Rings	
E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner)

I certify the above information recorded by me is correct

Day of Week	Date	Reg. - Repl.	Lunch From	Lunch To

PS Form 1838-C, October 2013

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.

Quick reference

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."*

POSTAL SERVICE®

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoneyridge	37099

AM	PM	Carrier Marked-up	CFS	Actual Time Entries: Explanation	Time Code	Write In Time	Elapsed Time
1. Letter-Size					E		
					B		
					E		
					B		
2. Mail of All Other Sizes					E		
					B		
					E		
					B		
					E		
					B		
3. Accountable and Signature Mail					E		
					B		
3a. Registered/Certified					E		
3b. COD/Customs					B		
3c. Postage Dues					E		
3d. Priority Mail Express					B		
5. All parcels over 2 lbs.					E		
					B		
					E		
6. Sequenced and Collated					B		
					E		
6a. Letter Size					B		
					E		
					B		
					E		
6b. Other Size					B		
9. 2nd-Class Marked up (exclude PS Form 3579)					E		
					B		
10. Mail with PS Form 3579 attached					E		
					B		
12. Change of Address Recorded					E		
					B		
					E		
					E		
13. Insured Receipts Turned in					E		
					B		
					E	735	
				19	B	730	5
					E		
				Begin Here	B	730	
						TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Route Sampling (as time)	17
Break (local option)	18
Vehicle Inspection	19
Office work not covered by form (work functions must be reviewed and approved as being necessary and of a continuing nature) (use Comments Section)	21
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (see Comments Section)	22
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments

Time Clock Rings
E
R
L
B
E
R
L
B

Signature of Carrier (or Examiner)	I certify the above information recorded by me is correct	Day of Week	Date	Reg. - Repl.	Lunch From	Lunch To

PS Form 1838-C, October 2013

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

POSTAL SERVICE®

Letter Carrier Routes Worksheet

Post Office: Omaha

Delivery Unit: Stoneridge

Route Number: 37099

AM	PM	Carrier Marked-up	CFS	Actual Time Entries: Explanation	Time Code	Write In Time	Elapsed Time
1. Letter-Size					E		
					B		
					E		
					B		
2. Mail of All Other Sizes					E		
					B		
					E		
					B		
					E		
					B		
3. Accountable and Signature Mail					E		
					B		
3a. Registered/Certified					E		
[illegible]					B		
3c. Postage Dues					E		
3d. Priority Mail Express					B		
5. All parcels over 2 lbs.					E		
					B		
					E		
6. Sequenced and Collated					B		
					E		
6a. Letter Size					B		
					E		
					E		
6b. Other Size					E		
9. 2nd-Class Marked up (exclude PS Form 3579)					B		
					B		
10. Mail with PS Form 3579 attached					E		
					B		
					E		
12. Change of Address Recorded					B		
					E		
13. Insured Receipts Turned in					E	736	
				21 A	B	739	1
					E	735	
				19	B	750	5
					E		
				Begin Here	B	730	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
[illegible]	17
Break (local option)	18
Vehicle Inspection	19
Office work not covered by form (work functions must be continuing and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments: 21 A Scanner

TOTAL Time Clock Rings: E, H, L, B, R, L, B

Signature of Carrier (for Examiner)

I certify the above information recorded by me is correct

Day of Week | Date | Reg. - Repl.

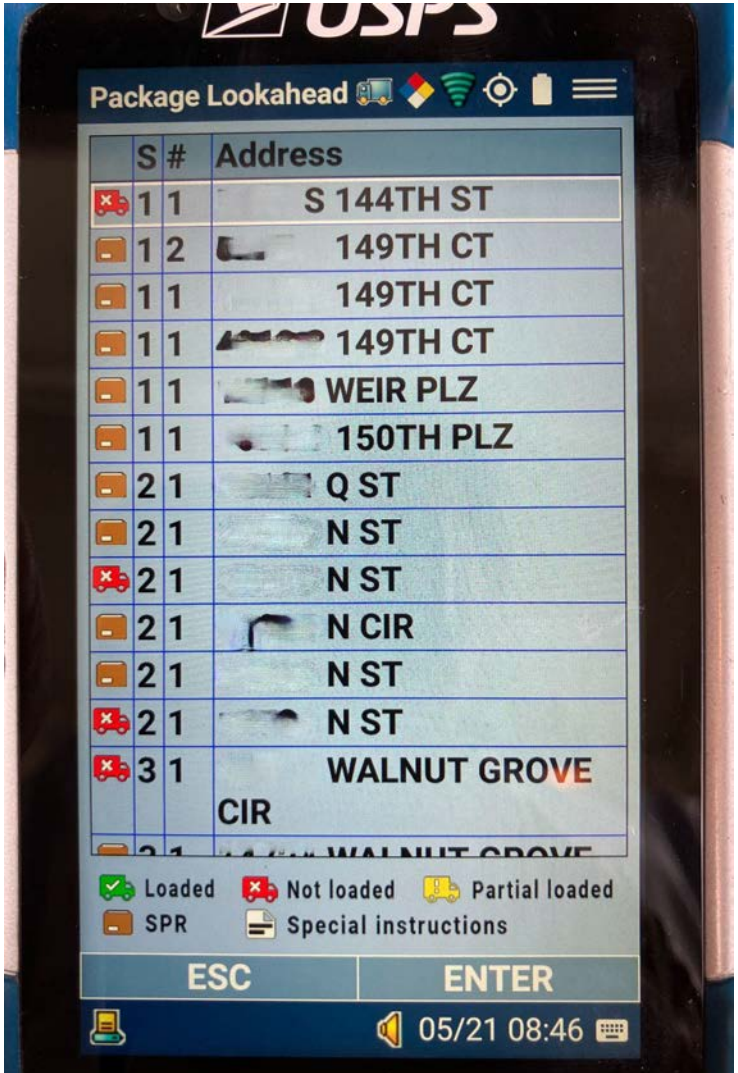
Lunch: From | To

PS Form 1838-C, October 2013

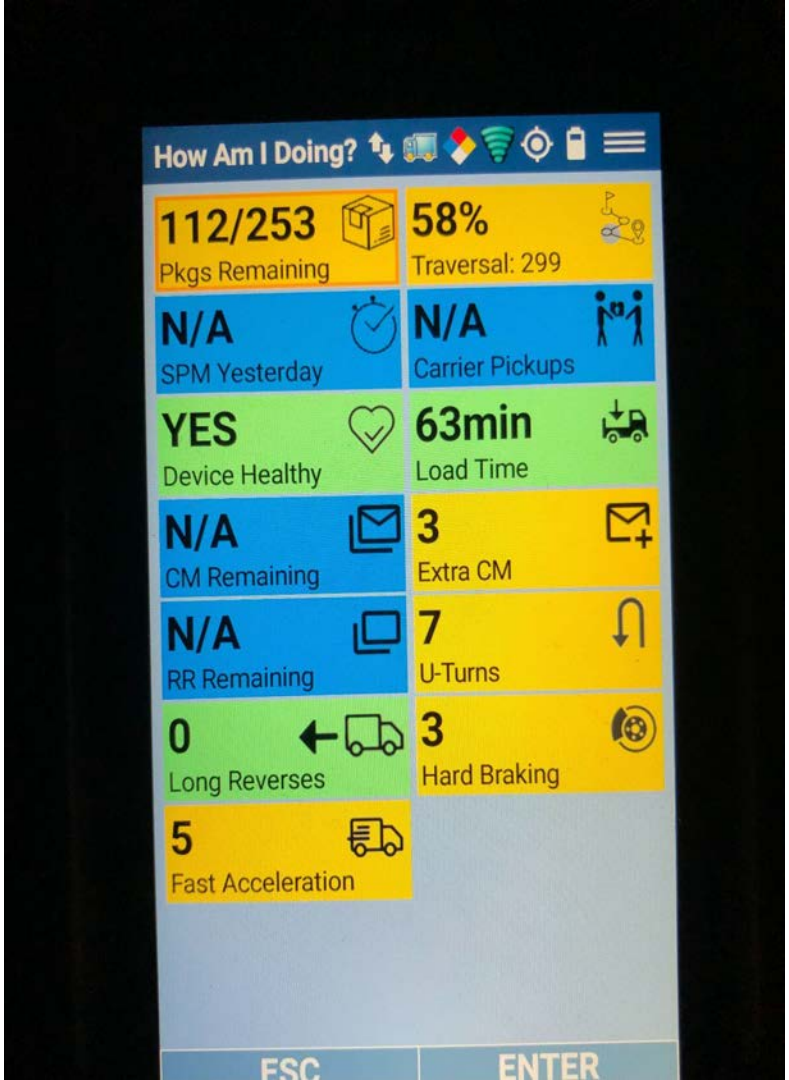
After you return to the case immediately open the scanner to the menu page and press “P”.

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!)

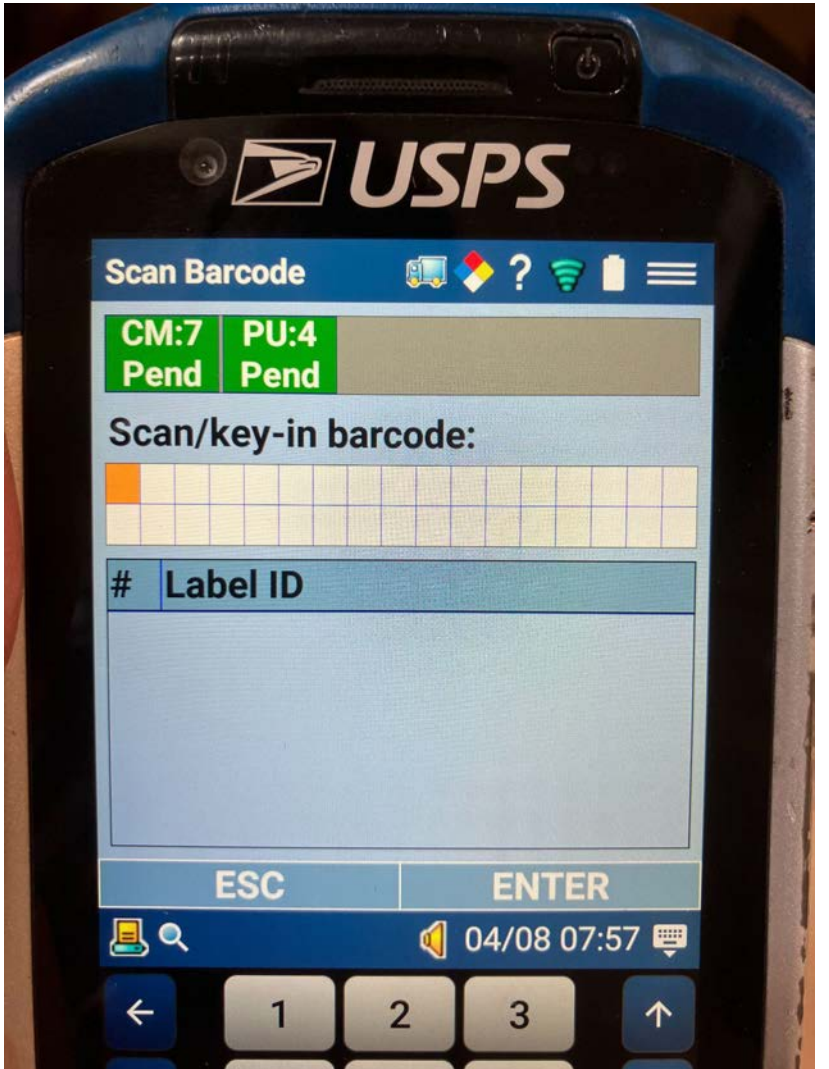


Next we look at the minimum number of Certified letters in the DPS and how many scheduled parcel pickups we have.

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**

POSTAL SERVICE

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoneyridge	37099

AM	PM	Carrier Marked-up	CFS	Actual Time Entries: Explanation	Time Guide	Write In Time	Elapsed Time
1. Letter Size					E		
					B		
					E		
					B		
2. Mail of All Other Sizes					E		
					B		
					E		
					B		
					E		
					B		
3. Accountable and Signature Mail					E		
					B		
3a. Registered/Certified					E		
3b. COD/Customs					B		
3c. Postage Dues					E		
3d. Priority Mail Express					B		
5. All parcels over 2 lbs.					E		
					B		
					E		
6. Sequenced and Collated					B		
					E		
6a. Letter Size					B		
					E		
					B		
					E		
6b. Other Size					B		
9. 2nd-Class Marked up (exclude PS Form 3579)					E		
					B		
10. Mail with PS Form 3579 attached					E		
					B		
					E		
12. Change of Address Recorded					B		
					E		
					B		
13. Insured Receipts Turned In					E	743	
				15	B	736	7
					E	730	
				21 A	B	735	1
				19	E	735	
				Begin Here	B	730	5
					TOTAL		

Enter Line Number in Explanation Column	Line
Registered/Certified/COD/Customs, Postage Due PS Form 3868-signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner

Time Clock Rings	
E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner)	I certify the above information recorded by me is correct	Day of Week	Date	Reg. - Repl.	Lunch From	Lunch To

PS Form 1838-C. October 2013

Counting your mail **Line 23**

POSTAL SERVICE

Letter Carrier Routes Worksheet

Post Office: Omaha | Delivery Unit: Stoney ridge | Route Number: 37099

	AM	PM	Carrier Marked-up	CFS	Actual Time Entries: Explanation	Time Guide	Write In Time	Elapsed Time
1. Letter-Size						E		
						B		
						E		
						B		
2. Mail of All Other Sizes						E		
						B		
						E		
						B		
						E		
						B		
3. Accountable and Signature Mail						E		
						B		
3a. Registered/Certified						E		
3b. COD/Customs						B		
3c. Postage Dues						E		
3d. Priority Mail Express						B		
5. All parcels over 2 lbs.						E		
						B		
						E		
6. Sequenced and Collated						B		
						E		
6a. Letter Size						B		
						E		
						B		
						E		
6b. Other Size						B		
9. 2nd-Class Marked up (exclude PS Form 3579)						E		
						B		
10. Mail with PS Form 3579 attached						E		
						B		
12. Change of Address Recorded						E	800	
					23	B	743	17
13. Insured Receipts Turned In						E	743	
					15	B	736	7
						E	736	
					21A	B	735	1
					19	E	735	5
					Begin Here	B	730	
							TOTAL	

Enter Line Number in Explanation Column	Line
Registered–Certified–COD–Customs, Postage Due PS Form 3806–signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments: 21 A Scanner

Time Clock Rings: E, R, L, B, E, R, L, B

Signature of Carrier (or Examiner) | I certify the above information recorded by me is correct | Day of Week | Date | Reg. - Repl. | Lunch From | To

PS Form **1838-C**, October 2013

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.

POSTAL SERVICE

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoney ridge	37099

AM	PM	Carrier Marked-up	CPS	Actual Time Entries: Explanation	Time Guide	Write In Time	Elapsed Time
1. Letter-Size					E		
					B		
					E		
					B		
2. Mail of All Other Sizes					E		
					B		
					E		
					B		
					E		
					B		
3. Accountable and Signature Mail					E		
					B		
3a. Registered/Certified					E		
3b. COD/Customs					B		
3c. Postage Dues					E		
3d. Priority Mail Express					B		
5. All parcels over 2 lbs.					E		
					B		
					E		
6. Sequenced and Collated					B		
					E		
6a. Letter Size					B		
					E		
					B		
					E		
6b. Other Size					B		
9. 2nd-Class Marked up (exclude PS Form 3579)					E		
					B		
10. Mail with PS Form 3579 attached					E		
					B		
					E	801	
12. Change of Address Recorded				21 B	B	800	1
					E	800	
				23	B	743	17
13. Insured Receipts Turned In					E	743	
				15	B	736	7
					E	736	
				21 A	B	735	1
				19	E	735	5
				Begin Here	B	730	
						TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 2865-signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By Pass Mail	16
Actual Stripping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838 _____

Comments
21 A Scanner
21 B morning Consult

Time Clock Rings	
E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner) ◀ I certify the above information recorded by me is correct | Day of Week | Date | Reg. - Repl.

Lunch From	Lunch To

PS Form 1838-C. October 2013

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."

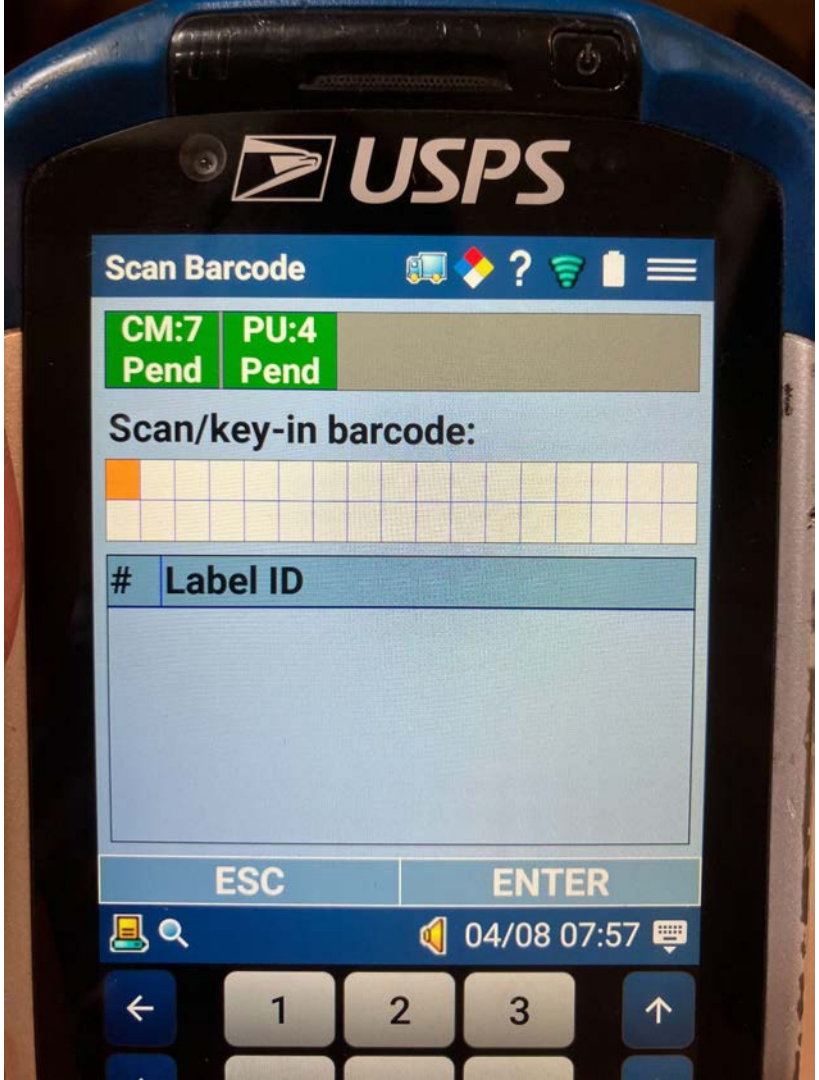
M-41.261.2 and **262.1** Accountable Items

"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**



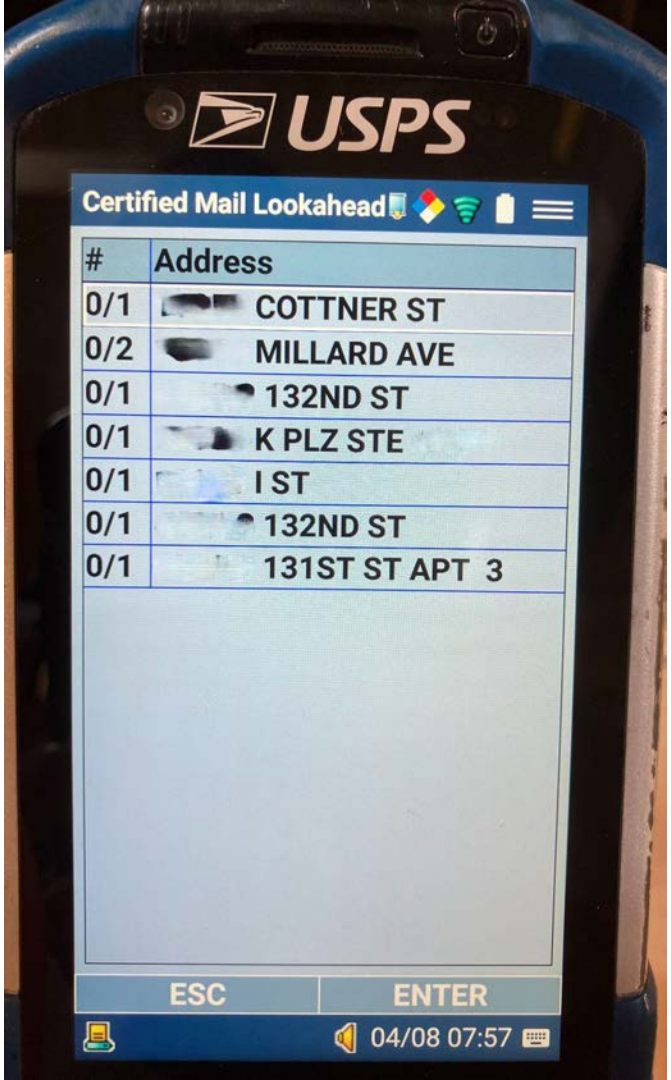
M-41 section 262.1

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



POSTAL SERVICE ®

Letter Carrier Routes Worksheet

Post Office: Omaha

Delivery Unit: Stoneyridge

Route Number: 37099

AM	PM	Carrier Marked-up	CFS
1. Letter Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries			
Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
14	E	803	2
	B	801	
21 B	E	801	1
	B	800	
23	E	800	17
	B	743	
15	E	743	7
	B	736	
21 A	E	736	1
	B	735	
19	E	735	5
Begin Here	B	730	
	TOTAL		

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs. Postage Due PS Form 3868 signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments

21 A scanner

21 B morning Consult

Time Clock Rings

E

R

L

B

E

R

L

B

Signature of Carrier (or Examiner)	◀ **I certify the above information recorded by me is correct**	Day of Week	Date	Reg. - Repl.	Lunch From	To

PS Form **1838-C.** October 2013

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

POSTAL SERVICE ®

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoney ridge	37099

AM	PM	Carrier Marked-up	CFS
1. Letter Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries

Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	849	
21C	B	845	4
	E	803	
14	B	801	2
	E	801	
21B	B	800	1
	E	800	
23	B	743	17
	E	743	
15	B	736	7
	E	736	
21A	B	735	1
19	E	735	5
Begin Here	B	730	
		TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868 signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (see Comments Section)	21
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (see Comments Section)	22
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds

Time Clock Rings	
E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner) ◀ I certify the above information recorded by me is correct | Day of Week | Date | Reg. - Repl.

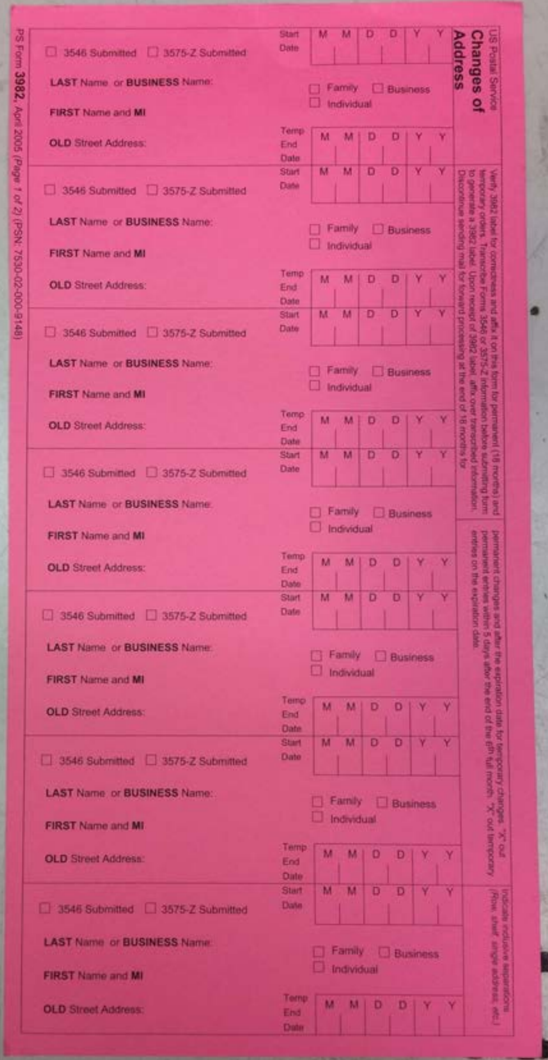
Lunch: From | To

PS Form 1838-C, October 2013

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**



US Postal Service

Changes of Address

Verify 3982 label for correctness and affix it on this form for permanent (18 months) and temporary orders. Transcribe Forms 3546 or 3575-Z information before submitting form to generate a 3982 label. Upon receipt of 3982 label, affix over transcribed information. Discontinue sending mail for forward processing at the end of 18 months for permanent changes and after the expiration date for temporary changes. "X" out permanent entries within 5 days after the end of the 6th full month. "X" out temporary entries on the expiration date.

Indicate inclusive separations (Row, shelf, single address, etc.)

☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

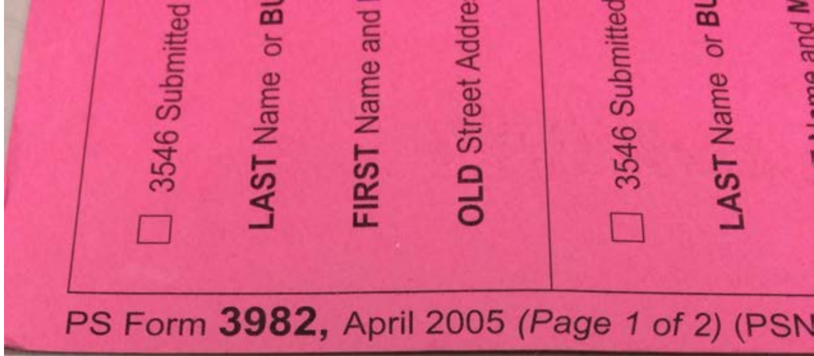
☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

☐ 3546 Submitted ☐ 3575-Z Submitted
LAST Name or **BUSINESS** Name:
FIRST Name and **MI**
OLD Street Address:
Start Date M M D D Y Y
☐ Family ☐ Business
☐ Individual
Temp End Date M M D D Y Y

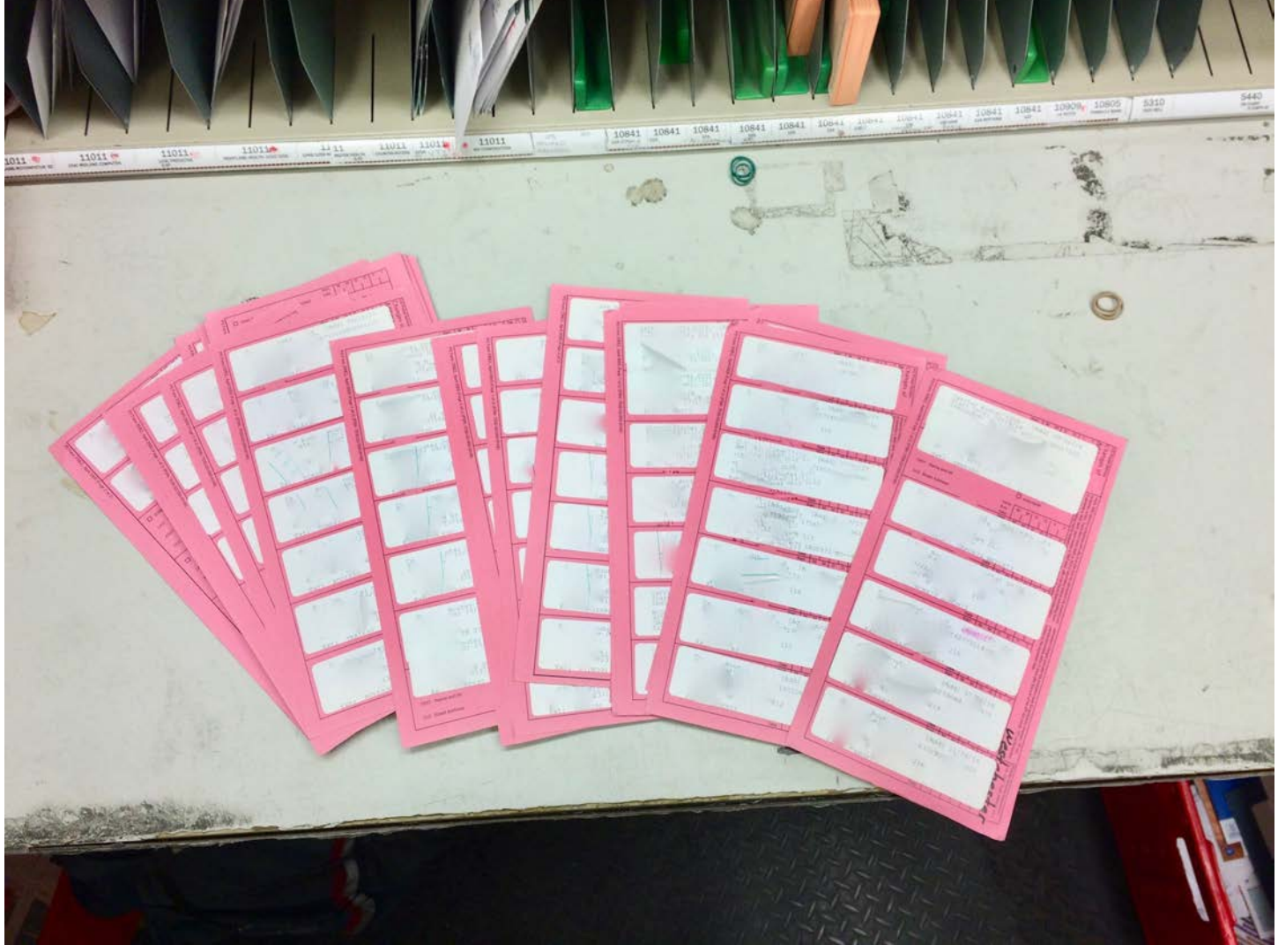
PS Form **3982**, April 2005 *(Page 1 of 2)* (PSN: 7530-02-000-9148)



☐ 3546 Submitted
LAST Name or **BU**
FIRST Name and
OLD Street Addre

☐ 3546 Submitted
LAST Name or **BL**

PS Form **3982,** April 2005 *(Page 1 of 2)* (PSN




GOOD HAYNES
DELIVER CARD
CHANGE OF ADDRESS
VACANT
ADDRESS:
RETURN
ICE!

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****. “*


Just because your jobs sucks, doesnt mean you cant make it fun.
5
10
8
5
imgflip.com

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..)

POSTAL SERVICE ®

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoney ridge	37099

AM	PM	Carrier Marked-up	CFS
1. Letter Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries			
Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	851	
21 D	B	849	2
	E	849	
21 C	B	845	4
	E	803	
14	B	801	2
	E	801	
21 B	B	800	1
	E	800	
23	B	743	17
	E	743	
15	B	736	7
	E	736	
21 A	B	735	1
19	E	735	5
Begin Here	B	730	
		TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs. Postage Due PS Form 3968 signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating by Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

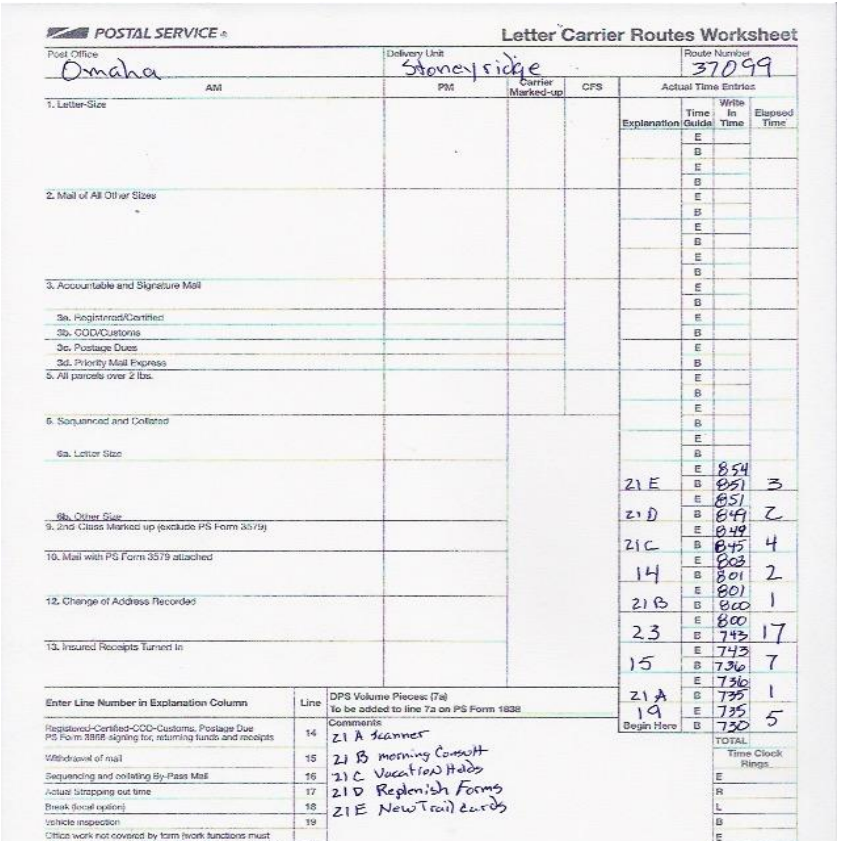
Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms

Time Clock Rings	
E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner)	I certify the above information recorded by me is correct	Day of Week	Date	Reg. - Repl.	Lunch From	Lunch To

PS Form 1838-C. October 2013

Write up new trailcards **Line 21**



POSTAL SERVICE

Letter Carrier Routes Worksheet

Post Office: Omaha

Delivery Unit: Stoney ridge

Route Number: 37099

	AM	PM	Carrier Marked-up	CFS	Actual Time Entries: Explanation	Time Guide	Write In Time	Elapsed Time
1. Letter-Size						E		
						B		
						E		
						B		
2. Mail of All Other Sizes						E		
						B		
						E		
						B		
						E		
						B		
3. Accountable and Signature Mail						E		
						B		
3a. Registered/Certified						E		
3b. COD/Customs						B		
3c. Postage Dues						E		
3d. Priority Mail Express						B		
5. All parcels over 2 lbs.						E		
						B		
						E		
6. Sequenced and Collated						B		
						E		
6a. Letter Size						B		
						E	854	
					21 E	B	851	3
						E	851	
6b. Other Size					21 D	B	849	2
9. 2nd Class Marked up (exclude PS Form 3579)						E	849	
					21 C	B	845	4
10. Mail with PS Form 3579 attached						E	803	
					14	B	801	2
						E	801	
12. Change of Address Recorded					21 B	B	800	1
						E	800	
					23	B	743	17
13. Insured Receipts Turned In						E	743	
					15	B	736	7
						E	736	
					21 A	B	735	1
					19	E	735	5
					Begin Here	B	730	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868 signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must	

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards

TOTAL

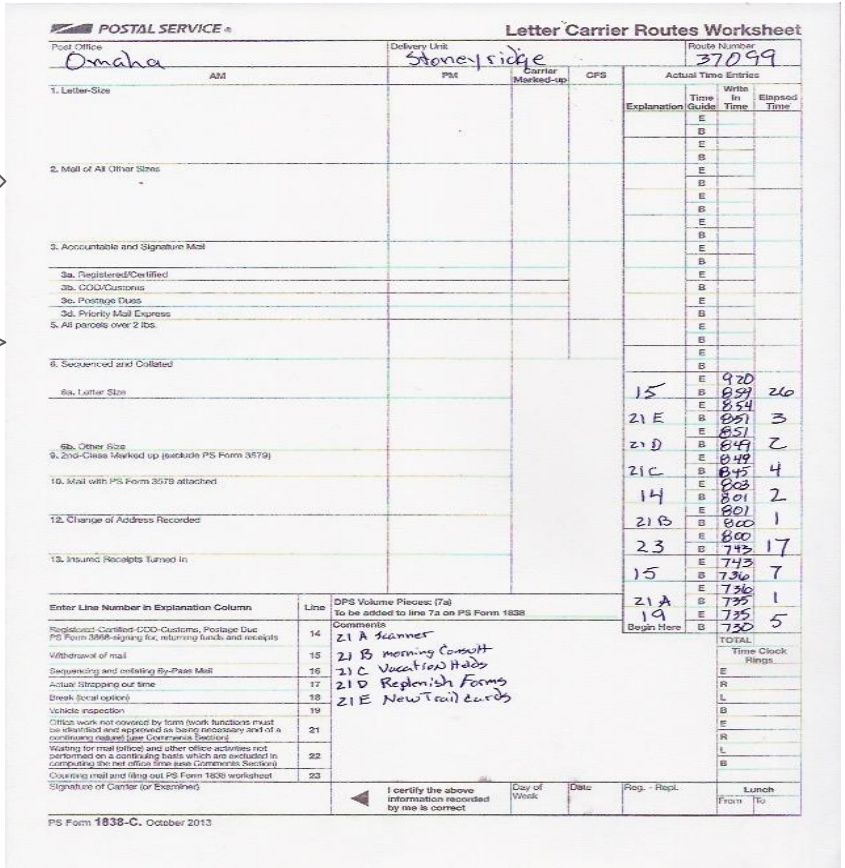
Time Clock Rings

E
R
L
B
E

Withdrawing SPRs from the parcel tub **Line 15**

The actual SPR piece count goes in section 2

The parcel count goes in section 5



POSTAL SERVICE

Letter Carrier Routes Worksheet

Post Office: Omaha | Delivery Unit: Stoneyridge | Route Number: 37099

	AM	PM	Carrier Marked-up	CPS	Actual Time Entries: Explanation	Time Guide	Write In Time	Elapsed Time
1. Letter-Size						E		
						B		
						E		
						B		
2. Mail of All Other Sizes						E		
						B		
						E		
						B		
						E		
						B		
3. Accountable and Signature Mail						E		
						B		
3a. Registered/Certified						E		
3b. COD/Customs						B		
3c. Postage Dues						E		
3d. Priority Mail Express						B		
5. All parcels over 2 lbs.						E		
						B		
						E		
6. Sequenced and Collated						B		
						E	920	
6a. Letter Size					15	B	859	26
						E	854	
					21 E	B	851	3
						E	851	
6b. Other Size					21 D	B	849	2
9. 2nd-Class Marked up (exclude PS Form 3579)						E	849	
					21 C	B	845	4
10. Mail with PS Form 3579 attached						E	803	
					14	B	801	2
						E	801	
12. Change of Address Recorded					21 B	B	800	1
						E	800	
					23	B	743	17
13. Insured Receipts Turned In						E	743	
					15	B	736	7
						E	736	
					21 A	B	735	1
					19	E	735	5
					Begin Here	B	730	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3968-signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (see Comments Section)	21
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (see Comments Section)	22
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards

TOTAL Time Clock Rings: E R L B E R L B

Signature of Carrier (or Examiner) | I certify the above information recorded by me is correct | Day of Week | Date | Reg. - Repl. | Lunch From | To

PS Form 1838-C, October 2013

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.

POSTAL SERVICE

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoneyridge	37099

AM	PM	Carrier Marked-up	CFS
1. Letter-Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries			
Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	924	
21F	B	920	4
	E	920	
15	B	854	26
	E	854	
21E	B	851	3
	E	851	
21D	B	849	2
	E	849	
21C	B	845	4
	E	803	
14	B	801	2
	E	801	
21B	B	800	1
	E	800	
23	B	743	17
	E	743	
15	B	736	7
	E	736	
21A	B	735	1
19	E	735	5
Begin Here	B	730	
		TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868 signing for; returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating by Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)

To be added to line 7a on PS Form 1838 _____

Comments

21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards
21 F Mark SBRS

Time Clock Rings	
E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner)	I certify the above information recorded by me is correct	Day of Week	Date	Reg. - Rept.	Lunch From	Lunch To

PS Form 1838-C, October 2013

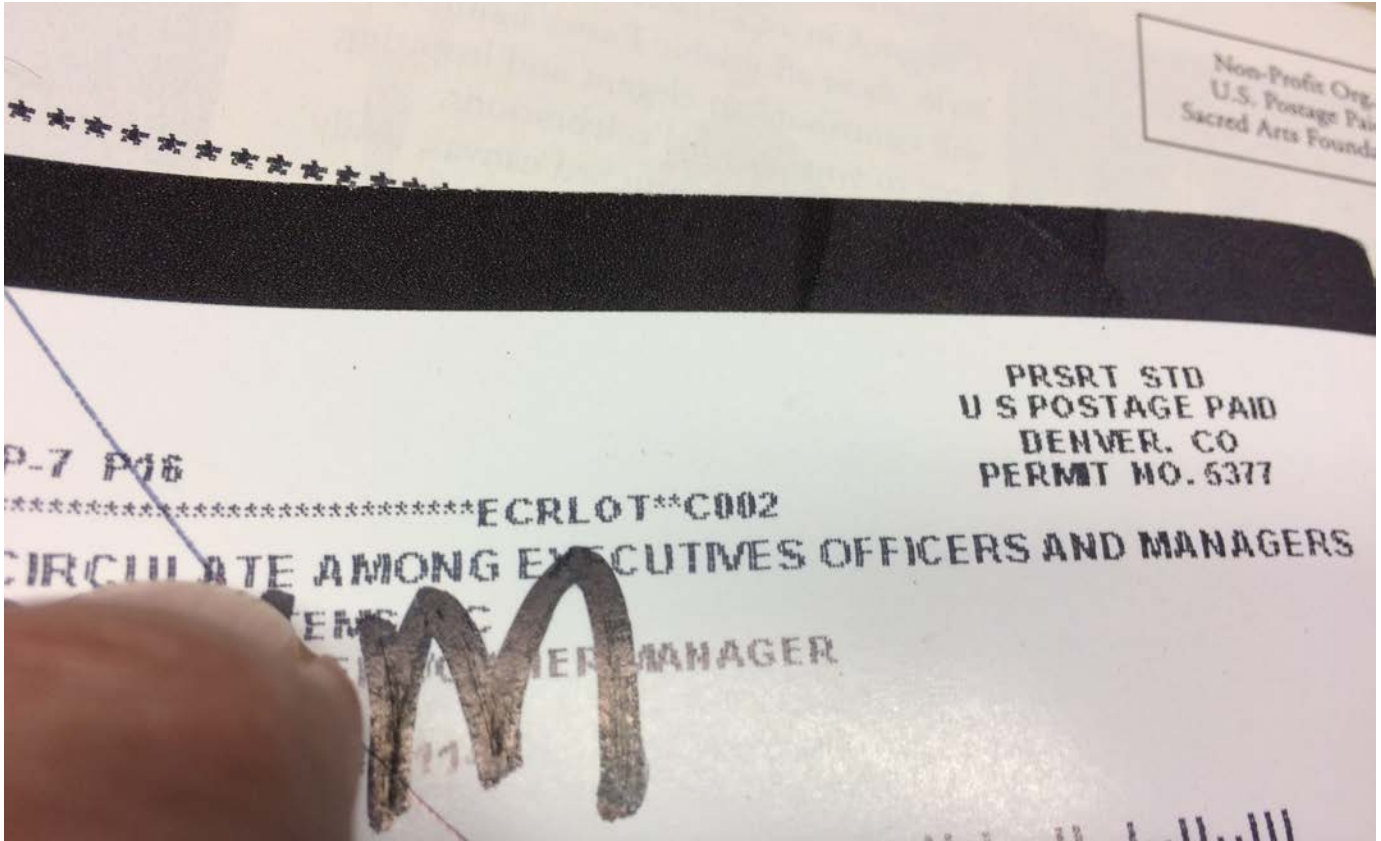
National Arbitration **C-16863** June 9, 1997

“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”*

Omaha World-Herald MAY 3-9, 2017

FOOD EXPRESS

CLASSIFIEDS INSIDE • **PLACE AN AD:** 402-342-6633 OR OMAHA.COM/CLASSIFIEDS

For delivery issues, call 402-346-3363 or email foodexpress@owh.com

**********ECRWSH**C007
0008 000183 12
RESIDENT
[redacted]
OMAHA NE [redacted]

THE CHICAGO TRIBUNE

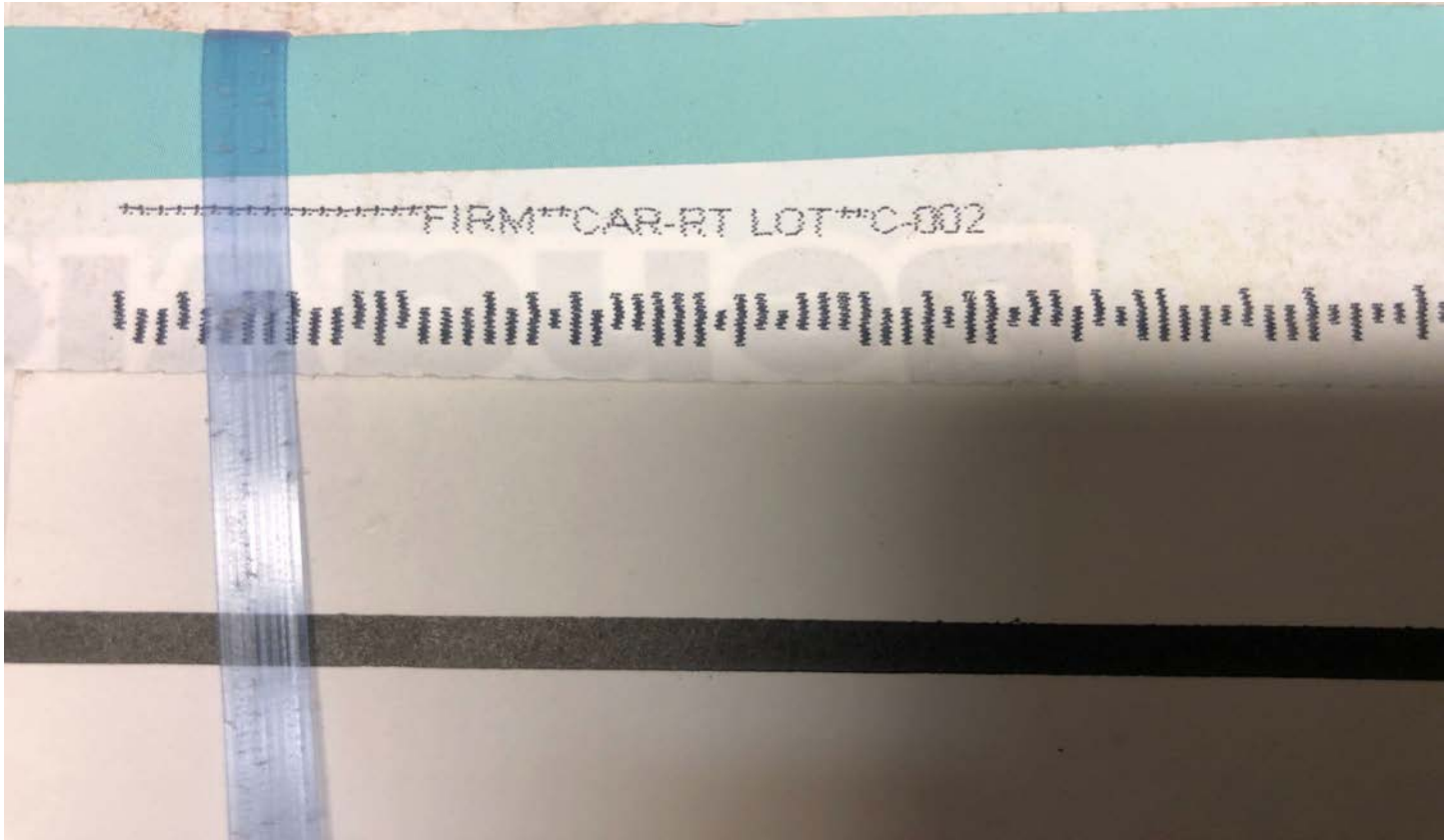
at HyVee

EMPLOYEE OWNED

PRICES EFFECTIVE WEDNESD
THROUGH SATURDAY ONL

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**

POSTAL SERVICE®

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoneyridge	37099

AM	PM	Carrier Marked-up	CFS
1. Letter Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries

Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	926	
15	B	924	2
	E	924	
21F	B	920	4
	E	920	
15	B	859	26
	E	854	
21E	B	851	3
	E	851	
21D	B	849	2
	E	849	
21C	B	845	4
	E	803	
14	B	801	2
	E	801	
21B	B	800	1
	E	800	
23	B	743	17
	E	743	
15	B	736	7
	E	736	
21A	B	735	1
19	E	735	5
Begin Here	B	730	
		TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868 signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B Morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards
21 F Mark SPRs

Time Clock Rings
E
R
L
B
E
R
L
B

Signature of Carrier (or Examiner)

I certify the above information recorded by me is correct

Day of Week | Date | Reg. - Repl. | Lunch From | To

PS Form 1838-C. October 2013

POSTAL SERVICE®

Letter Carrier Routes Worksheet

Post Office: Omaha | Delivery Unit: Stoneyridge | Route Number: 37099

AM | PM | Carrier Marked-up | CFS

1. Letter Size
2. Mail of All Other Sizes
3. Accountable and Signature Mail
3a. Registered/Certified
3b. COD/Customs
3c. Postage Dues
3d. Priority Mail Express
5. All parcels over 2 lbs.
6. Sequenced and Collated
6a. Letter Size
6b. Other Size
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

Actual Time Entries

Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	937	
21G	B	926	11
	E	926	
15	B	924	2
	E	924	
21F	B	920	4
	E	920	
15	B	859	26
	E	854	
21E	B	851	3
	E	851	
21D	B	849	2
	E	849	
21C	B	845	4
	E	803	
14	B	801	2
	E	801	
21B	B	800	1
	E	800	
23	B	743	17
	E	743	
15	B	736	7
	E	736	
21A	B	735	1
19	E	735	5
Begin Here	B	730	
		TOTAL	

Enter Line Number in Explanation Column | Line

Registered-Certified-COD-Customs, Postage Due PS Form 3868 signing for, returning funds and receipts 14
Withdrawal of mail 15
Sequencing and collating By-Pass Mail 16
Actual Strapping out time 17
Break (local option) 18
Vehicle inspection 19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) 21
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
Counting mail and filing out PS Form 1838 worksheet 23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B Morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards
21 F Mark SPRs
21 G Third Bundles

Time Clock Rings
E
R
L
B
E
R
L
B

Signature of Carrier (or Examiner)

I certify the above information recorded by me is correct

Day of Week | Date | Reg. - Repl. | Lunch From | To

PS Form 1838-C. October 2013


LACK OF PLANNING
ON YOUR PART,
DOESN'T CONSTITUTE
AN EMERGENCY
MY PART.
DUNKIN' DONUTS
Harvest Cafe
SCAN HERE
MACHINABLE


LACK OF PLANNING
ON YOUR PART,
DOESN'T CONSTITUTE
AN EMERGENCY
ON MY PART.
$59
$1
$100
Off
Save
farmers

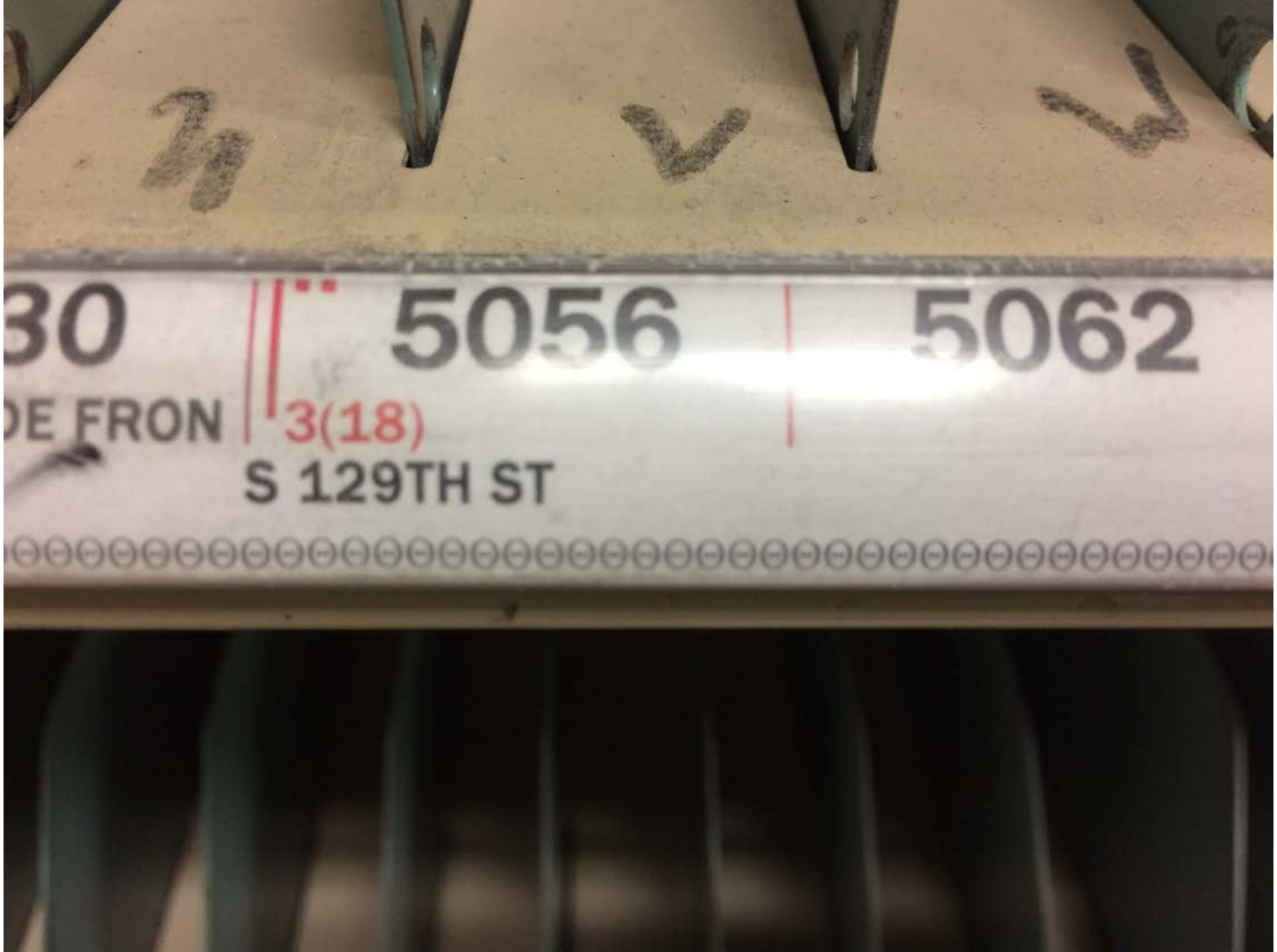
M-00723 June 15, 1984

“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.”


G
H
J
11
4905
1(10)
S 130TH
1B


30
5056
5062
DE FRON
3(18)
S 129TH ST

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."*

M-39 122.33

“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.

United States Postal Service

Carrier - Auxiliary Control

A. Delivery Unit	B. Telephone	C. Date
D. Carrier's Name and Route No.	E. Lunch Place and Time	

F. Indicate entire or portion of the case shelves covering mail as street auxiliary assistance

1	2	3	4	5	6

G. Keys Required? Yes ☐ No ☐

H. Carfare Required? Yes ☐ No ☐

I. Accountable Mail? Yes ☐ No ☐

J. Reason For Use of Auxiliary

K. Estimated Work		L. Management Action. Check and initial all appropriate actions.					
Hours	Minutes	**Auxiliary Assistance**	Hours	Minutes	**Overtime**	Hours	Minutes
		Approved ☐			Approved ☐		
		Disapproved ☐			Disapproved ☐		

Section L

M. Transportation *(If drive-out, show parking location(s) on reverse)*

Transportation Mode to and from route: Postal owned: ☐ Drive-out: ☐ Contract: ☐ Public: ☐

N. Starts Delivery at:

* Collect mail from all collection boxes on your part of the route, unless instructed otherwise.

Deliver

Collection boxes locations:

1

2

3

4

5

6

O. Find Relays At:

1	4
2	5
3	6

P. Assistance Completed By *(Carrier Name and regular route number if assigned):*

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

PS Form 3996, November 1997

Instructions

The regular carrier shall prepare the form as follows (except as indicated)

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.

I. 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.

<u>The carrier will complete the following items:</u>

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.

<u>The Delivery Manager will complete the following item:</u>

Office time used;

Travel to time;

Delivery time;

Travel from time;

Total street time, and

Total auxiliary time used.

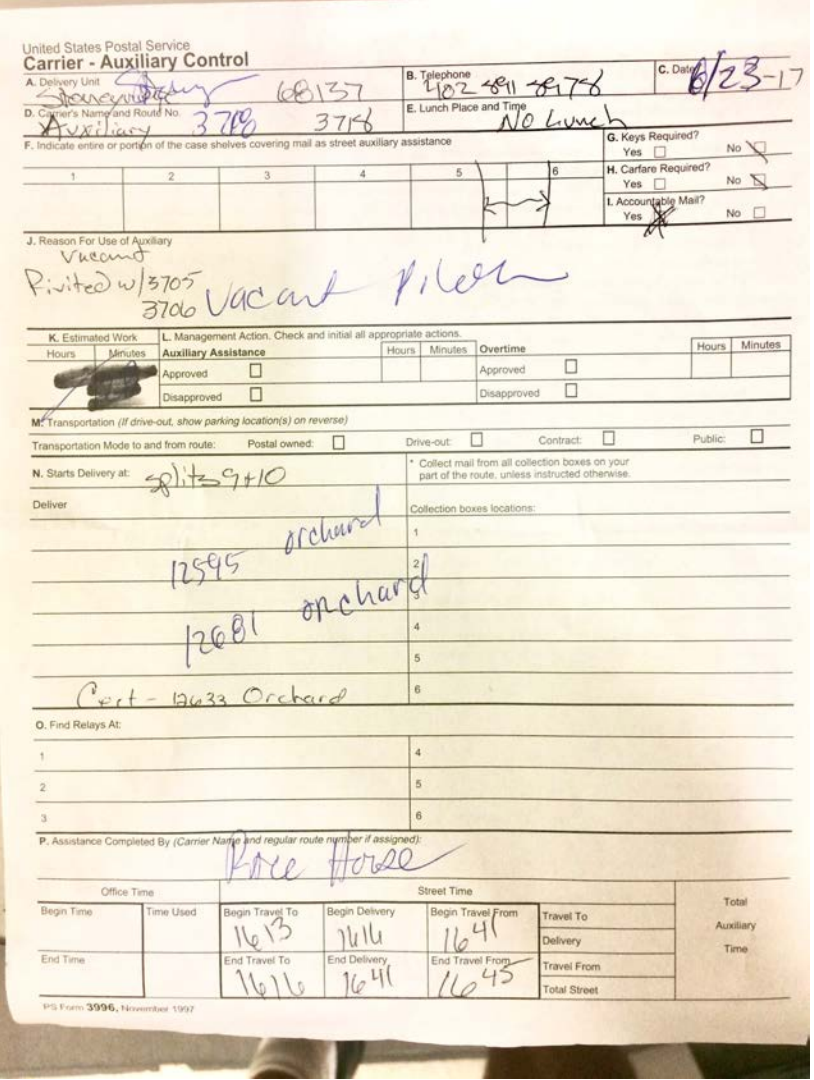
Park locations:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

PS Form 3996, November 1997 *(Reverse)*



United States Postal Service
Carrier - Auxiliary Control

A. Delivery Unit: Stoney Creek 68137
B. Telephone: 402 891 8178
C. Date: 6/23-17
D. Carrier's Name and Route No.: Auxiliary 3788 3788
E. Lunch Place and Time: NO Lunch
F. Indicate entire or portion of the case shelves covering mail as street auxiliary assistance

1	2	3	4	5	6

G. Keys Required? Yes ☐ No ☒
H. Carfare Required? Yes ☐ No ☒
I. Accountable Mail? Yes ☒ No ☐

J. Reason For Use of Auxiliary
Vacant
Pivited w/3705
3706 Vacant Pivot

K. Estimated Work: Hours [redacted] Minutes [redacted]

L. Management Action. Check and initial all appropriate actions.

Auxiliary Assistance		Hours	Minutes	Overtime		Hours	Minutes
Approved	☐			Approved	☐		
Disapproved	☐			Disapproved	☐		

M. Transportation *(If drive-out, show parking location(s) on reverse)*
Transportation Mode to and from route: Postal owned: ☐ Drive-out: ☐ Contract: ☐ Public: ☐

N. Starts Delivery at: split 9+10
Deliver
12595 orchard
12681 orchard
Cart - 12633 Orchard

* Collect mail from all collection boxes on your part of the route, unless instructed otherwise.
Collection boxes locations:
1
2
3
4
5
6

O. Find Relays At:
1
2
3
4
5
6

P. Assistance Completed By *(Carrier Name and regular route number if assigned)*: Pace Horse

Office Time		Street Time				Total Auxiliary Time
Begin Time	Time Used	Begin Travel To	Begin Delivery	Begin Travel From	Travel To	
		1613	1616	1641	Delivery	
End Time		End Travel To	End Delivery	End Travel From	Travel From	
		1616	1641	1645	Total Street	

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.

POSTAL SERVICE®

Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route Number
Omaha	Stoneyridge	37099

AM	PM	Carrier Marked-up	CFS
1. Letter Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries			
Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	9:39	
21 H	B	937	2
	E	937	
21 G	B	926	11
	E	926	
15	B	924	2
	E	924	
21 F	B	920	4
	E	920	
15	B	854	26
	E	854	
21 E	B	851	3
	E	851	
21 D	B	849	2
	E	849	
21 C	B	845	4
	E	803	
14	B	801	2
	E	801	
21 B	B	800	1
	E	800	
23	B	743	17
	E	743	
15	B	736	7
	E	736	
21 A	B	735	1
19	E	735	5
Begin Here	B	730	
		TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3885-signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards
21 F Mark 38RS
21 G Third Bundles
21 H 3996

Time Clock Rings

E	
R	
L	
B	
E	
R	
L	
B	

Signature of Carrier (or Examiner)

I certify the above information recorded by me is correct

Day of Week | Date | Reg. - Repl.

Lunch: From | To

PS Form 1838-C, October 2013

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**

POSTAL SERVICE®

Letter Carrier Routes Worksheet

Post Office: Omaha | Delivery Unit: Stoneyridge | Route Number: 37099

AM	PM	Carrier Marked-up	CFS
1. Letter Size			
2. Mail of All Other Sizes			
3. Accountable and Signature Mail			
3a. Registered/Certified			
3b. COD/Customs			
3c. Postage Dues			
3d. Priority Mail Express			
5. All parcels over 2 lbs.			
6. Sequenced and Collated			
6a. Letter Size			
6b. Other Size			
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			

Actual Time Entries

Explanation	Time Guide	Write In Time	Elapsed Time
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E		
	B		
	E	9:49	
21 I	B	9:39	10
	E	9:39	
21 H	B	9:37	2
	E	9:37	
21 G	B	9:26	11
	E	9:26	
15	B	9:24	2
	E	9:24	
21 F	B	9:20	4
	E	9:20	
15	B	8:59	26
	E	8:54	
21 E	B	8:51	3
	E	8:51	
21 D	B	8:49	2
	E	8:49	
21 C	B	8:45	4
	E	8:03	
14	B	8:01	2
	E	8:01	
21 B	B	8:00	1
	E	8:00	
23	B	7:43	17
	E	7:43	
15	B	7:36	7
	E	7:36	
21 A	B	7:35	1
19	E	7:35	5
Begin Here	B	7:30	
		TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868 signing for; returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating lly Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21
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
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards
21 F Mark 38RS
21 G Third Bundles
21 H 3996
21 I mark-ups stickers

Time Clock Rings: E, R, L, B, E, R, L, B

Signature of Carrier (or Examiner) | I certify the above information recorded by me is correct | Day of Week | Date | Reg. - Repl. | Lunch From | to

PS Form **1838-C**. October 2013

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

POSTAL SERVICE ®

Letter Carrier Routes Worksheet

Post Office: Omaha | Delivery Unit: Stoney ridge | Route Number: 37099

	AM	PM	Carrier Marked-up	CFS	Actual Time Entries: Explanation	Time Guide	Write In Time	Elapsed Time
1. Letter-Size						E		
						B		
						E		
						B		
2. Mail of All Other Sizes						E		
						B		
						E		
						B		
						E	951	
					21J	B	949	2
3. Accountable and Signature Mail						E	949	
					21I	B	939	10
3a. Registered/Certified						E	939	
3b. COD/Customs					21H	B	937	2
3c. Postage Dues						E	937	
3d. Priority Mail Express					21G	B	926	11
5. All parcels over 2 lbs.						E	926	
					15	B	924	2
						E	924	
6. Sequenced and Collated					21F	B	920	4
						E	920	
6a. Letter Size					15	B	859	26
						E	854	
					21E	B	851	3
						E	851	
6b. Other Size					21D	B	849	2
9. 2nd-Class Marked up (exclude PS Form 3579)						E	849	
					21C	B	845	4
10. Mail with PS Form 3579 attached						E	803	
					14	B	801	2
						E	801	
12. Change of Address Recorded					21B	B	800	1
						E	800	
					23	B	745	17
13. Insured Receipts Turned in						E	745	
					15	B	730	7
						E	730	
					21A	B	725	1
					19	E	725	5
					Begin Here	B	730	
							TOTAL	

Enter Line Number in Explanation Column	Line
Registered-Certified-COD-Customs, Postage Due PS Form 3868-signing for, returning funds and receipts	14
Withdrawal of mail	15
Sequencing and collating By-Pass Mail	16
Actual Strapping out time	17
Break (local option)	18
Vehicle inspection	19
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (see Comments Section)	21
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (see Comments Section)	22
Counting mail and filing out PS Form 1838 worksheet	23

DPS Volume Pieces: (7a)
To be added to line 7a on PS Form 1838

Comments
21 A Scanner
21 B morning Consult
21 C Vacation Holds
21 D Replenish Forms
21 E New Trail cards
21 F Mark SBRs
21 G Third Bundles
21 H 3996
21 I mark-ups stickers
21 J Missorts - CFS - W. Andrew

Time Clock Rings: E, R, L, B, E, R, L, B

Signature of Carrier (or Examiner) | I certify the above information recorded by me is correct | Day of Week | Date | Reg. - Rept. | Lunch From | To

PS Form 1838-C, October 2013

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."

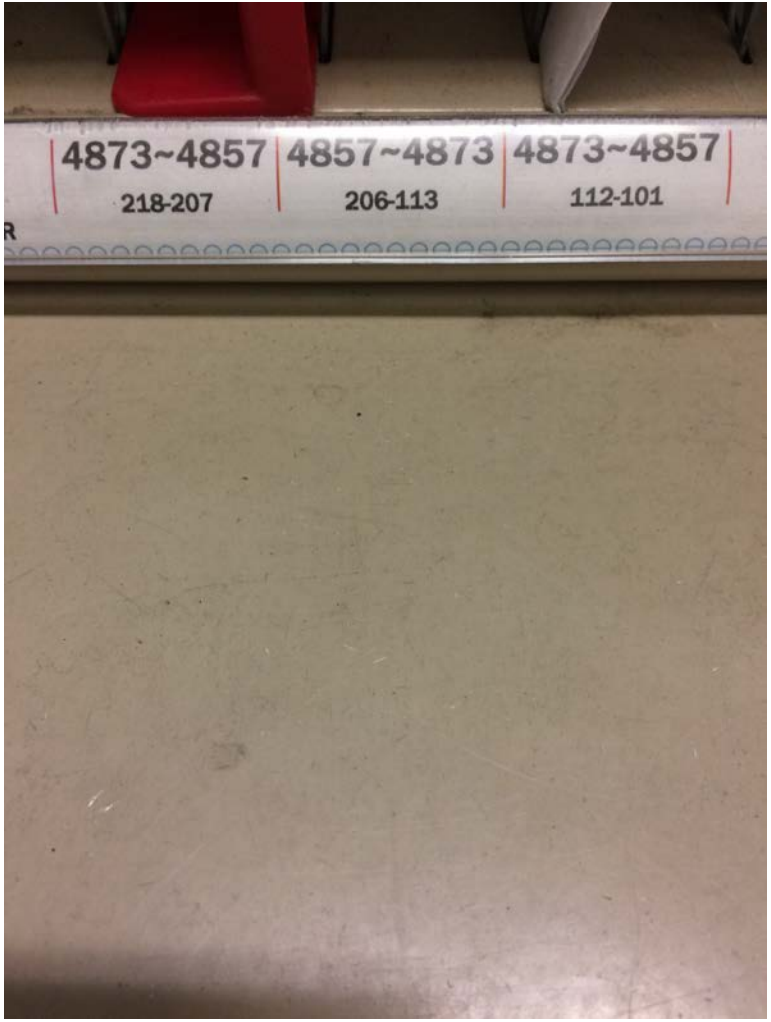
and **M-41.922.51.d** "*Actual Strapping-Out Time.* ***Line 17 function*** *is to be used on those motorized curb delivery routes where the majority of the case separations contain more than two numbers per separation. In these cases, record the time used to* ***place the mail in the exact sequence of 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**


4830
86 NBU A 86-99~99
S 137TH ST
8
9


13302
A-~D-
101-ABC


513
5012
101-304 (11)~204
5


4873~4857
218-207
4857~4873
206-113
4873~4857
112-101

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.