

Letter Carrier's Checklist for the 3999 Evaluation

To help you, the letter carrier, with your next route evaluation, please use this sheet to record important information from the day of your 3999. The information you provide below will assist in the evaluation of your route and help to better insure fairness in the process.

Date: _____ Day of Week: _____ Examiner's name: _____
 Weather Conditions: Hot Sunny Cold Rain Snow Icy Other _____

Start Time: _____ OTDL? Y N
 Move to Street: _____ if yes: Rte # & start time
 Move to Office: _____ & _____
 End Tour: _____

Mail Volume: Heavy Average Light
 AM @ Case: _____ Throwback: _____

Ltrs: _____	Ltrs: _____
Flats: _____	Flats: _____

Bypass:

Ltrs: _____
Flats: _____

Did you curtail mail? Y N if so, how much:

Ltrs: _____
Flats: _____

Coverage: Y N Full Partial _____

Were you INSTRUCTED to curtail mail? Y N

Accountable: Heavy Average Light

Did you complete a 3996 (help slip): Y N if so, how much _____

Express: _____	Insured: _____
Cert's: _____	COD's: _____
Red's: _____	Sign Conf: _____
DelCon's: _____	

Did you complete a 1571 (curtailment slip): Y N

Did you sort your Parcel Post on Street Time? Y N

POST: Heavy Average Light

Did you receive auxiliary assistance on the day of the 3999? Y N

SPRs: _____
Pkg's: _____

Did management give instructions that changed the office or street work methods? Y N if so, explain (on back)

Were you instructed to return by a certain time? Y N time _____

Do you leave for the street based on: volume? Y N or completing the route in 8 hours? Y N

Do you load and unload your truck on Street Time? Y N

Did you make your separations of raw mail on Street Time? Y N

Did you mark-up and endorse mail on Street Time? Y N

Did management ride in the vehicle? Y N

If so, did the examiner try to influence you to work faster? Y N

Did you receive a consultation by management after completing the 3999? Y N

If so, did management explain the results and discuss any changes or corrections made? Y N

Was there anything unusual about the day? Please explain: _____

