

United States Postal Service **Carrier's Count of Mail - Letter Carrier Routes Worksheet**

Post Office		Delivery Unit				Route No.			
AM		PM		Carrier Marked-up	CFS	Actual Time Entries			
1. Letter-Size						EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
							E		
2. Mail of All Other Sizes							B		
							E		
3. Accountable and Signature Mail							E		
							B		
Registered/Certified							E		
COD/Customs							B		
Postage Dues							E		
Express Mail							B		
5. All parcel Post over 2 lbs.							E		
							B		
6. Sequenced and Collated							E		
							B		
Letter Size							E		
Other Size							B		
							E		
9. 2nd-Class Marked up (exclude Form 3579)							B		
							E		
10. Mail with Form 3579 attached							E		
							B		
12. Change of Address Recorded							E		
							B		
13. Insured Receipts Turned In							E		
							B		
Enter Line Number In Explanation Column		LINE		DPS Volume Pieces: (7a) To be added to line 7a on PS Form 1838		Begin Here	E		
Comments						B			
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.		14						TOTAL	
Withdrawal of mail		15						Time Clock Rings	
Sequencing and collating By-Pass Mail		16						E	
Actual Strapping out time		17						R	
Break (local option)		18						L	
Vehicle inspection		19						B	
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						E	
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comment section)		22						R	
Counting mail and filling out form 1838 worksheet		23						L	
								B	
Signature of Carrier(or Examiner)				Day of Week	Date	Reg. - Repl.	Lunch		
		I certify the above information recorded by me is correct.						From	To

PS Form 1838-C, November 1997