

NATIONAL ASSOCIATION OF LETTER CARRIERS



National Association of Letter Carriers



William H. Young President

100 Indiana Ave. NW Washington, DC 20001-2144 202.393.4695 www.nalc.org

Jim Williams Executive Vice President

> Gary H. Mullins Vice President

Jane E. Broendel Secretary-Treasurer

Jim Korolowicz Asst. Secretary-Treasurer

> Fredric V. Rolando Director, City Delivery

Brian E. Hellman Director, Safety & Health

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Thomas H. Young Jr. Director, Health Insurance

Donald T. Southern Director, Retired Members

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Dear NALC Activist:

The M-39 and M-41 Handbooks require the Postal Service to adjust routes to 8 hours. Over the past two years NALC and the Postal Service jointly explored new route inspection methods, to prevent prior abuses and better fulfill this requirement. Unfortunately, the Postal Service recently terminated these joint efforts.

That is why NALC decided to update and revise our educational materials on route counts and inspections, and provide the new material to every NALC branch across the country. We have called it the Route Protection Program because that is what NALC intends to do. We will protect the letter carrier's right to a properly inspected, evaluated and adjusted route consistent with the current handbook provisions.

NALC is now distributing the first chapter of this manual, which explains a formal 6-day mail count and route inspection. Chapter 1 concentrates on the actual route inspection process before, during, and after the mail count. It covers in detail the letter carrier's completion of the Form 1838-C Worksheet and the consultation(s) that management must conduct with the letter carrier. Additional chapters will follow to address other route evaluation and adjustment issues.

We urge NALC activists at all levels to share this material with letter carriers before route inspections begin, to ensure fair and accurate route adjustments. We believe you will find it clear, comprehensive and effective.

Sincerely,

William H. William H. Young

William H. Young President

Fredric V. Rolando Director of City Delivery

NALC Route Protection Program

Introduction

BACKGROUND

In many areas of the country management has abused the route inspection and adjustment process. Managers have violated the National Agreement and the M-39 and M-41 Handbooks. Letter carriers have suffered as a result.

NALC has worked hard to get the Postal Service to prevent these abuses. We have urged management to join us in developing a new and better method for inspecting and adjusting letter carrier routes.

At first management worked productively with NALC, entering into several agreements and memorandums over the past two years. The most recent memorandum covered a 14-month period and had two major thrusts. First, it allowed the local parties to inspect and adjust routes using any locally agreed-upon method. Second, the national parties committed to develop a new process for inspecting and adjusting routes that would result in fair and equitable adjustments.

Unfortunately, in December, 2004 the Postal Service abruptly terminated the memorandum after only 4 months and refused to continue the talks. Management told NALC it had decided to return to the flawed route inspection and adjustment system of the past.

In effect, management has signaled that it will not agree to any new system which guarantees fair and equitable inspections and adjustments. On the contrary, the Postal Service is committing to continue its abuses in a nationwide wave of route inspections.

However, in some 500 installations across the country, NALC branches have reached local agreements with management on methods for inspecting and adjusting routes. In those installations, NALC representatives should continue moving forward to implement the local agreements. We support your continuing efforts to ensure that route evaluations and adjustments are fair to both letter carriers and to the Postal Service. You must lead the way, demonstrating that joint labor-management efforts are in the best interests of both parties.

THIS PROGRAM

NALC intends to stop abuses in the inspection and adjustment of letter carrier routes. Every letter carrier has the right to an eighthour route. The union will enforce the National Agreement and the M-39 and M-41 Handbooks to ensure that letter carrier routes are fully protected.

NALC created this new educational program to help letter carriers exercise their rights in the route inspection and adjustment process. The program is intended for letter carriers and for union activists at all levels.

The program covers four major areas of management obligations:

- Route and Unit Reviews. At least once a year, management must conduct route and unit reviews. The results of the review must be shared with the local NALC President and with the regular carriers serving the routes that require adjustment.
- Mail Counts and Route Inspections. Where necessary, management must proceed with mail counts and route inspections pursuant to Chapter 2 of the M-39 handbook.

- Route Evaluations and Adjustments. Using the data gathered during the route inspection (and other data), management must follow the M-39's procedures for evaluating a carrier's route and then adjusting it to eight hours.
- Minor Route Adjustments. Additionally, throughout the rest of the year, management must maintain the routes in reasonable adjustment using the minor route adjustment process when only minor adjustments are needed and permitted.

This program covers these topics in three chapters:

Chapter 1—Route Examination and the Letter Carrier. Chapter 1 is intended primarily for an audience of letter carriers whose routes may be inspected and adjusted. It contains instructions on filling out the Form 1838-C worksheet during the week of inspection, a brief outline of how management evaluates and adjusts the route, and advice on how to ensure that the results of the evaluation and adjustment are fair and accurate.

Chapter 2—Route Examination and Adjustment for NALC Representatives.

Chapter 2 is intended for an audience of NALC representatives who will advise and

assist letter carriers in the route examination and adjustment process. So union representatives will need to be familiar with Chapter 1. The second chapter contains advanced material covering the entire route inspection and adjustment process, including the required route and unit reviews. It reviews the forms that management must use in the process—the Form 1838 management summary, the Form 1840-B eightweek analysis, the Form 3999 that records street data, and the Form 1840, which summarizes the result of the count and inspection and documents any adjustments made to the route.

Chapter 3—The Minor Route Adjustment Process. Chapter 3, intended for letter carriers and NALC representatives, reviews the rules governing minor route adjustments. Management has an obligation to maintain routes in reasonable adjustment throughout the year between annual reviews. The minor route adjustment process may be an option if the previous count and inspection data is reasonably current and the same carrier is serving the route being considered.

Chapter 1 Route Examination and the Letter Carrier

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A. Before the Inspection

Management is required to take several initial steps before it conducts a route examination: (1) it must have completed an annual **route and unit review**; (2) it must provide certain **notices in advance**; and (3) it must conduct a **dry run** with the letter carrier. These requirements are set forth in the M-41 and M-39 Handbooks, which are part of the National Agreement through Article 19.

ANNUAL ROUTE AND UNIT REVIEW

Before a route examination begins, management must have completed an annual route and unit review. The results of this review must be shared with you prior to proceeding with a mail count and inspection (M-39 Section 211.1). The review itself consists of identifying problems and correcting unsatisfactory conditions such as inadequate case labels, carrier case equipment, and the amount of mis-sent or misthrown mail distributed to the route.¹

This review period is also your opportunity to discuss any unsatisfactory conditions with your manager. If the results of this review were not shared with you prior to the mail count and

¹ M-39 Section 214. (See the Appendix for copies of all source documents referenced in footnotes.)

inspection, contact your shop steward to report a potential grievance.

ADVANCE NOTICE

Management must give advance notice before conducting a mail count and route inspection:

- Five working days before the start of the count, management must post a notice giving the schedule of the count week and the day and date of inspection (M-39 Section 215.1, M-41 Section 913).
- You must be given one day advance notice if management changes the day of inspection to a different date (M-39 Section 215.1, M-41 Section 913). Contact your shop steward to report a potential grievance if management changes your date of inspection without the proper notice, or if more than one day of inspection is scheduled.

Usually you will be scheduled to report to work earlier during the week of the count, because counting the mail and filling out the Form 1838-C Worksheet take extra time. Not later than the Wednesday preceding the count week, carrier schedules shall be posted for those routes requiring an earlier start time to count the mail (M-39 Section 215.2, M-41 Section 921.23).

DRY RUN

Management also must give you a chance to practice filling out PS Form 1838-C, *Carrier's Count Mail-Letter Carrier Routes Worksheet*. This practice session is called a **dry run** (M-39 Section 217, M-41 Section 917). The dry run must be conducted within **21 days prior to the start** of the count and route inspection. Since any carrier in the delivery unit may be required to complete an 1838-C Worksheet, **all** carriers in the unit must participate in the dry run.

You should know a few additional things about the dry run:

Shortened process: The dry run is a practice session only. It is not the same as the fullscale process you will complete during the count and inspection period. The Form 1838-C Worksheet filled out during the practice session will not be used to evaluate the route.

Materials: The sample dry-run count items, forms, and completion instructions must be furnished to you prior to the practice session.

Instruction: An instruction period is held following issuance of the dry-run materials but before completion of the dry-run exercise.

You fill out 1838-C Worksheet: You must be furnished a sample list of mail-count items

and time-used items. You must enter these times on the practice 1838-C Worksheet.

Management review: The supervisor must review your form for accuracy, error or omission and then discuss any problems with you. If necessary the supervisor may require you to complete a second form.

B. The Week of Count and Inspection

Management conducts the mail count and route inspection over 6 consecutive delivery days on one-trip routes, or for 5 consecutive days excluding Saturday on two-trip routes or one-trip routes with abbreviated or no Saturday delivery.

WHO DOES WHAT

On each day during the week of count and inspection, you should case and deliver the mail as usual. Except on the day of inspection, you will count every piece of mail and complete a Form 1838-C Worksheet.

On the day of inspection, the **route examiner** will conduct the mail count and fill out the 1838-C Worksheet. Upon request, you have a right to verify the inspector's count. This is an important right and you are strongly encouraged to insist that you be allowed to verify the count. This includes all DPS, S999, and any machine counted mail as well.

On the day of inspection, the examiner will follow you around all day in the office and on the street, observing and making entries on various paperwork. In rare circumstances an additional day of inspection may be required. If you are scheduled for more than one day of inspection, contact your shop steward to report a potential grievance.

KEY ISSUES FOR WEEK OF INSPECTION

Here are some important things to keep in mind about the week of count and inspection.

Perform your job as usual!! To ensure a fair and reasonable evaluation, you must perform your duties and travel your route in precisely the same manner during the week of inspection as you do throughout the year. **This cannot be stressed enough** (M-41 Section 915).

Regular carrier presence. You should make every effort to be present during the week of count and inspection. It is your job, primarily, to ensure that your route obtains a fair evaluation. Normally, absences for other than emergencies will not be granted during the week of count and inspection (M-39 Section 211.4, M-41 Section 914).

Annual Leave. All advance commitments for granting annual leave must be honored except in serious emergency situations. Management may block out vacation time in order to perform route inspections, provided that the dates in question are blocked out prior to vacation selection (M-39 Section 211.4, M-01105). **Overtime.** The overtime provisions of Article 8 remain in full force and effect during the week of count and inspection except that:

- On the day during the week of inspection when you are accompanied by a route examiner, management may require you, even if you are not on the overtime desired list or work assignment list, to work overtime on your own route in order to allow for completion of the inspection.
- On the other days during the week of inspection when you count the mail, management may require you to work overtime on your own route for the amount of time used to count the mail (M-39 Section 221.137).²

Operational changes affecting an entire unit should be effected no later than the dry run. They should remain in effect through the week of count and inspection and thereafter until conditions require further modifications.

During the week of count and inspection there should be **no changes to normal distribution procedures or clerical schedules**. The normal cutoff time for distribution should be observed (M-39 Section 221.133).

² M-01106

All mail must be delivered. All mail distributed to your route up to the normal established cutoff time must be delivered every day of the count week. In addition, there must be no accumulation of curtailed mail on the day preceding the count, and no mail may be curtailed on the last day of the count (M-39 Sections 221.133, 221.134 & 221.136, M-41 Sections 921.11 & 921.13).

Examiner's Conduct: You should be aware that route examiners must adhere to certain regulations governing their conduct.³ The M-39 Handbook states that the route examiner must not set the pace for you, nor should he or she forbid any rest or comfort stops. The examiner is not allowed to discuss mail volume or any evaluations of the route with you. Contact your shop steward to report a potential grievance if you feel the route examiner's conduct goes beyond what is allowed.

Perform your job as usual!! This bears repeating with emphasis. Performing your job as usual is the *only* way to ensure a fair and reasonable route evaluation.

³ M-39 Section 232

C. Office Time: Filling Out the Form 1838-C Worksheet

Although route examiners are required to make a fair and reasonable evaluation of the route's workload, managers sometimes manipulate the figures to reduce the evaluated office time of a route. So we're going to go step-by-step through a typical day of the mail count, and fill out the Form 1838-C Worksheet to record those work functions that make up office time. In fact, we will need to fill out **a second 1838-C Worksheet** because the entries will not fit on one page.

During the week of mail count and inspection you will perform your office work as usual, but do two additional things: (1) you count every piece of mail including DPS and other machine-counted mail, and (2) you fill out the 1838-C Worksheets along the way.

Correctly counting and classifying every piece of mail including DPS, S999, and any machine-counted mail, is critical to the proper completion of your 1838-C Worksheet. The evaluation of your office time is derived solely from your counting the mail and recording each and every office function.

You will find a blank copy of the Form 1838-C, *Carrier's Count Mail-Letter Carrier Routes Worksheet*, on page 14. This is the form you will fill out in the office on the days of mail count. It is used to record every function you perform in the office. On the day of inspection the route examiner will fill out the form while you do your job as usual.

OVERVIEW OF THE FORM 1838-C WORKSHEET

Please take a minute to look at the blank Form 1838-C Worksheet on page 14. While it may look complicated, it is simpler than it appears. You should note that all Actual Time Entries on the form are recorded in minutes, except for Time Clock Rings, which are recorded in hundredths.

The form is divided into a few main sections.

IDENTIFYING INFORMATION

First, at the very top there are boxes for identifying your Post Office, delivery unit and route number. On the bottom there are sections for your signature, the day of the week, the date, and whether the regular carrier or replacement carrier worked the route.

MAIL COUNT SECTION

The mail count section is almost the entire top half of the Form 1838-C Worksheet. See page 15. Looking it over, you will see sections for recording the counts of different kinds of mail. You will count each and every piece of mail for entry in lines 1 through 7a. On the day of inspection the route examiner will count the mail instead and enter it on the worksheet.

Be sure to exercise your right to **verify the examiner's count**. It is extremely important to count ALL mail pieces accurately and record the count correctly on the worksheet. Ultimately, these figures will establish the majority of your evaluated office time during the week of count and inspection.

Returning to the form, there are several rows which are numbered, which we will call Sections. **Section 1** is for letter-size mail, **Section 2** is for mail of all other sizes, and so forth.

Take a look at **Section 1, Letter-Size Mail.** The section is divided into four different **col-umns**—AM, PM, Marked-Up and CFS.

AM and PM. When you record your mail counts, **AM** actually means "before you leave for the street," and "**PM**" means "after you return from the street."

Marked-Up Mail is any mail you write on. That means if you make a correction on a piece of CFS mail, black out a mis-sprayed bar code on any loop mail, or mark any "carrier endorsement" such as NSN, or Deceased, or make any other notation, you will count each piece and enter it on the form under Carrier Marked-Up.

1 - 14

Form 1838-C

	nited States Postal Service Ca	mei	3 00	Delivery Unit	Letter		ioules w	I UI KSIIC	Route	e No.	
	AM			PM		Carrier	050	Act	ual Ti	me Entrie	s
1.1	.etter-Size					Marked-Up	CFS	EXPLANATION	TIME	WRITE IN	ELAPSED
									GUIDE	TIME	TIME
									Е		
									В		
									Е		
									В		
2.1	Aail of All Other Sizes								Е		
									В		
									Е		
									В		
									Е		
							~ ~ ~ ~ ~ ~		В		
3. /	Accountable and Signature Mail						\boxtimes		Е		
							\times		В		
	Registered/Certified							}	Е		
	COD/Customs						\boxtimes	1	В		
	Postage Dues						\boxtimes	1	E		
	Express Mail						\times		В		
5. /	All Parcel Post over 2 lbs.								E		
									В		
-						* * * * * *	* * * * * *		E		
6. 3	Sequenced and Collated						\times	<u> </u>	B		
							\times		E		
	Letter Size								В -		
						\times]	E		
						\times	\times	1	В -		
							\times		E		
	Other Size						\times		B		
						\times	\times		E		
9.2	nd-Class Marked up (exclude Form 3579)					\times]	B		
						\times	\times	1	E		
	· · · · · ·					$\times\!\!\times\!\!\times\!\!\times$	\times]	B		
10.	Mail with Form 3579 attached						\otimes		E		
						\boxtimes	\times		В		
						\times			EB		
12.	Change of Address Recorded					\times		1	E		
						$\times\!\!\times\!\!\times\!\!\times$		1	B		
10	Incurred Deceipte Turned In						\otimes		E		
	Insured Receipts Turned In ter Line Number			I Diacess (7-)		$\wedge \land \land \land \land \land \land$		4	В		
	Explanation Column	1.00	To be a	ume Pieces: (7a) dded in line 7a on	PS Form 18	338			E		
	•	LINE	Comme					Begin Here	В		
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Comme					20gin nere		TOTAL	
	returning funds and receipts.										
	Withdrawal of mail	15								Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16								Е	
	Actual Strapping out time	17									
	Break (local option)	18								R	
2	Vehicle inspection	19								L	
196	Office Work not covered by form (work functions										
Jer	must be identified and approved as being necessary and of a continuing nature)	21								В	
emt	(use Comments Section)									E	
Nov.	Waiting for mail (office) and other office activities										
ő	not performed on a continuing basis which are excluded in computing the net office time (Use	22								R	
8	Comment section)									L	
83	Counting mail and filling out form 1838 worksheet	23								Б	
-		23				D				В	
E	Signature of Carrier(or Examiner)					Day of Week	Date	Reg Rep		Lu Lu	inch
PS Form 1838-C, November 1997	Signature of Carrier(or Examiner)			rtify the above info	ormation					From	То

Mail Count Section

AM		РМ	Carrier	CFS
1. Letter-Size			Marked-Up	
2. Mail of All Other Sizes				
3. Accountable and Signature Mail				\boxtimes
Registered/Certified				
COD/Customs				\bowtie
Postage Dues				\boxtimes
Express Mail				
5. All Parcel Post over 2 lbs.				
6. Sequenced and Collated				
Letter Size			\times	\longleftrightarrow
Eonor enzo			\boxtimes	\longleftrightarrow
				\searrow
Other Size				
9. 2nd-Class Marked up (exclude Form 3579)			\times	\longleftrightarrow
			$\wedge \times \times \times$	\longleftrightarrow
10. Mail with Form 3579 attached				
10. Mail With 1 offit 3379 attached				\bowtie
12. Change of Address Recorded			\times	$\langle \times \times \times \times \rangle$
12. Onange of Address Recorded			$k \times k \times k$	\longleftrightarrow
			$\mathbb{K} \times \mathbb{K} \times$	$(\times\!\!\times\!\!\times\!\!\times\!\!\times$
10 Increased Descripto Trans and In				$(\times \times $
13. Insured Receipts Turned In				<u>KXXXXX</u>
	DPS Vol	umePieces: (7a) Ided in line 7a on PS Form 18	220	
	TO De ad	ided in line /a on PS Form 18	იან	

CFS mail not corrected and undeliverable mail within the endorsed bundles are counted and recorded in the CFS column.

Section 2, Mail of all Other Sizes. Section 2 also has separate columns for AM, PM, Carrier Marked-Up mail and CFS mail.

Section 3, Accountable and Signature Mail, includes columns for recording AM accountable mail, PM accountable mail and marked-up accountable mail. Note that accountable and signature mail is divided into the subcategories of Registered/Certified, COD/ Customs, Postage Dues, and Express Mail.

Section 5, All Parcel Post over 2 lbs., has columns for parcels counted in the AM and PM. In addition, there are columns for Carrier Marked-up and CFS parcels .

Section 6 is for recording all your sequenced and collated letter-size or other-size mail which is not cased.

Section 7a, DPS Volume Pieces. Section 7a is for mail sorted in Delivery Point Sequence only. S999 or any other letter mail arriving in the DPS is counted in Section 1.

Section 9 is for counting the number of 2nd-class pieces for which Form 3579 is not filled out.

Section 10 is for counting 2nd-class mail for which Form 3579 is filled out.

Some of the sections are for **counting items that are not mail**. In **Section** 12 you record the number of change of address cards you process. In **Section 13** you write the number of Insured Receipts Turned In.

All entries in the mail-count section of Form 1838-C Worksheet are just that–**counts only**, rather than times. Letter carriers receive certain time credits based on the various counts entered on this section of the form.

CLOCK RING SECTION

A third section of the form is for clock rings only. It is found on the bottom right side of the form. See the sample clock ring section on the next page.

On the days of mail count, you will ring in and out as usual–and, in addition, you will ring in and out **on the 1838-C Worksheet**. Your clock rings begin at the **bottom** of this section and continue up from there. Remember that your clock rings are the only times recorded in hundredths. Normally, there will be four clock ring entries: begin tour, out to street, return from street and end tour.

Time Clock Rings

Time	Clock Ring
Ε	
R	
L	
В	
E	
R	
L	
В	
	Lunch
From	То

ACTUAL TIME ENTRIES COLUMN

The last major section of the Form 1838-C is for Actual Time Entries. It is the long vertical column along the right side of the Form. See the sample on the next page.

The Actual Time Entries section has three separate parts: (1) in the left-hand column, an explanation of the specific functions, also known as "line items," which you perform; (2) in the middle column, the beginning and end times for each line item; and (3) in the righthand column, the elapsed time in minutes for each line item.

A list of the numbered line items, each with an explanation, is found on the bottom left of the 1838-C Worksheet. To the right of this list is the Comments section where line item comments are recorded. See page 21.

Time entries for the line items begin at the bottom, just above **Total**, and continue up from there. Each entry has a time for beginning, marked **B**, and a time for ending, marked **E**.

To the right of each pair of beginning and ending times is a separate box for **Elapsed Time**. This is for entering the total minutes spent on the particular line item.

To the left of each B and E is a space for entering an **Explanation** of each time entry. The explanation tells exactly what office function

Actual Time **Entries**

EXPLANATION			ELAPSED
	GUIDE	TIME	TIME
	Е		
	В		
	Е		
	В		
	Е		
	В		
	E		
	В		
	E		
	В		
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	E		
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	В		
	E		
	В		
	E		
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	B		
	E		
	B		
	E		
	B		
	E		
Begin Here	В	TOTAL	
		TOTAL	

Line Number Explanations

xplanation Column	LINE
Registered-Certified-COD-Customs Postage Due-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 Comment section)	22
Counting mail and filling out form 1838 worksheet	23

Comments Section

Comments

you performed during those times. The function is described by a **line item number** instead of words.

Each actual time entry you make will correspond to one of the categories, or line items, listed on the bottom left side of the form.

There are two different categories of numbered line items. Lines 21 and 22 require an **explanation** of the function in the comments section. Lines 14 through 19 and 23 do **not** require an explanation in the Comments section.

Line 21 is used for any recurring office functions not listed in lines 14 through 19. It is the miscellaneous category for recurring office functions (M-41 Section 922.51h). When you spend time doing a line 21 function, you use the **Comments** box to write a description of that function. The description in Comments is essential because there are so many possible Line 21 functions.

Here are a few typical Line 21 functions (see pages 46-48 for a more detailed list):

- Performing window caller service.
- Weekly safety talks and other appropriate unit discussions.
- Travel to and from the throwback case or to other designated locations to return mark-up mail and mis-throws.

- Replenishing the forms pouch.
- Responding to inquiries from supervisors.
- Verifying hold mail.

When making line 21 entries make sure to identify each function in the Comments section. As an example, the first line 21 function should be labeled 21*a*, the next one 21b and so on.

Line 22 is a lot like Line 21, but the activities it covers are **non-recurring**, **non-continuing** office functions. However, because Line 22 items are not regular office activities, you will not receive credit in the route evaluation for the time spent performing them. Activities that are not part of the normal routine cannot become part of the route (M-41 Section 922.51i).

Line 22 activities are recorded using the same method as Line 21 entries. You make actual time entries to record the time spent performing them, and you describe each activity in the Comments box, labeled 22a, 22b, etc.

Line 23 covers time spent counting mail and filling out the Form 1838-C Worksheet (M-41 Section 922.51j). Since Line 22 and 23 items are recorded as non-recurring and noncontinuing, the time spent performing these functions will be deducted from your total office evaluation.

THE 1838-C WORKSHEET STEP-BY-STEP

We will be reviewing a typical day in the office for a letter carrier on a park and loop route using the DPS Vertical Flat Case method, and asking you to fill in the 1838-C Worksheet.

Please note that we have constructed this sample mail count and route inspection exercise with **educational purposes** in mind. The examples cover many detailed work functions and include many types of mail volume, illustrating the wide variation among letter carrier routes.

This sample route is not meant to reflect the reality of any particular route or any notion of an "average" route. Your own route may evaluate longer, or shorter, or if properly adjusted, at 8 hours.

Nonetheless, the functions demonstrated in this exercise accurately reflect the many duties performed by every letter carrier, regardless of the length of the route. And this material correctly outlines the procedures for recording those functions on the Form 1838-C.

Also note that in this exercise the letter carrier works in a non-EPM office. Later in the program we will point out how this process would be different in an EPM office. In addition, you may note some other differences from your own office procedures—for example, you may perform certain tasks in a different order.

As we go through this exercise, please complete the 1838-C Worksheets. You will find blank worksheets at the end of this chapter. Completing the 1838-C now is the best way to learn how to do it correctly. You will also learn how management uses the information on the worksheet to evaluate your route.

Most of what a letter carrier does in the office is defined by the various line items. So as a rule, you should be recording your time on a line item **unless** you are casing mail, pulling down mail, marking up, processing COAs, or on personal time. Make sure to record your functions correctly.

You will use separate 1838-C Worksheets to record each day's count. Each 1838-C Worksheet must be completed in duplicate, using carbon paper if necessary.

One last note: You might not receive your duplicate copy of the day's 1838-C Worksheet until the next morning, because your manager is required to review the form for errors and irregularities. Any errors or irregularities on the form must be discussed with you before the next day's count so the mistake will not be repeated. **1. BEGIN TOUR.** You may find it helpful to set your watch to agree with the time clock. Your first job function of the day, of course, is to clock in.

 Clock ring. Begin by entering your start time on the 1838-C Worksheet at the bottom of the Clock Rings section. If you have a mechanical time clock, ring in the time on the Worksheet. If you do not, write in your begin time. In this example you begin tour at 07.00.

EXTRA INFORMATION

HUNDREDTHS OF AN HOUR vs. MINUTES.

While actual time entries are recorded in minutes, clock rings are in hundredths of an hour.

Form 1838-C

	nited States Postal Service Ca	rrier	's Co		Carrier F	Routes W	/orkshe			
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								B		
	Registered/Certified							E		-
	COD/Customs					\longleftrightarrow		В		
	Postage Dues							E		
-	Express Mail							В		
5 . /	All Parcel Post over 2 lbs.							E		
								В		
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	returning funds and receipts.								IUIAL	
	Withdrawal of mail	15	1						Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16							E	
	Actual Strapping out time	17							-	
	Break (local option)	18	1						R	
~	Vehicle inspection	19	1						L	
November 1997	Office Work not covered by form (work functions		1						-	
er 1	must be identified and approved as being	21							в	
mb	necessary and of a continuing nature) (use Comments Section)								E	
Iavc	Waiting for mail (office) and other office activities									
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1838-C,									L	
18	Counting mail and filling out form 1838 worksheet	23							B 07	.00
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ă			 reco 	orded by me is correct.						<u> </u>

2. INSPECT VEHICLE. In this office your first function of the day is to inspect your vehicle. This takes five minutes. You return to your case at 7:05.

- Actual time entry—Line 19. The vehicle inspection is an actual time entry covered by Line 19, so you enter the number 19 to the left of the beginning time of 7:00. Then you inspect the vehicle.
- Ending time. When you finish, you enter the ending time of 7:05. You also write 5 minutes in the elapsed time column to the right.

EXTRA INFORMATION

COMPLETE VEHICLE INSPECTION: You should perform every point on the expanded vehicle inspection safety checklist. If you don't have the checklist ask management for one. The checklist also appears in the M-41 as Exhibit 832.1; a copy appears in the Appendix to this chapter. You are allowed to use the "buddy system" in a vehicle inspection where necessary – for example, to check the brake lights.

TIME OF VEHICLE INSPECTION: Although local management determines the beginning function of the carrier, M-41 Section 922.51f reads that "generally vehicle inspection is made promptly after the carrier records his reporting time." A similar statement appears in M-39 Section 222.214b.

Form 1838-C

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	ter Line Number			ume Pieces: (7a)				B		-
	Explanation Column	LINE	To be ad	Ided in line 7a on PS Form 18	38		10	E	7:05	
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	returning funds and receipts.									
	Withdrawal of mail	15							Time C	lock Rings
	Sequencing and collating By-Pass Mail	16							E	
	Actual Strapping out time	17							R	
	Break (local option)	18							**	
97	Vehicle inspection	19							L	
November 1997	Office Work not covered by form (work functions must be identified and approved as being								в	
lber	necessary and of a continuing nature) (use Comments Section)	21								
ver									E	
Ň	Waiting for mail (office) and other office activities not performed on a continuing basis which are	22							R	
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1838-C									L	
	Counting mail and filling out form 1838 worksheet	23							в 0	7.00
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3. PICK UP SCANNER. Depending on your office you may pick up your scanner immediately after inspecting your vehicle. You begin this function at 7:05, just as you finish your vehicle inspection. You finish two minutes later.

- Actual time entry—Line 21. Picking up and activating your scanner is an actual time entry covered by Line 21. Write your beginning time of 7:05 and when you finish enter the ending time of 7:07. Write 2 minutes in the elapsed time column and write "21a" to the left because this is the first Line 21 entry.
- Comment—Line 21. When you make any Line 21 actual time entry, you must describe the activity in the Comments of the 1838-C Worksheet. Write this note in the Comments section: "21a. Pick up scanner."

EXTRA INFORMATION

For a discussion of Line 21 recurring office functions see pages 46-48.

	ited States Postal Service Ca	rrier	<u>'s Co</u>			er Ca	rrier F	Routes W	orkshe			
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	Break (local option)	18									R	
~	Vehicle inspection	19									L	
November 1997	Office Work not covered by form (work functions											
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emt	(use Comments Section)										E	
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838-C,	Comment section)										L	
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4. FILL OUT TOP AND BOTTOM OF FORM. Next, you fill out the top and bottom parts of the 1838-C Worksheet. This takes you one minute; you finish at 7:08.

- Actual time entry—Line 23. Filling out the 1838-C Worksheet is an actual time entry, covered by Line 23. First, carry forward the ending time of 7:07 to the beginning of the next entry. Then, write 23 in the explanation column on the left.
- **Top of form.** Then fill in the name of your Post Office, your delivery unit and route number at the top of the Form.
- **Bottom of form.** On the bottom, write in the day of the week, the date and circle either regular or replacement. Leave the signature and lunch times blank for now.
- Ending time. It is now 7:08. Write the ending time in the actual time entries. You also write 1 minute in the elapsed time section.

EXTRA INFORMATION

LINE 23. Filling out the form is a task you perform only during the week of count and inspection. So although you write down the time it takes to perform this task, later management will subtract this time when evaluating your route.

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	Actual Strapping out time	17										
	Break (local option)	18									R	
76	Vehicle inspection	19									L	
November 1997	Office Work not covered by form (work functions must be identified and approved as being										в	
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5. WITHDRAW MAIL. Your next function is to withdraw mail. You withdraw mail from trays, tubs, sacks and so forth, cut twine, remove rubber bands and plastic wrap, and set the mail up at the case. You finish at 7:11.

- Actual time entry—Line 15. This is an actual time entry. Carry forward the previous ending time of 7:08. Withdrawing mail is covered by Line 15, so write 15 on the left. Then withdraw the mail.
- Ending time. When you finish, write 7:11 as the ending time and 3 for elapsed minutes on the right.

EXTRA INFORMATION. Make sure on the day the inspector completes the Form 1838-C Worksheet that the actual time used by the examiner withdrawing mail is recorded by the examiner as a Line 15 function.

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6. COUNT THE MAIL. You count all the lettersize mail first, turning one letter up on end every 100 pieces. As you count, watch out for other size mail (often called "flats") that may be interspersed with your letters.

See the Extra Information on page 1-38 for an explanation of the difference between letters and other size mail, and how to determine if a mail piece is a letter or a flat. It is important, in correctly determining route evaluation standards, to accurately record all flats as flats and letters as letters.

Next you count all your flats. You count a total of 700 letters and 632 flats. You finish counting at 7:21.

- Actual time entry—Line 23. Counting mail is an actual time entry covered by Line 23. Carry forward the previous ending time of 7:11.
- Mail count entries. When you finish counting, write 700 for the letter-size mail you cased at the top of the Form, under Section 1, AM Entries. Write the total flats you cased, 632, in Section 2, AM Entries.
- Ending time. Then write in your ending time of 7:21 under actual time entries, and your elapsed time of 10 minutes.

n 1838-C	
- Letter Carrier Routes Worksheet	

United States Postal Service Ca	rrier	's Co	unt Mail - I et	ter Carrier	Routes V	Vorkshe	et	Dл	<u>1-37</u> ge 1
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EXTRA INFORMATION:

LETTERS vs. FLATS. To receive full credit under the "18 and 8" standard, you must be careful to count letter mail and flat mail properly. To do so you must know the definition of "letter size mail," as opposed to "other size mail."

Letter size mail is defined as mail that can be cased into the normal evenly spaced 6-shelf letter separation without bending or folding (M-41 Section 922.41).

Other size mail, sometimes referred to as "flats," is all mail that does not fit the definition of letter size mail, except parcels (see below). Mail is counted as "other size" even if it is sorted into the letter case. Similarly, items such as TV Guide, Readers Digest, newspapers, rolls, flats, magazines, catalogs, small parcels or coupon booklets are counted as "other size" mail regardless of how they are sorted (M-41 Section 922.42).

The parties have agreed upon a method for accurate counting of flats versus letters during a count and inspection. In September, 1992, a Memorandum was signed that provided when Count and Inspections were conducted in a unit using four- and or five-shelf case configurations, local management will meet with the local union prior to the dry run training to determine an efficient means to verify mail of questionable size during the week of count and inspection, e.g., a measuring strip on each case or use of a template as a reference point (M-01306-Appendix A).

DEFINITION OF A "PARCEL." A "parcel" is defined as a First or Fourth-class package over 2 pounds in weight and/or larger than a shoebox (M-41 Glossary).

ROUTERS: Some routes have been previously adjusted through the use of routers. You should follow a few

guidelines to deal with router assistance during a route examination.

Is router assistance a permanent part of your route? Router assistance may be provided to a route during the week of count and inspection only if the route has already been permanently adjusted to add router assistance.

Enter router assistance on 1838-C. If your route receives router assistance during the week of count and inspection, make sure that all mail sorted by the router is entered on the 1838-C Worksheet.

Strapping out credit. Verify that the correct count for all mail cased by the router is written in Section 1 or 2 of the form, as appropriate. These numbers are necessary to calculate strapping out time. You may, upon request, verify the count of mail cased by a router. If this is done, the time spent should be entered as separate actual time entry covered by Line 23. It is very important to ensure that all mail placed into the case by a router is recorded on the 1838-C in order to accurately determine the standard time of the route, because the carrier being counted must pull down that mail, and the standard time for pull-down is number of pieces divided by 70.

7. CASE THE MAIL. You begin casing mail at 7:21.

• **No entry.** You make no entry at all for time spent casing the mail.

EXTRA INFORMATION

CASING STANDARDS. Casing standards are 18 letters per minute and 8 flats per minute for route evaluation and adjustment purposes. After the route examination management will evaluate your office time in one of two ways. One way is to use your actual, average office time during the count week. This is the time received by most carriers, who case faster than the 18 & 8 standards.

If you case slower than the 18 & 8 standard, management will evaluate your office time using 18 & 8. However, the M-39 provides for an exception for carriers who have served continuously for more than 25 years or are over 55 years of age. These carriers may be allowed an office time, in the evaluation of their routes, that is over standard (M-39 Section 242.214).

A letter carrier may not be disciplined solely for failing to meet the 18 & 8 standard. M-39 Section 242.332 states:

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.

SEQUENCING HORIZONTALLY CASED FLATS. Most routes today use Vertical Flat Cases, and the flats are in delivery order as they are pulled down. If you use the old horizontal flat case, you are required to sequence those flats in delivery order upon pull down. Sequencing your flats is considered part of casing—no entry is made to record this function.

8. BREAK. You take your break at 8:50.

• Actual time entry—Line 18. Taking a break is an actual time entry. When you return from your break, write 18 on the left, 8:50 for the begin time, and 9:00 for the end time. Then write 10 on the right for the elapsed minutes.

EXTRA INFORMATION

BREAKS: The two breaks are mandatory, and a national-level arbitrator has ruled that management is required to ensure that employees stop working during an office break (C-08555).

LOCAL OPTION: Your local branch decides annually whether both breaks will be taken on the street or one will be taken in the office and the other on the street. Here, the branch decided to take one in the office.

EXCEPTIONS MAY EXIST to the minimum 10 minute break periods. Some offices may have the right to longer break periods based on long-standing practice (M-00179).

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Ur	nited States Postal Service Ca	rrier	's Co	unt	Mail - Lett	er Carrier I	Routes W	/orkshe			ge 1	
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~	Vehicle inspection	19								L		
1997	Office Work not covered by form (work functions											
November 1997	must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21								B		
	Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use	22								R		
1838-C,	Comment section)									L		
ם 18	Counting mail and filling out form 1838 worksheet	23					1-				7.00	
Form	Signature of Carrier(or Examiner)				e above informatio	n Day of Week	Date	Reg. Repl	l.	Lu From	unch To	
PS					by me is correct.	" Sat	10/29/0.	5				

9. CASE MAIL/SAFETY TALK. You resume casing the mail at 9:00, and continue until you use the restroom at 9:20. You return to your case at 9:25 and case mail until you are called to a safety talk at 9:30.

- **Casing—no entry.** Again, you make no entry for casing the mail.
- Restroom visit—no entry. This time is for personal needs. The M-39 provides for an automatic allowance of 5 minutes for personal needs.
- Actual time entry—Line 21. A safety talk is recorded as an actual time entry covered by a Line 21. You enter 9:30 as the time the safety talk began, and write "21b" to the left.
- **Comments—Line 21.** When you make any Line 21 actual time entry, you must describe the activity in the Comments section. Write this note in the Comments section: "21b. Safety talk."
- Ending time. Before you resume casing after the safety talk you enter the ending time of 9:37 and 7 minutes under elapsed time.

EXTRA INFORMATION

PERSONAL NEEDS. You do not record personal needs time on the 1838-C. The M-39 provides for an automatic allowance of 5 minutes for personal needs, obtaining hat

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and coat from wall racks before leaving office, visiting swing room to obtain rain gear from locker, etc. If you have a two-trip route, an additional two minutes is allowed on the second trip. This 5 minutes is computed into your standard time determination whether you take any time or not.

Please note that if you do not use any personal time in the office, and your evaluation shows you are under standard, your route adjustment will not include any time for personal needs, because management will adjust the office time component of your route to your actual average time, not your standard time (M-41 Section 922.51g).

SAFETY TALKS. Supervisors are required to present a safety talk at least once a week. So there should be at least one safety talk during the week of count and inspection.⁴

LINE 21 ACTIVITIES. A 1980 national settlement agreement between NALC and the Postal Service provides that several activities fall under Line 21 when they are recurring and necessary in the performance of carrier office duties, including:

- Performing window caller service.
- Weekly safety talks and other appropriate unit discussions.
- Travel to and from the throwback case or to other designated locations to return mark-up mail and misthrows.
- Replenishing the forms pouch.
- Wash-up time in excess of the regular 5-minute allowance for personal time, if: (1) it is provided for in a Local Memorandum of Understanding, or (2) pursuant to local past practice, additional or longer washup time had been granted and included on Line 21.

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⁴ EL-801 Section 1-7

- Official communications including, but not limited to, general delivery; CMU Clerk inquiries; and responding to inquiries from supervisors.
- Facing or separating collection mail upon return to office.
- Verifying hold mail.
- Union steward activities (grievance handling), when necessary and if occurring weekly or more often.⁵

Other office functions that may be appropriate for credit on line 21 but that are not referenced in the settlement agreement include:

- Completing forms 1571 (M-00971) and 3996, if the use of these forms is of a recurring nature.
- Determining the number of pieces of unaddressed flats of a "shared mailing" and placing them at the back of the bundle (M-01288).
- Retrieving and replacing scanners, if not done during the normal process of obtaining accountable items (M-01411).
- Travel to and from, and transport of parcel container to case, etc.
- Travel to and from DPS mail to secure S999 mail for casing.
- Observing amount of DPS mail to estimate need for overtime or auxiliary assistance, if done on office time (M-01366)
- Taking vacation-hold mail to the designated area.
- Returning empty equipment to the designated area.
- Mail measuring and recording by carriers in units

⁵ M-00605

where carriers are doing so.

- Taking accountable mis-throw mail to the accountable clerk.
- Taking box-holder mail to the designated area.
- Handling mis-faced mail.
- Checking for sleepers prior to leaving your case for the street.
- Turning off case lights or moving any equipment off the floor.
- Any other recurring, necessary task in the office that is not covered by another Line item.

10. CASE MAIL—THROWBACK CASE— WITHDRAW MAIL. You resume casing the mail at 9:37. At 9:45 you go to the throwback case with your mis-sorts. At 9:46 you proceed to the distribution case to withdraw mail. You return to the case at 9:47.

- **Casing no entry.** You make no entry for casing the mail.
- Actual time entry—Line 21. Going to the throwback case is a Line 21 function. So you enter 9:45 as the time you go to the throwback case, 9:46 as the time this trip ends and 1 minute for the elapsed time. Also write "21c" to the left.
- **Comments—Line 21**. In the Comments, section, write "21c Throwback case."
- Actual time entry Line 15. Withdrawing mail is a Line 15 function, so you enter 9:46 and write 15 on the left.
- Ending time. After you withdraw the mail and return to the case, enter the ending time of 9:47 and the elapsed time of 1 minute.

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11. COUNT THE MAIL. Now you count the mail you have just withdrawn, beginning at 9:47. You count 25 letter-size and 10 flats. At 9:48 you have finished counting and writing down your totals, and you begin casing mail again.

- Actual time entry—Line 23. Counting mail and recording totals on the 1838-C are Line 23 functions. Write the starting time and 23 under actual time entries, and then count the mail.
- Mail count entries. Enter the 25 additional letters at the top left of the Form Section 1, AM Entries, underneath your previous letter count of 700. Enter the 10 flats under Section 2, AM Entries underneath your previous count of 632.
- Ending time. When you finish counting and recording the totals, enter the ending time of 9:48 under actual time entries and 1 minute under elapsed time.

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12. SECOND DISPATCH. By 9:48 the second dispatch of mail has been distributed to your case. Included in this dispatch is full-coverage detached label mailing. You withdraw the mail from trays, tubs, sacks and so forth, cut twine, remove rubber bands and plastic wrap and set the mail up at the case. You finish withdrawing the mail at 9:50 and begin counting it, finishing your count at 10:00.

The results of your count are: 650 letters and 190 flats. 450 of the letters are the sequenced mailing, which you count individually, same as the other letters.

- Actual time entry—Line 15. Withdrawing mail is a an actual time entry. Withdrawing mail is covered by Line 15, so write 15 on the left, plus the starting time of 9:48 and ending time of 9:50 and 2 minutes elapsed.
- Actual time entry—Line 23. Write 23 on the left, the starting time of 9:50 and ending time of 10:00, and 10 minutes elapsed on the right.
- Mail count entries
 - **Letters:** Record the 650 letters in Section 1, AM Entries, as follows:
 - 200
 - 450 sequenced

Flats: Record the 190 flats in Section 2, AM Entries. In addition, record 450 pieces of unaddressed flats under Section 6, Sequenced and Collated, Other Size, AM Entries.

EXTRA INFORMATION

SEQUENCED MAIL. In this example you have received and recorded 450 pieces of sequenced detached label mail under letters in Section 1, and 450 pieces of unaddressed flats in Section 6. When you case sequenced mail, you do not make a Line 6 or Line 16 actual time entry. Instead, you list the number of pieces in Section 1 or 2, AM entries, making a note that it was sequenced. In addition, you write a note in the Comments box stating how many sequenced letters or flats were cased.

However, in some cases you may handle sequenced mail differently. There are two other possibilities—either you collate the sequenced mail with the cased mail, or in certain circumstances you may carry it out as a separate bundle. Each situation is handled differently.

Collate. When you collate sequenced mail, you enter the actual time spent under Line 16 (M-41 Section 922.51c) Time credited for Line 16 is addressed in M-39 Section 222.212(d).

Separate bundle—no special entry. In those circumstances where sequenced mail is carried as a separate bundle, you do not make a Line 1, 2 or 16 entry. Just list the number of letters and/or flats in Line 6 and count each separate strapped bundle as a parcel pursuant to M-41 Section 922.413a. You will not receive time credit for casing, collating or strapping out this mail.

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13. PREPARE FORM 3996, *Carrier-Auxiliary Control.* At 10:00 you estimate the day's workload, discuss it with your supervisor, and complete a Form 3996 finishing at 10:02.

- Actual time entry—Line 21. Discussing the workload with a supervisor, and preparing a Form 3996, are Line 21 functions. So under actual time entries you enter 21d, 10:00 and 10:02, and 2 minutes elapsed time.
- **Comments—Line 21**. In the Comments section write "21d Workload 3996."

EXTRA INFORMATION.

REQUESTING ASSISTANCE/OVERTIME. The M-41 provides:

131.41 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.

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								- V	23	в	9:50	10
										Е	9:50	2
6.	Sequenced and Collated						\times	\sim	15	в	9:48	2
							\times	\times		Е	9:48	1
	Letter Size						\times	\longrightarrow	23	в	9:47	1
							\times	\times		Е	9:47	
								\times	15	в	9:46	1
	450							\times		Е	9:46	
	Other Size						\times	\times	21c	в	9:45	1
							\times	\times	,	Е	9:37	
9.2	2nd-Class Marked up (exclude Form 3579)						$\times\!\!\times\!\!\times\!\!\times\!\!\times$	\times	216	в	9:30	7
								\times	10	Е	9:00	
							\times	\times	18	В	8:50	10
10	Mail with Form 3579 attached						\times	\times		Е	7:21	
							\times	\times	23	В	7:11	10
							$\times\!\!\times\!\!\times\!\!\times$	\times	15	Е	7:11	2
12	Change of Address Recorded						\times	\times	15	В	7:08	3
							\times	\times		Е	7:08	1
							\times	\times	23	В	7:07	7
13	Insured Receipts Turned In						\times	\times	04.	Е	7:07	
En	ter Line Number		DPS Volu	ume P	Pieces: (7a)				21a	в	7:05	2
In	Explanation Column	LINE	To be ad	ded i	n line 7a on PS F	orm 18	338		19	Е	7:05	5
	Registered-Certified-COD-Customs		Commer	nts					Begin Here	В	7:00	3
	Postage Due-Form 3868-signing for, returning funds and receipts.	14									TOTAL	
	Withdrawal of mail	15	2	11,	Pick up so Safety tall Throwbac Workload	лии	1 P.V				Time Cl	ock Rings
	Sequencing and collating By-Pass Mail	16	2		I with the se	,						JCK HIIIYS
	Actual Strapping out time	17	2	1b	Safety talk	k					E	
		198		1.	Thursday	1					R	
	Break (local option) Vehicle inspection		<u> </u>	10	Inrowoac	K CA	ise					
1997	· · ·		> 2	1d	Workload	/_ 3	3996				L	
1,00	Office Work not covered by form (work functions must be identified and approved as being	21									в	
nbe	necessary and of a continuing nature) (use Comments Section)	21									-	
November	· · · · · · · · · · · · · · · · · · ·										E	
ñ	Waiting for mail (office) and other office activities not performed on a continuing basis which are	22									R	
ပုံ	excluded in computing the net office time (Use Comment section)											
1838-C		1									L	
18	Counting mail and filling out form 1838 worksheet	23									B 07	7.00
Form	Signature of Carrier(or Examiner)						Day of Week	Date	Reg. Rep	l.		inch
ц					e above informat	ion	Sat	10/29/05		Í	From	То
PS			 reco 	rded	by me is correct.		Sm	10/29/03	,			

M-39 Section 122.33 provides that an employee, upon request, will be provided a Form 3996 and given a copy of the completed form.

AUXILIARY ASSISTANCE DURING THE WEEK OF INSPECTION.

M-39 Section 221.138 provides:

Only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted the regularly assigned carrier during the week of the count.

However, if you are provided assistance in the office make sure the carrier providing the assistance completes a separate Form 1838-C Worksheet.

If you are provided assistance on the street, make sure that you, and the carrier who provides the assistance, complete the Form 3996 in accordance with the instructions found on the back of the form. Remember to request and receive a copy of the completed Form 3996.

Proper completion of these forms is critical for an accurate evaluation of your route.

14. PICK UP ACCOUNTABLE ITEMS. At 10:15 you are called to the finance cage to pick up accountable items. You receive 6 certified letters, 1 COD, 7 postage dues and 2 pieces of Express Mail. You review the accountable pieces, sign for them, and return to your case. You then partially complete a Form 3849 for each of the accountable pieces by placing either the address or the customer's name on the form. You place the forms in the case, finishing at 10:21. You then record this mail on the 1838-C Worksheet, finishing at 10:22.

- Actual time entry—Line 14. Line 14 covers your trips to and from the finance cage to obtain accountable items and return them to your case for handling (M-41 Section 922.51a). Enter Line 14 on the left, 10:15 and 10:21, and 6 minutes elapsed time.
- Mail count entries. Enter the number of accountables under Section 3, Accountable and Signature Mail. (6 certified, 1 COD, 7 postage dues and 2 pieces of Express Mail.)
- Actual time entry—Line 23. Write 23 on the left, 10:21 and 10:22 with 1 minute elapsed.

EXTRA INFORMATION

VERIFYING AND SIGNING FOR ACCOUNTABLES.

It is important to take the time to properly verify and sign for all accountable items, because you are responsible for accounting for this mail. You take time under Line 14 to fill out the name or address for identification purposes on the Form 3849, to case the Form as a reminder, and to verify and sign for all accountables.

United States Postal Service Ca	rrier	<u>'s Count</u>	t Mail - L	<u>etter C</u>	Jarrier F	loutes w	orksne			ge 1
Post Office Denver, Colorado		Deliv	very Unit SUU	llivan s	tation			Route	47	713
AM			PM		Carrier	CFS	Act	tual Ti	ime Entrie	es
1. Letter-Size 700					Marked-Up	CF5	EXPLANATION		WRITE IN	
25							EXTERNATION.	GUIDE	TIME	TIME
200								Е		
450 sequenced								В		
,								Е		
								в		
2. Mail of All Other Sizes								Е		
632								в		1
10								Е		
190								В		1
								E		
								В		-
a Accountable and Signature Mail								E	10.22	
3. Accountable and Signature Mail							23	В	10:22	1
									10:21	
Registered/Certified 6							. 14	E	10:21	6
COD/Customs 7	/ _							В	10:15	
Postage Dues / -						XXXXXX	21d	E	10:02	2
Express Mail 2	N					<u> </u>	2.100	В	10:00	
5. All Parcel Post over 2 lbs.							23	E	10:00	10
							23	В	9:50	
					~ ~ ~ ~ ~ ~ ~		15	Е	9:50	2
6. Sequenced and Collated					\longrightarrow		15	В	9:48	2
					\longleftrightarrow	\times		Е	9:48	1
Letter Size					\times		23	в	9:47	
					\times			Е	9:47	
				ľ	\times	\times	15	в	9:46	1
450				ľ	\times	\times		Е	9:46	
Other Size					\times	\times	21c	В	9:45	1
other bizo					\times			E	9:37	
9. 2nd-Class Marked up (exclude Form 3579)					\times		21b	В	9:30	7
3. 2110-Olass Marked up (exclude Folm 3579)					\longrightarrow			E	9:00	
					\longleftrightarrow	\times	18			10
					\times			B	8:50	
10. Mail with Form 3579 attached					\times		23	E	7:21	10
					\times	\times		В	7:11	
					\times	\times	15	E	7:11	- 3
12. Change of Address Recorded					\times	\times	15	В	7:08	5
					XXXXX	XXXXXX	23	Е	7:08	1
				ŀ	$\langle \rangle \rangle$	\boxtimes	23	В	7:07	'
13. Insured Receipts Turned In					$\langle \times \times \times \rangle$	$(\times \times $	21.	Е	7:07	2
Enter Line Number		DPS Volume	Pieces: (7a)				21a	В	7:05	2
In Explanation Column	LINE	To be added i		PS Form 18	38		19	Е	7:05	٣
Registered-Certified-COD-Customs		Comments					Begin Here	в	7:00	- 5
Postage Due-Form 3868-signing for,	14							•	TOTAL	
returning funds and receipts.		01.	Dialance							
Withdrawal of mail	15	21a	РІСК ИР	r scann	er				Time Cl	ock Rings
Sequencing and collating By-Pass Mail	16	21h	Pick up Safety t Throwł	alk					Е	
Actual Strapping out time	17	210	sujery L	m						
Break (local option)	18	210	Throwk	back ca	SP/				R	
Vehicle inspection	19	2.0		1					L	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities not performed on a continuing basis which are		21d	Worklo)ad – 3	996				F	
must be identified and approved as being	21								в	
(use Comments Section)	necessary and of a continuing nature)								E	
	+									
	22								R	
	~~									
excluded in computing the net office time (Use									L	
excluded in computing the net office time (Use Comment section)										
excluded in computing the net office time (Use Comment section) Counting mail and filling out form 1838 worksheet	23								B n-	700
Comment section) Counting mail and filling out form 1838 worksheet	23				Day of Wook	Date	(Beg Por	1		7.00
excluded in computing the net office time (Use <u>Comment section</u>) Counting mail and filling out form 1838 worksheet Signature of Carrier(or Examiner)	23	▲ I certify th	he above info		Day of Week	Date 10/29/0	Reg. Rep	l.	07	7.00 unch To

15. WINDOW CALLER SERVICE. At 10:45 you stop casing to bring a window caller her mail; this takes two minutes.

- Actual time entry—Line 21. This is a Line 21 function. It is a recurring, required task that has no special number on the 1838-C Worksheet. Write in the starting time of 10:45 and 21 in the explanation column. Label this Line entry "21e."
- **Comment—Line 21.** Remember that you must explain each Line 21 item in the comments section. Write, "21e Bring mail to window caller."
- Ending time. When you return to your case write in your ending time, 10:47, and 2 minutes under elapsed time.

United States Postal Service Carrier		ter Carrier F	Routes W	orkshe			ge 1
Post Office Denver, Colorado	Delivery Unit	an station			Route	e No. • 47	'13
AM	PM	Carrier	0.50	Act	ual Ti	me Entrie	es
1. Letter-Size 700		Marked-Up	CFS	EXPLANATION	TIME	WRITE IN	ELAPSED
25				EXPLANATION	GUIDE	TIME	TIME
200					Е		
450 sequenced					в		
/					Е		
					В		
2. Mail of All Other Sizes					E		
632					В		
10					E		
190					В		
					E	10:47	
				21e	В		2
2 Assountable and Cignature Mail					E	10:45	
3. Accountable and Signature Mail			\boxtimes	23		10:22	1
Deviatored (Os tilis t					В	10:21	
Registered/Certified 6 COD/Customs 1			$\langle \times \times \times \times \rangle$	14	E	10:21	6
			\longleftrightarrow		В	10:15	
1 ootago Baco			\mathbb{K}	21d	E	10:02	2
Express Mail 2			\sim	2.00	В	10:00	
5. All Parcel Post over 2 lbs.				23	E	10:00	10
				~~	В	9:50	
		v v		15	E	9:50	2
6. Sequenced and Collated			$\otimes \otimes \otimes \otimes$	15	В	9:48	_
				23	Е	9:48	1
Letter Size				23	В	9:47	•
			\searrow	15	Е	9:47	1
450				15	В	9:46	1
450				21.	Е	9:46	1
Other Size				21c	В	9:45	1
			$\otimes \otimes \otimes \otimes$		Е	<i>9</i> :37	_
9. 2nd-Class Marked up (exclude Form 3579)				21b	в	9:30	7
			\times		Е	9:00	
			\searrow	18	в	8:50	10
10. Mail with Form 3579 attached					Е	7:21	
				23	В	7:11	10
					Е	7:11	
12. Change of Address Recorded			$\otimes\!$	15	в	7:08	3
					Е	7:08	
				23	В	7:07	1
13. Insured Receipts Turned In			\searrow		E	7:07	
•				21a	В		2
Enter Line Number In Explanation Column	DPS Volume Pieces: (7a) To be added in line 7a on PS Fo	orm 1838		10	E	7:05	
	Comments			19 Bagin Hara	B	7:05	5
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, 14				Begin Here	Б	7:00	
returning funds and receipts.						IUTAL	
Withdrawal of mail 15	21a Pick up sc 21b Safety talk 21c Throwbac	canner				Time Cl	ock Rings
Sequencing and collating By-Pass Mail 16	at a fut i	4				Е	
Actual Strapping out time 17	1 210 safety talk	6				<u> </u>	
Break (local option) 18	210 Throughas	k.case				R	
Vehicle inspection 19						L	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities pot performed on a continuing basis which are	🗴 21d Workload	- 3996				L .	
must be identified and approved as being			11			в	
(use Comments Section)	ecessary and of a continuing nature) use Comments Section) 21e Bring mail to window caller						
Waiting for mail (office) and other office activities	1 ~					E	
not performed on a containaing basis which are						R	
o excluded in computing the net office time (Use							
	1					L	
	1						
Comment section)						B 07	700
Comment section) Counting mail and filling out form 1838 worksheet 23		Day of Week	Date	(Reg.) Ren		07	7.00
Comment section)	I certify the above informat	ion Day of Week	Date 10/29/03	Reg. Repl	l.	07	7.00 Jinch To

16. REPLENISH FORMS. Today you need to replenish your supply of forms to take with you. You leave the case to obtain forms at 10:47 and return at 10:49.

- Actual time entry—Line 21. This is a Line 21 function—it is recurring and required, but there is no special line number covering it. Write 21f, 10:47 and 10:49, and 2 minutes elapsed time under actual time entries.
- **Comment—Line 21.** Explain this Line 21 item by writing "21f Replenish forms" in the Comments section.

EXTRA INFORMATION

REPLENISHING FORMS. Letter carriers are required to check the forms pouch several times each week to be sure all necessary forms are there when needed (See Footnote 5 (M-00605), M-41 Section 143).

	tates Postal Service Ca	rrier':			_etter (Carrier F	loutes W	/orkshe			ge 1
Post Office	Denver, Colorado		Deliv	Delivery Unit Sullivan Station			Route No. 4713				
	AM			PM		Carrier	050	Act	ual Ti	ime Entrie	es
1. Letter-Si	^{ze} 700 25					Marked-Up	CFS	EXPLANATION		WRITE IN	ELAPSED
	23								Е		+
	450 sequenced								В		-
	,00 10,00000								E		
									в		1
2. Mail of A	Il Other Sizes								Е		
	632								В		
	10							21f	Е	10:49	2
	190							21	В	10:47	2
								21e	E	10:47	2
								210	В	10:45	<u> </u>
3. Account	able and Signature Mail						\boxtimes	23	E	10:22	1
Desists	weed/Contified								B	10:21	
	ered/Certified 6						$\bigotimes \bigotimes \bigotimes$	14	EB	10:21	6
COD/C									E	10:15	
Postage Express							\boxtimes	21d	В	10:02 10:00	2
	el Post over 2 lbs.							<u> </u>	E	10:00	
						l		23	в	9:50	10
									E	9:50	2
6. Sequend	ced and Collated							15	в	9:48	- 2
						$\times\!\!\times\!\!\times\!\!\times$	\bigotimes	0.2	Е	9:48	- 1
Letter S	Bize					\times		23	В	9:47	'
						\times	\bowtie	15	E	9:47	1
	150					\times	\boxtimes	15	В	9:46	1
	450						\otimes	21c	E	9:46	1
Other S	ize					$\times \times \times \times$		210	В	9:45	
						XXXXX		216	E	<i>9:37</i>	7
9. 2nd-Clas	s Marked up (exclude Form 3579)					\times		2.10	B	9:30	
								18	E	9:00	10
40.14									B	8:50	
IU. Mail Wi	th Form 3579 attached					\times	\bigotimes	23	EB	7:21 7:11	10
						\times	$\bigotimes \bigotimes \bigotimes$		E	7:11	
12. Change	e of Address Recorded					$\bigotimes \bigotimes$	\bigotimes	15	B	7:08	3
									E	7:08	
						\bigotimes	\bowtie	23	в	7:07	1
13. Insured	d Receipts Turned In							04	Е	7:07	
Enter Line			DPS Volume I					21a	В	7:05	2
In Explana	ation Column	LINE	To be added i	n line 7a on l	PS Form 18	.38		. 19	Е	7:05	5
	ed-Certified-COD-Customs		Comments					Begin Here	В	7:00	5
	Due-Form 3868-signing for, funds and receipts.	14								TOTAL	
Withdrav	val of mail	15	21a	Pick u	o scann	ter				Time Cl	ock Rings
Sequenc	ing and collating By-Pass Mail	16	ad	Pick u Safety t Throwt						E	
Actual S	trapping out time	17	270	safety t	aik					⊢	
Break (Ic	ocal option)	18	21c	Throw	hack.ca	SP/				R	
► Vehicle i	nspection	19								L	
	ork not covered by form (work functions			Workli							
must be necessa	identified and approved as being ry and of a continuing nature)	21	210. Ruina mail to windows callor							В	
use Cor	nments Section)	$\lfloor n \rfloor$	21e Bring mail to window caller > 21f Replenish forms							E	
Waiting f	or mail (office) and other office activities		ish fori	иs				Б			
	rmed on a continuing basis which are I in computing the net office time (Use			L)					R	
Commer	nt section)	-Y	/							L	
Commer Commer Counting	mail and filling out form 1838 worksheet	23								B 07	7.00
~	ture of Carrier(or Examiner)	-				Day of Week	Date	Reg.) Repl		07	7.00
_{່ວ} ອາຊາກສາ	ute of Carrier(or Examiner)		4 Loortify t	aa ahaya infa	rmation	Day OF WEEK	Dale	rey. Repl	1.		unch To
PS F				ne above info	ination	Sat	10/29/0			From	

17. REVIEW DPS, COUNT DPS AND S999 MAIL, AND WITHDRAW S999 MAIL. At

1-65

10:49 you leave the case to check your DPS mail and withdraw the S999 mail for casing. This requires 1 minute. On this day a review of the DPS and S999 mail does not require amending the 3996 estimate. You take your Form 1838-C with you. While there, you count both the S999 mail and the DPS mail, from 10:50 to 11:05. You count 3,162 letter size DPS mail, 91 letter size S999 mail, and 16 other size S999. You then withdraw the S999 mail and return it to your case at 11:06.

- Actual time entry—Line 21. Traveling to and checking your DPS mail is a Line 21 function—it is recurring and required, but there is no special line number covering it. Write "21g" and a beginning time of 10:49 under actual time entries.
- **Comment—Line 21.** Write "21g Check DPS mail" in the Comments section (M-01366).
- Ending time. When you finish checking the DPS, write in your ending time of 10:50 and elapsed time of 1 minute.
- Mail count entries. Enter the 91 additional letters of S999 mail under Section 1, AM

Entries, underneath your previous letter count. Enter the 16 flats under Section 2 AM entries. Enter the DPS piece count of 3,162 under Section 7a, which is just above the Comments section (M-41 Section 922.411c).

- Actual time entry—Line 23. Counting DPS and S999 mail and recording results on the 1838-C are Line 23 functions. Write 23 and the times 10:50 and 11:05 under actual time entries.
- Actual time entry—Line 15. Withdrawing the S999 mail and transporting it back to your case is a Line 15 function, so you write 15, the times 11:05 and 11:06, and 1 minute elapsed time under actual time entries.

	nited States Postal Service Ca	rrier				Carrier F	Routes V	Vorkshe			ge 1
Po	st Office		D	Delive	ry Unit Sullivan	Chatian.			Rout	e No.	12
	Denver, Colorado					Station		Act	ual Ti	47 ime Entrie	
1.1	etter-Size 700				PM	Carrier Marked-Up	CFS	100			-
	25							EXPLANATION	TIME GUIDE		ELAPSED TIME
	200							15	Е	11:06	
	450 sequenced							15	в	11:05	1
,	91 '							22	Е	11:05	15
								23	в	10:50	15
2.1	Nail of Al Other Sizes						┍┍╴└┐	21g	Е	10:50	1
	632						•	2.19	В	10:49	•
	10 N 190							21f	E	10:49	2
	16								B	10:47	
								21e	В	10:47 10:45	2
3./	Accountable and Signature Mail							4	E	10:43	
•••								23	в	10:22	1
	Registered/Certified 6								Е	10:21	6
	COD/Customs 1						\boxtimes	14	в	10:15	6
	Postage Dues 7							211	Е	10:02	2
	Express Mail 2							21d	в	10:00	2
5. /	All Parcel Post over 2 lbs.							23	E	10:00	10
									B	9:50	
6 9	Sequenced and Collated						XXXXX	15	EB	9:50 9:48	2
0. (bequenced and collated								E	9:48	
	_etter Size							23	В	9:47	1
								4	E	9:47	
								15	в	9:46	1
	450							210	Е	9:46	1
	Other Size							21c	в	9:45	1
								216	Е	<i>9:</i> 37	7
9.2	nd-Class Marked up (exclude Form 3579)							2.10	В	9:30	
						\otimes	\times	18	EB	9:00	10
10	Mail with Form 2570 attached								E	8:50 7:21	
10.	Mail with Form 3579 attached							23	В	7:11	10
							\otimes		E	7:11	
12.	Change of Address Recorded							15	в	7:08	3
								23	Е	7:08	1
								23	в	7:07	1
	Insured Receipts Turned In					\sim $\chi \times \times$	KXXXXX	21a	E	7:07	2
	er Line Number Explanation Column		DPS Volum	ne Pie	eces: (7a) line 7a on PS Form 1	3,7	62		B	7:05	_
	•	LINE	Comments					<i>19</i> Begin Here	B	7:05 7:00	5
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Johnnents	-				Degin here		TOTAL	
	returning funds and receipts.		21.	· ·	Dick up const	<i>AIC</i>					
	Withdrawal of mail	15	210	х I	ruk up scanh	er -				Time Clo	ock Rings
	Sequencing and collating By-Pass Mail Actual Strapping out time	16 17	216	5 5	Pick up scann. Safety talk					E	
	Break (local option)	17	210	~ ·	Throwback cas	CD,				R	
	Vehicle inspection	19								L	
266	Office Work not covered by form (work functions	-			Workload – 3.					L	
er 1	must be identified and approved as being necessary and of a continuing nature)	21	21e	2	Bring mail to	window c	aller			В	
iqm€	(use Comments Section)			<i>c</i> .	Daulaulal					E	
November 1997	Waiting for mail (office) and other office activities		L ZIJ	1	Bring mail to Replenish forn Check DPS ma	ls					
	not performed on a continuing basis which are excluded in computing the net office time (Use	22	219	10	Check DPS ma	il				R	
38-0	Comment section)			/						L	
1838-C,	Counting mail and filling out form 1838 worksheet	23	V							B 07	7.00
Form -	Signature of Carrier(or Examiner)					Day of Week	Date	(Reg.) Repl		07	Inch
5 Fo	<u> </u>				above information	Sat	10/29/0	\sim		From	То
PS			 record 	ied b	y me is correct.	JM	10/29/0	5		<u> </u>	

18. RETRIEVE PARCEL TUB, WITHDRAW SPRs AND COUNT PARCELS AND SPRs.

You leave your case at 11:06 to retrieve your parcel tub; you return to your case at 11:07.

You withdraw your SPRs from the parcel tub and then proceed to the distribution case to make your second withdrawal, returning to your case at 11:11.

From 11:11 to 11:15 you count your parcels, SPRs and mail from the distribution case. You count 10 additional letters, 18 SPRs and 12 parcels and enter this information on the 1838-C Worksheet.

New 1838-C Worksheet: Because you cannot fit any more line items on this 1838-C Worksheet you need to continue your line item entries on a second 1838-C Worksheet. In this example you will use the second worksheet only to continue your Line item/actual time entries.

- Actual time entry on the second worksheet —Line 21. You spent 1 minute retrieving the parcel tub, a Line 21 function. Write 21h, 11:06 and 11:07, and 1 minute under actual time entries.
- **Comment—Line 21.** Write "21h Retrieving parcel tub" in the Comments section.

- Actual time entry on the second worksheet—Line 15. Withdrawing SPRs from the parcel tub and mail from the distribution case is a Line 15 function. Write 15, 11:07 and 11:11, and 4 minutes under actual time entries.
- Mail count entries on the first worksheet. Enter the 10 additional letters from the distribution case in Section 1, AM Entries, 18 other-size pieces under Section 2, AM Entries, and the 12 parcels under Section 5, AM Entries.
- Actual time entry—Line 23. Counting mail, parcels and SPRs for recording on Form 1838-C is a Line 23 function. The time you spend filling out identifying information on a new 1838-C Worksheet is included in this function. Write 23, 11:11 and 11:15, and 4 minutes under actual time entries.
- **Casing—no entry.** Again, you make no time entry as you resume casing mail.

Uı	nited States Postal Service Ca	rrier	's Coun	t Mail - Let	tter C	arrier F	Routes W	orkshe	et	Pa	ge 1
Po	st Office Denver, Colorado		Del	ivery Unit Sulliu	SH CH	ation			Rout		12
	/				ran si			Act	ual Ti	47 ime Entrie	
1.1	_etter-Size			PM		Carrier Marked-Up	CFS				ELAPSED
	25							EXPLANATION	GUIDE	WRITE IN TIME	TIME
	200							15	Е	11:06	
	450 sequenced							15	в	11:05	1
	91							22	Е	11:05	15
	10							23	в	10:50	15
2.1	Mail of All Other Sizes							219	Е	11:50	1
	632							2 19	В	10:49	
	10 190							21f	E	10:49	2
	16)	В	10:47	
	18							21e	EB	10:47 10:45	2
3	Accountable and Signal						\sim		E	10:45 10:22	
5.7							\times	23	В	10:22	1
	Registered/Certified 6						$\sim\sim\sim\sim\sim$		E	10:21	
	COD/Customs 1						\times	14	в	10:15	6
	Postage Dues 7						\times		Е	10:02	2
	Express Mail 2						$\sim\sim\sim\sim\sim$	21d	В	10:00	Z
5. /	All Parcel Post over 2 lbs.							23	Е	10:00	10
	12		L L					25	В	9:50	10
		1					* * * * * *	15	Е	9:50	2
6.	Sequenced and Collated				K	\times	\times	10	В	9:48	
					Ď	\times	\times	23	E	9:48	1
	Letter Size				\mathbf{k}	\times	\times		B	9:47 9:47	
					K	\times	\times	15	B	9:47 9:46	1
	450				K	\times			E	9:46	
	Other Size				$\widehat{\mathbf{k}}$	\times	\times	21c	В	9:45	1
						\times	\sim	1	Е	9:37	_
9.2	2nd-Class Marked up (exclude Form 3579)				К	\times	\times	21b	в	9:30	7
						\times		10	Е	9:00	10
					R	\times	\times	18	В	8:50	10
10.	Mail with Form 3579 attached				<u> </u>	\times	\times	23	Е	7:21	10
					K	\times		20	В	7:11	
					R	\times	\times	15	E B	7:11	3
12.	Change of Address Recorded				\mathbf{k}	\times	\sim		E	7:08 7:08	
					K	\times	\times	23	В	7:07	1
13.	Insured Receipts Turned In					\times	\times		E	7:07	
	ter Line Number		DPS Volume	Pieces: (7a)				21a	В	7:05	2
	Explanation Column	LINE		in line 7a on PS F	orm 183	в <u> </u>	52	19	Е	7:05	r
	Registered-Certified-COD-Customs		Comments					Begin Here	В	7:00	5
	Postage Due-Form 3868-signing for, returning funds and receipts.	14					-			TOTAL]
	Withdrawal of mail	15	21a,	Pick up sci	anner					Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16	0.1	Cafat. Lall.						E	
	Actual Strapping out time	17	270	safety talk Throwback						-	
	Break (local option)	18	21c	Throwback	'c case					R	
~	Vehicle inspection	19		Workload						L	
November 1997	Office Work not covered by form (work functions										
Der	must be identified and approved as being necessary and of a continuing nature)	21	21e	Bring mai	'l to w	indow c	aller			В	
emt	(use Comments Section)		21F	Ronlowich	FORMAC					Е	
Nov	Waiting for mail (office) and other office activities not performed on a continuing basis which are		21	Replenish ₎ Check DPS	,					R	
_	excluded in computing the net office time (Use	22	219	Check DPS	mail						
38-	Comment section)									L	
1838-C,	Counting mail and filling out form 1838 worksheet	23								B 07	7.00
Form .	Signature of Carrier(or Examiner)	L	L			Day of Week	Date	(Reg.) Rep	l.	07	unch
S Fo				he above informat	tion	Sat	10/29/05	\sim		From	То
PS			 recorded 	I by me is correct.		SM	10/29/03	,			

1-71

Ur	nited States Postal Service Ca	rrier	's Co	unt Mail - Letter	Carrier F	Routes W	orkshe		<u>> Pa</u>	ge 2
Pos	st Office Denver, Colorado			Delivery Unit Sullivan				-1	^{10.} 47	'13
	AM			PM	Carrier	0.50	Act	tual Ti	me Entrie	s
1.1	.etter-Size				Marked-Up	CFS	EXPLANATION		WRITE IN TIME	ELAPSED TIME
								Е		
								В		
								Е		
								В		
2. 1	Iail of All Other Sizes							Е		
								В		
								E		
								B		
								EB		-
	Assountable and Cignature Mail				_	\sim		E		
3.7	Accountable and Signature Mail							В		1
	Registered/Certified					\otimes		E		
	COD/Customs							В		
	Postage Dues					\boxtimes		E		
	Express Mail							В		
	All Parcel Post over 2 lbs.					* * * * *		Е		
								в		
								Е		
6. 3	Sequenced and Collated					\otimes		В		
								E		
	_etter Size					\boxtimes		В		
								E		
								В		
						$\otimes \otimes \otimes \otimes$		E		
	Other Size							В		
•						\boxtimes		E		-
9.2	nd-Class Marked up (exclude Form 3579)				-			B		
						$\otimes \otimes \otimes \otimes$		E B		
10	Mail with Form 3579 attached							E		
10.	Mail With Form 5579 attached							В		
								E		
12.	Change of Address Recorded							В		
	g							Е	11:15	
							23	в	11:11	4
13.	Insured Receipts Turned In							Е	11:11	
En	er Line Number		DPS Volu	ume Pieces: (7a)			15	в	11:07	4
ln l	Explanation Column		To be ad	ded in line 7a on PS Form	1838		21h	Е	11:07	1
	Registered-Certified-COD-Customs	\sim	Commer	nts			Begin Here	В	11:06	'
	Postage Due-Form 3868-signing for, returning funds and receipts.								TOTAL	
	Withdrawal of mail	15	r' 21h	Retrieve parcel	tub				Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16	1	L					E	
	Actual Strapping out time	17	1						<u>د</u>	
	Break (local option)	18	1						R	
~	Vehicle inspection	19	1						L	
1997	Office Work not covered by form (work functions		1							
er '	must be identified and approved as being necessary and of a continuing nature)	21							В	
gme	(use Comments Section)								E	
November	Waiting for mail (office) and other office activities									
	not performed on a continuing basis which are excluded in computing the net office time (Use	22							R	
838-C,	Comment section)								L	
83	Counting mail and filling out form 1838 worksheet	23							Р	
T		20			Dov of Mr	Data			В	
Form	Signature of Carrier(or Examiner)		I cer	tify the above information	Day of Week	Date	Reg. Rep		Lu	Inch To
PS				rded by me is correct.	Sat	10/29/05	5			
						•				-

19. CHANGES OF ADDRESS. You receive and process 4 address changes. At 11:35 you record the number of changes on the first Form 1838-C. You also make a second visit to the restroom.

- Mail count entry. Changes of address are recorded in the mail count section of the 1838-C Worksheet. Write the number "4" under Section 12, Change of Address, Recorded, AM Entries.
- Change of address—no entry. You do not make an actual time entry while processing changes of address. You will receive two minutes of office time credit for each change of address.
- Restroom visit—no entry. The M-39 provides for an automatic allowance of 5 minutes for personal needs.
- Actual time entry—Line 23. Recording the 4 changes of address is an actual time entry under Line 23. Write 23, 11:35 and 11:36, and 1 minute elapsed time.

					Form 18	38-6					1 - 73
	nited States Postal Service Ca	rrier	's Co			Carrier F	Routes W	/orkshe		Pa	ge 1
Pos	st Office Denver, Colorado			Deliv	very Unit Sullivan	station.			Route	e No. • 47	
	AM				PM	Carrier		Ac	tual Ti	me Entrie	
1. l	etter-Size 700				1 101	Marked-Up	CFS	EXPLANATION		WRITE IN	ELAPSED
	25								GUIDE	TIME	TIME
	200					29	62	15	E	11:06	1
	450 sequenced 91								B	11:05	
	10							23	B	11:05 10:50	15
2.1	Aail of All Other Sizes								E	11:50	
	632							21g	в	10:49	1
	10					10	0.4	21f	Е	10:49	2
	190 16					10	24	2.9	В	10:47	2
	18							21e	E B	10:47	2
3. /	Accountable and Signature Mail								E	10:45 10:22	
••••								23	в	10:21	1
	Registered/Certified 6					2		11	Е	10:21	6
	COD/Customs 1							14	В	10:15	0
	Postage Dues 7							21d	E	10:02	2
	Express Mail <u>2</u> All Parcel Post over 2 lbs.								B	10:00 10:00	
0.7						1		23	В	9:50	10
	12					4			Е	9:50	2
6. 5	Sequenced and Collated							15	В	9:48	2
								23	E	9:48	1
	_etter Size							20	В	9:47	
								15	EB	9:47 9:46	1
	450								E	9:46	
	Other Size							21c	в	9:45	1
								21b	Е	<i>9:</i> 37	7
9.2	nd-Class Marked up (exclude Form 3579)					-		2.10	B	9:30	
								18	EB	9:00 8:50	10
10.	Mail with Form 3579 attached								E	7:21	
		\neg						23	в	7:11	10
	4							15	Е	7:11	3
12.	Change of Address Recorded		·					15	В	7:08	5
								23	EB	7:08	1
13.	Insured Receipts Turned In								E	7:07 7:07	
	er Line Number		DPS Volu	ime	Pieces: (7a)		-	21a	в	7:05	2
	Explanation Column	LINE			in line 7a on PS Form	1838	62	19	Е	7:05	5
	Registered-Certified-COD-Customs	14	Commen	ts				Begin Here	В	7:00	5
	Postage Due-Form 3868-signing for, returning funds and receipts.	17								TOTAL	
	Withdrawal of mail	15	2	1a	Pick up scann	<i>cer</i>				Time Cl	ock Rings
	Sequencing and collating By-Pass Mail	16	2	16	safety talk Throwback ca					Е	
	Actual Strapping out time	17	2	10	Thursuback					R	
	Break (local option) Vehicle inspection	18 19									
1997	Office Work not covered by form (work functions		2	1d	Workload – 3	3996				L	
er 1	must be identified and approved as being necessary and of a continuing nature)	21	2	1e	Bring mail to	window c	aller			В	
November	(use Comments Section)		2	1F	Donlowich for					Е	
Nov	Waiting for mail (office) and other office activities not performed on a continuing basis which are			<i>y</i>	Replenish fori Check DPS mi	ns				R	
ပ်	excluded in computing the net office time (Use Comment section)	22	2	1g	Check DPS mi	il					
1838-(-						L	
, 1 8	Counting mail and filling out form 1838 worksheet	23						\frown		в 07	7.00
Form	Signature of Carrier(or Examiner)			tifv ti	he above information	Day of Week	Date	Reg. Rep	l		unch
PS F					by me is correct.	Sat	10/29/0	5		From	То

	nited States Postal Service Ca	rrier	's Co		etter Ca	arrier F	Routes W	/orkshe			ge 2
Pos	st Office Denver, Colorado			Delivery Unit	livan sti	ation			Route	47	
	AM			PM		Carrier		Act	ual Ti	me Entrie	s
1.1	etter-Size				N	larked-Up	CFS	EXPLANATION	TIME	WRITE IN	ELAPSED
								EXPLANATION	GUIDE	TIME	TIME
									Е		
									В		
									Е		
									В		
2.1	Aail of All Other Sizes								Е		
									В		
									Е		
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									Е		
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3. /	Accountable and Signature Mail						\times		Е		
							$\sim\sim\sim\sim\sim$		в		
1	Registered/Certified						$\sim\sim\sim\sim\sim$		Е		
	COD/Customs								B		
	Postage Dues						\times		E		
	Express Mail						\times		В		
	All Parcel Post over 2 lbs.						\times \times \times \times \times \times		E		
•••									В		
									E		<u> </u>
6.9	Sequenced and Collated					XXXX	XXXXXX		В		
0.0	sequenced and conated				\sim	\times	\times		E		
	ther Size					XXXX	XXXXXX		В		
	_etter Size				——————————————————————————————————————	\times	\times		E		
					\otimes	\longleftrightarrow	\times		В		
					\sim	\times	\times				
						\times	\times		EB		
	Other Size					XXXX	\times		_		
•					\sim	\times	\times		E		
9.2	nd-Class Marked up (exclude Form 3579)				K	XXXX	XXXXXX		B		
					K	$\sim \sim \sim \sim$	$\sim\sim\sim\sim\sim$		E		
					\mathbf{k}	\longrightarrow	\times		В		
10.	Mail with Form 3579 attached				——K	\times			E		
						XXXX			В		
					\sim	\times		23	E	11:36	1
12.	Change of Address Recorded				——————————————————————————————————————	XXXX			В	11:35	
					\sim	$\sim \sim \sim \sim$	\times	23	E	11:15	4
						\times	\times		В	11:11	,
	Insured Receipts Turned In				K	XXXXX	XXXXXX	15	E	11:11	4
	ter Line Number		DPS Volu	ume Pieces: (7a) ded in line 7a on P	C Farm 1020				В	11:07	,
<u></u>	Explanation Column	LINE			75 FORM 1030	-		21h	E	11:07	1
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Commer	its				Begin Here	В	11:06	<u> </u>
	returning funds and receipts.					,				TOTAL	
	Withdrawal of mail	15	21h	Retrieve p	arcel tul	7				Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16	1	L							
	Actual Strapping out time	17	1							E	
	Break (local option)	18	1							R	
	Vehicle inspection	19	1								
1997	Office Work not covered by form (work functions	-	1							L	
r 19	must be identified and approved as being	21								в	
nbe	necessary and of a continuing nature) (use Comments Section)	21								-	
November	· · · · ·									E	
Ň	Waiting for mail (office) and other office activities not performed on a continuing basis which are	22								R	
Ģ	excluded in computing the net office time (Use	~~~									
38	Comment section)	ļ	ł							L	
1838-C,	Counting mail and filling out form 1838 worksheet	23								В	
Ę	Signature of Carrier(or Examiner)					ay of Week	Date	Reg. Repl			mah
Form	orginature of Carrier(of Examiner)		I cer	tify the above info				\sim		Lu From	To
PSI				rded by me is corr		Sat	10/29/0.	5			
					· · ·						

20. MARK UP THE MAIL. Next you mark up the mail.

Every piece of mail which the carrier is required to write on, or mark on, should be counted and entered in the appropriate Carrier Marked-Up Column. This is one element of required work that has been systematically ignored by management in its DOIS program.

No actual time entry is made for marking up mail. You will receive one minute for every ten pieces for separating mark-up mail and one minute for every four pieces of mail you actually mark up – rounding up.

EXTRA INFORMATION

MARKED UP MAIL. Letter carriers are required to mark up, at a minimum, the following, when received:

1. Endorse the top piece of each letter bundle, and the top piece of each flat bundle, with an endorsement, route number and initials for each of the following (M-41 Sections 242.63, 243.d, & 922.452):

Attempted Not Known mail

No Such Number

Insufficient Address

Return to Sender

Unclaimed

Lottery Mail, Mail to this Address Returned by Order of the PMG

In Dispute

Unable to Forward

Returned for Postage

Box Closed - No Order

Outside Delivery Limits

Undeliverable Bulk Business Mail (UBBM), which is Standard Mail (A) not deliverable as addressed and is not endorsed address correction requested, return postage guaranteed, or forwarding and return postage guaranteed.

2. Endorse mail that is being held while the customer is temporarily away.

3. Endorse each individual piece of mail with route number, endorsement and initials for the following (M-41 Sections 242.62, 243.e, & 922.451):

> Occupant mail (address correction requested, return postage guaranteed, or forwarding and return postage guaranteed) only addressed to vacant buildings

> Mail addressed to customers who are Temporarily Away and retention period for hold mail has expired

Mail addressed to customers who are Deceased, and mail is not properly deliverable to another person

Mail which is Refused; and

Mail for which there is No Mail Receptacle.

Vacant

4. Black out the barcode of loop mail, which is incorrectly bar-coded DPS and/or incorrectly zip coded mail.

5. CFS mail, letters and flats. If required, endorse the top piece of the bundle of letter and the bundle of flats that go to CFS with your initials and route number.

6. CFS mail, letters and flats that may be considered "Marked up":

When the address has numbers transposed and you must correct it,

When the last name is misspelled and you must correct it,

When the first and last names would not be readily apparent to CFS employees, and you are required to circle the last name, or correctly spell it,

When you otherwise must alert CFS to a needed correction, or

When any mail returned from CFS can be forwarded if a correction is made. **21. COUNT MANUAL MARK-UP AND CFS MAIL.** At 11:48 you count the manual mark-ups and CFS mail. You have manually marked up 29 letters and 10 pieces of other size mail, 2 certified (accountables), and 4 parcels.

You also count CFS mail that did not require correction, and those pieces not personally marked up in the carrier-endorsed bundles of undeliverable pieces. You count 62 letters and 24 flats.

- Mail count section. When you finish counting, write the totals for marked-up and CFS mail on the mail count section at the top of the Worksheet. The 29 marked up letters and 62 CFS letters are recorded in Section 1 under Carrier Marked Up and CFS. The 10 marked up flats, and 24 CFS flats are recorded in Section 2 under Carrier Marked Up and CFS. The 2 marked up certifieds are recorded on the appropriate subline in Section 3 under Carrier Marked Up. The 4 marked up parcels are recorded in Section 5 under Carrier Marked Up.
- Actual time entry Line 23. Write 23, 11:48 and 11:50, and 2 minutes elapsed time.

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	nited States Postal Service Ca	rrier				Carri	er F	Routes	s W	orkshe			ge 1
Po	st Office Denver, Colorado		De	livery Un	^{it} Sullivan	station	и,				Route	e No. • 47	13
	AM				PM	Carri				Act	ual Ti	me Entrie	
1. l	.etter-Size 700					Marked	-	CFS			TIME	WRITE IN	ELAPSED
	25									EXPLANATION	GUIDE	WRITE IN TIME	TIME
	200					> 29)	62			Е	11:06	1
	450 sequenced										В	11:05	1
	91 10					1				23	Е	11:05	15
										20	В	10:50	15
2.1	Aail of All Other Sizes									∧ 21a	E	10:50	1
	632 10				R						В	10:49	
	190					10	,	24	4		E B	10:49	2
	16							2,		$\nabla F'$	E	10:47 10:47	
	18					1				21e	В	10:45	2
3. /	Accountable and Signature Mail							\times	$\times \lambda$		E	10:22	
						1		\times	XX	23	в	10:21	1
	Registered/Certified 6					2		\otimes	\bigotimes		Е	10:21	
	COD/Customs 1							\boxtimes	\bigotimes	14	В	10:15	6
	Postage Dues 7				- 1	′		\times	\times	211	Е	10:02	2
	Express Mail 2							\times	$\times\!$	21d	В	10:00	2
5. /	All Parcel Post over 2 lbs.									23	Е	10:00	10
	12					7 4				23	В	9:50	
					\neg	$\int x \times x$	хx	xxxx		15	E	9:50	2
6. 3	Sequenced and Collated						$\times\!\!\times$	\times	\sim		В	9:48	
	the set Oime						$\times\!\!\times$	$\times \!$	\propto	23	E B	<i>9:48</i>	1
	Letter Size					$+\!\!\times\!\!\times$	$\sim \sim$	\times	\times		E	9:47 9:47	
							\times	\times	\times	15	В	9:46	1
	450						$\times\!\!\times$	\times	\sim		E	9:46	
	Other Size						$\times\!\!\times$	\times	\bigotimes	21c	В	9:45	1
-						\rightarrow	$\sim >$	\times	\times	- <i>.</i> /	Е	9:37	_
9.2	nd-Class Marked up (exclude Form 3579)						$\times\!\!\times$	\times	XX	216	В	9:30	7
							$\times\!\!\times$	$\times \!$	\propto	18	Е	9:00	10
							$\sim \sim$	\times	\times	10	В	8:50	10
10.	Mail with Form 3579 attached					-1000	\times	\times	$\times\!$	23	E	7:21	10
							$\times\!\!\times$	\times	\bigotimes		В	7:11	
10	Change of Address Deserted						$\times\!$	\times	\times	15	EB	7:11 7:08	3
12.	Change of Address Recorded					$+\!\!\times\!\!\times$	\bigotimes	\times	$\times\!$		E	7:08	
							$\times\!\!\times$	\times	\sim	23	В	7:07	1
13.	Insured Receipts Turned In						$\times\!\!\times$	\times	\propto		Е	7:07	
En	er Line Number		DPS Volume	Pieces:	: (7a)					21a	в	7:05	2
In	Explanation Column	LINE	To be added	l in line	7a on PS Form	1838	3,16	52		19	Е	7:05	5
	Registered-Certified-COD-Customs		Comments							Begin Here	В	7:00	5
	Postage Due-Form 3868-signing for, returning funds and receipts.	14										TOTAL	
	Withdrawal of mail	15	21a	Pick	k up scann	er						Time Cl	ock Rings
	Sequencing and collating By-Pass Mail	16	011	Cal	L + 1/2							E	3-
	Actual Strapping out time	17	210	saje	ty talk owback ca							-	
	Break (local option)	18	21c	Thr	owback ca	se						R	
7	Vehicle inspection	19			rkload – 3							L	
199	Office Work not covered by form (work functions											D	
ber	must be identified and approved as being necessary and of a continuing nature)	21	21e	Brù	ng mail to	windo	w c	aller				В	
November 1997	(use Comments Section)		21F	Ron	Jenish form	их						E	
Nov	Waiting for mail (office) and other office activities not performed on a continuing basis which are		21	nop c'	vlenish form ck DPS ma							R	
ڻ	excluded in computing the net office time (Use Comment section)	22	21g	Che	ck DPS ma	u							
838-												L	
-	Counting mail and filling out form 1838 worksheet	23										в 07	7.00
Form	Signature of Carrier(or Examiner)	I				Day of V	Neek	Date		Reg. Repl		-	inch
PS Fc					ve information is correct.	Sar	t	10/29	3/04	5		From	То
∟			, recorde	a by me	13 0011001.	500	-		,				<u> </u>

1 - 80

United States Postal Service Ca			Delivery Unit				Route	e No. 🔹	ge 2
Denver, Colorado			sulli	ran station				47	
AM			PM	Carrier	CFS	Ac	tual Ti	ime Entrie	es
. Letter-Size				Marked-Up	CF5	EXPLANATION		WRITE IN	ELAPSED
							GUIDE	TIME	TIME
							Е		1
							В		
							Е		1
							В		
. Mail of All Other Sizes							Е		1
							В		
							E		4
							В		
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Registered/Certified]	E		4
COD/Customs					$-\!$		В		
Postage Dues						1	E		4
Express Mail						·	B		
. All Parcel Post over 2 lbs.							E		-
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. Sequenced and Collated					${\leftarrow}$	ļ	В		
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0. Mail with Form 3579 attached						> 23	E	11:50	2
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2. Change of Address Recorded					\times	}	B	11:35	
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Inter Line Number n Explanation Column		DPS Volu	me Pieces: (7a) led in line 7a on PS F	orm 1838		/	E	11:07	
	LINE	Commen				21h Begin Here	B	11:07	1
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Commen	15			Begin Here		11:06 TOTAL	
returning funds and receipts.		/	A (1	1. 1				IOTAL	
Withdrawal of mail	15	21h	Retrieve par	cel tub				Time Cl	ock Ring
Sequencing and collating By-Pass Mail	16]	L					Е	
Actual Strapping out time	17]							
Break (local option)	18]						R	
Vehicle inspection	19]						L	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities not performed on a continuing basis which are									
must be identified and approved as being necessary and of a continuing nature)	21							В	
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Waiting for mail (office) and other office activities]							
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Counting mail and filling out form 1838 worksheet	23					\frown		в	
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Signature of Carrier(or Examiner)			ify the above information	Day of Week	Dale	Lieg. riep		Li	unch

22. TRIP TO CFS AND THROWBACK CASE. At 12:05 you take your CFS, UBBM, mis-throws, and mark-ups and place them in their designated locations (M-41 Section 242, M-39 Section 242.331, M-01023).

- Actual time entry—Line 21. These functions are an actual time entry under Line 21. Write 21i, 12:05 and 12:06 and 1 minute elapsed.
- **Comment—Line 21.** Next, you explain the activity in the Comments section: "21i trip to CFS, throwback case, and waste location."

	nited States Postal Service Carrie	r's Co	unt Mail - Lette	er Carrier F	Routes W	/orkshe			ge 2
Po	st Office Denver, Colorado		Delivery Unit	n station			Route	e No. • 47	713
	AM		PM	Carrier		Act	tual Ti	ime Entrie	s
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						EXPLANATION	GUIDE		TIME
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							В	12:05	•
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						23	В	11:48	2
							Е	11:36	
12	Change of Address Recorded					23	В	11:35	1
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40	Incured Perceinte Turned In				$\boxtimes \times \times \times \times$			11:11	
	Insured Receipts Turned In			$-\mathbf{K} \times \times$	\mathbf{x}	15	E	11:11	4
	ter Line Number		ume Pieces: (7a)				B	11:07	
In	Explanation Column	-	ded in line 7a on PS For	m 1838		21h	E	11:07	1
	Registered-Certified-COD-Customs	Commer	nts			Begin Here	В	11:06	
	Postage Due-Form 3868-signing for, 14 returning funds and receipts.							TOTAL	
		21/1	Rotriono narra	oltub				There are	alk D'r
	Withdrawal of mail		na we pull	n un				Time Cl	ock Rings
	Sequencing and collating By-Pass Mail	S 21i	Retrieve parce Trip to CFs, th	wowback.ca	se, waste	location		Е	
	Actual Strapping out time		1 1 2 2 2 3 , 01		,,				
	Break (local option)	/						R	
•	Vehicle inspection 19	1						L	
C, November 1997	Office Work not covered by form (work functions	-						Ľ	
	must be identified and approved as being							в	
be	necessary and of a continuing nature) (use Comments Section)							<u> </u>	
/er		-						E	
202	Waiting for mail (office) and other office activities							Б	
5	not performed on a continuing basis which are excluded in computing the net office time (Use 22							R	
5	Comment section)							L	
1838-(1							
4	Counting mail and filling out form 1838 worksheet 23					\frown		В	
Form	Signature of Carrier(or Examiner)	· · · · · ·		Day of Week	Date	Reg. Rep	Ι.	L	inch
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PS		reco	rded by me is correct.	Sai	10/29/0.	>			

23. VERIFY HOLD MAIL. Your next function is to separate and verify the hold mail at your case. At 12:06 you handle your hold mail per local procedure and verify that all your hold mail is not being kept beyond the retention period specified by the mailer.

- Actual time entry—Line 21. This is also an actual time entry under Line 21 –Write 21j, 12:06 and 12:08 and 2 minutes elapsed.
- **Comment—Line 21.** Next, you explain the activity in the Comments section: "21j Ver-ify hold mail."

EXTRA INFORMATION

Verifying hold mail. M-41 Section 241.312 requires letter carriers to verify hold mail held at the carrier case once each week to ensure that no mail designated by the mailer is kept beyond the retention period. Such mail is endorsed "temporarily away." This is counted as a manual carrier mark-up.

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Ur	nited States Postal Service Carrier	's Co	unt Mail - Letter	Carrier F	Routes W	orkshe			ge 2
Pos	st Office Denver, Colorado		Delivery Unit	station			Route	e No. • 47	13
						Act	ual Ti	me Entrie	s
1.1	AM etter-Size		PM	Carrier Marked-Up	CFS				_
				Maritou op		EXPLANATION	GUIDE	WRITE IN TIME	ELAPSED TIME
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							В		
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2.1	Iail of All Other Sizes						В		
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3. /	Accountable and Signature Mail				\boxtimes		E		
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	Registered/Certified			-			E		
	COD/Customs			-	\wedge		В		
	Postage Dues				\times		E		
	Express Mail			_	KXXXXX		В		
5. /	All Parcel Post over 2 lbs.						Е		
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6. 5	Sequenced and Collated				$\sim\sim\sim\sim$		В		
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	_etter Size						В		
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	Other Size						В		
							Е	12:08	
9.2	nd-Class Marked up (exclude Form 3579)					> 21j	в	12:06	2
							Е	12:06	
					\bowtie	21i	В	12:05	1
10.	Mail with Form 3579 attached						Е	11:50	
				1//////		23	в	11:48	2
					\longleftrightarrow		Е	11:36	
12.	Change of Address Recorded					23	в	11:35	1
							Е	11:15	
					\bowtie	23	В	11:11	4
13.	Insured Receipts Turned In						E	11:11	
	er Line Number	DPS Volu	ume Pieces: (7a)	\/ \/ \/ \/ \/		15	B	11:07	4
	Explanation Column		ded in line 7a on PS Form	1838		21h	E	11:07	
	Registered-Certified-COD-Customs	Commer	nts			Z IVV Begin Here	в	11:06	1
	Postage Due-Form 3868-signing for, 14					-	•	TOTAL	
	returning funds and receipts.	211.	Dotrinun innen!	tub					
	Withdrawal of mail 15	Zin	Retrieve parcel Trip to CFS, thre Verify hold mai	inv				Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	21i	Trip to CFS, thre	owback ca	se, waste i	location		Е	
	Actual Strapping out time			/	,			D	
	Break (local option)	<u> </u>	Verify nota mai	l				R	
26	Vehicle inspection 19							L	
November 1997	Office Work not covered by form (work functions							в	
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amb	(use Comments Section)							Е	
love	Waiting for mail (office) and other office activities							_	
	not performed on a continuing basis which are excluded in computing the net office time (Use 22							R	
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1838-		1							
1.	Counting mail and filling out form 1838 worksheet 23					\frown		В	
Form	Signature of Carrier(or Examiner)		alforation of the state	Day of Week	Date	Reg. Repl			nch
PS F			tify the above information rded by me is correct.	Sat	10/29/0	5		From	То
<u>d</u>		• reco	actu by me is correct.	5000	10/2//00	´			

24. PULL DOWN AND STRAP OUT THE MAIL. You pull down and strap out your mail.

- No entry for pulling down and strapping out. You make no entry on the 1838-C Worksheet for pulling down and strapping out your mail. Instead, you will receive time credit of 1 minute for each 70 pieces of mail strapped-out.
- Actual time entry—Line 21. Because you have a detached mailing you receive an actual time allowance for determining the number of unaddressed flats needed for each loop and placing them at the back of each bundle (M-01288).

Write 21k, 12:23 and 12:26 and 3 minutes elapsed.

• **Comment—Line 21.** Next, you explain the activity in the Comments section: "21k Place unaddressed flats behind each bundle."

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	nited States Postal Service Ca	rrier	's Co		ter Carrier F	Routes W	/orkshe			ge 2
Po	st Office Denver, Colorado			Delivery Unit	an station			Route	e No 47	13
	AM			PM	Carrier		Act	ual Ti	me Entrie	S
1.	etter-Size			1 101	Marked-Up	CFS	EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
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								E		
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2.1	Iail of All Other Sizes							Е		
								B		
								В		
								Е		
								B		
3.7	Accountable and Signature Mail							EB		
	Registered/Certified							E		
	COD/Customs							В		
	Postage Dues							E		
	Express Mail All Parcel Post over 2 lbs.							B		
								В		
								Е		
6. 3	Sequenced and Collated							B		
	Letter Size							В		
								E		
								В		
	Other Size						21k	E B	12:26 12:23	3
							21j	Е	12:08	2
9.2	nd-Class Marked up (exclude Form 3579)				-		- · j	B	12:06 12:06	_
							21i	В	12:00	1
10.	Mail with Form 3579 attached				-		23	Е	11:50	2
							2.5	B	11:48	
12.	Change of Address Recorded						23	В	11:36 11:35	1
	-						23	Е	11:15	4
10	In some of Dependents Town and In						2.5	В	11:11	,
	Insured Receipts Turned In ter Line Number		DPS Volu	I ume Pieces: (7a)			15	EB	11:11 11:07	4
	Explanation Column	LINE		ded in line 7a on PS Fo	orm 1838		21h	Е	11:07	1
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Commer	nts			Begin Here	В	<i>11:06</i> TOTAL	1
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	Withdrawal of mail Sequencing and collating By-Pass Mail	15 16	ZIN	Retrieve parc			1			ock Rings
	Actual Strapping out time	17	210	Tripto ČFS, t Verify hold n Place unadd	nrowback ca	se, waste	iocation		E	
	Break (local option)	18	21j	Verify hold n	iail				R	
97	Vehicle inspection	19	21k	Place unadd	ressed flats b	ehind eac	h bundle		L	
November 1997	Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature)	21	2)				В	
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ပ်	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		× N					R	
1838-	Counting mail and filling out form 1838 worksheet	23							L B	
Form 1	Signature of Carrier(or Examiner)				Day of Week	Date	(Reg.) Repl			nch
S Foi	C.g. addre of Garner of Examinel)			tify the above informati		10/29/0	\sim	-	From	То
PS			▼ reco	rded by me is correct.	JM	10/29/03				

25. ON YOUR WAY OUT. With your hamper loaded you travel to and scan the hot case, and withdraw any mail. You then load the DPS mail into your hamper and proceed to the time clock. Before clocking out you retrieve items from your locker. Today you clock onto street time at 12:30. You also record this time on your 1st 1838-C Worksheet in the clock rings section.

You are not finished with your 1838-C Worksheets, you will have more entries when you return from the street. So, leave your 1838-C Worksheets at the designated location so you can pick them up upon return from the street.

- Actual time entry—line 15. The time spent traveling from your case to the hot case and pulling the mail is an actual time entry. Write 15, 12:26 and 12:27, and an elapsed time of 1 minute.
- Actual time entry—line 21. The time spent scanning the hot case, loading your DPS, and traveling to the time clock, is an actual time entry. Write 21L, 12:27 and 12:29, and an elapsed time of 2 minutes.
- **Comment—Line 21.** Explain the activity in the Comments section: "21L Scan hot case, load DPS."

- Locker—no actual time entry. No actual time entry is made for retrieving items from your locker. It is considered personal time.
- Clock out. Enter your leaving time on the 1838-C Worksheet at the bottom of the Clock Ring section. If you have a mechanical time clock, ring in the time on the worksheet. If you do not, write in your leaving time of 12.50. When the clock ring is 12.50 in hundredths, it means the actual time is 12:30.

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Uı	nited States Postal Service Ca	rrier	's Co	unt	Mail - I	_etter	Carrier F	Routes W	/orkshe	et	Pa	ge 2
Po	st Office			Deliv	ery Unit	112	Cha L'an			Route	No. ~	
	Denver, Colorado				<i>SU</i>	wan.	station		Ac	tual Ti	47 me Entrie	
1.	_etter-Size				PIN		Carrier Marked-Up	CFS			WRITE IN	ELAPSED
									EXPLANATION	GUIDE	TIME	TIME
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2.	Mail of All Other Sizes									E		
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3	Accountable and Signature Mail									E		
0.1										B		
	Registered/Certified									Е		
	COD/Customs									В		
	Postage Dues									E		
	Express Mail All Parcel Post over 2 lbs.									BE		
0.7										В		
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6.	Sequenced and Collated						\times			В		
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	Letter Size								210	В	12:27	2
									15	EB	12:27 12:26	1
										E	12:26	
	Other Size						\times		21k	В	12:23	3
									21j	Е	12:08	2
9.2	2nd-Class Marked up (exclude Form 3579)								21	В	12:06	2
									21i	E B	12:06 12:05	1
10	Mail with Form 3579 attached									E	11:50	
									23	В	11:48	2
									23	Е	11:36	1
12	Change of Address Recorded								25	В	11:35	'
									23	E B	11:15	4
13	Insured Receipts Turned In									E	<u>11:11</u> 11:11	
	ter Line Number		DPS Volu	ume F	Pieces: (7a)				15	В	11:07	4
In	Explanation Column	LINE	To be ad	Ided i	n line 7à on l	PS Form 18	338		21h	Е	11:07	1
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Commen	nts					Begin Here	В	11:06	•
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	Withdrawal of mail	15	21h	$\sim R$	etrieve p	arcel t	Ub				Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16	21i	7	ripto CI	s, thro	wback ca	se, waste	location		E	
	Actual Strapping out time	17 18	211	V	prify hol	d mail					R	
	Break (local option) Vehicle inspection	19	21			1 1	10,1	/ . /	, , ,,		L	
1997	Office Work not covered by form (work functions		21k	P	lace uni	iddress	ed flats b	se, waste ehind eac	h bundle 1	2		
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	nited States Postal Service Ca	rrier	's Cour	nt	Mail - Letter	Carrier	Routes V	Vorkshe			ge 1
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	AM				PM			Act	tual T	ime Entrie	
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	632							21g	В	10:49	1
	10 190					10	24	21f	E B	10:49 10:47	2
	16 18							21e	E B	10:47 10:45	2
3. /	Accountable and Signature Mail							22	E	10:43	1
	Registered/Certified 6					2		23	B	10:21 10:21	
	COD/Customs 1							14	В	10:15	6
	Postage Dues 7								E	10:02	
	Express Mail 2							21d	В	10:00	2
	All Parcel Post over 2 lbs.							1	E	10:00	
	12					4		23	в	9:50	10
6. 9	Sequenced and Collated							15	E B	9:50 9:48	2
	_etter Size							23	E B	9:48 9:47	1
								15	EB	9:47	1
	450							210	E	9:46 9:46	1
	Other Size							21c	B	9:45 9:37	1
9.2	nd-Class Marked up (exclude Form 3579)							21b	в	9:30	7
								18	E B	9:00 8:50	10
10.	Mail with Form 3579 attached					-		23	E B	7:21 7:11	10
12	Change of Address Recorded							15	EB	7:11 7:08	3
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10	la sum d Dessints Tums ed la						$\times\!\!\!\times\!\!\times\!\!\times\!\!\times$]	В	7:07	
	Insured Receipts Turned In er Line Number		DPS Volume	٥P	ieces: (7a)			21a	EB	7:07 7:05	2
	Explanation Column	LINE			line 7a on PS Form	1838 <u> </u>	162	19	Е	7:05	
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	Actual Strapping out time	17	210		safety talk Throwback ca	<i>c</i> 0				R	
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67	Vehicle inspection	19	21d	l	Workload - 3	996				L	
November 1997	Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature)	21	21e	/	Bring mail to	window	caller			в	
'emi	(use Comments Section)		21F		Replanich form	ис				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	22	21g		Replenish forn Check DPS ma	il				R	
1838-C	Comment section)	00									2.50
	Counting mail and filling out form 1838 worksheet	23									7.00
Form	Signature of Carrier(or Examiner)			/ th	e above information	Day of Week	Date	Reg. Repl	I.		unch
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26. STREET TIME: After clocking out you **load your vehicle**—this is considered part of street time even if additional trips are necessary, and no entry is made on the 1838-C Worksheet.

The route examiner will only accompany you on the street on the day of inspection.

We will skip street time at this point and return to it later. First, let's finish filling out the 1838-C Worksheet, beginning with your return from the street. **27. CLOCK IN.** Upon return from the street you park your vehicle, retrieve your hamper, unload your vehicle, and go to the time clock. You clock back in at 18.50. You transport your collection mail and any undeliverable parcels to a designated location and handle in accordance with local procedures. In some offices these functions are done prior to clocking in from the street. You return to your case at 6:33.

- **Clock ring.** You ring in as usual, and then also ring, or write in, the time in the clock ring section of the 1838-C Worksheet. Your clock in time is 18.50, which is 6:30 p.m.
- Actual time entry—Line 21. The time spent handling your collection mail and undeliverable parcels is an actual time entry. Write 21m, 6:30 and 6:33 and an elapsed time of 3 minutes.
- **Comment—Line 21.** Explain the activity in the Comments section: "21m handle collection mail and undeliverable parcels."

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United States Postal Service Ca	rrier			etter C	Carrier F	loutes W	orkshe		Pa	ge 1
Post Office Denver, Colorado		Del	livery Unit	livan si	tation			Rout	ie No. 🔹	
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AM 1. Letter-Size 700			PM		Carrier Marked-Up	CFS	<u></u>			_
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91								E		
10							23	В	11:05 10:50	15
2. Mail of All Other Sizes								E		
632							21g	В	11:50 10:49	1
10								E	10:49	
190					10	24	21f	B	10:49	2
16						27		E		
18							21e	B	10:47	2
2 Accountable and Signature Mail								E	10:45	
3. Accountable and Signature Mail						\boxtimes	23	B	10:22	1
Registered/Certified 6					2				10:21	───
						\otimes	14	E	10:21	6
						\times		B	10:15	┼───
i ootago 2 aoo						\bigotimes	21d	E	10:02	2
Express Mail 2								B	10:00	┨─────
5. All Parcel Post over 2 lbs.							23	E	10:00	10
12					4			В	9:50	┥────
					<u> </u>	XXXXX	15	E	9:50	2
6. Sequenced and Collated				×	\times			В	9:48	<u> </u>
				Ľ	\times	()	23	E	9:48	1
Letter Size					\times	\bowtie		В	9:47	<u> </u>
				×	\times		15	E	9:47	1
450				×	\times	\times		В	9:46	· ·
730				×	\longrightarrow	\otimes	21c	E	9:46	1
Other Size				×	\times		210	В	9:45	
				×	\times	\otimes	21b	E	<i>9:</i> 37	7
9. 2nd-Class Marked up (exclude Form 3579)				Č	\times	\bowtie	210	В	9:30	
				,	\times		18	E	9:00	10
				×	\times	\times	10	В	8:50	10
10. Mail with Form 3579 attached				×	\longrightarrow	\times	23	E	7:21	10
				×	\times		2.5	В	7:11	10
4				Ľ	\times	$(\times$	15	E	7:11	3
12. Change of Address Recorded					\times	\boxtimes	15	В	7:08	
				×	\times		23	E	7:08	1
				×	\longrightarrow	\otimes	2.5	В	7:07	· .
13. Insured Receipts Turned In				×	$(\times \times \times \times)$	$K \times \times \times \times \times$	21a	E	7:07	2
Enter Line Number		DPS Volume			21	<i>C</i> 2	2.10	В	7:05	2
In Explanation Column	LINE		in line 7a on PS	5 Form 183	38 3,16	J <u>L</u>	19	E	7:05	5
Registered-Certified-COD-Customs	4.4	Comments					Begin Here	В	7:00	Ļ
Postage Due-Form 3868-signing for, returning funds and receipts.	14								TOTAL	
Withdrawal of mail	15	21a	Pick up s	санны	r				Time Cl	ock Rings
Sequencing and collating By-Pass Mail	16	2,00		11						
Actual Strapping out time	17	216	Safety tal Throwba	K					E	
Break (local option)	18	21r.	Throwba	ckicaso),				R	
Vehicle inspection	19									
		21d	Workloai	d – 39	96				L	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities pot performed on a continuing hasis which are	21	210	Bring mi	nil to .	in dame a	allor			в	
necessary and of a continuing nature) (use Comments Section)	21	210	Bring mi	m co n		uner		٨	_	
		21f	Replenist Check DI	'h forms					E	
not performed on a continuing basis which are	22	1	Classie to	J DC	/				R 18	3.50
excluded in computing the net office time (Use Comment section)	~~~	219	Check Dr	rs mau	/					
		Ĩ							L 12	2.50
excluded in computing the net office time (Use <u>Comment section</u>) Counting mail and filling out form 1838 worksheet	23								B 07	7.00
Signature of Carrier(or Examiner)					Day of Week	Date	(Reg.) Rep	ol.	07	unch
		4 Loortifu	the chous inform		, 5				-	To
R S S S S S S S S S S S S S S S S S S S		rcertity	the above inforn	mation	Sat	10/29/05	-		From	10

1 - 94

	ited States Postal Service Ca	rrier	's Cou		Letter (Carrier F	Routes W	/orkshe		Pa	ge 2
Pos	t Office Denver, Colorado			Delivery Unit	llivan s	tation			Route	e No 47	13
	AM			PM		Carrier		Act	ual Ti	me Entrie	s
1.1	etter-Size					Marked-Up	CFS	EXPLANATION	GUIDE	WRITE IN TIME	ELAPSED TIME
									E		
									В		
									E		
									В		
2. 1	Iail of All Other Sizes								E		
									B		
									Б		
									E		
									В		
3 /	Accountable and Signature Mail						\sim		E		
0.7							\times		B		
	Registered/Certified						\times		E		
	COD/Customs								В		
	Postage Dues						\times		Е		
I	Express Mail						\times		В		
5. /	Il Parcel Post over 2 lbs.								Е		
									В		
								> 21m	Е	6:33	3
6. S	Sequenced and Collated					\longrightarrow		/ 2.100	В	6:30	5
						*****		21l	Е	12:29	2
	_etter Size					\times	\times	210	В	12:27	2
						\times		15	E	12:27	1
						$\sim\sim\sim\sim\sim$	$\sim\sim\sim\sim\sim$	15	В	12:26	'
						$\sim \sim \sim \sim$	\times	21k	E	12:26	3
(Other Size						\times		B	12:23	
•						\times	$\times\!\!\times\!\!\times\!\!\times\!\!\times$	21j	EB	12:08	2
9.2	nd-Class Marked up (exclude Form 3579)					\times	\times	J	E	12:06	
						$\times \hspace{-1.5ex} \times $	$\sim\sim\sim\sim\sim$	21i	B	12:06	1
10	Mail with Form 3579 attached					\times	\times		E	12:05 11:50	
10.	Mail With Form 5579 attached						\times	23	В	11:48	2
						\times	\times		E	11:36	
12.	Change of Address Recorded					$\times \times \times \times$	$\sim\sim\sim\sim\sim$	23	В	11:35	1
	Ŭ						\times		Е	11:15	
							$\times\!\!\times\!\!\times\!\!\times\!\!\times$	23	В	11:11	4
13.	Insured Receipts Turned In					\times	\times	15	Е	11:11	1
	er Line Number			me Pieces: (7a)				15	В	11:07	4
In E	Explanation Column	LINE	To be ad	ded in line 7a on	PS Form 18	38		21h	E	11:07	1
	Registered-Certified-COD-Customs	14	Commen	ts				Begin Here	В	11:06	
	Postage Due-Form 3868-signing for, returning funds and receipts.	14								TOTAL	
	Withdrawal of mail	15	21h	Retrieve p	parcel ti	ub				Time Clo	ock Rings
	Sequencing and collating By-Pass Mail	16	1	Trip to Ci			co. un cto	location		E	
	Actual Strapping out time	17		1141001	s, crurul	vun U	so, wusie i	vmun			
	Break (local option)	18	21j	Verify hol	d mail					R	
Ņ	Vehicle inspection	19	216	Place un	addroce	od flatch	phind one	hhundle	,	L	
November 1997	Office Work not covered by form (work functions							<i>i i i i i i i i i</i> i i i i i i i i i i		-	
ber	must be identified and approved as being necessary and of a continuing nature)	21	21l	scan hot	case, loi	id DPS				В	
em]	(use Comments Section)		2111	Handle d	olloction	n mail a	ndundeli	ur narcel	's 🚽		_
Nov	Waiting for mail (office) and other office activities not performed on a continuing basis which are		2.000		vaan	i maa a	an maan	<i>x</i> . <i>p</i> w/cei	° \		
ۍ	excluded in computing the net office time (Use	22								\sim	<u> </u>
38-C,	Comment section)									L	
183	Counting mail and filling out form 1838 worksheet	23								в	
	Signature of Carrier(or Examiner)					Day of Week	Date	Reg. Repl			nch
: Form				ify the above info		-		\sim	-	From	To
PS			reco	ded by me is cor	rect.	Sat	10/29/05				

28. TURN IN ACCOUNTABLE ITEMS. Your next function is to go to the finance cage and turn in your accountable items. Make sure to obtain Form 3821, *Clearance Receipt*, after clearing your accountables. You return to your case at 6:36.

• Actual time entry—Line 14. Your trip to the finance cage is a Line 14 function. Write 14, 6:33 and 6:36 with an elapsed time of 3 minutes.

	d States Postal Service Ca	rrier			Letter	Carrier F	Routes W	orkshe		Pa	ge 2
Post O	Denver, Colorado			Delivery Unit Sv	ullivan s	station			Route	e No	13
	AM			PM		Carrier		Act	tual Ti	me Entrie	s
1. Lette	er-Size					Marked-Up	CFS	EXPLANATION		WRITE IN TIME	ELAPSED TIME
									EB		
2. Mail	of All Other Sizes								E B		
									E B		
3 400	ountable and Signature Mail						~~~~~		E B E		
	gistered/Certified								B		
	D/Customs						\times		в		
	stage Dues						\times		E		
	oress Mail						\times		В		
·	Parcel Post over 2 lbs.							7 14	E	6:36 6:33	3
6. Seq	uenced and Collated							21m	E B	6:33 6:30	3
Lett	ter Size							21l	E B	12:29 12:27	2
								15	E B	12:27 12:26	1
Oth	er Size							21k	E B	12:26 12:23	3
9. 2nd-	Class Marked up (exclude Form 3579)							21j	E B E	12:08 12:06 12:06	2
10 Ma	il with Form 3579 attached							21i	B	12:05 11:50	1
								23	B	11:48 11:36	2
12. Ch	ange of Address Recorded							23	B	11:35 11:15	1
13. Ins	ured Receipts Turned In							23 15	B E	11:11 11:11	4
	Line Number Ianation Column	LINE	To be add	me Pieces: (7a) ed in line 7a on	PS Form 18	38		21h	BE	11:07 11:07	, 1
Pos	gistered-Certified-COD-Customs stage Due-Form 3868-signing for, urning funds and receipts.	14	Comment		1.	1		Begin Here	B	11:06 TOTAL	
Wit	hdrawal of mail	15	21h	Retrieve	parcei t	UD				Time Clo	ock Rings
Sec	quencing and collating By-Pass Mail	16	211	Tripto C	FS. throw	whack cal	e, unaste	location.		Е	
Act	ual Strapping out time	17	2.10	1. 4. 60 0	11	······································					
Bre	eak (local option)	18	21j	Verify ho	ld mail					R	
► Vet	nicle inspection	19	216	Place un	addroce	od flatch	hind one	hhundle	,	L	
	ice Work not covered by form (work functions st be identified and approved as being sessary and of a continuing nature)	21		scan hot			nunun eur	, , , , , , , , , , , , , , , , , , ,		В	
ω) (us	e Comments Section)		2111	Handle	collection	nmaila	id undel	ir parcel	'x	E	
	iting for mail (office) and other office activities performed on a continuing basis which are sluded in computing the net office time (Use mment section)	22	21000	, made			w www		ر. ا	R	
 1838	unting mail and filling out form 1838 worksheet	23								L B	
Eorm Bi	gnature of Carrier(or Examiner)		I			Day of Week	Date	Reg. Rep	Ι.	Lu	nch
PS Fo				fy the above inf ded by me is co		Sat	10/29/0	\sim		From	То

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29. RETURN YOUR EQUIPMENT/PROCESS UNDELIVERED MAIL. Take your empty equipment and scanner (depending on local practice) to the designated locations. Place undelivered mail on case and complete Form 1571. Note: Make sure you obtain a management initialed copy of Form 1571 (M-39 Section 111.2.j).

You count all of your returned mail for proper recording on the 1838-C Worksheet immediately after completing the Form 1571. It takes you one minute to count and record the number of mail pieces.

- Actual time entry—Line 21. Returning your equipment to its designated location and completing Form 1571 are actual time entries. Write 21n, 6:36 and 6:38 and an elapsed time of 2 minutes.
- **Comment—Line 21.** Explain the activity in the Comments section: "21n return equipment, complete Form 1571."
- Mail count section. When you finish counting, write the total of 40 under Letter Size, PM entries. Of those 40, you record 13 as Marked-Up letters and 15 pieces as CFS in the proper columns.

• Actual time entry—Line 23. Write 23, 6:38 and 6:39, and an elapsed time of 1 minute.

An accurate count and classification of all undelivered mail in the afternoon will result in a "pull down" credit the next day for your CFS and other cased mail.

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		0	0

United States Postal Service Carrier		Letter Carrier F	Routes W	orkshe			ge 2
Post Office Denver, Colorado	Delivery Unit	ullivan station			Route	e No. • 47	13
AM	PM	Carrier		Act	ual Ti	me Entrie	s
1. Letter-Size		Marked-Up	CFS	EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
					B E B		
2. Mail of All Other Sizes					E B E B		
3. Accountable and Signature Mail					E B E B		
Registered/Certified				23	E	6:39 6:38	1
Postage Dues Express Mail				> 21n	EB	6:38 6:36	2
5. All Parcel Post over 2 lbs.				14	EB	6:36 6:33	- 3
6. Sequenced and Collated				21m	E B	6:33 6:30	3
Letter Size				21l	E B	12:29 12:27	2
				15	E B	12:27 12:26	1
Other Size				21k	E B	12:26 12:23	3
9. 2nd-Class Marked up (exclude Form 3579)				21j	E B	12:08 12:06	2
				21i	E B	12:06 12:05	1
10. Mail with Form 3579 attached				23	E B	11:50 11:48	2
12. Change of Address Recorded				23	E B E	11:36 11:35 11:15	1
13. Insured Receipts Turned In				23 15	B E	11:11 11:11	4
Enter Line Number In Explanation Column	DPS Volume Pieces: (7a) To be added in line 7a or			15 21h	B E	11:07 11:07	+ 1
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.	Comments	no mod to the		Begin Here	В	<i>11:06</i> TOTAL	
Withdrawal of mail 15 Sequencing and collating By-Pass Mail 16	21h Retrieve 21i Trinto(parcei tub Fs, throwback ca	se, uraste,	location		Time Clo E	ock Rings
Actual Strapping out time 17 Break (local option) 18	21j Verifyho		50) 1010500 1			R	
Vehicle inspection 19		addressed flats b	ehind eac	h bundle	2	L	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21l scanhot	case, load DPS				B	
Waiting for mail (office) and other office activities not performed on a continuing basis which are		collection mail a		w.parcel	5	E R	
excluded in computing the net office time (Us Comment section)	Zin Keiurn	equipment, comp	vere 1371			L	
		Dovi of Mis-1	Data			В	<u> </u>
ଞ୍ଚି Signature of Carrier(or Examiner) ଜୁନ	I certify the above in recorded by me is co		Date 10/29/05	Reg.) Repl	L-	Lu From	Inch To
		· ·					<u> </u>

1 - 100

United States Postal Service Ca	rrier			tter (Carrier R	loutes W	/orkshe			ige 1
Post Office Denver, Colorado		De	livery Unit Sulliu	van s	tation			Rout	te No. 47	713
AM			PM		Carrier	0.50	Act	tual T	ime Entri	es
. Letter-Size 700					Marked-Up	CFS	EXPLANATION	TIME	WRITE IN	I ELAPSE
25				Γ			EXPLANATION	GUIDE	E TIME	TIME
200					29	62	15	E	11:06	
450 sequenced			740		.13	15	15	в	11:05	1
91								Е	11:05	
10		F	V				23			- 15
				———————————————————————————————————————				В	10:50	-
. Mail of All Other Sizes							21g	E	11:50	1
632				4	- 4		219	В	10:49	'
10					-	7	216	E	10:49	
190					10	24	21f	В	10:47	2
16								Е	10:47	
18							21e	в	10:45	- 2
Assessments by a set Oissessterma Mail						\sim				
Accountable and Signature Mail						\times	23	E	10:22	- 1
					2	\times	2.5	В	10:21	
Registered/Certified 6					2	\times	14	E	10:21	6
COD/Customs 1						XXXXXX	17	в	10:15	0
Postage Dues 7						XXXXXX	,	Е	10:02	0
Express Mail 2						\times	21d	в	10:00	- 2
All Parcel Post over 2 lbs.						× × × × × × ×		E	10:00	1
							23	В	9:50	- 10
12					4					
					<u> </u>	* * * * * *	15	E	9:50	- 2
. Sequenced and Collated					\sim	\times		В	9:48	
					\sim	\times	23	Е	9:48	1
Letter Size				ŀ	\sim	\times	25	в	9:47	'
					\times	\times		Е	9:47	
				ľ	\times	\times	15	в	9:46	1
450				ľ	\times	\times		E	9:46	
Other Size				ĺ	\times	\times	21c	В		1
Other Size				ľ	\times	\times			9:45	
				l l	\times	\times	21b	E	<i>9:37</i>	- 7
. 2nd-Class Marked up (exclude Form 3579)					\times	\times	210	В	9:30	
					\times	\times	10	E	9:00	10
					\times	XXXXXX	18	В	8:50	10
0. Mail with Form 3579 attached					\times	XXXXXX		Е	7:21	
					\times	XXXXXX	23	в	7:11	10
4					\times	\times		E	7:11	
					\times	\times	15	В	7:08	- 3
2. Change of Address Recorded					\times	\times		-		
					\longrightarrow	\times	23	E	7:08	1
					\longrightarrow	\times	20	В	7:07	
3. Insured Receipts Turned In					$\langle \times \times \times \rangle \rangle$	\times	210	Е	7:07	2
Inter Line Number		DPS Volume	Pieces: (7a)				21a	в	7:05	2
n Explanation Column	LINE		l in line 7à on PS F	Form 18	38 <u> </u>	ρŻ	19	Е	7:05	~
Registered-Certified-COD-Customs		Comments					Begin Here	В	7:00	- 5
Postage Due-Form 3868-signing for,	14								TOTAL	1
returning funds and receipts.										
Withdrawal of mail	15	21a	Pick up sc. Safety talk Throwbact	anne	r				Time C	lock Ring
Sequencing and collating By-Pass Mail	16	011-	Cafati Lall.	-					Е	
Actual Strapping out time	17	210	sajety talk						<u> </u>	
Break (local option)	18	210	Throwbac	k.com	9 ,				R	
· · · · ·	19								<u> </u>	
Office Work not covered by form (work functions	13	21d	Workload	- 39	96				L	
Office Work not covered by form (work functions must be identified and approved as being									в	
necessary and of a continuing nature)	21	21e	Bring mai	u to i	vindow ci	aller			Ľ—	
(use Comments Section)		216	Doularid	Laure	~				Е	
must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities not reformed on a continuing hasis which are		215	Bring mai Replenish Check DPS	form.	s					
	22	210	Chock DDG	MARI	L				R 18	8.50
excluded in computing the net office time (Use Comment section)		219	CHER UPS	rruu	V					2 52
Comment section) Counting mail and filling out form 1838 worksheet									L 12	2.50
Counting mail and filling out form 1838 worksheet	23								B O	7.00
					Davi af Marali	Date	(Reg.) Rep		_	Lunch
Signature of Carrier(or Examiner)					DAY OF WOOD					_uncfi
Signature of Carrier(or Examiner)		I certify	the above informa	ation	Day of Week	10/29/0	\sim		From	То

30. THROWBACK CASE. After you have cased and processed all of your undelivered mail, you take your mark-ups and mis-sorts to the throwback case.

- Actual time entry—Line 21. Placing mail in the throwback case is an actual time entry. Write 210, 6:42 and 6:44 and an elapsed time of 2 minutes.
- **Comment—Line 21.** Explain the activity in the Comments section: "210 throwback case."

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Form 1838-C

	nited States Postal Service Ca	rrier			Carrier F	Routes W	orkshe		Pa	ge 2	
Pos	Post Office Denver, Colorado			Delivery Unit Sullivan Station				Route No. 4713			
	AM			PM		Act	tual Ti	Time Entries			
1.1	etter-Size			1 101	Carrier Marked-Up	CFS		TIME	WRITE IN	ELAPSED	
							EXPLANATION	GUIDE		TIME	
								E			
								В			
								Е			
								В			
2.1	Iail of All Other Sizes							Е			
								В			
								E			
								В			
								E			
								В			
3. /	Accountable and Signature Mail						210	E	6:44	2	
						\times	210	B	6:42		
-	Registered/Certified						23	E	6:39	1	
	COD/Customs					$\otimes \otimes \otimes \otimes$		B	6:38		
	Postage Dues					\bigotimes	21n	EB	6:38	2	
	Express Mail All Parcel Post over 2 lbs.				<u> </u>			E	6:36 6:36	├	
0.7	an a alour out over 2 103.						14	B	6:36	3	
								E	6:33		
6.5	Sequenced and Collated						21m	В	6:30	3	
								E	12:29		
	_etter Size				\otimes		21l	В	12:27	2	
								E	12:27		
						\times	15	В	12:26	1	
						\times	ad	E	12:26	-	
	Other Size						21k	В	12:23	3	
						\times	<i>ai</i> '	E	12:08		
9 . 2	nd-Class Marked up (exclude Form 3579)					\times	21j	В	12:06	2	
						\boxtimes	01	E	12:06	1	
							21i	В	12:05	1	
10.	Mail with Form 3579 attached				\bowtie	\times	23	E	11:50	2	
						\times	25	В	11:48	2	
						\boxtimes	23	E	11:36	1	
12.	Change of Address Recorded				\mathbf{k}			В	11:35		
					\bowtie	\times	23	E	11:15	4	
10	Incurred Descints Turned In					\times		B	11:11		
-	Insured Receipts Turned In		DDC Value				15	EB	11:11	4	
	er Line Number Explanation Column			me Pieces: (7a) led in line 7a on PS Form 1	838		211.	E	11:07 11:07	<u> </u>	
	•	LINE	Comment				21h Begin Here	В	11:07	1	
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14		-			_ • 9 1 1010		TOTAL		
	returning funds and receipts.		21/1	Datriana naveal	h						
	Withdrawal of mail	15		Retrieve parcel i					Time Clo	ock Rings	
	Sequencing and collating By-Pass Mail	16	21i	Trip to CFS, thro	wback ca	se, waste l	location		E		
	Actual Strapping out time	17 18		Verify hold mail					R		
	Break (local option)	18					, , ,.				
97	Vehicle inspection	19	21k	Place unaddres	sed flats b	ehind eac	h bundle	2	L		
r 19	Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) 21 21 Scan hot case, load DPS								в		
November 1997	necessary and of a continuing nature) (use Comments Section)	21	211 Scan not case, waa UFS 21m Handle collection mail and undeliv. parcels								
	Waiting for mail (office) and other office activities not performed on a continuing basis which are	22					v. pur cei	~>	R		
1838-C	excluded in computing the net office time (Use Comment section)		2110	Return equipm Throwback case	ing -	une 13/1			L		
	Counting mail and filling out form 1838 worksheet	23	210	1 NIUNTUCK CUSE					в		
Form	Signature of Carrier(or Examiner)	•			Day of Week	Date	Reg. Rep	I.	Lu	nch	
PS				fy the above information ded by me is correct.	Sat	10/29/05	5		From	То	
			10000	aca by me is confect.							

31. FINISH FILLING OUT THE 1838-C WORKSHEET. Your last function before ending your tour is to complete the last entries on the 1838-C Worksheet. You finish at 6:46.

- Mail count section. Record the 3 insured receipts you turned in at the finance cage under Section 13 of the 1838-C Worksheet (first sheet). You will receive one minute of credit for returning one (1) or more insured receipts.
- Comments—unusual circumstances. Then, in the comments section, you should note any unusual circumstances on the tour such as "light mail," "vehicle breakdown" or "bad weather."
- Total the columns in the mail count section. Now add up the mail count numbers on the first worksheet and write in the totals.
- **Bottom of form.** At the bottom of the first worksheet, fill in your lunch period times. Add your signature to both worksheets.
- Total actual time entries. Now you add up your total elapsed minutes at the bottom of each worksheet's actual time entries. Here your totals are 83 and 34 minutes.

 Actual time entry - Line 23. Filling out the 1838-C Worksheet is a Line 23 item. Write 23, 6:44 and 6:46, and 2 minutes elapsed time.

On your way to the time clock you visit the restroom and return items to your locker. There is no actual time entry for this personal time.

Form 1838-C

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 -	- 1	ບວ

	ed States Postal Service Ca	rrier			Letter (Carrier F	Routes W	/orkshe			ge 1
Post (Diffice Denver, Colorado		Deliv	very Unit	llivan s	tation.			Route	e No. • 47	712
	AM			PM	un un s			Ac	tual Ti	ime Entrie	
1. Let	er-Size 700			FIVI		Carrier Marked-Up	CFS	EXPLANATION	TIME	WRITE IN	ELAPSED
	25						60		GUIDE	TIME	TIME
	200			40		29	62	15	E	11:06	1
	450 sequenced		. 176	10		13	15		В	11:05	1
	91 ' 10	>1	1,476			42	77	23	E	11:05	15
							<u>.</u>	20	В	10:50	
2. Ma	I of All Other Sizes	V						21g	E	11:50	1
	632					\sim /		2.9	В	10:49	
	10 190					10		21f	E	10:49	2
	190					10	► 24	- ')	В	10:47	
	18		866					21e	E	10:47	2
		$\neg \vdash$	_					2.10	В	10:45	
3. Acc	countable and Signature Mail	V					\boxtimes	23	E	10:22	1
	ć					2	\boxtimes	25	В	10:21	
	gistered/Certified 6					2		14	E	10:21	6
	D/Customs 1						$\langle \times \times \times \rangle$	• • •	В	10:15	
	stage Dues 7						$(\times$	21d	E	10:02	2
	press Mail 2						KXXXXX	2.100	В	10:00	
5. All	Parcel Post over 2 lbs.							23	E	10:00	10
	12					4		20	В	9:50	
						<u> </u>	× × × × × ×	15	E	9:50	2
6. Se	quenced and Collated					\sim		10	В	9:48	
						\times		23	E	9:48	1
Le	ter Size					\times	\bowtie	20	В	9:47	
						\times		15	E	9:47	1
	450					\times		10	В	9:46	•
	730					\longleftrightarrow	\otimes	21c	E	9:46	1
Ot	ner Size					~~~~~~		210	В	9:45	'
						\times		21b	E	9:37	7
9. 2nc	-Class Marked up (exclude Form 3579)					\times		210	В	9:30	
						\times		18	E	9:00	10
						\longleftrightarrow	\otimes		В	8:50	10
10. M	ail with Form 3579 attached					\sim		23	E	7:21	10
						\times			В	7:11	
	4					\times	\bowtie	15	E	7:11	- 3
12. C	nange of Address Recorded			<u> </u>		\times			В	7:08	_
						\longleftrightarrow	$\wedge \wedge \wedge \wedge \wedge$	23	E	7:08	1
				3		\sim			В	7:07	
	sured Receipts Turned In		٣			XXXXXX	KXXXXX	21a	E	7:07	2
	Line Number		DPS Volume To be added		DC Earm 10	38 3,1	62		B	7:05	_
	planation Column	LINE		in interation				<i>19</i>	E	7:05	- 5
	egistered-Certified-COD-Customs	14	Comments					Begin Here	В	7:00	
	turning funds and receipts.									TOTAL	83
W	ithdrawal of mail	15	21a	Pick up	scanne	r				Time Cl	ock Rings
S	equencing and collating By-Pass Mail	16	214	Cafat. L	lk				V	E	
A	tual Strapping out time	17	210	Safety ti Throwb	UK				·	Ľ	
	eak (local option)	18	21c	Throwb	ack casi	e,				R	
N V	phicle inspection	19								L	
<u>1</u> 66	fice Work not covered by form (work functions			Worklo							
er 1	ust be identified and approved as being	21	21p,	Bringu	nail to 1	vindow c	aller			в	
q (u	cessary and of a continuing nature) se Comments Section)		2.0		1 1					Е	
November 199	aiting for mail (office) and other office activities		2 <i>1f</i>	Repleni Check t	sh form	5					
	t performed on a continuing basis which are	22	210	Chock t	DC MAN'	L				R 18	3.50
ပုံ	cluded in computing the net office time (Use omment section)		2.1g	check i	'ES MUU	V				1 10	0 50
	-		1							L 12	2.50
- 88 89		1 23	կ							в 07	7.00
	ounting mail and filling out form 1838 worksheet							\sim			
	ounting mail and filling out form 1838 worksheet					Day of Week	Date	(Reg.) Rep	ol.	L	unch
1838 1838				he above info by me is cor		Day of Week Sat	Date 10/29/03	\sim \sim	ol.	Lu From <i>14.00</i>	То

1 - 106

Form 1838-C

United States Postal Service Carrier		r Carrier F	Routes W	/orkshe	et Route	Pa	ge 2	
Post Office Denver, Colorado		Delivery Unit Sullivan Station						
AM	PM	Carrier		Act	tual Ti	4713 Time Entries		
1. Letter-Size		Marked-Up	CFS		TIME	WRITE IN	ELAPSED	
				EXPLANATION	GUIDE		TIME	
					Е			
					В			
					Е			
					В			
2. Mail of All Other Sizes					E			
					В			
					E			
					B	6.46		
				7 23	EB	6:46	2	
2 Accountable and Signature Mail		-			E	6:44 C:44	<u> </u>	
3. Accountable and Signature Mail				210	B	6:44 6:42	2	
Registered/Certified			$\bigotimes \bigotimes \bigotimes$		E	6:39		
COD/Customs				23	B	6:38	1	
Postage Dues			\boxtimes		E	6:38		
Express Mail				21n	В	6:36	2	
5. All Parcel Post over 2 lbs.			~ ~ ~ ~ ~		Е	6:36	3	
				14	В	6:33	5	
				21m	Е	6:33	3	
6. Sequenced and Collated			\times	2.1110	В	6:30		
			\times	21l	Е	12:29	2	
Letter Size			\times	210	В	12:27	2	
			\times	15	E	12:27	1	
			\times	10	B	12:26	· ·	
Other Size				21k	EB	12:26 12:23	3	
Other Size			\times		E	12:23	<u> </u>	
9. 2nd-Class Marked up (exclude Form 3579)			$\sim\sim\sim\sim\sim$	21j	В	12:06	2	
p (\times		E	12:06		
			\times	21i	В	12:05	1	
10. Mail with Form 3579 attached					Е	11:50		
			$\sim\sim\sim\sim\sim$	23	В	11:48	2	
			\times	23	Е	11:36	1	
12. Change of Address Recorded			\times	23	В	11:35	1	
			\times	23	E	11:15	4	
			$\sim\sim\sim\sim\sim$	20	В	11:11	,	
13. Insured Receipts Turned In			KXXXXX	15	EB	11:11	4	
Enter Line Number In Explanation Column	DPS Volume Pieces: (7a) To be added in line 7a on PS Form	1838			E	11:07		
	Comments			21h Begin Here	В	11:07 11:06	1	
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, 14				Beginnerg		TOTAL	24	
returning funds and receipts.	21/2 Dations haveal	tub					34	
Withdrawal of mail 15	21h Retrieve parcel				\checkmark	Time Clo	ock Rings	
Sequencing and collating By-Pass Mail 16	21i Tripto CFS, thu	owback ca	se, waste i	location		E		
Actual Strapping out time 17 Break (local option) 18	21j Verify hold ma					R		
Break (local option) 18 Vehicle inspection 19								
	21k Place unaddre	ssed flats be	ehind eac	h bundle	2	L		
must be identified and approved as being								
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities not performed on a continuing basis which are	21m Handle collection mail and undeliv. parcels							
				<i>v</i> . pur cer	3	R		
excluded in computing the net office time (Use Comment section)		ı Return equipment, complete 1571						
excluded in computing the net office time (Use Comment section) Counting mail and filling out form 1838 worksheet 23	210 Throwback cas	Throwback case						
Signature of Carrier(or Examiner	<u> </u>	Day of Week	Date	(Reg.) Repl		B	Inch	
	I certify the above information	-		\sim		From	To	
12 J. Hart	recorded by me is correct.	Sat	10/29/0	>			<u> </u>	

32. END TOUR. You clock out at 18.80 (6:48 in minutes).

 Clock ring. You also ring or write in the time of 18.80 in the clock rings section of the 1838-C. Then leave the Worksheet in the designated area.

Form 1838-C

United States Postal Service Ca	rrier	's Cour	<u>nt Mail - Lett</u>	er Carrier F	Routes W	/orkshe		Pa	ge 1	
Post Office Denver, Colorado		D	elivery Unit <i>Sullivr</i>	in station				e No. • 47		
AM			PM	Carrier	050	Act	ual Ti	ime Entrie	s	
1. Letter-Size 700				Marked-Up	CFS	EXPLANATION	TIME	WRITE IN	ELAPSED	
25							GUIDE	TIME	TIME	
200			40	29	62	15	Е	11:06	1	
450 sequenced		176	70	13	15	13	В	11:05	1	
91 10	1	,476		42	77	23	EB	11:05 10:50	15	
2. Mail of All Other Sizes					-	01.	E	11:50	1	
632 10						21g	В	10:49	1	
190				10	24	21f	E B	10:49 10:47	2	
16 18		866				21e	Е	10:47	2	
3. Accountable and Signature Mail		_				2.10	B	10:45 10:22		
						23	В	10:21	1	
Registered/Certified 6 COD/Customs 1				2	\boxtimes	14	EB	10:21	6	
7					+	}	E	10:15		
Postage Dues / Express Mail 2					$+\!$	21d	В	10:02 10:00	2	
5. All Parcel Post over 2 lbs.							E	10:00		
12				4		23	В	9:50	10	
6. Sequenced and Collated						15	EB	9:50 9:48	2	
0. Sequenced and Obliated						22	E	9:48	1	
Letter Size				-		23	В	9:47		
						15	EB	9:47 9:46	1	
450							E	9:46		
Other Size				-		21c	В	9:45	1	
9. 2nd-Class Marked up (exclude Form 3579)						216	EB	9:37 9:30	7	
· · · · · · · · · · · · · · · · · · ·						18	Е	9:00	10	
10. Mail with Form 3579 attached							B	8:50 7:21	10	
10. Mail With 10111 357 9 attached				-		23	В	7:11	10	
4 Change of Address Deserted						15	E B	7:11 7:08	3	
12. Change of Address Recorded							E	7:08		
			3			23	В	7:07	1	
13. Insured Receipts Turned In			5		\times	21a	Е	7:07	2	
Enter Line Number			e Pieces: (7a)	rm 1838 3,7	62	2.10	в	7:05	2	
In Explanation Column	LINE		d in line 7a on PS Fo	rm 1838	VL	19	E	7:05	5	
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Comments				Begin Here	В	7:00 TOTAL	83	
returning funds and receipts. Withdrawal of mail	15	210	Pick up sca	ипех					83 ock Rings	
Sequencing and collating By-Pass Mail	16	2.00								
Actual Strapping out time	17	216	' safety talk					E		
Break (local option)	18	210	safety talk Throwback	case				R		
Vehicle inspection	19					L				
Confice Work not covered by form (work functions			l Workload –			_	٨			
must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21	21e	Bring mail	to window c	aller		-//	В		
(use comments Section) Waiting for mail (office) and other office activities not performed on a continuing basis which are		21f	Replenish fi	orms				€ 18.80		
22 210 (landle DDC mail						-		R 18	.50	
								L 12	.50	
	23			D				в 07.00		
Signature of Carrier(or Examiner)			y the above information	Day of Week	Date	Reg. Rep	I.	From	Inch To	
12 J. Hart		recorde	ed by me is correct.	" Sat	10/29/0.	5		14.00	14.50	

EPM OFFICES

In this exercise we have assumed that the letter carrier works in a non-EPM office. Many carriers work in EPM offices, which means they case PM mail after returning from the street.

For the purpose of filling out the 1838-C Worksheet, there is very little difference for a carrier working in an EPM office. The major change is that in addition to counting and casing the undelivered mail returned from the street, the carrier makes entries on the 1838-C Worksheet for casing, and processing PM mail.

These entries are made in the same manner as the morning entries in our example—except that mail count entries are under the "P.M." section of the 1838-C Worksheet.

* * *

D. Street Time

INTRODUCTION

On the day of inspection you will carry your route as usual—with one exception: The route examiner, clipboard and pen in hand, will follow you around the entire day and observe every detail as you deliver your route. The examiner will also take notes on a special form, the Form 3999.

Deliver the route as usual. The most important thing about the street inspection is this: You should deliver your route in precisely the same manner as you do throughout the rest of the year.

There are a few additional things you should know about the street portion of the route inspection.

ROUTE EXAMINER CONDUCT

The route examiner must follow some rules while observing you on the street (See Footnote 3).

• **Observe, not supervise.** The examiner must act as an observer and not a supervisor. You should not be told to change the way you usually deliver your route. For example, if you are performing a dismount delivery the examiner cannot instruct you to leave the vehicle running to save time.

Another example would be an examiner instructing letter carriers to ignore the rules regarding employees who perform curbside deliveries. USPS policy (M-00341, M-00994) states that employees who perform curbside deliveries shall adhere to the following procedures: While on a level street or road place the vehicle in neutral and place foot firmly on brake peddle while collecting mail or placing mail in a mail receptacle. And if on a hill, place the vehicle in park, place foot firmly on brake peddle while collecting mail or placing mail in a mail receptacle.

- No standard pace, no setting the pace.
 NALC and the Postal Service have agreed that there is no standard or minimum street pace that a carrier is required to maintain.
 Do not allow yourself to be intimidated into speeding up on the day of inspection.
 The examiner may not set the pace for you, but should maintain a position to observe only.
- No discussion of route evaluation or mail volume. The examiner may not discuss

with you the mail volume or the evaluation of the route.

• If the route examiner exhibits any conduct discussed above contact your shop steward to report a potential grievance.

Here are a few things that you should watch out for while delivering your route on inspection day.

- Fingering mail: Do not finger mail when walking up or down steps or curbs, when crossing streets, or at any time it would create a safety hazard to yourself or to the public (M-41 Section 133.2). You must not finger mail while driving or hold mail in your hands while the vehicle is in motion. If the route examiner asks you to finger mail in a manner not provided for above contact your shop steward to report a potential grievance.
- **Crossing lawns:** You should cross lawns to deliver mail only if there is, in your opinion, no safety hazard, such as a dog, slippery surface, snow, uneven terrain, or unusual obstacles, and only if there is no objection from the patron (National Agreement Article 41.3.N). During the route inspection, the examiner may not instruct

you to cross lawns that you do not cross throughout the year.

Only during street supervision, apart from the route examination, may a supervisor order a carrier to cross a specific lawn that the supervisor believes is an obvious shortcut. If you are given an order by the route examiner to cross a specific lawn you should contact your shop steward to report a potential grievance.

- Breaks: As mentioned earlier, carriers are entitled to either one break in the office and one break on the street or two breaks on street time. Do not let the route examiner intimidate you, or coerce you into skipping or reducing your break, and if they attempt to do so contact your shop steward to report a potential grievance.
- Lunch: You should take your full 30 minute lunch at one of the authorized locations recorded on the Form 1564-A in your route book. When leaving the route for lunch, lock the satchel containing undelivered registered and COD mail in a designated relay box or the vehicle. Make a simple record of the registered, COD, and other more-thanordinary-value items that are left. When

returning from lunch, check to ensure that no pieces are missing (M-41 Section 131.13). Do not let the route examiner intimidate you, or coerce you into skipping or reducing your lunch, and if they attempt to do so contact your shop steward to report a potential grievance.

Comfort stops: In addition to your lunch period and break periods, you may take any comfort stops reasonably necessary during the course of performing your street duties. Reasonable comfort stops will not be deducted from your actual time (M-39 Section 242.341). In fact, the examiner may not suggest or forbid any rest or comfort stops (See Footnote 3). Do not let the route examiner intimidate you, or coerce you into skipping a comfort stop, and if they attempt to do so contact your shop steward to report a potential grievance.

FORM 3999

As mentioned earlier, on the day of inspection the examiner uses a Form 3999 to record information about the street phase of your day. A copy of the Form 3999 is found on pages 117-118. It is a two-page form, front and back, called "Inspection of Letter Carrier Route."

We will briefly review the Form 3999. Please look at the front page of the form, lower half.

Yes and No Comments. You should see 26 questions that the route examiner answers by checking a "Yes" or "No" box. The route examiner may make recommendations to management based on these comments. However, that is the only purpose of these questions.

No discipline from Form 3999 comments. The "Yes" and "No" check marks on this Form are part of the route inspection and adjustment process – they are **not** a valid basis for any discipline. If management attempts to discipline you based on the Form 3999, contact your shop steward to report a potential grievance.

No deductions without specific documentation. Management cannot use the Yes and No check marks as a basis for making deductions

Form 3999 (front)

United States Postal Service Inspection of Letter Carrier Route **Delivery Unit** Office Route No. No. of Trips Truck Type Capacity LHD 🗌 RHD Vehicle No. Carrier's Name ID No. Age Length of Service Length of Service on Route Type of Transportation Type of Route Non-EPM EPM Park & Curb P.S. Res. Mixed Dismount Vehicle Contract Business Delivery Foot Loop Bicycle Motorized Public Drive Out Trip 1 Trip 2 Elapsed Elapsed Elapsed Elapsed Time Odometer Time Odometer Description Time Miles Time Miles End Garage End Office Arrive Office Leave Transportation Board Last Delivery End Lunch Start Lunch First Delivery Leave Transportation Board Leave Office Report Office Report Garage Totals Total All Trips Time Time **Public Transportation** Time Out Time Out Return Return Schedule * Minus lunch period and time spent waiting for mail Yes No Yes No Item Item Does carrier wear regulation uniform and present a neat Office Break Option appearance? Does carrier perform work and conduct himself or herself Is vehicle capacity adequate? in a business-like manner? Is carrier's book up to date? Does carrier operate the vehicle in a safe manner? Are address changes properly maintained on Form 3982? Is the line of travel the safest possible? Is the best mode of transportation used? Are Forms 1776 and 1778 (Hazard and Dog Warning Cards) used? Are travel pattern, relay, and park points set up efficiently? Are computerized case labels used (C.L.A.S.S.)? Is there compliance with postal regulations concerning Should case labels be replaced? mail receptacles? Is the carrier case and drawer free of personal effects Does carrier take enough mail at each relay or park point? and extraneous matter? Does carrier finger mail between deliveries? Does the carrier leave the case unnecessarily? Are collection receptacles properly maintained, anchored Does the carrier talk unnecessarily with other employees? and schedules legible? Does carrier take obvious short-cuts? Does the carrier have a sufficient supply of forms? Can changes be made to reduce travel time and deadheading? Does the carrier have a valid driver's license? Is a last withdrawal of preferential mail made before Is DPS mail taken directly to the street without casing? leaving the office?

Remarks

PS Form	n 3999 ,	November	1997
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Form 3999 (reverse)

Leave Office - Show Line of Travel						Line of Travel to and from Lunch Place a									
				1	1			-1				Ducinos			Det
Delivery _b Methods	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Delys. Poss. Other	Delys. Poss.	Residentia Delys. Poss. NDCBU	Delys. Poss. Oth- Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Business Delys. Poss. NDCBU	Delys. Poss. Oth- Cen.	Delys. Made	Det. PO Box or NPU
	Load Time														
	Travel to Route														<u> </u>
		_													
		_													
Return Office - Show Line of Travel Totals															
Vehic	mplete only if carrier is (1) reimburseo cle; or (4) assigned to a Postal Service Park, L-Loop; V-Vehicle; D-Dismour	or contra	g his owi act vehicl	n vehicle; e.			s fare or l				ed trans	portation	in a Pos	stal Serv	ice

PS Form **3999**, November 1997 (*Reverse*)

from a carrier's street time. They are not specific enough to justify any deduction.

Reverse Side: The other important part of the Form 3999 is on the reverse side (page 118). Here, the route examiner makes notes on every block delivered on the route. The examiner makes entries for times, number of possible deliveries, and number of deliveries actually made. The examiner also makes entries for every vehicle movement, rest break, comfort stop and so forth, and the time it occurs.

Purposes of Form 3999: The Form 3999 is completed only during the route inspection and later during the evaluation of adjustments (See page 1-132) The Form 3999 serves a dual purpose for the inspection/adjustment process:

- To observe street functions. The examiner will look at a number of factors that may affect your route and the functions you perform associated with your street duties. The examiner may use the Form 3999 to record their observations.
- Transfer of territory. Management also uses the detailed information on the Form 3999 to figure out how much time will be transferred when it transfers territory from one route to another.

E. After the Count and Inspection

INTRODUCTION

The route examination and adjustment process is not finished when the week of count and inspection is done. There are several additional steps that take place before a route is actually adjusted to 8 hours.

Although we do not need to cover all of the details, there are some things that every letter carrier should know. First, you should know that management uses several additional forms to summarize all of the data it will use to evaluate your route.

Second, there are some basic rules that management follows when it measures your route at a particular office time and particular street time.

Third, every letter carrier must take responsibility for what happens after the week of count and inspection. The carrier will receive copies of certain management forms, and must look them over for mistakes or violations. The carrier also will have "consultations"—special meetings with management about the results of the count and inspection. There are several things you can do in this process to protect your route from an unfair or incorrect evaluation.

DATA ANALYSIS

Management takes information from the route examination, plus information from other sources, and engages in a great deal of numbercrunching. It compiles this information on certain forms:

- Form 1838 Management Summary. Management takes the information from each 1838-C Worksheet and transfers it to a different form, the 1838 Management Summary. Actual office time, standard office time and actual street time are calculated on this form.
- Form 1840-B Eight-Week Analysis. Management also performs an "eight-week analysis" of your street and office time. The average street time is calculated from 7 randomly selected weeks and the week after the count and inspection.
- Form 1840, Summary of Count and Inspection, provides for consolidating and completing the evaluation data recorded on Forms 1838, 1840-B and 3999. The examiner who inspected the route, or a designee, analyzes the form and makes appropriate comments and recommendations.

If your route is to receive any type of adjustment, addition or relief, it must be recorded on the reverse side of Form 1840.

ADJUSTMENT

When management evaluates your route, it does not simply average your actual times from the route examination. Instead, management must adhere to the following:

Office time—actual versus standard. Office time is calculated in two ways. First, the regular carrier's actual office time during the examination period is averaged.
Second, for the regular carrier management also calculates "standard office time," using the "18 & 8" casing standard and several other time standards for handling accountables, for strapping-out and so forth.

If the regular carrier is "under standard" actual office time is less than standard office time—then management uses the shorter actual time when adjusting the route. If the regular carrier's actual office time meets or exceeds standard office time—then management adjusts the route using standard time.

Any office time calculations for the regular carrier must include all auxiliary assistance he or she received in the office.

• Street time—inspection period average or eight-week average. Management has a choice between two possible street times when adjusting a route—either the street time average for the regular carrier during the route examination period, or the street time average from the eight-week analysis. Whichever choice it makes, management must justify it. Management's selection of the street time allowance cannot be based on the sole criterion that the particular time selected was the lower (M-39 Section 242.322).

Any street time calculations for the regular carrier must include all auxiliary assistance he or she received on the street.

After management determines office time and street time, it adds them together to find the evaluated length of the route. Once it comes up with this final figure, it then adjusts the route to 8 hours—by taking away some work or by adding some.

THE CONSULTATION(S)

Postal regulations require management to consult with the regular carrier regarding evaluation and adjustment of his or her assigned route.

Carrier routes are evaluated and adjusted using the complex data-gathering process described in Chapter 2 of the M-39 and explained in detail in this manual. However, while numbers and averages and data are useful in evaluating times and adjustments, postal regulations also implicitly recognize that the individual letter carrier assigned to a route is in the best position to make these assessments.

These consultations are mandatory. Management is not allowed to simply meet with the carrier and tell him or her what it came up with and what adjustment management intends to make. To consult means to seek an opinion as a guide to one's own judgment.

You, the regular carrier, have an important role in determining the evaluated time of, and adjustment to, your assigned route. Do not allow management to pretend to consult, with a wink and nod, and simply go through the motions. Postal regulations are very explicit about what is required regarding consultations.

Arm yourself with detailed knowledge of those regulations. They require management to do all of the following:

1. **Consult within time constraints.** Management must place adjustments into effect within 52 calendar days of the completion of the count (M-39 Section 211.3). Management must complete all consultations within that 52 day window in a manner that allows full consideration of the carriers' comments and

suggestions concerning the evaluation of the route and any proposed adjustments.

2. Provide documents in advance. Management must give the carrier the following documents in advance of the consultation regarding the evaluation of the route:

- A. Completed copies of Form 1838 at least 5 calendar days prior to consultation (M-39 Section 241.4, M-41 Section 923.1).
- B. Completed copy of front of Form 1840 at least one day prior to consultation. This completed copy must contain the following (M-39 Section 241.4, M-41 Section 923.1):
 - 1. Totals and averages from Forms 1838
 - 2. Day of inspection data
 - 3. Examiner's comments
 - 4. Analysis of office work functions
 - 5. Time recordings
- C. Partially completed copy of reverse of Form 1840 or attachments thereto, at least one day prior to consultation. It must contain the following:
 - 1. All time disallowances (M-39 Section 242.347)
 - 2. Related comments (M-39 Section 242.345-.347)

3. Discuss certain matters. Management is required to discuss certain matters at:

- A. The evaluation consultation—including:
 - 1. Mail volume (M-39 Section 232.1c)
 - 2. Evaluation of route (M-39 Section 232.1c)
 - 3. Any time adjustment to evaluated street time based on alleged improper practices or operational changes (M-39 Section 242.345)
 - 4. Any adjustment of evaluated street time based on a claim that conditions during 8 week timecard period or week of count were not normal so as to justify not including such day or days in base street time computation (M-39 Section 242.346)
- B. The adjustment consultation (if management proposes relief or addition to your route)—including (M-39 Section 243.11):
 - 1. The proposed relief or addition
 - 2. The reasons for the proposed adjustment
 - 3. Whether the carrier agrees or disagrees
 - 4. The reasons the carrier agrees or disagrees
 - 5. The comments and recommendations of the carrier

4. Record your recommendations and comments. Management must enter the following on the 1840 (M-39 Section 243.11):

A. Your comments

1-128

- B. Your recommendations
- C. Whether you agree or disagree with the proposed adjustments
- D. The reasons for your agreement or disagreement

5. Refrain from requiring you to sign anything. Management is not allowed to require you to sign a statement during the consultation(s) (M-39 Section 243.11a).

6. Consult with you a second time. Management must hold a second consultation if adjustments are proposed (M-39 Section 243.11a).

7. Consider your suggestions. Management is required to consider the suggestions from the carrier serving the route (M-39 Section 243.11c).

8. Permit notation of absence of documentation of street time disallowances. If management attempts to adjust your street time due to alleged improper practices, operational changes, or claimed abnormal conditions during the 8 week analysis, management must document it on the reverse of the 1840 and discuss it with you during the consultation regarding the route evaluation. If management fails to so document, you have the right, during the consultation, to note the absence of such documentation by writing a notation on, and initialing and dating, the 1840 (M-39 Sections 242.345 & .346).

9. Disallow street time adjustments if documentation is not provided to carrier within 1 week of notation by carrier. If you make a notation on the 1840, as noted above, about the absence of documentation supporting a management time disallowance, management has 1 week to supply such documentation to you. If management fails to do so within 1 week, the time adjustment shall be disallowed (M-39 Sections 242.345 & .346).

10. Provide completed copy of reverse of 1840 promptly after consultation. Promptly after consultation, if the carrier requests that the reverse of his or her copy of form 1840 be completed, the carrier must immediately give the copy to the manager for completion and return no later than 7 calendar days (M-39 Section 243.11a).

You should make every effort to show your Forms 1838-C, 1838, and Form 1840 to your NALC representative prior to the consultation. Your union representatives can help identify any problems or mistakes on the forms. You will thereby be in a better position to protect your rights at the consultation. If you cannot obtain an NALC review in advance, don't panic. There will be time afterwards to address any problems.

Remember:

- Completed Forms 1838 five (5) days in advance
- Completed front Form 1840 one (1) day in advance
- Partially completed reverse Form 1840 one
 (1) day in advance
- Full discussion at consultation
- Management writes your comments on the Form 1840
- No requirement for you to sign
- You write on Form 1840 absence of documentation
- You request completed copy Form 1840
- Management has 7 days to return documentation and 1840

AFTER THE CONSULTATION

You should contact your shop steward for grievance investigation and processing if management violates any of the procedures explained above. In addition, you should contact your shop steward for grievance investigation and processing in the following circumstances:

1. Unfair or incorrect adjustment. If you believe the adjustment to your route is incorrect or unfair;

2. Management use of COR. If management uses the Carrier Optimal Routing (COR) program to adjust, or aide in adjusting, your route; or

3. No adjustment in 52 days. If management fails to implement any needed adjustment within 52 days after the count and inspection period concludes.

Management must implement adjustments within 52 days unless an exception is granted by the district manager. Exceptions may only be made when warranted by valid operational circumstances, substantiated by a detailed written statement, and submitted to the local union within seven days of the grant of the exception. The union has the right to grieve any exception (M-39 Section 211.3, M-01072).

It is important to note that the evaluation process does not end with the implementation of an adjustment. Management is required to evaluate the adjustment. The evaluation includes analysis of data generated after implementation of the adjustment, including volume data, time records, etc. In addition, management is required to complete a new Form 3999 after adjustments are implemented to reflect the new authorized route travel pattern and schedule (M-39 Section 243.613).

F. Conclusion

Please keep the following points in mind.

First, during the week of the route examination you should **perform your job as usual**, the same way you do during the rest of the year. Each letter carrier is a unique individual, and management can expect only your **individual best efforts**.

Second, NALC has offered you some advice on how to protect your route from any unfair or improper adjustment. To get a fair shake in the route examination process, know your rights, stay on your toes and monitor the process carefully.

Finally, remember that NALC is here to assist you. Your local union representatives can give you information, review your forms, provide advice and, if necessary, file grievances to ensure that you receive a fair and accurate adjustment and a true 8-hour route.

Appendix—Chapter 1

The following pages are excerpts from handbooks and manuals, as well as national-level settlements, mentioned in the footnotes of this chapter.

Appendix Contents	Page of Reference
M-39 Section 214	1.0
M-01106	
M-39 Section 232	1-10, 1-111, 1-115
M-41 Exhibit 832.1	1-28
EL-801	1-46
M-00605	1-47
Extra Forms 1838-C	1-25

214 Review of Operating Procedures

All operations at the delivery units should be reviewed and any unsatisfactory conditions should be corrected before the count is commenced. The review should include at least:

- a. Letter Routes
 - (1) Scheduled reporting and leaving times in relation to arrival time of mail at the unit and public transportation schedules.
 - (2) Adequacy of carrier case equipment and condition of carrier case labels (see exhibit 126.5, *Review of Carrier Case and Work Area*).
 - (3) Volume of preferential mail received on each dispatch prior to the carrier's leaving time.
 - (4) Amount of missent/misthrown mail distributed to carriers.
 - (5) Whether all approved segmentations of mail are being made up in the most efficient manner practicable.
 - (6) Handling of accountable and signature mail by carriers at central markup offices. At the largest installations receiving a large volume of accountable and signature mail for delivery, local managers may make an exception allowing carriers to mark up this mail if accountable clerks are unable to expedite rehandling of the pieces in clearing carriers of proper responsibility.
 - (7) Review of Carrier Route Book to determine if:
 - (a) Form 1564A all items completed.
 - (b) Forms 1564-B and 3982 posted on a current basis (see exhibit 126.5).
 - (c) Edit Book and/or Form 1621 completed to show current number of deliveries (see exhibit 128.21, *Delivery Management Report*).
 - (8) Review DPS Handling Procedures.
- b. Parcel Post and Combination Services Routes
 - (1) Scheduled reporting and leaving time of carriers in relation to scheduled receipts and distribution of incoming mail.
 - (2) Adequacy and efficiency of relay service.
 - (3) Adequacy of sack rack equipment and rack labels.
 - (4) Whether intra- and inter-city trips to carrier-based stations are scheduled to provide dispatch of maximum volume of all preferential mail on the first trip.
 - (5) Whether excessive errors in distribution are made.
 - (6) Observation of office and street procedures, such as:
 - (a) Loading vehicles at dock. (If sack routing is used, the first sack separation only will be dumped.)
 - (b) Line of travel in serving route. (Managers should be very familiar with the routes and the territory they cover.)

- c. Collection Routes
 - (1) Whether collector is maintaining identity of customer-separated mail.
 - (2) Problems at platform; i.e., congestion, lack of equipment, etc.
 - (3) Vehicles procedures used to obtain, return, and to report malfunctions. (See Handbook M-41, parts 831, 841, and 842.)
 - (4) Issuance of special instructions to collector.
 - (5) Collectors' duties. (See Handbook M-41.)

215 Posting Notice of Scheduled Mail Count and Inspection

- 215.1 A notice must be posted at the delivery unit in advance of the scheduled mail counts and route inspections, showing the beginning date of the count for each route and the day and date each route is scheduled for inspection. This notice must be posted at least 5 working days before the start of the count period. If a decision is made to inspect on days other than the scheduled date, 1 day's advance notice must be given.
- 215.2 Not later than the Wednesday preceding the count week, carrier schedules shall be posted for those routes requiring an earlier starting time to count the mail.

216 Managers' Assignments and Responsibilities

- 216.1 Any member of the management team may be used for the inspection of routes. They must be thoroughly familiar with the inspection procedures and shall be held responsible for the accuracy and completeness of all data assembled by them and for its proper evaluation.
- 216.2 Each manager who will be engaged in conducting mail counts and route inspections should be furnished in advance of the start of the count:
 - a. List of the numbers of the routes assigned to the examiner.
 - b. Day and date selected for the inspection of each route.
 - c. Reporting times of the carriers on the routes scheduled for inspection.
 - d. Transportation information.
 - e. Arrangements for lunch on the routes to be inspected.
 - f. Copy of Standard Operating Procedures (flow charts, special instructions) for the unit.
- 216.3 All available city delivery managers must be assigned to participate in this work so that the counts and inspections may be completed at each unit in the shortest possible time.
- 216.4 In stations and branches, managers and/or their assistants and delivery supervisors must be included as members of the route inspection team. However, when their unit is being inspected they should conduct normal office and street management activities, and analyze route inspection data and correct any deficiencies noted.

Exhibit 832.1

	EXPANDED VEHICLE SAFETY CHECK
1.	Look under body for oil and water leaks.
2. 3.	Inspect two front tires for inflation and wear. Check hood latches.
3. 4.	Check front for body damage.
5.	Check left side for body damage.
6.	Check left door lock.
7.	Check for rear end leaks.
8.	Check all rear tires for inflation and wear.
9.	Check rear for body damage.
10.	Check rear door lock.
	Check right side for body damage.
12. 13.	Check right door lock. Open door and move into driving position.
13. 14.	Start engine. (If in enclosed area, wait until after step 21.)
15.	With assistance - adjust pot-lid and left front mirror.
16.	With assistance - check headlights, tail lights, brake lights,
-	4-way flashers, and directional signals, front and rear.
17.	Adjust right side rear view mirror.
18.	Adjust center rear view mirror.
19.	Check steering wheel play.
20.	Check accident report kit.
21. 22.	Check window locks.
22. 23.	Check windshield wipers and washers. Check horn.
23. 24.	Check gages (gas gage requires 30 seconds for "warm-up").
25.	Check foot brake (no more than 2 inches free play).
	Check hand brake.
27.	Check seat belt and fasten.
	This shock list has been programmed to take the driver in a legical equipage
roun ght ຣ	E: This check list has been programmed to take the driver in a logical sequence d the RHD vehicle with a minimum of lost motion. For LHD vehicles - work from side to rear to left side beginning at Item 5. Items 15 and 16 - if no assistance y available, handle personally.
	ADDITIONAL INSTRUCTIONS ON REVERSE

M-01106



UNITED STATES POSTAL SERVICE 475 L'ENFANT PLAZA SW WASHINGTON DC 20260

RECEIVED

NOV 2 5 1992

CONTRACT ADMINISTRATION UNIT N.A.L.C. WASKINGTON, D.C.

Mr. Lawrence G. Hutchins Vice President National Association of Letter Carriers, AFL-CIO 100 Indiana Avenue, N.W. Washington, DC 20001-2197

RE :

H7N-1N-C 34068/34114 CLASS ACTION/M. CHASEN SPOTSWOOD, NJ 08884

Dear Mr. Hutchins:

On November 5, 1992 we met in prearbitration discussion of the above-referenced cases, which are currently pending national level arbitration.

The issue in these cases is whether management violated the National Agreement by requiring a carrier who was not on the overtime desired list to work overtime during the week of count and inspection.

During our discussions, we mutually agreed to the following:

- 1) The overtime provisions of Article 8 and the associated Memorandums of Understanding remain in full force and effect during the week of count and inspection except that henceforth:
 - a. On the day during the week of inspection when the carrier is accompanied by a route examiner, management may require a carrier not on the overtime desired list or work assignment list to work overtime on his/her own route in order to allow for completion of the inspection.
 - b. On the other days during the week of inspection when the carrier counts mail, management may require a carrier not on the overtime desired list or work assignment list to work overtime on his/her own route for the amount of time used to count the mail.
- 2) The grievance is remanded to Step 3 for the determination of remedy.

Please sign and return the enclosed copy of this letter as your acknowledgment of agreement to settle these cases and to withdraw the above captioned cases from the pending national arbitration listing.

Sincerely, W. Eugen

Stephen W. Furgeson General Manager Grievance and Arbitration Division

Kan

Lawrence G. Hutchins Vice President National Association of Letter Carriers, AFL-CIO

11/24/92

Date'

Enclosure

23 Conducting the Route Inspection

231 General

- 231.1 The inspection of a route is the observation by a manager of the carrier's office and street work for one or more days and includes counting and recording the mail handled and the time used for each function.
- 231.2 If examiner rides in the same vehicle as the postal driver, he/she must inspect and determine that any temporary seat to be used during the route inspection is secure and safe and has seatbelts. Seatbelts must be worn and vehicle doors kept closed at all times the vehicle is in motion. Only authorized passengers are permitted to ride in postal-owned, GSA-owned, rental, or contract vehicles (including employees' privately owned vehicles when used in postal operations). All passengers must use seatbelts. Where conventional passenger seats have not been provided in the vehicle, an approved auxiliary seat, facing forward, and equipped with a backrest and seatbelts must be used. Sitting in other than an approved seat or standing in a postal vehicle while such vehicle is in motion is prohibited. The examiner must see that any temporary seat is removed at end of inspection.
- 231.3 The examiner must report before the carrier's scheduled reporting time on letter routes. Sufficient mail must be counted before the carrier reports to avoid interfering with the carrier's normal routine.
- 231.4 The examiner must consult the delivery unit map for the location of the assigned route; develop a mental picture of the route location in relation to delivery unit boundaries, delivery limits, and other routes; and obtain an adequate supply of all required forms and needed supplies.
- 231.5 The route examiner must inform the carrier that he/she intends to make a fair and reasonable evaluation of the workload on the route and that in order to do so the carrier must perform duties and travel the route in precisely the same manner as he/she does throughout the year. The examiner should impress the carrier with the fact that management is just as anxious and desirous of obtaining an accurate count of mail and inspection of the route as the carrier is, so that a fair and equitable evaluation of the workload on the route may be made.

232 Conduct of Route Examiner

- 232.1 The route examiner must:
 - a. Not set the pace for the carrier, but should maintain a position to observe all delivery points and conditions.
 - b. Not suggest or forbid any rest or comfort stops but should make proper notations of them.
 - c. Not discuss with the carrier on the day of inspection the mail volume or the evaluation of the route. These matters must be discussed with the carrier at a later date when all data has been reviewed and analyzed.

- d. Make notations on the day of inspection on the appropriate form or separate sheet of paper of all items that need attention, as well as comments on the day of inspection. Also list any comments or suggestions for improving the service on the route, as well as suggestions or comments made by the carrier during the course of the inspection for improvement in delivery and collection service.
- e. Make comments and suggestions clearly, and in sufficient detail for discussion with the carrier and for decision-making purposes. The manager who will actually discuss the results with the carrier must have enough facts and figures to reach a final decision on any necessary adjustments to the route.
- 232.2 See 222.214b regarding evaluation by route examiner as to representative time required for the carrier to perform those office activities for which actual time is recorded.

233 Cancelling Inspection

- 233.1 When the continuation of any inspection would serve no useful purpose, the inspection may be cancelled at management's discretion. A cancellation may apply to an entire delivery unit or to one or more routes of a group of routes being inspected.
- 233.2 Following are some items which could bring about consideration for cancellation:
 - a. Natural disasters or extreme weather conditions.
 - b. Unscheduled extended absence of the full-time carrier coupled with the absence of a qualified replacement. (To the extent reasonable and practicable, the regular carrier assigned to the route shall undergo the inspection.)
 - c. Unrealistic mail volume, either abnormal or subnormal, which could prohibit a fair evaluation of the route.
 - d. Unavailability of public transportation where normally used by carriers.
- 233.3 Any cancellation made must be discussed with the carrier concerned, giving the reasons. When the cancellation is for the entire unit, the discussion must be with the unit steward.

234 Record and Evaluation

234.1 Letter Routes

(See exhibit 234.1 (p. 1, 2, and 3).)

234.11 Describing Forms Used

The route examiner will use Form 3999 to record all pertinent information concerning the carrier's office and street performance. Form 3999-A is an optional worksheet that is provided to tally the deliveries that must be recorded on Form 3999. (On day of inspection, examiner also completes Form 1838 and 1838-C in duplicate.)

1-7 Safety Talk Requirements

Scheduled safety talks are intended to promote safety awareness. All line supervisors are required to conduct safety talks at least once a week with their employee groups, including temporary, casual, and relief personnel.

It is important to make the topics of safety talks relevant to your work situation and interesting to your employees. Involve them in developing topics, and provide an opportunity for discussion and demonstration when applicable. Publication 129, *Safety Talks,* is an excellent resource.

Your talk can be an effective method of maintaining interest in safety. Review these keys to making a good safety talk:

- a. Prepare your talk completely.
- b. Try to confine each talk to one major subject and avoid rambling.
- c. Choose a general or specific safety policy or subject, but keep the talk interesting and targeted.
- d. Be specific whenever possible. For example, if you discuss housekeeping, highlight the danger of loose objects on the floor.
- e. Use visual aids or actual demonstrations to make your talk more interesting.

You must maintain all safety talk records on file for 3 years, including the following:

- a. The date, time, and unit where the safety talk was given.
- b. The name of the person giving the talk.
- c. The subject of the talk.
- d. The names of employees attending the safety talk. An annotated unit roster or other automated attendance document is acceptable.

SETTLEMENT AGREEMENT BETWEEN THE UNITED STATES POSTAL SERVICE AND THE NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO

This will serve as full and complete settlement of the disputes between the U. S. Postal Service and the National Association of Letter Carriers, AFL-CIO, regarding the issue of appropriate items which may be included for credit on line 21 of Form 1838-C, Carrier's Count of Mail-Letter Carrier Routes Worksheet, during the week of count and inspection.

The parties mutually agree that the following listed work activities may be appropriate for inclusion by the letter carrier for actual time credit on line 21 of the Form 1838-C when such activities are determined to be recurring and necessary in the performance of the carrier's office routines:

- 1. Performing window caller service.
- Weekly safety talks and other appropriate unit discussions.
- Travel to and from the throwback case or to other designated locations to return mark-up mail and mis-throws.
- 4. Replenishing the forms pouch.
- 5. Wash-up time, in excess of personal time provided for on line 20, if such additional or longer wash-up time is provided for during office time in a Local Memorandum of Understanding negotiated pursuant to Article XXX or, if pursuant to local past practice, additional or longer wash-up time had been granted and included on line 21.
- Official communications including, but not limited to, general delivery; CMU Clerk inquiries; and responding to inquiries from supervisors.
- 7. Facing or separating collection mail upon return to office.
- 8. Verifying hold mail.
- 9. Union steward activities (grievance handling), when necessary and if occurring weekly or more often.

The following guidelines will be applied in implementing this settlement.

- a. The appropriateness for granting credit for the listed items on line 21 of Form 1838-C is dependent on a determination that the incident is (1) recurring; (2) necessary to the successful completion of the activity; and (3) not otherwise properly included as part of another established time credit on lines 1 through 20.
- b. Additional work activities determined to be recurring and necessary in the performance of letter carrier office routines also may be appropriate for inclusion for actual time credit on line 21. This may include a recognition of activities peculiar to local circumstances. For example, if carriers are required to travel from one floor to another when going from the time clock to the case in the morning, credit for such time may be granted on line 21. It may also include reading the official U. S. Postal Service bulletin board in those offices where carriers are specifically instructed to refer to the bulletin board on a recurring basis in order to be informed as to frequently changing information for which they are responsible. Another example would be when it is required on a recurring basis to obtain mail sacks or other necessary supplies to successfully complete the activity.
- c. Entries for time spent referring to Forms 3982 are not ordinarily appropriate items for inclusion on line 21 of the Form 1838-C. However, in exceptional situations where, due to unusual local conditions, the number and frequency of removals makes it necessary for a letter carrier to make recurring references to the Form 3982, a line 21 entry may be appropriate.

An instruction setting forth these principles will be issued to all city delivery offices.

The parties agree to cooperate to resolve any future disagreements on local management determinations of the appropriateness of line 21 entries for work activities peculiar to a local office at the lowest possible level.

This settlement resolves those issues raised in the January 4, 1980, letter from Bruce Simon to Richard Levin.

The outstanding cases which involve issues as to the denial of credit on line 21, including any such cases listed in paragraph 3 of the January 4, 1980 letter shall be jointly reviewed by the parties at the Step 3 level for disposition consistent with the terms of this agreement. In witness whereof the parties hereto affix their signatures below this <u>26th</u> day of <u>August</u>, 1980.

For the United States Postal Service:

James C. Gildea

Assistant Postmaster General Labor Relations Department

olun Eugené C. Hagburg

Assistant Postmaster General Delivery Services Department

For the Union:

mbrotto

Vincent R. Sombrotto President National Association of Letter Carriers, AF1-CIO

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	Vehicle inspection	19							L	
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8	Comment section)								L	
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	Registered/Certified							E		
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	returning funds and receipts.									
	Withdrawal of mail Sequencing and collating By-Pass Mail	15								ock Rings
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# Z ROUTE PROTECTION PROGRAM

**March, 2005 corrections:** These are corrections to the printed version issued in January, 2005. All February 4 and March 21, 2005 corrections have been printed on new pages and mailed to branches along with Chapters 2 and 3 in late March, 2005.

**May 1, 2006 corrections:** These corrections have been made to the online version, available at <u>http://www.nalc.org</u>, under Departments>City Delivery; they will be printed and mailed to branches in a future RPP mailing.

Strikeout/redline = deleted Underlined = added

**Corrections - February 4, 2005** 

Page & Location	Correction
1-1, second entry	. Annual Route and Unit <u>Review</u>
1-5, first paragraph, last sentence	. in the delivery <u>unit</u>
1-10, first paragraph, last sentence	. on the day <del>proceeding</del> <u>preceding</u>
1-59, last sentence	. You <del>make</del> take time under Line 14
1-103, last sentence	. totals are 83 and <del>38</del> <u>34</u> minutes.
1-106, actual time entries	. final Line 23 entry - <del>6</del> <u>2</u> minutes Elapsed Time Total - <del>38</del> <u>34</u> minutes
1-122, third paragraph	. "eight-week <del>random</del> analysis" The average street time from eight randomly selected weeks is calculated on the Form 1840-B. The average street time is calculated from 7 randomly selected weeks and the week after the count and inspection.
1-124, first paragraph	. the eight-week <del>random</del> analysis.
Corrections - March 21, 2005	
1-17, last sentence1-112, second paragraph	. out to <del>lunch</del> <u>street</u> , return from <del>lunch</del> <u>street</u> . <del>M-00944)</del> M-00994)
Corrections - May 1, 2006	
1-61, first paragraph, last sentence	. <del>Then you resume casing the mail.</del>
1-61, last paragraph	. <del>Casing – no entry. Again, you make no entry</del> <del>when you resume casing the mail.</del>
1-63, first paragraph, last sentence	. <del>Then you resume casing the mail.</del>

1-63, fourth paragraph ..... Casing – no entry. Again, you make no entrywhen you resume casing the mail.

1-67, Form 1838-C, Actual time entries, Explanation, 21g ...... <u>11:50</u> <u>10:50</u>



#### NATIONAL ASSOCIATION OF LETTER CARRIERS



# National Association of Letter Carriers



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100 Indiana Ave. NW Washington, DC 20001-2144 202.393.4695 www.nalc.org

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Dear NALC Activist:

A few weeks ago, we sent you a copy of Chapter 1 of the Route Protection Program, NALC's new educational resource material on route counts and inspections. At that time, we told you that additional chapters would follow to address other route evaluation and adjustment issues.

We have enclosed the new chapters, which were described in the Introduction sent with the first chapter. Chapter 2, *Route Examination and Adjustment for NALC Representatives*, provides additional information for NALC representatives who will assist and advise letter carriers through the inspection process. Chapter 3, *The Minor Route Adjustment Process*, describes management's use and misuse of the minor adjustment provisions in section 141 of the M-39 Handbook.

Also enclosed are some replacement pages for Chapter 1 containing a few minor corrections. Please replace the pages as described in the enclosure.

Additionally, we have sent you–and *every* letter carrier who is an NALC member–a Route Protection Program *Pocket Handbook*. Letter carriers can use the *Handbook* as a quick and convenient reference during the week of count and inspection.

We urge NALC activists at all levels to use these materials to ensure that letter carrier routes are fairly and accurately inspected, evaluated, and adjusted.

Sincerely,

William H.

William H. Young President

Fredric V. Rolando Director of City Delivery

# Chapter 2 Route Examination and Adjustment for NALC Representatives

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# **A. Introduction**

NALC created this Route Protection Program to ensure that every letter carrier across the nation gets a fair shake in the route inspection and adjustment process. NALC representatives must learn the details of the route examination and adjustment process. You must learn to analyze the various management forms and to monitor all the route inspection procedures to effectively represent letter carriers.

So, in this Chapter of the Route Protection Program you will be learning a lot about the required forms and procedures. You are already familiar with the 1838-C Worksheet from Chapter One. Now you will learn about the other Count and Inspection forms and procedures. The term Count and Inspection is also referred to as route counts, mail counts, route examinations, etc.

This program contains much of the information you will need to monitor and enforce the route inspection and adjustment process effectively. However, keep in mind that the only authoritative sources of information about route examinations are the National Agreement, related national settlements and arbitrations, the M -41 and the M -39 handbooks.

# **B.** Overview

As NALC representatives advising, educating and assisting letter carriers with route inspections and adjustments, it is important that you have a universal understanding of the process. Management's responsibilities, as well as the components of the evaluation, do not begin and end with the week of inspection and subsequent adjustment. Management has year round responsibilities to maintain the routes as near to 8 hours as possible. NALC representatives must hold management accountable and grieve its failure to fulfill its responsibilities.

You may have been around long enough to remember when formal route counts and inspections were conducted every year. Currently, management must complete at least annual route and unit reviews consisting of, at a minimum, an analysis of workhours, volumes, possible deliveries, and operating procedures. The purpose of these reviews is to verify adjustments that have been made, or need to be made. Management must then conduct any necessary mail counts and route inspections.

Additionally, management must maintain the routes in reasonable adjustment between these annual reviews (See Chapter Three). With reasonably current route inspection data for the same carrier on the route, the minor route adjustment process may be an option when such adjustments are needed. However, absent current data for the same carrier, the mail count and route inspection process must be used for these adjustments.

Management must also conduct a mail count and route inspection if requested by a regular carrier when the carrier's route shows over 30 minutes of overtime or assistance on each of 3 days or more in a week, for any six consecutive week period. While educating letter carriers on the inspection process, it is important that you explain how their work habits throughout the year impact the review and evaluations of their routes. Proper and consistent work methods year round are vital to receiving a fair route evaluation. Carriers must understand that their evaluated street time from a count and inspection may very well be based on a random analysis of their street times throughout the year.

Additionally, properly completed auxiliary assistance and overtime records (Forms 3996), as well as properly completed delayed and curtailed mail records (Forms 1571) are essential for accurate route reviews and evaluations.

When management does conduct mail counts and route inspections, it is important that you continuously monitor their actions for compliance with the M -39 & M -41 Handbooks.

As you review this chapter of the Route Protection Program, you will become familiar with the rules and regulations regarding the preinspection period, the inspection itself, the evaluation and analysis of the data, the adjustment process, as well as the subsequent evaluation of the adjustments made. You will see that it is important not only to monitor the process, but also to recognize management's attempts to manipulate the system in order to satisfy an agenda that does not include fair evaluation of the routes.

This Route Protection Program concentrates on the inspection of Letter Routes. Specific information on the forms and procedures for Parcel Post & Combination Service Routes and Collection Routes are contained in the M -39 and M -41 Handbooks.

It is also important for shop stewards and other union representatives to understand conceptually how route times are evaluated.

For Letter Routes, office time and street time components of the total route time are evaluated separately. They are both determined from data collected in accordance with the Count and Inspection procedures in Chapter 2 of the M -39, but different methods are used for each. The data is collected and analyzed using certain postal forms.

**1840-B** – Prior to the week of Count and Inspection, management completes Form 1840- B, reflecting the average street time of the regular carrier for 7 random weeks. Management will later average in the regular carrier's street times for the week after Count and Inspection.

**1838-C** – Carriers count mail volumes and time periods spent performing specific activities, and record this data on Form(s) 1838-C each day of the Count (except for the day of Inspection when the route examiner completes the 1838-C).

**1838** – Management transfers the data from each 1838-C onto Form 1838 daily, calculating net office and street times as well as standard office times.

**3999** – On the day of inspection, management completes Form 3999, recording actual times spent delivering specific portions of the route.

**1840** – Management consolidates the daily data from Form(s) 1838 for each route onto form 1840, computing average actual office and street times of the regular carrier during the week of Count and Inspection.

Management then uses the data collected, computed, and consolidated on the forms to determine the evaluated office time and street time.

When office and street times are calculated, be sure that any auxiliary assistance provided to the regular carrier is included in the evaluated time. However, only in very unusual circumstances or emergencies, when excessive late delivery would result, should auxiliary assistance be granted to the regularly assigned carrier during the week of count.

The office time component of the evaluated route time is determined by selection of the lower of two calculations. Management does not get to choose. Rather, it is required to select the lower of the two. The two calculations are:

- 1). The <u>average actual</u> office time of the <u>regular</u> carrier during the week of Count and Inspection, minus the time spent counting the mail and completing the 1838-C (Line 23) and time, if any, spent waiting for mail and for activities not performed on a continuing basis (Line 22). Thus, this time is based on daily <u>actual clock rings</u> less hand-recorded Lines 22 and 23 times, all from the week of Count and Inspection.
- 2). The <u>average standard</u> office time of the <u>regular</u> carrier during the week of Count and Inspection. This time is calculated from the daily hand-recorded volumes and time entries during the week of Count and Inspection. Calculations are then made, using the counted volumes and times by applying formulas found in Chapter 2 of the M -39, including the 18 & 8 standards for casing letters and other size mail.

There is an exception to the requirement to use the lower of the two times. If the regular carrier is older than 55 and/or has 25 or more years of continuous service, the actual average office time may be used, even if it is higher than standard (M -39 Section 242.214).

The street time component of the evaluated route time is determined by selection of one of two specific computations. Management chooses between the two. However, the manager's selection of the street time cannot be based on the sole criterion that a particular time is the lower, and it must explain its choice, in writing, on the reverse of Form 1840 (M -39 Section 242.322). The two computations are:

The average <u>actual</u> street time of the <u>regular</u> carrier during the week of Count and Inspection, plus any street auxiliary assistance. The regular carrier's time is based on <u>actual</u> <u>clock rings</u> from the week of Count and Inspection. Street auxiliary assistance is computed using the 3996 delivery area recorded by the carrier providing auxiliary street assistance, applied to the time spent by the regular carrier doing the same area as recorded on Form 3999 during the day of Inspection.

2). The average street time of the <u>regular</u> carrier for the 8 week period including the 7 random weeks and the week following the Count and Inspection, plus any street auxiliary assistance.

In this manner, each route is evaluated at a certain amount of time. It is important to understand how this process works. Regulations require management to adjust routes as close to 8 hours as possible. In order to achieve that result, routes must be fairly and correctly evaluated, because improperly evaluated routes necessarily mean improperly adjusted routes.

# C. Prior to the Week of Count and Inspection

There are important procedures that management is required to complete prior to the week of Count and Inspection. These procedures are largely found in Chapter 2 of the M -39 and in Chapter 9 of the M -41. However, other procedures have been established by settlement agreements between the parties. Some require active participation by the local union president, or designee, and some are done by management unilaterally.

Shop stewards and branch representatives must be familiar with these procedures and require management to comply with them.

The following must be completed prior to the week of Count and Inspection:

### **Steward Checklist**

- □ 1). Conduct Unit and Route Review
- 2). Share Results of the Unit and Route Review with the Union/Carriers
- 3). Schedule the Count and Inspection Period in Advance
- □ 4). Notify the Union of the Schedule
- □ 5). Complete Annual Leave Exclusion Procedures, if Applicable
- □ 6). Draw Lots for the 7 Random Weeks
- 7). Review and Analyze Carrier Control Forms (including 1840-B)
- **3**). Review the Operating Procedures
- 9). Correct Unsatisfactory Conditions
- □ 10). Agree on Template
- □ 11). Conduct the Dry run
- 12). Post the Notice of Scheduled Count and Inspection
- 13). Post Carrier Schedule for Earlier Start Times for Week of Count
- 14). Ensure Adequate Count and Inspection Forms Supply

## 1. UNIT AND ROUTE REVIEW

On at least an annual basis, management is required to make a route and unit review consisting of an analysis of at least the following items (management may, but is not required to, review the items listed in M -39 Section 213):

- Scheduled reporting and leaving times relative to the arrival of the mail at the unit and transportation schedules
- Adequacy of carrier case equipment and condition of case labels
- Volume of preferential mail received prior to carrier leaving times
- Amount of missent/misthrown mail distributed to carriers
- Whether all approved segmentations of mail are efficient
- Handling of accountable and signature mail by carriers

- Carrier Route Book (1564A, 1564B,1621) and Forms 3982
- DPS handling procedures
- Workhours
- Volumes
- Possible Deliveries

# 2. SHARE RESULTS OF UNIT AND ROUTE REVIEW WITH UNION/CARRIERS

Management is required to share the results of the Unit and Route reviews with the local NALC President, or designee (M -39 Section 211.1 and Section 214). Branch presidents (or their designees) should remain alert to, and enforce, this requirement. If local management has not been doing at least annual Unit and Route Reviews, advise them of the requirement and compel them to begin doing so. If local management has been doing them but has not been sharing the results with the local union, advise them of that requirement and begin enforcing it. If Count and Inspections have been scheduled, but no Unit and Route Review results have been shared, investigate and grieve if necessary.

The specific items that must be reviewed include processes that can have a significant impact on letter carriers' working conditions. For instance, casing equipment or labels may be inadequate or in poor condition. If so, the Unit and Route Review should bring the situation to management's attention in a formal way. Therefore, do not allow management to simply go through the motions and pretend that they are notifying the union of the results. Require management to actually perform the reviews and provide the results in a meaningful manner. This may involve written reminders from the branch president to the postmaster, or information requests, or even formal use of the grievance procedure. (See Sample Letter 1 in the appendix of this Chapter, page A - 1).

In addition to the requirement to share the results with the union president, management must share the results of the reviews with the regular carriers serving any routes that require adjustment (M -39 Section 211.1 and Section 214).

Branch officers should be aware that letter carriers were advised in Chapter 1 of the Route Protection Program that the Unit and Route Review constitutes an opportunity for them to discuss any unsatisfactory conditions with their managers. And, they were advised to contact their shop stewards if they are scheduled for Count and Inspections but management has not shared the results of the prior Unit and Route Review with them. Therefore, plan to use the required Unit and Route Reviews as an opportunity to influence management to correct unsatisfactory conditions. Doing so will benefit letter carriers as well as management.

# 3. SCHEDULE THE COUNT AND INSPECTION PERIOD IN ADVANCE

Management is required to determine the period selected for the Count and Inspection as far in advance as possible. To the extent possible, planning for the inspection should normally be completed before annual leave bidding begins in the unit (M -39 Section 211.2 and Section 211.4).

#### 4. NOTIFY THE UNION

Management must notify the union of the advance schedule for the period selected for the Count and Inspection. If management later changes the period, the local union should be notified of the revised schedule as far in advance as practicable (M -39 Section 211.2).

As a general principle, it is in the union's interest to receive such notification in writing. While the language in M -39 Section 211.2 does not specify how the notification must be made, normal and customary business practice would call for written notification. If management gives only verbal notification, branch officers could consider documenting the notification by written request for confirmation. (See Sample Letter 2 in the appendix of this chapter, page A - 2).

## 5. ANNUAL LEAVE EXCLUSION PROCEDURES

Management may block out vacation time in order to perform route inspections provided that the dates in question are blocked out prior to vacation selection. When management blocks out vacation time, an equivalent number of additional slots must immediately be made available for vacation selection. Unless there is an agreement with the local union to do otherwise, the slots will be added to the number of slots required by the LMOU during the 30-day period immediately before or after the dates of the Count and Inspection. All advance commitments for granting annual leave must be honored except in serious emergency situations (M -01105).

## 6. DRAW LOTS FOR 7 RANDOM WEEKS

Within 4 weeks prior to the week of Count and Inspection, the local union representative will make a random drawing of numbered lots 1 through 4 to be used in determining the 7 random weeks to be selected for the 1840-B (M -39 Section 242.323). This is normally as simple as taking four pieces of paper, marking the first 1, the second 2, the third 3 and fourth 4, placing them in a hat, and then having the union president draw them one at a time.

The order in which the numbers are drawn becomes the random lots selection order. Drawing random lots is important because the times thus developed may be used for street time evaluations and adjustments. After the random lot drawing, corresponding weeks in up to 7 months preceding the month of the Count (excluding June, July, August, and December) are selected. For example, if the random lot selection order is 2, 3, 1, 4 and the count week is in October 2005, you count back 7 months excluding June, July, August, and December. You then apply the selected order beginning with the "oldest" month as follows:

<u>Count Months Back</u>	<u>Month</u>	Apply Selected
		<u>Order</u>
(7)	Nov. 2004	2nd week
exclude	Dec. 2004	exclude
(6)	Jan. 2005	3rd week
(5)	Feb. 2005	1st week
(4)	Mar. 2005	4th week
(3)	Apr. 2005	2nd week
(2)	May 2005	3rd week
exclude	June 2005	exclude
exclude	July 2005	exclude
exclude	Aug. 2005	exclude
(1)	Sept. 2005	1st week
	Oct. 2005	Count month

**Note:** This rotation is applied even if less than 7 months are available by continuing into additional weeks of the previously "used" months. However, if only 2 or 4months are available, the random lot number order must be reversed after the first four weeks are selected to avoid repetition of the weeks already chosen.

The first week of a month begins with the first Saturday of the month (M -39 Section 242.323c). If the count week falls in 2 months, the later month will be considered the count month for the purpose of selecting the 7 random weeks (M -39 242.323d). If the regular carrier was not serving the route on at least one of the days of a week so selected, the next available week in which the carrier so served at least 1 day shall be used for the 7 weeks period (M -39 Section 242.323d). The street times of the regular carrier and auxiliary street assistance provided on days the regular carrier worked during the seven weeks will later be averaged with the street times from the week after the Count and Inspection and recorded on the 1840-B.

# 7. REVIEW AND ANALYZE CARRIER CONTROL FORMS

Three or four weeks prior to the scheduled period of the Count, management is required to review and make an analysis of the following forms:

1571	Undelivered Mail Report
1813	Late Leaving and Returning Report
3996	Carrier Auxiliary Control
1840-B	Carrier Time Card Analysis
3968	Daily Mail Collection Record
3997	Unit Daily Record
3921	Daily Delivery Unit Volume Recording Worksheet

(M -39 Section 213 & Section 242.351)

Note: The required review of the 1840-B will necessarily be a partially completed 1840-B, containing only information from the 7 randomly selected weeks. The 1840-B is not fully completed until data from the week after count is available. A 1840-B with entries for the 7 random weeks is found in the appendix of this chapter on pages A - 3 through 6.

## 8. REVIEW THE OPERATING PROCEDURES

All operations at the delivery unit must be reviewed (and any unsatisfactory conditions corrected – see below) before the commencement of the count. At a minimum, the review should include:

- Scheduled reporting and leaving times relative to the arrival of the mail at the unit and transportation schedules
- Adequacy of carrier case equipment and condition of case labels
- Volume of preferential mail received prior to carrier leaving times
- Amount of missent/misthrown mail distributed to carriers

- Whether all approved segmentations of mail are efficient
- Handling of accountable and signature mail by carriers
- Carrier Route Book (1564A, 1564B, 3982, 1621) and Forms 3982
- DPS handling procedures

(M -39 Section 214)

Note: The above list coincides with some of the items required in the Unit and Route Review (see pages 2 - 16 and 2 - 17).

## 9. CORRECT UNSATISFACTORY CONDITIONS

The language in M -39 Section 214 explicitly requires management to correct any unsatisfactory conditions that are identified by the review of operating procedures (M -39 Section 214).

Branch officials should remain alert for unsatisfactory conditions, such as inadequate carrier cases, inordinate amounts of missent/misthrown mail, improper, incomplete, or outdated information in carrier route books, etc. Failures to correct such conditions should be investigated and grieved, if necessary.

Any operational changes affecting the entire unit must be placed into effect before the dry run, continue through the week of Count and Inspection and thereafter until conditions require further modifications (M -00745).

# 10. Agree on Template or Other Means to Verify Letter Size Mail

The definition of letter size mail has not changed. It includes all mail that can be cased into the normal evenly spaced 6-shelf letter separation without bending or folding (M -41 Section 922.411 & M -39 Section 121.12).

In the past, when 6 shelf cases were the norm, it was a simple matter to determine if a mailpiece was letter size by placing it in a shelf. With the advent of 4 shelf and 5 shelf cases, that determination became more difficult. The parties signed the Case Configuration Memo in 1992. It provides that in offices where mail is cased into 4 and/or 5 shelf cases, management must meet with the local union prior to the dry run training to determine an efficient means to verify mail of questionable size during the week of Count and Inspection. The memo suggests two possible methods to verify mail size – a measuring strip on each case, or the use of a template as a reference point. However, it does not restrict the local parties to the two methods suggested. They are free to agree to other methods (M -01306, pages 6-8 & 58).

This is another procedure that requires the active participation of the union. It is important because most trays of letter size mail include pieces that should be recorded as other size. Proper recording is important because counting other size mail as letter size mail will reduce a carrier's "Standard Office Time". As an example, 100 pieces of other size mail that is improperly recorded as letter size mail will result in a carrier being cheated out of 7 minutes of "Standard Office Time."

# 11. DRY RUN COUNT

The purpose of the dry run is to teach carriers how to accurately complete the Form 1838-C. Management is required to review the count procedures with all carriers within the 21 day period prior to the start of the Count and Inspection. The dry run consists of several required elements:

- Issue the dry run materials, including sample items and Form 1838-C
- Provide an instruction period
- Provide a period for the carriers to enter the sample mail-count and time-used items on the 1838-C
- Review each completed dry run form for accuracy, error, and omissions
- Discuss and explain any inaccuracies, errors or omissions to the carrier involved
- When necessary, require a second completion of the form to assure that the carrier is thoroughly familiar with completing the 1838-C

(M -39 Section 217 and M -41 Section 917)

Since regulations require replacement carriers to count the mail and enter the data on the 1838-C in the same way as the regular carrier during the week of Count and Inspection (M -39 Section 221.132), all carriers should receive the dry run training.

## 12. Post Notice of Scheduled Count and Inspections

A notice must be posted at the delivery unit in advance of the scheduled Count and Inspection, showing the beginning date of the count for each route and the day and date each route is scheduled for inspection. This notice must be posted at least five working days prior to the start of the Count and Inspection. If a decision is made to inspect on days other than the scheduled date, one day's advance notice must be given (M -39 Section 215.1 and M -41 Section 913).

## 13. POST CARRIER SCHEDULE SHOWING EARLIER START TIMES FOR WEEK OF COUNT

Not later than the Wednesday preceding the count week, carrier schedules shall be posted for those routes requiring an earlier starting time to count the mail (M -39 Section 215.2). The Postal Service and the NALC have agreed that during the week of inspection on the days when the carrier counts the mail, management may require a carrier not on the overtime desired lists to work overtime on his/her own route for the amount of time used to count the mail (M -41 Section 921.23 and M -01106). Moreover, the parties agree that, preceding the count week, carrier schedules shall be posted requiring an earlier start time to count the mail (M -01088).

# 14. Ensure Adequate Count and Inspection Forms and Supplies

Management must ensure that enough mail Count and Inspection forms and other needed supplies are on hand (M -39 Section 212.2).

This requirement includes duplicate 1838-Cs, as required by M -39 Section 222.1.

## SUMMARY

The postmaster or designee is responsible for seeing that advance preparations are made for mail counts and route inspections and that they are coordinated with all managers concerned (M -39 Section 212.1). Any failure by management to comply with the above procedures should result in grievance investigation. Every such investigation should include an interview by the shop steward of the postmaster (or designee per M -39 Section 212.1) in order to hold the responsible person accountable. (See Sample Letter 3 in the appendix of this chapter, page A - 7).

Local union representatives should closely monitor the period before scheduled Count and Inspections to ensure management compliance. They should vigorously assert the union's right to participate in the random 7-week selection and in the letter size mail determination method. While the union has no obligation to remind management of its obligations, well-timed written communications to the local postmaster may assist in ensuring management compliance. If necessary, grievances must be filed protesting management non-compliance.

In any such grievances, give careful attention to the requested remedy. While the appropriate remedy will vary with the specific facts of each case, the general principles of formulating remedies remain the same in all cases. The remedy should:

- fix the problem
- fit the violation
- make the grievant whole
- be reasonable

In addition to the general principles, keep in mind the fundamental interest of the union is achieving fair 8 hour routes when formulating remedies in Count and Inspection grievances.

This may require creative remedy formulation because the impact of violations on route adjustments may not be evident until well after the grievance is filed and the settlement made.

For instance, where management has failed to provide dry run training to a regular carrier, for no good reason, and the Count week has started, the requested remedy might include:

 Immediately provide dry run training, and provide the union a copy of the practice forms

- 2). Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it failed to provide dry run training to carrier prior to the Count and Inspection
- Agree to cease and desist failing to provide dry run training in advance of Count and Inspections
- 4). Agree that this settlement is fully citable in any future hearing or proceeding
- 5). Agree that the union has full standing to argue any adverse effects of the failure to properly provide the dry run training on the evaluation and/or adjustment of the grievant's bid route, including in later grievances

This remedy is reasonable, fits the violation, fixes the problem, and protects the interest of the grievant and union in the ultimate adjustment of the route.

# **D.** During the Week of Count and Inspection

Management must comply with certain procedures and requirements during the week of Count and Inspection.

#### **Steward Checklist**

- □ 1). Route Inspector Qualifications
- **2**). Six Consecutive Days of Count
- □ 3). Use of Forms—Hand-held Computers
- □ 4). Carrier Counts and Records Mail
- **5**). Replacement Carriers
- **6**). No Changes to Normal Distribution
- **7**). No Accumulation of Mail
- □ 8). Overtime
- **9**). Auxiliary Assistance
- **1**0). Examiner Conduct and Responsibilities
- □ 11). Canceling the Mail Count
- 12). Inspecting on Days Other Than the Scheduled Date
- **1**3). 3999
- □ 14). Daily Completion of Forms to Detect Errors

#### 1. ROUTE INSPECTOR QUALIFICATIONS

Any member of the management team may be used for the inspection of routes. However, station managers and delivery supervisors **must** be included as members of the route inspection team. All managers used must be thoroughly familiar with the inspection procedures and shall be held responsible for the accuracy and completeness of all data assembled by them and for its proper evaluation (M -39 Section 216.1 and Section 216.4).

Shop stewards should use the M -39 Section 216 language to hold managers accountable. Almost every grievance protesting a specific violation of Count and Inspection procedures should also include an argument that management has violated M -39 Section 216. For instance, if the route examiner instructs a letter carrier not to take a comfort stop, the shop steward would grieve the instruction and cite M -39 Section 232.1b (Route examiner must not suggest or forbid any rest or comfort stops). In addition, the shop steward would cite M -39 Section 216.1 arguing that this examiner was obviously not thoroughly familiar with that inspection procedure and should be held accountable for its failure(s). This M -39 provision allows the union to take a proactive approach in documenting the actions and practices of examiners who are not thoroughly familiar with the required procedures.

## 2. SIX CONSECUTIVE DAYS OF COUNT

The count of mail on all letter delivery routes, regular and auxiliary, must be for 6 consecutive delivery days. Routes with abbreviated or no delivery on Saturday are counted on 5 consecutive delivery days, exclusive of Saturday. It is not mandatory that mail counts begin on Saturday and continue through Friday so long as they are made on consecutive delivery days (M -39 Section 221.11 M -41 Section 921.21).

## 3. Use of Forms–Hand-Held Computers

Hand-held computers may be used to input data from the Form 1838-C Worksheet and used to record office activities, mail volumes, possible delivery counts and street delivery times. Hand- held computers that are used on the day of inspection by the examiner must be synchronized with the carrier's time clock rings for begin tour, leave for street, return from street, and end tour, as appropriate (M -39 Section 221.123 and Section 221.124).

When hand-held computers are used on the day of inspection, manually completed Forms 1838, 3999, 3999-A, and 3999-X are not required. Rather, facsimiles (computer generated forms) will be produced instead.

When using hand-held computers on the day of inspection, the route examiner must still complete the 1838-C Worksheet(s) manually, except for line item elapsed time totals and mail piece count totals by category. The calculations remain the same as previously performed manually. These computer generated facsimiles must conform to M -39 procedures.

## 4. CARRIER COUNTS AND RECORDS MAIL

The carrier counts and records the mail every day except on the day of inspection when the mail must be counted and recorded by a manager. When management performs the mail count the carrier serving the route, upon request, may verify the mail count (M -39 Section 221.131).

Chapter One of the Route Protection Program (page 1-38) contains discussion on the definitions of letter size and other size (flat) mail. It also contains information regarding joint selection of the method for determining mail size (see also pages 2 -27 and 2 -28 of this chapter).

NALC representatives must ensure that the agreed upon method is available for use by carriers and examiners. Stewards should also ensure that managers properly count the mail on the day of inspection. Carriers who request to verify management's count of mail have the right to count each piece (M - 00814 & M -00536). Stewards should make every attempt to immediately investigate any discrepancies so that the correct mail count can be determined.

## 5. **Replacement Carriers**

Replacement carriers assigned to regular, full-, and part-time routes must count the mail and enter the data on the prescribed forms in the same way as the full-time carrier (M -39 Section 221.132 and M -41 Section 921.12).

While the data generated by a replacement carrier is recorded on the 1840, it is not used in the evaluation or adjustment of the route. On the 1840 the letter "R" is placed immediately to the left of the day(s) on which the route was served by a replacement carrier (M -39 Section 241.32).

## 6. NO CHANGES TO NORMAL DISTRIBUTION

There should be no changes in normal distribution procedures or clerical schedules during the period of

mail counts. The normal cutoff time for distribution should be observed (M -39 Section 221.133).

Additionally, operational changes affecting an entire unit should be effected no later than the dry run. They should remain in effect through the week of Count and Inspection and thereafter until conditions require further modifications (M -00745).

As an example, in a unit where carriers historically traveled to a designated location to sign for accountables, it would be improper for management to use a portable cart to bring the accountables to the carrier only during the week of Count and Inspection.

#### 7. NO ACCUMULATION OF MAIL

There must be no accumulation of curtailed mail on the day preceding the beginning of the count, and no mail may be curtailed on the last day of the count except in EPM offices (M -39 Section 221.134, M -00258).

Carriers must not be allowed to case any mail upon their return to the office on the day preceding the first day of the count period. However, if a carrier is regularly scheduled throughout the year to case mail on return from the street, the carrier must continue to do so during the count period. Carriers must not case any mail for delivery after returning from the street on the last day of the count period until they have clocked off the Form 1838-C Worksheet for the day except in EPM offices (M -39 Section 221.135).

All mail distributed to the carriers up to the normal established cutoff time will be delivered every day of the count week (M -39 Section 221.136, M -00258).

# 8. OVERTIME

If necessary, overtime may be used to enable the regularly assigned carrier to complete delivery during the days of the count week (M -39 Section 221.137).

The overtime provisions of Article 8 and the associated memorandums remain in full force and effect during the week of Count and Inspection except: On the day during the week of inspection when the carrier is accompanied by a route examiner, management may require a carrier not on the OTDL to work overtime on his/her own route in order to allow for completion of the inspection.

On the other days during the week of inspection when the carrier counts mail, management may require a carrier not on the OTDL to work overtime on his/her own route for the amount of time used to count the mail (M -01106).

Absent these two exceptions, shop stewards should monitor and grieve, when appropriate, Article 8 violations that occur during the week of inspection.

## 9. AUXILIARY ASSISTANCE

Only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted the regularly assigned carrier during the week of the count (M -39 Section 221.138).

Therefore, auxiliary assistance should only be provided in these very unusual circumstances, or emergencies, or when required in order to comply with Article 8 (notwithstanding the two exceptions above).

#### 10. EXAMINER CONDUCT AND RESPONSIBILITIES

The role of the examiner is to observe and accurately record data. Shop stewards should be alert for any behavior beyond this role.

The route examiner must inform the carrier he/she intends to make a fair and reasonable evaluation of the workload on the route and that in order to do so the carrier must perform the duties and travel the route in precisely the same manner as he/she does throughout the year. The examiner should impress the carrier with the fact management is just as anxious and desirous of obtaining an accurate count of mail and inspection of the route as the carrier is, so that a fair and equitable evaluation of the workload on the route may be made (M -39 Section 231.5).

The examiner must report before the carrier's scheduled reporting time. Sufficient mail must be counted before the carrier reports to avoid interfering with the carrier's normal routine (M -39 Section 231.3).

The route examiner must:

• Not set the pace for the carrier

- Not suggest or forbid any rest or comfort stops
- Not discuss with the carrier on the day of inspection the mail volume or evaluation of the route
- Make notations on the day of inspection on the appropriate form of all items that need attention, as well as comments on the day of inspection
- Make comments and suggestions clearly, and in sufficient detail for discussion with the carrier and for decision-making purposes. The manager who will actually discuss the results with the carrier must have enough facts and figures to reach a final decision on any necessary adjustments to the route (M -39 Section 232.1).

If the examiner rides in the same vehicle as the carrier, the examiner must inspect and determine that any temporary seat to be used during the route inspection is secure and safe and has seatbelts (M - 39 Section 231.2). Seatbelts must be worn and the vehicle doors kept closed at all times the vehicle is in motion. The examiner must see that any temporary seat is removed at end of inspection (M -39 Section 231.2).

As previously explained on page 2 - 36, route examiners must be thoroughly familiar with the inspection procedures and shall be held responsible for the accuracy and completeness of all data assembled by them and for its proper evaluation. An important part of their responsibility is the accurate count of mail and recording of Line Items on the day of inspection.

One common error occurs on the day of inspection when the examiner removes the plastic wrap and/or straps in order to count the mail and fails to record a Line 15 entry.

Another common mistake is the improper designation of Line 21 Items as Line 22.

Yet another example, is when examiners count and record other size mail as letter size mail.

Examiner conduct is also discussed at length in Chapter One pages 1 -111 through 1 -115.

#### 11. CANCELING THE MAIL COUNT

When the continuation of any inspection would serve no useful purpose, the inspection may be cancelled at management's discretion. A cancellation may apply to an entire delivery unit or to one or more routes of a group of routes being inspected.

Following are some items that could bring about consideration for cancellation:

- Natural disasters or extreme weather conditions
- Unscheduled extended absence of the full- time carrier coupled with the absence of a qualified replacement. (To the extent reasonable and practicable, the regular carrier assigned to the route shall undergo the inspection).
- Unrealistic mail volume, either abnormal or subnormal, which could prohibit a fair evaluation of the route
- Unavailability of public transportation where normally used by carriers

Any cancellation made must be discussed with the carrier concerned, giving the reasons. When the cancellation is for the entire unit, the discussion must be with the unit steward (M -39 Section 233).

During the discussion, the steward should at minimum inquire as to who made the decision to cancel, what criteria was relied on, what data was reviewed, and the rationale for concluding that continuing with the Count and Inspection would serve no useful purpose. The steward should ensure that this discussion is more than a simple notification.

If the cancellation is for less than the entire unit, the steward should investigate by interviewing the letter carriers serving the routes involved regarding their discussion with management. If the information reveals that there may not have been a valid reason to cancel the inspection, a further investigation should be conducted.

At a minimum, the investigation should include:

 Identification and interview of the deciding manager to obtain the specific reason(s) relied upon to cancel the Count and Inspection

- An evaluation of all data reviewed by the deciding official
- A review of additional relevant data
- Explanation of the rationale for concluding that the data reviewed, and criteria considered, resulted in the decision that continuing with the Count and Inspection would serve no useful purpose

## 12. INSPECTING ON DAYS OTHER THAN THE SCHEDULED DATE

A notice must be posted at the delivery unit in advance of the scheduled mail counts showing the day and date each route is scheduled for inspection. This notice must be posted at least 5 working days before the start of the count period. If a decision is made to inspect on days other than the scheduled date, 1 day's advance notice must be given (M -39 Section 215.1).

Letter carriers were advised in Chapter One to contact their shop steward if management changes the day of inspection without proper notice or if more than 1 day of inspection is scheduled. Section 215.1 of the M -39 clearly indicates that the posted notice must show a *single* inspection day scheduled for each route. Therefore, if management in this posting *schedules* more than 1 day of inspection for a route, the steward should investigate and file a grievance if necessary.

However, as also indicated in section 215.1 of the M -39, there are circumstances which may require an inspection on days other than the scheduled day. If a decision is made to do so, the letter carrier must be given 1 day's advance notice. If a carrier does not receive the 1 day's advance notice, the steward should investigate and file a grievance if necessary.

Previously management took the position that it had the right to designate all 6 days as the day of inspection. The NALC disagreed and grieved. National Arbitrator Briggs agreed with the NALC and ruled that management *does not* have the right to inspect city delivery routes on all 6 days of a mail count and route inspection week.

National Arbitrator Briggs recognized that during the week of Count and Inspection, the letter carrier takes an active part counting the mail, recording the data, and completing the Form 1838-C Worksheet. The role is reversed on the day of inspection with the examiner counting and recording all of the data.

Arbitrator Briggs stressed the importance of the letter carrier's active participation in mail counts, yet acknowledged that the M -39 contemplates both one-day and multiple-day inspections. Therefore, it is important for stewards to understand when an additional day of inspection may be required.

As an example, if during the route inspection, the supervisor notes that the letter carrier fails properly to finger mail or to take proper short cuts, and that those failures were sufficient enough to warrant a time adjustment for the route, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures to be used. One day's advance notice must be given.

Another example occurs when management is unable to complete the Form 3999 on the scheduled day of inspection because of the length of the route. In this example, management is required to provide the letter carrier with 1 day's advance notice of the additional day selected to complete the day of inspection.

In addition, other situations may occur that require a decision to inspect on a day other than the scheduled date. For example, when a letter carrier becomes unexpectedly ill and is unavailable on the scheduled day of inspection, a different day must be scheduled (with 1 day's advance notice) instead of the originally scheduled day.

Regardless of whether or not management has provided the required 1 day's advance notice, stewards must consider the following. If management has already collected and recorded the "day of inspection" data for both the office and street functions of the assignment, another day of inspection should normally not be necessary. Nor should an additional "3999 day" be scheduled prior to the day of inspection. Any attempt to schedule and/or conduct another day of inspection, or an additional 3999, should be investigated and discussed with the manager. Unless there appears to be a valid reason for the additional "inspection day," a grievance may be necessary.

#### 13. FORM 3999

As indicated in Chapter One, on the day of inspection the examiner follows the carrier on the route and records relevant data on Form 3999. A Form 3999 appears in the appendix of the chapter on page A - 8 and A - 9. The sample entries on the Form will be referenced later in this chapter.

The front of Form 3999 includes 26 questions with Yes/No check boxes that must be completed by the examiner.

No discipline may be issued, nor time deductions made, based solely on those checked boxes. The just cause provisions of Article 16 require more than a simple checkmark to support discipline. The M -39 requires far more than a simple checkmark in order to justify a time deduction.

The entries made on the 3999 and the purpose of the form are discussed in Chapter One of the Route Protection Program. Detailed instructions for completion of the form are found in the M -39 Section 234. Stewards may find it necessary to review 3999s to ensure that the street time values entered on the reverse side of the 1840 to transfer territory are accurate. Additionally, the 3999 may contain examiner comments relevant to management's proposed adjustments to the base street time selected.

When requesting to review a Form 3999 stewards should also request any associated Form 3999-As. This form is an optional worksheet used by the examiner to tally the deliveries on each block (M -39 Exhibit 234.1 page 3).The information is later transferred to Form 3999.

## 14. DAILY COMPLETION OF FORMS TO DETECT ERRORS

Letter carriers might not receive their duplicate copy of the day's 1838-C Worksheet until the next morning because the manager is required to review the form for errors and irregularities. Any errors or irregularities on the form must be discussed with the carrier before the next day's count so the mistake will not be repeated.

The Postal Service has acknowledged its obligation to timely provide carriers with copies of 1838Cs. In the national level arbitration on 6 day inspections, Arbitrator Briggs noted that management testified to the following: *Management provides carriers with a copy of* [1838-Cs] *so they have an opportunity to correct any errors or dispute a management notation*. (C-23767)

The manager must complete all count forms daily and post from Form 1838 the time and volume items to Columns A through G and 1 through 7 on Form 1840 (M -39 Section 221.122).

Shop stewards should remain alert to violations of the M -39 Section 221.122. If a steward determines that management may have incorrectly identified an error on a Form 1838-C Worksheet, he/she should investigate and grieve when necessary. At a minimum the investigation must include obtaining copies of the 1838-C Worksheet, 1838 Summary, and 1840. In addition, the steward should interview not only the manager who made the determination, but also the letter carrier involved.

If the steward determines that **any** claimed error, correctly identified or not, was not discussed with the carrier involved, an additional grievance should be filed if appropriate. If the steward determines that management is not completing and posting all forms daily as required, the steward should investigate and grieve if necessary.

Forms 1838-C are retained in the delivery unit while the carrier is on the street. A designated place should be provided to receive forms 1838-C on the carrier's completion of duty (M -39 Section 223.1 and M -41 Section 922.7).

## SUMMARY

The count-week procedures and requirements noted above are mandatory. Local union representatives should closely monitor the week of Count and Inspection to ensure management compliance.

Remember, each manager involved with the inspections must be thoroughly familiar with the required procedures and shall be held responsible for the accuracy and completeness of the data assembled and for its proper evaluation (M -39 Section 216.1). Any failure by management to comply with the above procedures should result in grievance investigation. Every such investigation

should include an interview by the shop steward of the responsible manager in order to hold that person accountable.

In any such grievances, keep in mind the fundamental interest of the union is achieving fair 8 hour routes.

This may require creative remedy formulation because the impact of violations on route adjustments may not be evident until well after the grievance is filed and the settlement made.

For instance, where management has refused to allow a carrier to count the mail, or to verify the manager's count on the day of inspection, the requested remedy might include:

- Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it refused to allow a carrier to count the mail, or to verify the manager's count on the day of inspection
- Agree to cease and desist such violations
- Agree that this settlement is fully citable in any future hearing or proceeding

 Agree that the union has full standing to argue any adverse effects of the violation on the evaluation and/or adjustment of the grievant's bid route

This remedy is reasonable, fits the violation, fixes the problem, and helps protect the interest of the grievant and union in the ultimate adjustment of the route.

## **E. Form 1838** *Carriers Count of Mail -Letter Carrier Routes (Mngt. Summary)*

## OVERVIEW

The data from the 1838-C Worksheet drives the route evaluation and adjustment process. Chapter One detailed how letter carriers complete Forms 1838-C on a daily basis. This section details how the data from the 1838-C is transferred to the Form 1838. **Form 1838.** This is the form management uses to record the data from the 1838-C at the end of each day (M -39 Section 221.122).The main purpose of the form is to calculate the "Net Office Time", "Standard Office Time", minutes "Over" or "Under" Standard, and "Net Street Time" for each route everyday. This and other information is calculated using formulas provided for in the M -39.

Management instructions in the handbooks and in the field vary regarding which column to use to enter specific mail counts and minutes.

For instance, Form 1838 Summary has separate columns for Prior PM, 1-Trip, Today AM, 2-Trip, Today PM.

It is important that data is properly calculated and credited on the right day. For example, casing credit (Lines 1 and 2) must be credited on the day it is cased; pull down credit (Line 4) on the day that mail is pulled down; separation of mark up and carrier mark up on the day that it is marked up, etc.

The same holds true for sequenced mail (Line 6) when it is cased (Line 1 or 2). No matter how it is listed on the 1838, the important thing is that the casing time and pull down time is credited.

On the sample 1838, the AM mail cased is recorded in Column (b) Number of Pieces Today AM; the AM minutes used in Column (f) Minutes Today AM; the PM mail cased in Column (c) Number of Pieces Today PM; the Today PM minutes used in Column (g) Minutes Today PM; and the cased sequenced letters in Line 1. The PM cased mail will be listed in Column (a) Number of Pieces Prior PM on the 1838 the next day to ensure credit for strapping out (pull-down) time on the day it is pulled down.

## 1838 MANAGEMENT SUMMARY, STEP-BY-STEP INSTRUCTIONS

Please retrieve the two completed 1838-C Worksheets (used in Chapter One).They are found in the appendix at the end of this chapter, page A -10 and A - 11. You will review how this information is accurately transferred from the two 1838-C Worksheets onto the 1838. To illustrate this, completed 1838 Summaries using the data from the two 1838-Cs from Chapter One are provided. Begin with:

**Identifying Information.** First, at the top of the 1838 Summary, make sure the post office, delivery unit,

and route number from the 1838-C Worksheet is entered correctly. Additionally, the ZIP code, and an EPM/CFS designation is listed.

**Mail Piece Count.** The various piece counts are entered in Columns (a), (b), and (c), and delivered pieces totaled in Column (d).

**Line 1 - Letter -Size Mail.** Make sure the correct total number of letter size pieces from the 1838-C Worksheet is transferred to the corresponding place on the Form 1838 Summary.

- Entry. The total AM piece count of lettersize mail in Line 1 on the 1838-C Worksheet is 1,476 pieces. So, "1476" is recorded in Line 1 (Letter size Mail) Column (b) "Today AM" of the 1838 Summary.
- Entry. The total AM piece count of letter size Marked-Up Carrier mail in Line 1 on the 1838-C Worksheet is 29. So, 29 is recorded in Line 1 (Letter size Mail Marked-Up Carrier) Column (b) "Today AM" of the 1838 Summary. Remember from Chapter One that 29 was the AM entry on the 1838-C Worksheet and 13 was the PM entry.

Post Office	Colorado		Denvery	Jnit and Z	sulliva	u stati	ли	80	241		Route No.		713	
,			(8		(b)	(c)	(d)	50	(e)	(f)	(g)	,7		(h)
Chaok Appropriato Plack	scription		N	of Pi		Today /	Tota Numb		Prior		utes Today			Ť T
	s) Non-EPM Route		Router		AM 2 Trip	PM 3	Piece Minu Mark-l	es Is	PM 1 Trip	AM 2 Trip	PM 3			
					1476	40	138	25		82	3	1		Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	1.50			02				
		CFS			62	15						ine.	ēt	
					866		83	2		109		Street Time	Street	tion
2. Mail of All Other Sizes	Marked-Up	Carrier		×	10			-				Ω.		ransportation
		CFS			24									Trans
3. Accountable and Signa	ture Mail				16		14	2 k	$\times$					
		Marked-Up			2		17		$\times$			Time		ş
4. Computing Cols. (a), (b) Strapping out (Lines 1,		arrier MarkUps)			2317		223	37		34		Office -		Relays
					12			K	$\times$	$\times$		ary ince	ġ	
5. All Parcels Over 2 Lbs.		Carrier			4		8	k	$\times$	$\times$	$\bigotimes$	Auxiliary Assistance	Block No.	Time
	Marked-Up	CFS					1	K	>>>>	$\times$		▼	ш	Street Time
	•	Letter-Sized										Ti Hours		ffice Time Minutes
6. Sequenced Mail		Other-Sized			450		45	0					5	48 nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162				585	51				Waiting Other Of	For Mail ffice Acti	(Office) and All vities Not continuing Basis
8. Separating all <u>Carrier</u> ,	Mark-Ups (lin	es 1,2,3, & 5)			45	13	$\otimes$	X		5	2	22		onanaing basis
9. 2nd-Class Marked-Up	(Exclude form	n 3579)		>				Ŵ				Counting Form 18	g Mail an 38-C Wo	
10. Mail with Form 3579 A	ttached						$\bigotimes$	X				23 Net O	office T	ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)			45	13		$\widehat{\mathbf{X}}$		12	4	1	5	00
12. Changes in Address F	Recorded		XX		4		Ň	X		8				ffice Time
13. Insured Receipts Turn	ed In					3		X			1		5 Minute	34 s Over Or
14. Registered-Certified-C Form 3868-Signing Fo						$\otimes$		Ń		6	3			Standard Under
15. Withdrawing Mail	,,							X		12		c		_D 34
16. Sequencing and Colla	ting By-Pass	Mail					ŔŶ	Ŕ				Total	Street	Time
17. Actual Strapping Out	Time		XXX		<b>XXX</b>	XXX	ĚX	X					5	30 eet Time
18. Break (Local Option)								Â		10		vvaiui	ig oue	
19. Vehicle Inspection				XXX		XXX	X	Ň		5	$\otimes$	1		ime Used
20. Personal Needs, etc.							$\bigotimes$	X		5		E		30 Time Used
21. Identifying Recurring This Form (Use Com			$\bigotimes$				ŔX	Å	5	26	7	G Actua	u AUX.	USec
22. Waiting for Mail (Office) Not Performed on Con	) and All Other	Office Activities	$\bigotimes$				X	X		-		Net To		me Used
23. Counting Mail and Fil Worksheet							Ŵ	Ŕ		45	3	F 7		(Initials)
24. Totals <i>(exclude Lines</i>	22 and 23)		1 XXX	ĚXX	<b>XXX</b>	ĚXX	X	Ň		314	20	Date	-	(Initialis) HG
Comments			<u>v \/\//</u>		<u>w\/\/\/</u>		$\Gamma$	Repre		L Fime - Lines	16 and 17		nined I	
							Lines	Mins	-	aminer - Ba	sed on Obs		าร	
							16							
							17							

- Entry. The total AM piece count of letter size CFS mail in Line 1 on the 1838-C
   Worksheet is 62. So, 62 is recorded in Line 1 (Letter size Mail Marked-Up CFS) Column (b) "Today AM" of the 1838 Summary.
   Remember from Chapter One that 62 was the AM entry on the 1838-C Worksheet and 15 was the PM entry.
- Entry. The total PM piece count of letter size mail in Line 1 on the 1838-C Worksheet is 40 pieces. So, 40 is recorded in Line 1 (Letter size Mail) Column (c) "Today PM" of the 1838 Summary.
- Entry. The total PM piece count of letter size Marked-Up Carrier mail in Line 1 on the 1838-C Worksheet is 13. So, 13 is recorded in Line 1 (Letter size Mail Marked-Up Carrier) Column (c) "Today PM" of the 1838 Summary.
- Entry. The total PM piece count of letter size CFS mail in Line 1 on the 1838-C Worksheet is 15. So, 15 is recorded in Line 1 (Letter size Mail Marked-Up CFS Column (c) "Today PM" of the 1838 Summary.

United States Post		ourrier 5		Jnit and Z			Jan		nou	100 (11	Route No.	Jun		ary)
	Colorado		Delivery (		sulliva	n stati	on -	. 80	241		Houle No.	47	13	
De	scription			a)	(b)	(C)	(d)	$\triangleleft$	(e)	(f)	(g)		(	(h)
Check Appropriate Block	(s)			mber of Pie	Today 🖊	Today	Nor		or	Today 🖊	utes Today PM			
EPM Route	Non-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3		s	PM 1 Trip	AM 2 Trip	3			
					1476	40	13/	E		82	3			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	K			02				
	Marked Op	CFS			> 62	15		$\square$				e	at	
					866		83	2		109		Street Time	Street	lo
2. Mail of All Other Sizes		Carrier			10 4			2		107		Sti		Transportation
	Marked-Up	CFS			24		1							Transp
3. Accountable and Signa	ature Mail				16				$\times$	$\times$				
		Marked-Up			2		14	7	$\times$	$\times$	$\bigotimes$	Time		
4. Computing Cols. (a), (b)	, (c):				2317		22	21		34		Office Time		Relays
Strapping out (Lines 1,		Carrier MarkUps)				$\swarrow$		יי	××××		x x x >			
					12		8	, k	$\times$	$\times$	$\bigotimes$	Auxiliary Assistance	No.	0,
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4			k	$\times$	$\boxtimes$	$\boxtimes$	Auxi Assis	Block	Street Time
		CFS							$\times$	$\times$				
6. Sequenced Mail		Letter-Sized						K	$\times$	$\times$	$\bigotimes$	Hours		ffice Time Minutes 48
5. Sequenced Mail		Other-Sized			450		45	0	$\times$	$\times$	$\bigotimes$	Deduct It	ems (Lin	nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162	$\times$			585	51	$\times$	$\bigotimes$		Other Off	ice Activ	(Office) and All vities Not ontinuing Basis.
3. Separating all Carrier,	Mark-Ups (lir	nes 1,2,3, & 5)			45	13	$\boxtimes$	X		5	2	22	1011 21 0	Jituliuliy Dasis.
9. 2nd-Class Marked-Up	(Exclude form	n 3579)						Ń				Counting Form 183		d Filling Out rksheet
10. Mail with Form 3579 A	Attached						$\bigotimes$	X				23	fico T	48 ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	ŔŶ	X		12	4	5		00
12. Changes in Address I	Recorded		XXX		4		X	X		8	,	-		fice Time
13. Insured Receipts Turr	ied In					3	$\bigotimes$	X			1	5		34
14. Registered-Certified-C	OD-Customs						$\bigotimes$	${\times}$		6	3	<u>ι</u>		s Over Or Standard
Form 3868-Signing Fo 15. Withdrawing Mail	r, Returning F	unds and Receipts	$\longrightarrow}{\longrightarrow}$		KXX		ŔX	X		12		Over		Under D 34
16. Sequencing and Colla	ating By-Pass	Mail		$\bigotimes$		$\bigotimes$	$\mathbb{X}$	$\mathfrak{X}$		12		C Total S	Street	
17. Actual Strapping Out		, wan					$\bigotimes$	$\bigotimes$				5	,	30
			$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$		10		Waitin	g Stre	et Time
18. Break (Local Option)							$\mathbb{X}$	X				Net St	reet T	ime Used
19. Vehicle Inspection			$\bigotimes$		$\mathbb{W}$		$\bigotimes$	$\bigotimes$	$\sim\sim$	5	$\bowtie$	E 5		30
20. Personal Needs, etc. 21. Identifying Recurring	Office Work	not Covered by	$\bigotimes$	$\bigotimes$	$\times$		$\bigotimes$	$\bigotimes$	5	2		-		Time Used
This Form (Use Com 22. Waiting for Mail (Office	ments Sectio	n)	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bowtie$		26	7	G Net To	tol Ti-	ne Used
Not Performed on Con	t. Basis (Use (	Comments Section)		$\bigotimes$		$\bigotimes$	$\bigotimes$	$\propto$				F 1		30
23. Counting Mail and Fi Worksheet	ling Out Forn	1 1838-C	$\bigotimes$	$\bigotimes$	$\mathbb{X}$	$\bigotimes$	$\bigotimes$	$\bigotimes$		45	3	Verifie	d By (	(Initials)
24. Totals <i>(exclude Lines</i>	s 22 and 23)		$\bigotimes$			$\boxtimes$	$\bigotimes$	$\bigotimes$		314	20	Date	Ŕ	.HG
Comments								Repre			s 16 and 17 sed on Obse			y Route
							Lines	Mins			Comme		-	
							16							
							17	l I	1					

Columns (d), (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

Line 2 - Mail of All Other Sizes. The total number of pieces from Line 2 of the 1838-C Worksheet, Mail of All Other Sizes, is transferred to the corresponding place on the Form 1838 Summary.

- Entry. The total AM piece count of Mail of All Other Sizes in Line 2 on the 1838-C Worksheet is 866 pieces.
   So, 866 is recorded in Line 2 (Mail of All Other Sizes) Column (b) "Today AM" of the 1838 Summary.
- Entry. The total AM piece count of Mail of All Other Sizes Marked-Up Carrier in Line 2 on the 1838-C Worksheet is 10. So, 10 is recorded in Line 2 (Mail of All Other Sizes Marked-Up Carrier) Column (b) "Today AM" of the 1838 Summary.

Post Office	Colorado		Delivery l		sulliva	u stati	'ли	80	241		Route No.	47	713	
			(;	a)	5000000 (b)	(c)	(d)	80	(e)	(f)	(g)			(h)
Chack Appropriate Black	scription			mber of Pie		Today /	Tota Numb		Prior		utes Today		Ē	
EPM Route	Non-EPM Route		Router	PM 1 Trip	AM 2 Trip	PM 3	Piece Minu Mark-U	es Is	PM 1 Trip	AM 2 Trip	PM			<u>م</u>
					1476	40	138	25		82	3			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	1.50			02				
	Marked Op	CFS			62	15						me	t.	
					866			2		109		Street Time	Street	u
2. Mail of All Other Sizes		Carrier			10		р.	2		105		Str		ransportation
	Marked-Up	CFS			24									ransp
3. Accountable and Signa	ature Mail				16				$\times$	$\times$				
5. Accountable and Sign		Marked-Up			2		- 14	Z K	$\times$	$\times$		Time		
4. Computing Cols. (a), (b Strapping out (Lines 1,					2317		223	31		34		Office 7		Relays
onapping out (Eineo 1)	2 a o minao <u>o</u>	<u>amor</u> manopoj			12		×	_	$\times$	$\times$		_ 8		
5. All Parcels Over 2		Carrier			4		8	k	$\times$			Auxiliary Assistance	Block No.	e l
Lbs.	Marked-Up						-	k	$\times$	$\times$		AL	Blo	Street Time
		CFS							XXX			T T	otal Of	ffice Time
6. Sequenced Mail		Letter-Sized			150		15		$\times$		$\bigotimes$	Hours	5	Minutes 48
		Other-Sized	DPS Pieces	XXXX	450 ××××	XXXX	45	<u> </u>	XXX			Deduct   Waiting	ltems (Lin For Mail (	nes 22 & 23) (Office) and All
7. Total Delivered Pieces			3162				585	$\sim$						vities Not ontinuing Basis
8. Separating all <u>Carrier</u> ,					45	13	$\bigotimes$	$\bigotimes$		5	2	22 Counting	o Mail an	d Filling Out
9. 2nd-Class Marked-Up	(Exclude form	n 3579)	$\bigotimes$				$\bigotimes$	X					38-C Wo	
10. Mail with Form 3579	Attached						$\bigotimes$	X				Net O		ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	$\bigotimes$	X		12	4	-	5	00
12. Changes in Address I	Recorded				4			$\langle \rangle$		8			ard Of 5	ffice Time
13. Insured Receipts Turr			$\boxtimes$			3	$\bigotimes$	$\bigotimes$			1	I I	Vinute	s Over Or
14. Registered-Certified-C Form 3868-Signing Fo			$\otimes$				Ŵ	X		6	3	Over	Jnder	Standard Under
15. Withdrawing Mail				$\otimes$		$\otimes$		$\otimes$		12		с		_D 34
16. Sequencing and Colla	ating By-Pass	Mail	$\bigotimes$		$\bigotimes$			$\bigotimes$					Street	1
17. Actual Strapping Out	Time						$\boxtimes$	X					5 na Stre	30 eet Time
18. Break (Local Option)								$\bigotimes$		10		1	5 500	
19. Vehicle Inspection			XXX	1 X X	<b>XXX</b>	<b>İXXX</b>	XX	X		5	$\otimes$	1		ime Used
20. Personal Needs, etc.			$\bigotimes$		$\bigotimes$		$\bigotimes$		$\sim \sim$	5	$\bowtie$	E		30
21. Identifying Recurring			KXX (		<b>KXX</b>		<del>ال</del> لخ	X	> 5	26	7	1	I AUX.	Time Used
This Form (Use Com 22. Waiting for Mail (Office	) and All Othe	r Office Activities		$\bigotimes$		$\bigotimes$	$\bigotimes$	Ħ				G Net To	otal Tir	me Used
Not Performed on Cor 23. Counting Mail and Fi Worksheet								X		45	3	F 7		(Initials)
24. Totals <i>(exclude Line</i>	s 22 and 23)		1 XXX	ĚŽŽ		<b>KXX</b>	XX	X		314	20	Date		HG
Comments						raad		<u>∼⊿</u> Repre		L Fime - Lines	s 16 and 17 sed on Obse		nined b	
							Lines 16	Mins			Comme		-	
									1					

 Entry. The total AM piece count of Mail of All Other Sizes Marked-Up CFS in Line 2 on the 1838-C Worksheet is 24. So, 24 is recorded in Line 2 (Mail of All Other Sizes Marked-Up CFS) Column (b) "Today AM" of the 1838 Summary.

Columns (d), (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

**Line 3 - Accountable and Signature Mail.** The total number of Accountable and Signature mail from Line 3 of the 1838-C Worksheet is transferred to the 1838 Summary.

- Entry. Here, the total Accountable and Signature Mail on the 1838-C Worksheet, Line 3, is 6 + 1 + 7 + 2 = 16. So, 16 is recored in Line 3 Column (b) "Today AM".
- Entry. The total AM piece count of Accountable and Signature Mail Marked-Up in Line 3 on the 1838-C Worksheet is
   2. So, 2 is recorded in Line 3 (Accountable and Signature Marked-Up) Column (b) "Today AM" of the 1838 Summary.

Post Office			Delivery (	Jnit and Z							Route No.			
Denver, i	Colorado				sulliva	n stati	ion -	80	241			471	3	
Des	scription			a) mber of Pie	(b)	(C)	(d) Tota	_	(e)	(f) Min	(g) utes		(h)	
Check Appropriate Block	(s)			Prior	Today	Today PM	Numi	ber	Prior PM	Today	Today PM			
EPM Route 🕅 🖁	s) Non-EPM Route	X CFS	Router	Trip	2		Minu Mark-	JS	Trip	2 Trip	3			
					1476	40	120	25		82	3			Other
1. Letter-Size Mail		Carrier			29	13	138	55		82	3			
	Marked-Up	CFS			62	15	1					Φ		
					866			$\rightarrow$				Street Time	1001	
						$\sim$	83	2		109		Stree		tatior
2. Mail of All Other Sizes	Marked-Up	Carrier			10		1							ransportation
		CFS			24				<u>~ ~ ~ /</u>					Trar
3. Accountable and Signa	ture Mail				> 16			4 K	$\times$		$\boxtimes$			
		Marked-Up			2 .		· · · · ·	' k	$\times$	$\boxtimes$	$\otimes$	Ĩ.		s s
4. Computing Cols. (a), (b)					2317		22	21		34		Office Time		Relays
Strapping out (Lines 1, 2	2 & 3 Minus <u>C</u>	arrier MarkUps)						· ·	XXXX		XXXX			Ē
					12		8	k	$\times$	$\otimes$	$\bigotimes$	Auxiliary Assistance Block No		
5. All Parcels Over 2 Lbs.		Carrier			4		8	Ŕ	$\times$	$\otimes$	$\otimes$	Auxiliary Assistance Block No		Street Time
	Marked-Up	CFS					1	k	$\times$	$\times$	$\boxtimes$		1	Street
		Letter-Sized							XXX	XXX	ĚXX			ce Time
6. Sequenced Mail		Other-Sized			450		45	0	$\times$			Hours 5		Minutes 48
7. Total Delivered Pieces			DPS Pieces	XXX	$\times$	XXX	58	<u> </u>	$\times$		$\bigotimes$		Mail (Off	fice) and All
			3162				1302	$\sim$	$\times \times \times >$		$\times$	Other Office Peformed c		es Not tinuing Basis
8. Separating all <u>Carrier</u> , I					45	13	$\bigotimes$	X		5	2	22 Counting M	ail and F	illing Out
9. 2nd-Class Marked-Up (	Exclude form	n 3579)	$\bigotimes$				$\bigotimes$	$\propto$				Form 1838-		
10. Mail with Form 3579 A	ttached		$\otimes$	2			$\bigotimes$	$\ge$				23 Net Offi	ce Tim	
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	$\bigotimes$	$\bigotimes$		12	4	5		00
12. Changes in Address F	Recorded				4		1XX	Ň		8		Standar	d Offic	
13. Insured Receipts Turn	ed In					3	$\bigotimes$	$\boxtimes$			1	5		34
14. Registered-Certified-C			$\bigotimes$				×	X		6	3			Over Or tandard
Form 3868-Signing For	r, Returning F	unds and Receipts	$\times$		$\times$	<del>IXXX</del>	$\mathbb{R}$	X				Over		Under
15. Withdrawing Mail							$\mathbb{X}$	$\bigotimes$		12		C Total St		D 34
16. Sequencing and Colla	ting By-Pass	Mail	$\boxtimes$			$\boxtimes$	$\bigotimes$	$\bowtie$				5		30
17. Actual Strapping Out	Time		$\boxtimes$				$\mathbb{N}$	$\boxtimes$				Waiting	Street	
18. Break (Local Option)			$\boxtimes$	$\bigotimes$	$\bowtie$	$\bigotimes$	$\bigotimes$	$\otimes$		10				
19. Vehicle Inspection			$\otimes$				$\mathbb{X}$	X		5	$\otimes$	1	et Tim	ne Used
20. Personal Needs, etc.			$\boxtimes$				$\bigotimes$	X		5		_E 5		30
21. Identifying Recurring			KXXX				<del>الكلة</del>	X	5	26	7	1	ux. Ti	me Used
This Form (Use Comi 22. Waiting for Mail (Office)				$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$		20		G Net Tota	al Time	• Used
Not Performed on Con 23. Counting Mail and Fill	t. Basis <i>(Use</i> 0	Comments Section)	$\bigotimes$	$\bigotimes$	$\mathbb{X}$	$\bigotimes$	$\bigotimes$	$\mathfrak{A}$		4-	2	F 10		30
Worksheet			$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$		45	3	Verified Date	By (In	
24. Totals <i>(exclude Lines</i>	: 22 and 23)		$\bigotimes$		$\boxtimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$		314	20	Date	Rŀ	+G
Comments								Repre			s 16 and 17 sed on Obse		ed by	Route
							Lines	Mins		anniner - Da	Comme			
							16					-		
							17							
	er 1997						1							

Column (d) will be discussed later as it deals with a calculation rather than the simple transfer of data.

Line 4 will be discussed later as it deals with calculations rather than the simple transfer of data.

**Line 5 - Parcel Post Over 2 Pounds.** The number of parcels over 2 pounds is transferred from Line 5 on the 1838-C Worksheet.

- Entry. The number of Parcel Post Over 2 pounds is 12. So, 12 is recorded in Line 5 (All Parcels Over 2 Lbs) Column (b) "Today AM" of the 1838 Summary.
- Entry. The total Carrier Marked-Up All Parcels of over 2 lbs is 4. So, 4 is recorded in Line 5 Column (b) "Today AM" of the 1838 Summary.

**Line 6 - Sequenced Mail.** The total number of Sequenced and Collated Mail is transferred from Line 6 of the 1838-C.

 Entry. There were 450 pieces recorded as Sequenced and Collated Other Size AM in Line 6 of the 1838-C Worksheet. So, 450 is recorded in Line 6 (Sequenced Mail Other- Sized) Column (b) "Today AM" of the 1838 Summary.

Post Office	, .		Delivery	Jnit and Z							Route No.			
Denver,	Colorado				sulliva	n stati	on -	80	241			47	'13	
Des	scription			a) Imber of Pie	(b)	(C)	(d) Tota		(e)	(f)	(g) utes		(	h)
Check Appropriate Block	s)			Prior /	Today	Today	Numb	er	Prior	Today 🖊	Today 🖊			
EPM Route X	s) Ion-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3	Minu: Mark-U	s	PM 1 Trip	AM 2 Trip	PM 3			
					1476	40	100	-				1		Other
1. Letter-Size Mail		Carrier			29	13	138	3		82	3			
	Marked-Up	CFS			62	15	1							
		010				15		_				Street Time	Street	
					866		832	2		109		Street	τΩ Γ	ation
2. Mail of All Other Sizes	Marked-Up	Carrier			10									Transportation
		CFS			24									Trans
3. Accountable and Signa	ture Mail				16		1	, k	$\times$	$\boxtimes$	$\bowtie$			
0		Marked-Up			2		14	·	$\times$	$\otimes$	$\otimes$	Time		
4. Computing Cols. (a), (b)	(c):	· ·					200	, 1	/ / / / / /	21		Office 7		Relays
Strapping out (Lines 1, 2		arrier MarkUps)			2317		223	1		34		0	$\vdash$	<u> </u>
					> 12				$\times$	$\bigotimes$	$\otimes$	ary nce	ġ	
5. All Parcels Over 2 Lbs.		Carrier			4 <		8	k	$\times$	$\otimes$	$\boxtimes$	Auxiliary Assistance	Block No	Street Time
LDS.	Marked-Up	CFS						k	$\times$		$\bigotimes$	¥	B	treet
						N		-	$\times$	$\bigotimes$	$\bigotimes$	T.	otal Of	fice Time
6. Sequenced Mail		Letter-Sized			150		15		$\times$	$\bigotimes$	$\bigotimes$	Hours	5	Minutes 48
		Other-Sized	DDC Disease		450		450	K	$\times$	$\times$		Deduct	tems (Lin	es 22 & 23) Office) and All
7. Total Delivered Pieces			DPS Pieces 3162				585	1		$\times$		Other Of	fice Activ	
8. Separating all Carrier, I	Mark-Ups (lin	nes 1,2,3, & 5)	$\boxtimes$	×	45	13	$\bigotimes$	X		5	2	22		
9. 2nd-Class Marked-Up	Exclude form	n 3579)	$\otimes$				$\bigotimes$	X				Counting Form 18	g Mail and 38-C Wor	d Filling Out ksheet
10. Mail with Form 3579 A	ttached						$\bigotimes$	X				23	~ ~	48
11. Total Mark-Ups (Line	8 Minus Lina	s 9 and 10)	KXXX	*	45	13	ĚX	X		12	4	1	ffice li	ime Used
					4	15	$\bigotimes$	Å			T			fice Time
12. Changes in Address F			$\bowtie$		7		$\bowtie$	X		8			5	34
13. Insured Receipts Turn			$\bowtie$			3	$\bowtie$	X			1			s Over Or
14. Registered-Certified-C Form 3868-Signing For			$\bigotimes$	$\boxtimes$	$\otimes$	$\boxtimes \boxtimes$	$\otimes$	$\bigotimes$		6	3	Over	Jnder	Standard Under
15. Withdrawing Mail			$\bigotimes$	$\boxtimes$	$\otimes$	$\otimes$	$\bigotimes$	$\boxtimes$		12		с		_D 34
16. Sequencing and Colla	ting By-Pass	Mail	$\otimes$				$\mathbb{N}$	X				Total	Street	
17. Actual Strapping Out	Time		XXX		KXXX	XXX	ŧXX	Ø				-	5	30
18. Break (Local Option)				KXXX	<b>XXX</b>	XXX	₩X	X		10		Waitir	ig Stre	et Time
			$\bigotimes$		$\mathbb{K}$	$\bigotimes$	<del>KX</del>	X			XXX	Net S	treet T	ime Used
19. Vehicle Inspection			$\bowtie$		$\searrow$	$\bigotimes$	$\bowtie$	Å		5	$\bowtie$	E		30
20. Personal Needs, etc.			$\bowtie$	$\boxtimes$		$\boxtimes$	$\bowtie$	X	5	2				Time Usec
21. Identifying Recurring This Form (Use Com	nents Sectio	n)	$\boxtimes$	$\boxtimes$		$\bigotimes$	$\bigotimes$	$\boxtimes$		26	7	G		     
22. Waiting for Mail (Office) Not Performed on Con-			$\bigotimes$		$\mathbb{N}$	$\bigotimes$	$\bigotimes$	$\langle \!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$						ne Used
23. Counting Mail and Fil Worksheet						$\boxtimes$		Ø		45	3		0	30
24. Totals <i>(exclude Lines</i>	22 and 23)				<b>XXX</b>	XXX	××	X		314	20	Verifie Date		^(Initials) HG
Comments	· · ·/		IXXX)	KXXX	$ XXX\rangle$	KXXX	XXX	K>				Detri		
							"	repre			s 16 and 17 sed on Obs			y Houte
							Lines 16	Mins	3.		Comm	ents		
									-					
							17		1					

**Line 7 - Total Deliverable Pieces.** The total number of DPS volume pieces is transferred from the 1838-C Worksheet to the 1838 Summary.

> Entry. The number of DPS Volume pieces found in Line 7(a) of the 1838-C Worksheet is 3,162. So, "3162" is recorded in Line 7 (Total Delivered Pieces) Column (a) of the 1838 Summary.

Column (d) will be discussed later as it deals with a calculation rather than the simple transfer of data.

**Line 8** will be discussed later because it does not involve transferring an entry from the 1838-C.

Line 9 - Periodical (2nd Class) Marked-Up (Exclude Form 3579). The total number of Carrier Marked-Up pieces, excluding pieces for which Form 3579 was prepared, is transferred from Line 9 on the 1838-C Worksheet.

> No Entry. There are no entries on the 1838-C Worksheet so there is no entry to transfer.

Post Office	Colour J.		Delivery	Jnit and Z	IP Code <i>Sulliva</i>	" (L-1)		00	011		Route No.	47	12	
Denver,	coloraao							80		(6)	(7)	77		(-)
	scription			a) mber of Pie		(c)	(d) Tota		(e)		(g) utes			(h)
Check Appropriate Block	′s) Jon-EPM Route		Router	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3	Numb Piece Minu Mark-U	s i s	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3			
					1476	40	138	~		82	3			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	150	3		02	5			
		CFS			62	15						ine	et	
					866		83	2		109		Street Time	Street	ion
2. Mail of All Other Sizes	Marilard	Carrier			10			-		.02		ŭ		ransportation
	Marked-Up	CFS			24		1							ransp
2 Accountable and Signa	turo Moil				16				$\times$	$\times$				
<ol> <li>Accountable and Signa</li> </ol>	lure Mail	Marked-Up			2		- 14	: K K	$\times$			Time		ø
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		<u>arrier</u> MarkUps)			2317		223	1		34		Office		Relays
					12			K	$\times$	$\times$		ary ince	ġ	
5. All Parcels Over 2 Lbs.		Carrier			4		8	k	$\times$	$\times$	$\boxtimes$	Auxiliary Assistance	Block No.	Lime
200.	Marked-Up	CFS					1	k	$\times$			¥,	8	Street Time
6. Sequenced Mail	1	Letter-Sized							XXX	XXX	ĚXX	Hours		ffice Time Minutes 48
5. Sequenced Mail		Other-Sized			450		450	2	$\times$	$\times$				48 nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162			$\times$	585	7				Waiting F Other Off	<i>or Mail (</i> ice Activ	(Office) and All vities Not
3. Separating all <u>Carrier</u> , I	Mark-Ups (lin	ies 1,2,3, & 5)			45	13	$\boxtimes$	X		5	2	22	1011 2 00	ontinuing Basis
9. 2nd-Class Marked-Up	Exclude form	n 3579)			>		Ř	Å						d Filling Out rksheet
10. Mail with Form 3579 A	ttached				1		$\bigotimes$	X				23		48
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)			45	13	ĚX	쉽		12	4	Net Of		ime Used
12. Changes in Address F					4	15	$\bigotimes$	Å		8	/	-		fice Time
13. Insured Receipts Turn					T	3	$\bigotimes$	X		0	1	5	5	34
14. Registered-Certified-C		-Post. Due-Kevs		XXX		<b>)</b> (XXX	$\mathbb{K}$	X		6	1			s Over Or Standard
Form 3868-Signing For			$\bigotimes$	$\bowtie$	$\gg$		$\triangleright\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!\!$	X		6	3	Over		Under
15. Withdrawing Mail							$\bigotimes$	Å		12		C Total S		_D 34
16. Sequencing and Colla	ting By-Pass	Mail				$\otimes$	$\bigotimes$	$\boxtimes$				lotal S		30
17. Actual Strapping Out	Time						$\bigotimes$	X						et Time
18. Break (Local Option)								X		10		1	-	
19. Vehicle Inspection							XX	Ń		5		1		ime Used
20. Personal Needs, etc.			$\bigotimes$		$\bigotimes$		$\bigotimes$	X		5		E 5		30
21. Identifying Recurring			XXX				<del>KX</del>	X	> 5	<u> </u>	7	1	Aux.	Time Used
This Form (Use Com 22. Waiting for Mail (Office)				$\bigotimes$	$\rightarrow$	$\bigotimes$	XX	Å		20		G Net To	tal Tir	me Used
Not Performed on Con 23. Counting Mail and Fil	t. Basis <i>(Use</i> 0	Comments Section)	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	숴		1-	2	F 1		30
Worksheet			$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	X		45	3			(Initials)
24. Totals (exclude Lines	22 and 23)						$\bigotimes$	$\bigotimes$		314	20	Dale	R	.HG
Comments							F	Repre			s 16 and 17 sed on Obse			y Route
							Lines 16	Mins	5.		Comme	ents		
									1					

**Line 10 - Mail With Form 3579 Attached.** The number of marked-up pieces for which Form 3579 was prepared is transferred from section 10 on the 1838-C Worksheet.

> No Entry. There are no entries on the 1838-C Worksheet so there is no entry to transfer.

**Line 11** will be discussed later because it does not involve transferring an entry from the 1838-C.

**Line 12 - Change of Address Recorded.** The total number of change of addresses is transferred from Line 12 on the 1838-C Worksheet. This includes changes initiated by Forms 3575, 3546, 3575Z, etc.

 Entry. There were 4 change of addresses recorded. So, 4 is recorded in Line 12 Column (b), of the 1838 Summary.

Columns (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

Post Office Derwer,	Colorado		Donvory	Jnit and Z	sulliva	n stati	on -	80	241			47	713	
	scription			a)	(b)	(C)	(d)		(e)	(f)	(g)		(	(h)
Chack Appropriato Plack	(0)		Router	mber of Pie Prior PM	Today	Today PM	Tota Numb Piece	er i s	Prior	Today	utes Today PM			
EPM Route	Non-EPM Route	X CFS	Tiouter	1 Trip	1	3	Minu Mark-l	s Jps	1 Trip	Aivi 2 Trip	3			ler
					1476	40	138	5		82	3			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13								
		CFS			62	15		_				Time	Street	
					866		83.	2		109		Street Time	St	ation
2. Mail of All Other Sizes	Marked-Up	Carrier			10							0		Transportation
		CFS			24				<u>~ ~ ~ /</u>					Tran
3. Accountable and Signa	ture Mail				16		14	: k	$\times$	$\otimes$		0		
		Marked-Up			2		.,		$\times$	$\boxtimes$	$\times$	e Time		s
4. Computing Cols. (a), (b) Strapping out (Lines 1, 1		arrier MarkUps)			2317		223	37		34		Office .		Relays
					12		8	k	$\times$			Auxiliary Assistance	No.	0
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		°	k	$\times$			Auxil Assist	Block No.	Street Time
	Ivial Ked-Op	CFS						k	$\times$	$\otimes$				Stree
6. Sequenced Mail		Letter-Sized						k	$\times$	$\times$	$\bigotimes$	Hours		ffice Time Minutes
. Sequenced Mail		Other-Sized			450		45	2	$\times$	$\times$		Deduct	Items (Lin	<b>48</b> nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162			$\otimes$	585	1	$\times$	$\bigotimes$		Other Of	ffice Activ	(Office) and All vities Not ontinuing Basis
8. Separating all <u>Carrier</u> ,	Mark-Ups (lin	ies 1,2,3, & 5)	$\bigotimes$		45	13	$\bigotimes$	X		5	2	22	a on a o	onunung Daoi
9. 2nd-Class Marked-Up	(Exclude form	n 3579)		>				Ø				Counting Form 18	g Mail and 38-C Wo	
10. Mail with Form 3579 A	ttached						×	X				23 Net O	ffice T	48 ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\otimes$		45			X		12	4	1	5	00
12. Changes in Address F	Recorded		ĎŇ		4		ĚX	X		8				fice Time
13. Insured Receipts Turn	ed In			$\Box$	1	3		Â			1		5 Minuter	34 s Over Or
14. Registered-Certified-C Form 3868-Signing Fo				$\boxtimes$		$\times$	XX	Ň		6	3			Standard Under
15. Withdrawing Mail	i, Hetarning F						$\bigotimes$	X		12		C		D 34
16. Sequencing and Colla	ting By-Pass	Mail	$\times$		1XXX		ĚX	X					Street	
17. Actual Strapping Out	Time			$\bigotimes$	XXX	$\bigotimes$		Ŕ					5	30
18. Break (Local Option)								Å		10		Waitir	ng Stre	et Time
19. Vehicle Inspection			$\bigotimes$		××		$\bigotimes$	X		5		Net S	treet T	ime Used
20. Personal Needs, etc.			$\bigotimes$		$\mathbb{K}$		$\bigotimes$	웞	$\times$	5	$\bigotimes$	Е	5	30
21. Identifying Recurring	Office Work r	not Covered by	$\bigotimes$	$\bigotimes$	$\rightarrow$	$\bigotimes$	$\bigotimes$	Ħ	5	26 ²	7	Actua	l Aux.	Time Used
This Form (Use Com 22. Waiting for Mail (Office,				KXX	₩XXX	$\bigotimes$	$\bigotimes$	X		20		G Net To	otal Tir	me Used
Not Performed on Con 23. Counting Mail and Fil	t. Basis <i>(Use</i> 0	Comments Section)	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	쉬		15	2	_F 1	0	30
Worksheet	-		$\bigotimes$		<b>XXX</b>	$\bigotimes$	$\mathbb{K}$	X		45	3	Verifie Date		(Initials)
24. Totals <i>(exclude Lines</i>	o 22 ana 23)		$\boxtimes$	KXXX		$(\times \times \times)$	þΧ	$\bigotimes$		314	20			.HG
								Repre			s 16 and 17 sed on Obs			by Route
							Lines 16	Mins	s.		Comm	ents		
							$\vdash$							

**Line 13 - Insured Receipts Turned In.** The number of insured receipts turned in from Line 13 is transferred from the 1838-C Worksheet.

 Entry. Three insured receipts were turned in upon return from the street. So, 3 is recorded under Line 13 Column (c),"Today PM" of the 1838 Summary.

Columns (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

Line 14 - Registered-Certified-COD-Customs and Postage Due-Keys-Form 3868-Signing For, Returning Funds and Receipts. The total minutes of actual time spent on Line 14 is transferred from the 1838-C Worksheet to the appropriate AM and PM Columns on the 1838 Summary.

 Entry. The 1838-C Worksheets have two Line 14 entries, an AM entry of 6 minutes, and a PM entry of 3 minutes. The actual times of 6 and 3 are entered on the 1838
 Summary. So, 6 is recorded in Line 14
 Column (f) "Today AM" and 3 is recorded in Line 14 Column (g) "Today PM."

United States Posta	al Service	Carrier's				etter (	Carrie	r Rou	tes (N			nn	nar	y)
Post Office Derver, 0	Colorado		Delivery l	Jnit and Z		n stati	A14 01	1211		Route No.		713		
			(;	a)	(b)	(c)	(d)	(e)	(f)	(g)			(h)	
Check Appropriate Block	scription			mber of Pie		Today	Total Number	Prior /	Min Today	utes Today	7	Π	Ť	
FPM Boute X	Ion-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3	Pieces Minus Mark-Ups	PM 1 Trip	AM 2 Trip	PM				L
					1476	40	1385		82	3				Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	1505		02					
	Marked-Op	CFS			62	15					me	Ţ		
					866		832		109		Street Time	Street		uo
2. Mail of All Other Sizes		Carrier			10		052		10)		st			ortati
	Marked-Up	CFS			24									Transportation
3. Accountable and Signa	ture Mail				16				$\times$		*			
0. Accountable and oight		Marked-Up			2		14		$\otimes$		Time			
4. Computing Cols. (a), (b)	, (c):				2317		2231		34		Office .			Relays
Strapping out (Lines 1, 2	2 & 3 Minus <u>C</u>	Carrier MarkUps)			2317	$\swarrow$	2231	× × × ×	54 × × ×	× × × ×		H	+	<u> </u>
					12		8	$\otimes$	$\times$		Auxiliary Assistance	Ś		0 5
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		0	$\bigotimes$			Auxi Assist	Block No.		Street Time Waiting For
	Marked Op	CFS						$\bigotimes$	$\times$		>			Street Ti Waiting I
6. Sequenced Mail		Letter-Sized						$\bigotimes$	$\times$	$\bigotimes$	Hours		Office Mir	nutes
		Other-Sized			450		450	$\otimes$	$\bigotimes$		Deduct	ltems (	Lines 22	<b>48</b> & 23)
7. Total Delivered Pieces			DPS Pieces 3162		$\bigotimes$	$\otimes$	5851	$\bigotimes$	$\bigotimes$		Other O	ffice Ad	ail (Office) ctivities N	
8. Separating all Carrier, I	Mark-Ups (lir	nes 1,2,3, & 5)	$\otimes$		45	13	$\otimes$		5	2	22	Ju on a	Continu	ing Daals.
9. 2nd-Class Marked-Up (	Exclude form	n 3579)		>							Countin		and Fillin Vorkshee	
10. Mail with Form 3579 A	ttached										23 Net C	Iffica	Time	48
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)		>	45	13			12	4	1	5	1	00
12. Changes in Address F	lecorded		ĚXX		4		ĚXX		8		Stanc	lard (	Office	
13. Insured Receipts Turn	ed In					3				1		5	tes Ov	34
14. Registered-Certified-C Form 3868-Signing For							X		6	3			er Stan	
15. Withdrawing Mail	, neturning r								12				-	34
16. Sequencing and Colla	ting By-Pass	Mail	$\times$								C Total	Stree	et Time	
17. Actual Strapping Out	Time			$\bigotimes$		$\bigotimes$				╞┥		5		30
18. Break (Local Option)						$\times$			10	╎╵───┘	Waitir	ng St	reet Ti	me
19. Vehicle Inspection			$\bigotimes$						5		Net S	treet	Time	Used
20. Personal Needs, etc.			$\bigotimes$		$\bigotimes$				5	$\bigotimes$	E	5		30
21. Identifying Recurring	Office Work r	not Covered by	$\bigotimes$	$\bigotimes$		$\bigotimes$	$\bigotimes$	5	<u>2</u> 26	7	Actua	ıl Aux	:. Time	e Used
This Form (Use Comi 22. Waiting for Mail (Office)						$\times$			20		G Net T	otal 7	Fime U	Jsed
Not Performed on Con 23. Counting Mail and Fill			$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$		45		F 7	0		30
Worksheet			$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$		45	3	Verifi Date		y (Initia	
24. Totals <i>(exclude Lines</i>	22 and 23)						$\mathbb{X}$		314	20			RH	<u> </u>
Commente							Rep	resentative Exa		s 16 and 17 sed on Obs			by Ro	oute
							Lines Mir 16	IS.		Comm	ents			
	1007						17							
PS Form 1838, Novemb	er 1997													

**Note:** the M -39 provides a "base minimum time" of 6 minutes for Line 14. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 9 minutes exceeds the base minimum of 6 minutes.

**Line 15 - Withdrawing Mail.** The total minutes of actual time spent on Line 15 is transferred from the 1838-C Worksheets.

 Entry. The 1838-C Worksheets have six Line 15 entries, showing the first entry of 3 minutes, the second of 1 minute, the third of 2 minutes, the fourth of 1 minute, the fifth of 4 minutes, and the sixth of 1 minute. All Line 15 functions were performed in the AM.

The actual time of 12 is entered on the 1838 Summary. So, 12 is recorded in Line 15 Column (f).

**Note:** The M -39 provides a "base minimum time" of 5 minutes for Line 15. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 12 minutes exceeds the base minimum of 5 minutes.

United States Posta	al Service	Carrier's				etter (	Carrie	r Rou	tes (N	Ingt. S	Sur	nn	nai	ry)	)
Post Office Derver, (	Colorado		Delivery I	Jnit and Z		u (tati	on - 80	0211		Route No.	47	713			
			(;	a)	(b)	(c)	(d)	(e)	(f)	(g)			(h)		
Check Appropriate Block	scription		Nu	mber of Pie Prior	ces Today	Today	Total Number	Prior	Min Today	utes Today		Π	Τ	Т	
	lon-EPM loute	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3	Pieces Minus Mark-Ups	PM 1 Trip	AM 2 Trip	PM 3					
					1476	40	1385		82	3	1			Other	
1. Letter-Size Mail		Carrier			29	13	1585		02	5				Γ	
	Marked-Up	CFS			62	15	1				ne	1			
					866		020		100		Street Time	Street		Ę	Ē
2. Mail of All Other Sizes		Carrier			10		832		109		Stre			ortatio	Ollau
	Marked-Up	CFS			24									Transportation	ralio d
3. Accountable and Signa	ture Mail				16			$\times$	$\times$		*			Ē	
3. Accountable and Signa	ture mail	Marked-Up			2		- 14	$\bigotimes$			Lime				
4. Computing Cols. (a), (b),	(c):				2317		2231		34		Office -			Relavs	felayo
Strapping out (Lines 1, 2	2 & 3 Minus <u>C</u>	arrier MarkUps)					2251	x x x x	54 • × × ×	x x x x			+	<u> </u>	
		r			12		8			$\bigotimes$	Auxiliary Assistance	No		٩	e z
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4			$\otimes$	$\bigotimes$	$\boxtimes$	Auxi Assis	Block No.		4 Tim	Waiting For
		CFS						$\bigotimes$	$\bigotimes$	$\bigotimes$					
6. Sequenced Mail		Letter-Sized									Hours	;	Office M	linute	es
		Other-Sized			450		450	$\bigotimes$		$\otimes$	Deduct				)
7. Total Delivered Pieces			DPS Pieces 3162			$\bigotimes$	5851			$\times$	Waiting Other C Peform	ffice A	ctivities	Not	
8. Separating all <u>Carrier</u> , N	Mark-Ups (lin	ies 1,2,3, & 5)	$\otimes$		45	13	$\otimes$		5	2	22			-	
9. 2nd-Class Marked-Up (	Exclude form	n 3579)	$\otimes$				$\bigotimes$	•			Countin Form 18			eet	•
10. Mail with Form 3579 A	ttached							•			23 Net C	Office	Time	48 Use	_
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13			12	4	] .	5		00	)
12. Changes in Address R	ecorded				4		$\bigotimes$		8		Stand		Office		
13. Insured Receipts Turn	ed In					3				1		5 Minu	tes O	34 ver 0	
14. Registered-Certified-Co Form 3868-Signing For				$\boxtimes$		$\times$			6	3			er Sta		d
15. Withdrawing Mail	,	· · · · · · · · · · · · · · · ·							12		c			34	
16. Sequencing and Colla	ting By-Pass	Mail											et Tim		
17. Actual Strapping Out	Time		ĬXX		ĚXX	XXX	ŘXX				-	5 10 St	treet 1	<i>30</i>	
18. Break (Local Option)									10			ig o		inte	
19. Vehicle Inspection				ĚŽŽ		ŇX	XXX		5	$\times$	ľ		t Time		
20. Personal Needs, etc.									5		E	-		30	
21. Identifying Recurring This Form (Use Com			XXX		XXX		XXX		26	7	Actua G	a Au	c im	e Us	ea
22. Waiting for Mail (Office)	and All Other	r Office Activities									Net T		Time	Used	1
Not Performed on Cont 23. Counting Mail and Fill				$\dot{\times}\dot{\times}$		$\frown\frown\frown\frown\frown\frown\frown\frown\bullet}$			45	3	F 7			30	)
Worksheet 24. Totals <i>(exclude Lines</i>	22 and 23)								314	20	Verifi Date		y (Init RH		
Comments			XXX2	KXXX	XXX	<u>(XXX</u>		resentative		s 16 and 17	Deterr			<u> </u>	
								Exa		sed on Obse	ervatio				
							Lines Mir 16	IS.		Comme	ents				
							17								
PS Form <b>1838</b> , Novemb	er 1997														

Line 16 - Sequencing and Collating By-Pass Mail. The time spent sequencing or collating By- pass mail is transferred from Line 16 on the 1838-C Worksheet.

> No Entry. There are no entries on the 1838-C Worksheet so there is no entry to transfer.

Line 17 - Actual Strapping out Time. Actual strapping out time is transferred from Line 17 on the 1838-C Worksheet. This Line is used only in limited circumstances.

M -39 Section 222.214b(3)(d) states, Line 17 is to be used on those motorized curb delivery routes where the majority of the case separations contain more than two addresses per separation. In these instances, the carrier records the actual time to place the mail in the exact sequence of delivery instead of 1 minute for each 70 pieces. Consistent with the efficiency of the operation mail must be placed in delivery sequence bundle(s) during strapping out. (Make no entry on Line 17 if Line 4 is used).

United States Posta	al Service	Carrier's				etter (	Carrie	r Rou	tes (N	/Ingt. S	Sur	nm	nary	/)
Post Office Derwer, 0	Colorado		Delivery l	Jnit and Z		u (tati	on - 80	1211		Route No.		713		
			(;	a)	(b)	(c)	(d)	(e)	(f)	(g)			(h)	
Check Appropriate Block(	scription			mber of Pie		Today	Total Number	Prior /	Min Today	utes Today	1	Π	Ť	
	lon-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM	Pieces Minus Mark-Ups	PM 1 Trip	AM 2 Trip	PM				
	10410			- mp	1476	40	1385		82	3	1			Other
1. Letter-Size Mail		Carrier			29	13	1585		02					
	Marked-Up	CFS			62	15					ame	÷		
					866		832		109		Street Time	Street		u
2. Mail of All Other Sizes	Markad	Carrier			10		0.52		107		ŝ			Transportation
	Marked-Up	CFS			24									Trans
3. Accountable and Signa	ture Mail				16		14	$\bigotimes$	$\times$	$\bigotimes$	×			
		Marked-Up			2		14	$\bigotimes$	$\otimes$		Time			s
4. Computing Cols. (a), (b), Strapping out (Lines 1, 2		<u>arrier</u> MarkUps)			2317		2231		34		Office	$\square$	$\perp$	Relays
					12				$\times$		, Ze 65	ġ		
5. All Parcels Over 2 Lbs.		Carrier			4		8		$\otimes$		Auxiliary Assistance	Block No.		Time g For
LDU.	Marked-Up	CFS						$\otimes$			× ×	B		Street Time Waiting For
	1	Letter-Sized						XXX	XXX	КХХ			Office T	
6. Sequenced Mail		Other-Sized			450		450				Hours		ines 22 8	48
7. Total Delivered Pieces			DPS Pieces 3162	$\times$			5851				Waiting Other Of	For Mai ffice Ac	il (Office) : tivities No	and All ot
8. Separating all <u>Carrier</u> , N	Mark-Ups (lin	ies 1,2,3, & 5)			45	13			5	2	22	d on a	Continuin	g Basis.
9. 2nd-Class Marked-Up (	Exclude form	n 3579)									Counting		and Filling /orksheet	
10. Mail with Form 3579 A	ttached										23 Net O	)ffice	Time L	48
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)		>	45	13			12	4		5		00
12. Changes in Address R	lecorded		ŇX		4		1XXX		8				Office T	
13. Insured Receipts Turn	ed In					3				1	_	5 Minut	es Ove	34 ar Or
14. Registered-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-C									6	3			r Stand	dard
15. Withdrawing Mail	,								12		c			34
16. Sequencing and Colla	ting By-Pass	Mail					Ê Â		>		Total		t Time	
17. Actual Strapping Out	Time		ĚXX		ŘXX.		КХХ Х				-	5 na Str	reet Tin	30
18. Break (Local Option)									10			ig ou		10
19. Vehicle Inspection				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		KXX			5		1		Time L	
20. Personal Needs, etc.									5		E Actua		. Time	3 <i>0</i>
21. Identifying Recurring This Form (Use Com									26	7	G			osca
22. Waiting for Mail (Office) Not Performed on Cont	and All Other	r Office Activities	ŇX		<b>XXX</b>		XXX				Net To		ime Us	
23. Counting Mail and Fill Worksheet									45	3	F 7		(Initial	30
24. Totals (exclude Lines	22 and 23)		Ň	<b>İ</b> XX		<b>İXX</b>			314	20	Date		RHG	,
Comments			<u>v \/ \/ \/ \/</u>		<u>v \/ \/ \/ \</u> /		Rep	resentative Exa		s 16 and 17 sed on Obs			by Ro	ute
							Lines Mir 16			Comm				
							17							
PS Form <b>1838</b> , Novemb	er 1997													

 No Entry. There are no entries on the 1838-C Worksheet so there is no entry to transfer.

**Line 18 - Break (Local Option).** The office break time from the 1838-C is transferred to the 1838 Summary.

Entry. The actual time from the 1838-C
 Worksheet Line 18 is transferred to
 Line 18 Column (f) on the 1838
 Summary. So, 10 is recorded in Line 18
 Column (f)

**Line 19 - Vehicle Inspection.** The total minutes of actual time spent on Line 19 is transferred from the 1838-C Worksheet.

 Entry. The 1838-C Worksheet has one Line 19 AM time entry of 5 minutes. So, 5 is recorded in Line 14 Column (f).

> **Note:** The M -39 provides a "base minimum time" of 3 minutes for Line 19. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 5 minutes exceeds the base minimum of 3 minutes.

United States Posta	al Service	Carrier's				etter C	Carrie	r Rou	tes (N		Sur	nm	ary	' <b>)</b>
Post Office Derwer, 0	Colorado		Delivery l	Jnit and Z		n stati	011 81	1211		Route No.	47	713		
· · · · · ·			(8		(b)	(c)	(d)	(e)	(f)	(g)			(h)	
Check Appropriate Block(	scription (s)		Nu	mber of Pie Prior	ces Today	Today	Total Number	Prior	Min Today 🖌	utes Today			Τ	
	Jon-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3	Pieces Minus Mark-Ups	PM 1 Trip	AM 2 Trip	PM 3				
				<u> </u>	1476	40		<u> </u>	· · ·	2				Other
1. Letter-Size Mail		Carrier			29	13	1385		82	3				
	Marked-Up	CFS			62	15					ē			
					866		000		100		Street Time	Street		E.
2. Mail of All Other Sizes		Carrier			10		832		109		Stre			ortatic
	Marked-Up	CFS			24									ransportation
					16			$\times$	$\times$	$\times$				<u> </u>
3. Accountable and Signa	ture Mail	Marked-Up			2		14	$\otimes$	$\times$		Time			
4. Computing Cols. (a), (b),	(c):	manou op					0004				Office T			Relays
Strapping out (Lines 1, 2		arrier MarkUps)			2317		2231		34		δ		+	<u> </u>
					12		8	$\otimes$	$\times$	$\boxtimes$	ary ance	No.		
<ol> <li>All Parcels Over 2 Lbs.</li> </ol>	Marila di Ura	Carrier			4		8	$\times$	$\times$		Auxiliary Assistance	Block No.		t Time 1g Fot
	Marked-Up	CFS							$\times$					Street Time Waiting For
		Letter-Sized								$\otimes$			ffice Ti Minu	me
6. Sequenced Mail		Other-Sized			450		450				Hours		1es 22 & 2	18
7. Total Delivered Pieces			DPS Pieces 3162		$\otimes$	$\times$	5851				Waiting Other O	For Mail	<i>(Office)</i> ar vities Not	nd All
8. Separating all <u>Carrier</u> , N	Mark-Ups (lin	ies 1,2,3, & 5)			45	13			5	2	22	d on a C	ontinuing	Basis.
9. 2nd-Class Marked-Up (	Exclude form	n 3579)									Countin	g Mail an 38-C Wo	d Filling ( rksheet	Dut
10. Mail with Form 3579 A	ttached										23	#: T	7 ime Us	.8
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	XXX		45	13			12	4	1	5	1 .	00
12. Changes in Address R	lecorded		XXX		4		XXX		8				ffice Ti	-
13. Insured Receipts Turn	ed In					3				1		5		4
14. Registered-Certified-Co	OD-Customs								6	3	1		s Over Standa	ard
Form 3868-Signing For 15. Withdrawing Mail	, Returning F	unds and Receipts	XXX		XXX		XXX		12		Over		Unde	
16. Sequencing and Colla	ting By-Pass	Mail			$\times$						C Total	Street	0	·
17. Actual Strapping Out	0 ,					$\bigotimes$						5		0
18. Break (Local Option)	-					$\bigotimes$	$\times$		10	<b> </b> ∕	aitir	ng Stre	et Tim	е
19. Vehicle Inspection			XXX		$\bigotimes$	$\bigotimes$	XXX		5		Net S	treet T	ime Us	sed
					$\bigotimes$	$\bigotimes$		$\sim$	5	$\bigotimes$	E ·	5	3	0
20. Personal Needs, etc. 21. Identifying Recurring	Office Work r	not Covered by		$\bigotimes$		$\bigotimes$	$\bigotimes$	5	2	~	Actua	l Aux.	Time l	Jsed
This Form (Use Comr 22. Waiting for Mail (Office)	ments Sectio	n)	$\times$		$\bigotimes$		$\bigotimes$		26	7	G Net T	otal Tir	me Us	
Not Performed on Cont 23. Counting Mail and Fill	. Basis (Use (	Comments Section)									F 1		1	80
Worksheet				$\bigotimes$	$\bigotimes$	$\bigotimes$			45	3	Verifi Date		(Initials	
24. Totals (exclude Lines	22 and 23)								314	20	Duto	Ŕ	ΗG	
Comments							Rep	resentative T Exa		s 16 and 17 sed on Obs			y Rou	te
							Lines Mir 16	IS.		Comm	ents			
							17							
PS Form 1838, Novemb	er 1997													

**Line 20 - Personal Needs, Etc.** The carrier automatically receives 5 minutes credit for personal needs.

 Entry. So, 5 is circled in Line 20 Column (f) AM.

See Chapter One Page 1 - 44 through 1 - 46 for a more detailed explanation of personal needs.

Line 21 - Recurring Office Work Not Covered by Form (Use Comments Section). The total actual time spent on Line 21 functions is transferred from the 1838-C Worksheets.

> Entry. The 1838-C Worksheets have fifteen Line 21 entries, twelve of which were performed in the AM for a total of 26 minutes, and three of which were performed in the PM for a total of 7 minutes. So, 26 is recorded in Line 21 Column (f) "Today AM" and, 7 is recorded in Line 21 Column (g) "Today PM".

Post Office	a 1 1		Delivery (	Jnit and Z		~ ~ ~ ~			~		Route No.	1-	712	
Denver,	Colorado				sulliva			80.	-			47	713	
De	scription			a) mber of Pie	(b)	(c)	(d) Tota	1	(e)	(f) Min	(g) lutes	<u> </u>		(h)
Check Appropriate Block	(s) Non-EPM		Router	Prior	Today	Today PM	Numb	es i	Prior	Today	Today PM	1		
	Route		Tioutor	1 Trip	ř	3	Minu Mark-l	ls Jps	1 Trip	2 Trip	3	3		7
					1476	40	138	5		82	3			Other
1. Letter-Size Mail		Carrier			29	13	1.50	~		02				
	Marked-Up	CFS			62	15						e		
	1				866			_				Street Time	Street	ç
2. Mail of All Other Sizes		Carrier			10		83.	2		109		Stre		Transportation
	Marked-Up	CFS			24									odsu
		UF3						-	$\sim$	$\sim$				Tra
<ol> <li>Accountable and Signa</li> </ol>	ture Mail	[			16		14	ı ƙ	$\times$	$\otimes$	$\mathbb{X}$			
		Marked-Up			2							e Time		S
4. Computing Cols. (a), (b) Strapping out (Lines 1,		Carrier MarkUps)			2317		223	31		34		Office		Relays
					12			k	$\times$	$\boxtimes$	$\bigotimes$	ary	9 N	
5. All Parcels Over 2 Lbs.		Carrier			4		8	k	$\times\!\!\times\!\!\times$	$\otimes$	$\gg$	Auxiliary Assistance	Block No.	Time
	Marked-Up	CFS					1	K	$\times$			×		Street Time
		Letter-Sized							XXX		KXX			Office Time
6. Sequenced Mail		Other-Sized			450		45	0 K	XXX				5	Minutes 48
7. Total Delivered Pieces			DPS Pieces	XXX		XXX	585	<u> </u>	$\times$	$\bigotimes$	$\bigotimes$	> Waiting	For Mail	ines 22 & 23) I (Office) and All
			3162				1303 NVV	$\sim$	$\times \times \times >$		<u> XXX</u>			tivities Not Continuing Basis
3. Separating all <u>Carrier</u> ,	Mark-Ups (lir	nes 1,2,3, & 5)			45	13	$\bigotimes$	$\mathbb{X}$		5	2	22 Countin	n Moil a	nd Filling Out
9. 2nd-Class Marked-Up	(Exclude form	n 3579)	$\boxtimes$				$\bigotimes$	$\mathbb{X}$				Form 18	38-C W	forksheet
10. Mail with Form 3579 A	Attached		$\otimes$				$\bigotimes$	$\ge$				23 Net O	ffice	Time Used
11. Total Mark-Ups <i>(Line</i>	8 Minus Line	s 9 and 10)	$\boxtimes$		45	13	$\bigotimes$	X		12	4		5	00
12. Changes in Address F	Recorded		$\otimes$		4		$\boxtimes$	X		8				office Time
<ol> <li>Insured Receipts Turn</li> </ol>	ed In					3	$\bigotimes$	Ŕ			1		5	34
14. Registered-Certified-C	OD-Customs		$\bigotimes$				$\bigotimes$	${\longrightarrow}$		6	3			es Over Or r Standard
Form 3868-Signing Fo	r, Returning F	unds and Receipts	$\times$		$\times$	$\bigotimes$	$\bigotimes$	X			5	Over		Under
15. Withdrawing Mail							$\bigotimes$	$\stackrel{\scriptstyle \checkmark}{\rightarrow}$		12		C Total	Stroot	D 34
<ol> <li>Sequencing and Colla</li> </ol>	ting By-Pass	Mail	$\boxtimes$			$\boxtimes$	$\bigotimes$	X					5	30
17. Actual Strapping Out	Time						$\bowtie$	$\sim$				-		eet Time
18. Break (Local Option)			$\boxtimes$	$\bigotimes$	$\bowtie$	$\boxtimes$	$\otimes$		Ĩ\	10			~	
19. Vehicle Inspection							$\bigotimes$	Ż		5	$\otimes$	Net S		ime Used
20. Personal Needs, etc.								X		5				30
21. Identifying Recurring			KXXX				ĚŤ	<u>~ \r</u>	-	26	7		<u>ux</u>	. Time Used
This Form (Use Com 22. Waiting for Mail (Office	) and All Othe	r Office Activities		$\bigotimes$	$\rightarrow$	$\bigotimes$	$\bigotimes$	X	٦	20	<u> </u>	G Net T	otal T	ime Used
Not Performed on Con 23. Counting Mail and Fil Worksheet							$\bigotimes$	X	V	45	3		0 ed By	30 (Initials)
24. Totals <i>(exclude Lines</i>	22 and 23)						$\bigotimes$	X		314	20	Date		ХНG
Comments			<u>/////////////////////////////////////</u>	$\sim \sim \sim$	<u></u>			Repre	esentative -		s 16 and 17	Detern		<u> </u>
									Exa		sed on Obs	ervatio		
							Lines 16	Mins			Comm	ents		
							17							

**Note:** the M -39 provides a "base minimum time" of 9 minutes for Line 21. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 33 minutes exceeds the base minimum of 9 minutes.

Note - Management Corrections. Management may make corrections if a letter carrier has made entries on Line 21 that belong elsewhere. For instance, if a letter carrier recorded time counting mail under Line 21 instead of Line 23, the manager would mark it out on the 1838-C Worksheet, make the proper entry under Line 23, and initial the change on the 1838-C Worksheet. The corrected information would be transferred to the Form 1838 Summary.

Line 22 - Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section). The total minutes of actual time spent on Line 22 functions is transferred from the 1838-C Worksheet.

No Entry. There are no entries on the 1838-C
 Worksheet so there is no entry to transfer.

Line 23 - Counting Mail and Filling Out Form 1838-C Worksheet. The total minutes of actual time spent on Line 23 functions is transferred from the 1838-C Worksheets.

Denver, Colorado				Delivery Unit and ZIP Code Sullivan Stati					on - 80241				4713				
Description				(a) (b) (c)				(d) (e) (f)			(g) (h)						
Chack Appropriate Plack(a)			Number of Pieces Prior Today Today				Total Number			Min Today	utes Today						
EPM Route	X cfs	Router	PM 1 Trip	AM 2 Trip	PM 3	Pieces Minus Mark-Ups	ıs	PM 1 Trip	AM 2 Trip	PM 3							
					1476	40	1385	25		82	3			Other			
Letter-Size Mail	Maulua al Llua	Carrier			29	13	150	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		02							
	Marked-Up	CFS			62	15						me	et				
					866		83	2		109		Street Time	Street	ion			
2. Mail of All Other Sizes	Markad	Carrier			10		0.5	2		105		St		ransportation			
	Marked-Up	CFS			24									Trans			
3. Accountable and Signa	ture Mail				16		1	,	$\times$	$\otimes$		2					
C C		Marked-Up			2		- 14		$\times$			Time					
4. Computing Cols. (a), (b)					2317		223	27	34					Relays			
Strapping out (Lines 1,	2 & 3 Minus <u>C</u>	Carrier MarkUps)				$\swarrow$		- '	XXX7				$ \uparrow$				
5. All Parcels Over 2					12		8	$\times$	$\bigotimes$	$\bigotimes$	Auxiliary Assistance	Block No.	e ?				
Lbs.	Marked-Up	Carrier			4				$\times$			Aur	Bloc	Street Time			
		CFS							$\times$	$\bigotimes$							
. Sequenced Mail		Letter-Sized						_	$\times$			Hours		Minutes			
		Other-Sized			450		45	0	$\times$	$\boxtimes$		Deduct		48 ines 22 & 23)			
7. Total Delivered Pieces			DPS Pieces 3162				585	51	$\times$		$\boxtimes$	Other O	ffice Act	I (Office) and All ivities Not Continuing Basis			
8. Separating all <u>Carrier</u> , Mark-Ups (lines 1,2,3, & 5)			$\bigotimes$		45	13	$\bigotimes$	$\bigotimes$		5	2	22					
. 2nd-Class Marked-Up	(Exclude form	n 3579)		>			$\bigotimes$	$\boxtimes$				Countin Form 18	g Mail ar I38-C Wi	nd Filling Out orksheet			
10. Mail with Form 3579 Attached							$\bigotimes$	X				23 40 Net Office Time Use		48 Time Used			
1. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)			45	13		X		12	4	1	5	00			
2. Changes in Address F	Recorded		XXX		4		ŘХ.	Ň		8		1		office Time			
3. Insured Receipts Turn	ed In					3		X			1		5 Minute	34 es Over Or			
4. Registered-Certified-C Form 3868-Signing Fo				$\times$			X	Ň		6	3			Standard			
5. Withdrawing Mail	i, Hetarning F				$\times$		$\bigotimes$	X		12		C		D 34			
6. Sequencing and Colla	ating By-Pass	Mail	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		ŔXX		ŘX	X					Street	t Time			
7. Actual Strapping Out	Time					$\bigotimes$	$\bigotimes$	X				L	5	30			
18. Break (Local Option)								X		10		Waitin	ng Stre	eet Time			
19. Vehicle Inspection			$\bigotimes$		$\bigotimes$	k k k k k k k k k k k k k k k k k k k	$\bigotimes$	$\stackrel{\sim}{\longrightarrow}$		5		Net S	treet	! Time Used			
20. Personal Needs, etc.			$\bigotimes$		$\mathbb{X}$		$\bigotimes$	$\overset{\times}{\swarrow}$		5		E.	5	30			
21. Identifying Recurring Office Work not Covered by			$\bigotimes$	$\bigotimes$		$\bigotimes$	$\bigotimes$	$\propto$	$\sim$	26	7	1	l Aux.	. Time Used			
This Form (Use Com 22. Waiting for Mail (Office					$\frac{1}{2}$		$\bigotimes$	$\bigotimes$	$\geq$	20		G Net T	otal Ti	ime Used			
Not Performed on Con 23. Counting Mail and Fil	t. Basis <i>(Use</i> 0	Comments Section)	$\bigotimes$		${\longrightarrow}$		$\bigotimes$	X		45	3	F 1	0	30			
Worksheet 24. Totals (exclude Lines 22 and 23)					KXX	$\bigotimes$	$\bigotimes$	$\overset{\times}{\ltimes}$				Verifi Date		(Initials)			
24. Totals ( <i>exclude Lines</i> Comments	5 22 anu 23)						¥Χ	X) -		314	20			RHG			
								Repr			s 16 and 17 sed on Obs			by Houte			
							Lines 16	Mins	6.		Comm	ents					
							<u> </u>										

Entry. The 1838-C Worksheets have eleven Line 23 entries, nine of which were performed in the AM for a total of 45 minutes, and two of which were performed in the PM for a total of 3 minutes. So, 45 is recorded in Line 23 Column (f) "Today AM" and, 3 in Line 23 Column (g) "Today PM".

**Note -** The Day of Inspection. On the day of inspection, the route examiner counts the mail and fills out the 1838-C Worksheet. The only Line 23 entry would be the time spent by the carrier verifying management's mail count – which is the carrier's right.

There are three additional entries on the 1838 Summary that are taken from the 1838-C Worksheet.

**Total Office Time:** The total office time entered on the 1838 Summary in Column (h) is made in minutes. The total office time is calculated from the Clock Rings on the 1838-C Worksheet, which are in hundredths.

The 1838-C Worksheet Clock Ring section shows that the carrier had 5.50 AM Office Time (12.50 minus 07.00). The carrier also had .30 PM Office Time (18.80 minus 18.50). Adding the two times, 5.50 and .30 equals a "Total Office Time" of 5.80 in hundredths of an hour. The hundredths must be converted to minutes before the time is entered on the 1838 Summary.

Post Office Derwer, (	Delivery Unit and ZIP Code Sullivan Station - 80241								Route No. 4713						
Denver,		(a) (b) (c)					(d) (e) (f)								
Des	Number of Pieces				Total			Mir	(g) utes			ΪT			
Check Appropriate Block(s) EPM Route X Route CFS			Router	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3	Piece Minus Mark-U	s F s	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3				
					1476	40	1385	5		82	3			Other	
Letter-Size Mail	Marked-Up	Carrier			29	13			02						
	Marked Op	CFS			62	15						ime	et		
					866		832	2		109		Street Time	Street	tion	
2. Mail of All Other Sizes	Marked-Up	Carrier			10					-		ώ.		[ransportation]	
		CFS			24				~ ~ ~ /					Tran	
3. Accountable and Signa	ture Mail				16		14	: K	$\times$	$\times$		ω			
		Marked-Up			2									s	
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		arrier MarkUps)			2317		223	1	* * * *	34		Office	+	Relays	
					12		8	$\times$	$\times$	ri ary	Auxiliary Assistance	No.	o		
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		0			$\otimes$	Auxi	Auxi Assist	Block No.	Street Time	
		CFS							$\times$	$\times$					
6. Sequenced Mail		Letter-Sized							XX	$\times$		Hours		fice Time Minutes	
		Other-Sized			450		450	2	$\times$	$\times$		Deduct It	ems (Lin	48 es 22 & 23) Office) and All	
7. Total Delivered Pieces			DPS Pieces 3162	$\bigotimes$		$\times$	585	1		$\times$		Other Off	ice Activ		
8. Separating all <u>Carrier</u> , Mark-Ups (lines 1,2,3, & 5)			$\bigotimes$		45	13	$\bigotimes$	X		5	2	22			
). 2nd-Class Marked-Up	Exclude form	n 3579)					$\bigotimes$	X				Form 183			
0. Mail with Form 3579 A	ttached			>			$\bigotimes$	$\otimes$				23 Net Of	fice Ti	48 ime Used	
1. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)		>	45	13	$\bigotimes$	$\boxtimes$		12	4	5		00	
12. Changes in Address F	lecorded			<u> </u>	4		$\bigotimes$	X		8		Standa		fice Time	
13. Insured Receipts Turn			$\bigotimes$			3	$\bigotimes$	X			1	N	linutes	s Over Or	
<ol> <li>Registered-Certified-C Form 3868-Signing For</li> </ol>			$\bigotimes$			$\times$	$\bigotimes$	X		6	3	U Over	Inder :	Standard Under	
15. Withdrawing Mail						$\times$	$\bigotimes$	$\otimes$		12		с		_D 34	
16. Sequencing and Colla	ting By-Pass	Mail	$\bigotimes$			$\times$	$\bigotimes$	$\bigotimes$				Total S		!	
17. Actual Strapping Out	Time		$\bigotimes$			$\times$	$\bigotimes$	$\mathbb{X}$				5 Waiting		30 et Time	
18. Break (Local Option)			$\bigotimes$	$\bigotimes$		$\times$	$\bigotimes$	X		10				-	
19. Vehicle Inspection			$\bigotimes$			$\times$	$\otimes$	8		5	$\bigotimes$	1		ime Used	
20. Personal Needs, etc.								X	5	5		E 5		30 Time Usec	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)						$\otimes$	$\bigotimes$	X		26	7			>	
22. Waiting for Mail (Office, Not Performed on Con	and All Other	Office Activities					$\bigotimes$	$\langle \rangle$					ſ	ne Used	
23. Counting Mail and Fil Worksheet							$\bigotimes$			45	3	Verifie	d By (	30 Initials)	
24. Totals <i>(exclude Lines</i>	22 and 23)					$\times$		X		314	20	Date		ΗĜ	
Comments			///////////////////////////////////////	K/\/\/		./////	F	Repre			s 16 and 17 sed on Obse			y Route	
							Lines 16	Mins			Comm	ents			
							17								

The simple formula for converting hundredths of an hour to minutes is to multiply the hundredths by .6. Using the office time from the 1838-C Worksheet as an example:

80 multiplied by .6 equals 48.0 minutes.

• **Entry.** Total office time is 5:48.

**Total Street Time:** The total street time entered on the 1838 Summary in Column (h) is made in minutes. The total street time is calculated from the Clock Rings on the 1838-C which are in hundredths.

The 1838-C Worksheet Clock Ring section shows that the carrier had 5.50 Street Time (18.50 minus 12.50 minus .50 for lunch). The hundredths must be converted to minutes before the time is entered on the 1838 Summary.

The simple formula for converting hundredths of an hour to minutes is to multiply the hundredths by .6. Using the street time from the 1838-C Worksheet as an example:

50 multiplied by .6 equals 30.0 minutes.

• **Entry.** Total Street time is 5:30.

United States Posta	al Service	Carrier's				etter C	Carrie	r Rou	tes (N		Sun	nm	ary)
Post Office Denver, Colorado			Delivery Unit and ZIP Code Sullivan Stati				NU 81	Route No. 4713					
Description			(8	a)	(b)	(c)	(d)	(e)	(f)	(g) (h)			
Check Appropriate Block	(c)		Nu	mber of Pie Prior	ices Today	Today	Total Number	Prior 🖊	Min Today	utes Today		$\square$	
EPM Route Non-EPM		X CFS	Router	PM 1 Trip	AM 2 Trip	PM	Pieces Minus Mark-Ups	PM 1 Trip	AM 2	PM			
				<u> </u>	1476	40			·	3	1		Other
1. Letter-Size Mail		Carrier			29	13	1385		82	5			
	Marked-Up	CFS			62	15	1				ne		
					866		020		100		Street Time	Stree	5
2. Mail of All Other Sizes		Carrier			10		832		109	Stre	Stre		ortatic
	Marked-Up	CFS			24							a diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama di la diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama diama	ransportation
2 Accountable and Signs	turo Moil				16				$\times$		*		
3. Accountable and Signature Mail Marked-Up				2		- 14		$\times$		Time			
4. Computing Cols. (a), (b),	(c):				2317		2221		34		Office ⁻		Relays
Strapping out (Lines 1, 2		arrier MarkUps)			2317	$\swarrow$	2231	× × × >	<i>54</i>	x x x x		H	<u>m</u>
					12		8	$\otimes$		$\bigotimes$	Auxiliary Assistance	No.	0 F
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4			$\bigotimes$			Auxi Assist	Block	st Time ng For
		CFS							$\times$	$\boxtimes$			Street Ti Waiting I
6. Sequenced Mail		Letter-Sized									Hours		Minutes
		Other-Sized			450		450				Deduct	- Items <i>(Lin</i>	
7. Total Delivered Pieces			DPS Pieces 3162	$\bigotimes$			5851	$\times$			Other Office Activities No Peformed on a Continuing		vities Not
8. Separating all Carrier, N	Mark-Ups (lin	ies 1,2,3, & 5)	$\bigotimes$		45	13	$\bigotimes$		5	2	22		
9. 2nd-Class Marked-Up (	Exclude form	n 3579)	$\otimes$	*									rksheet
10. Mail with Form 3579 A	ttached			2			$\bigotimes$				23 Net O	ffice T	<b>48</b> ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)			45	13			12	4	1		00
12. Changes in Address R	ecorded				4				8				fice Time
13. Insured Receipts Turn	ed In					3				1	5 Minutes Ov		34 s Over Or
14. Registered-Certified-Co Form 3868-Signing For				$\boxtimes$					6	3	Under Sta		
15. Withdrawing Mail	,								12		c		D 34
16. Sequencing and Colla	ting By-Pass	Mail	$\hat{\times}$								Total		Time
17. Actual Strapping Out	Time		XXX		<b>XXX</b>	XXX	XXX				-		30
18. Break (Local Option)				$\bigotimes$		$\bigotimes$			10		vvaiur	y sire	
19. Vehicle Inspection				ĚXX		XXX			5		Net S	treet T	ime Used
20. Personal Needs, etc.					$\bigotimes$		$\bigotimes$		5		<u> </u>		30
21. Identifying Recurring Office Work not Covered by		XXX				XXX	5	26	7	1	l Aux.	Time Used	
This Form (Use Comments Section)           22. Waiting for Mail (Office) and All Other Office Activities			$\bigotimes$		$\bigotimes$			20		G Net T	otal Tir	ne Used	
Not Performed on Cont. Basis (Use Comments Section) 23. Counting Mail and Filling Out Form 1838-C				$\times$		$\times$			45	3	_F 1		30
Worksheet 24. Totals (exclude Lines 22 and 23)						$\bigotimes$	$\bigotimes$		314	20	Verifie Date		,
Comments	$ XXX\rangle$	KXXX	$ \times \times \times \rangle$	KXXX		resentativo			Determ				
						Representative Time - Lines 16 and 17 Determined by F Examiner - Based on Observations				y noute			
							Lines Min 16	IS.		Comm	ents		
							17						
PS Form <b>1838</b> , Novemb	er 1997												

Waiting Street Time. If a carrier has recorded any street waiting time in the comments section of the Form 1838-C Worksheet, the time is transferred to the "Waiting Street Time" box on the 1838 Summary Column (h), and explained in the box found in the top section of Column (h) (M -39 Section 222.216g).

No Entry. There are no "street waiting" comments on the 1838-C Worksheet so there is no entry to transfer.

The 1838-C Worksheets may now be set aside. At this point they are no longer needed for verification of the accuracy of the entries on the 1838 Summary.

Before you begin checking the calculations on the 1838 Summary you must ensure that any auxiliary assistance time used has been entered on the 1838 Summary.

Street time assistance should be taken from Form 3996; office time assistance should be taken from Form 1838-C prepared by the employee providing the assistance. Street assistance is indicated by (ST) and office time is indicated by (OT). The street and block numbers must be shown in the box found in the top section of Column (h) (M -39 Section 222.216i).

• **No Entry.** There was no auxiliary assistance provided so there is no entry.

Post Office	- / /		Delivery l	Jnit and Z							Route No.		710	
Denver, i	Colorado				sulliva	n stati	on -	80	241			47	713	
Des	scription			a) mber of Pie	(b)	(C)	(d) Tota		(e)	(f) Min	(g) utes	1	· · · ·	(h)
Check Appropriate Block				Prior PM	Today	Today PM	Numb	ber	Prior PM	Today AM	Today PM	1		
EPM Route 🕅 F	Ion-EPM Route	X CFS	Router	Trip	2	3	Minu Mark-	JS	1 Trip	2 Trip				
					1476	40	138	25		82	3			Other
1. Letter-Size Mail		Carrier			29	13	150	55		02				
	Marked-Up	CFS			62	15	1					Ð		
					866							Street Time	Street	
		Q. a. milan			10		83	2		109		Stree	^o	tatior
2. Mail of All Other Sizes	Marked-Up	Carrier												Transportation
		CFS			24				~~~/			,		Trai
3. Accountable and Signa	ture Mail				16		14	1	$\times$	$\times$				
		Marked-Up			2			Ś	$\times$	$\times$		Time		ω
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		arrier MarkUps)			2317		22	31		34		Office		Relays
					12			k	$\times$	$\times$		ary	ġ	
5. All Parcels Over 2 Lbs.		Carrier			4		8		$\times$	$\times$		Auxiliary Assistance	Block No.	Street Time
2001	Marked-Up	CFS					1	k	$\times$	$\times$	$\otimes$	> <	^m	treet
		Letter-Sized							XXX	XXX	XXX			ffice Time
6. Sequenced Mail		Other-Sized			450		45	$\overline{\mathbf{n}}$	$\times$	$\times$		Hours	5	Minutes 48
7 T-4-1 D-10		Other-Sized	DPS Pieces		XXXX	XXXX		f	$\times$	$\bigotimes$	KXX	Deduct Waiting	ltems (Lir For Mail	nes 22 & 23) (Office) and All
7. Total Delivered Pieces			3162				585	$\sim$	$\times$					vities Not Continuing Basis
8. Separating all <u>Carrier</u> , I	Mark-Ups (lin	ies 1,2,3, & 5)	$\bigotimes$		45	13	$\bigotimes$	$\bowtie$		5	2	22	- 14-7	1511-0-1
9. 2nd-Class Marked-Up (	Exclude form	n 3579)					$\boxtimes$	$\propto$				Form 18	g iviali an I38-C Wo	
10. Mail with Form 3579 A	ttached						$\mathbb{X}$	$\ge$				23 Net C	ffice T	ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	$\bigotimes$	$\bigotimes$		12	4	] .	5	00
12. Changes in Address F	ecorded				4		Ň	Ň		8				ffice Time
13. Insured Receipts Turn	ed In					3	$\bigotimes$	$\bowtie$			1		5	34
14. Registered-Certified-C	OD-Customs						$\bigotimes$	X		6	3			es Over Or Standard
Form 3868-Signing For 15. Withdrawing Mail	, Returning F	unds and Receipts	$\times$		$\leftarrow\leftarrow\leftarrow\leftarrow\leftarrow\leftarrow\leftarrow\leftarrow\leftarrow\leftarrow$	$\longleftrightarrow$	${\leftarrow}$	<del>kX</del>		12		Over		Under
5						$\times$	$\bigotimes$	$\bigotimes$		12		C Total	Street	D 34
16. Sequencing and Colla		Mail				$\boxtimes$	$\bowtie$	$\bowtie$					5	30
17. Actual Strapping Out	Time					$\times$	$\bowtie$	$\bigotimes$						et Time
18. Break (Local Option)			$\boxtimes$	$\bigotimes$	$\otimes$	$\boxtimes$	$\bowtie$	$\approx$		70		≯		
19. Vehicle Inspection						$\boxtimes$	$\bigotimes$	$\boxtimes$		5		r i		Time Used
20. Personal Needs, etc.							$\bigotimes$	X	5	5		E		30 Time Used
21. Identifying Recurring			$\bigotimes$		$\mathbb{X}$		ŔŽ	Ŕ	<u> </u>	26	7	Actua	u AUX.	USEC
This Form (Use Comi 22. Waiting for Mail (Office)	and All Other	r Office Activities	$\bigotimes$	$\bigotimes$	$\mathbb{K}$	$\bigotimes$	$\bigotimes$	$\mathfrak{A}$				et T	otal Ti	me Used
Not Performed on Cont 23. Counting Mail and Fill	. Basis (Use ( ing Out Form	Comments Section) 1 1838-C	$\bigotimes$	$\bigotimes$	$\mathbb{X}$	$\times$	$\bigotimes$	$\mathfrak{A}$		15		<b> </b> = 1	0	30
Worksheet	0		$\bigotimes$	$\bigotimes$	$\mathbb{X}$	$\bigotimes$	$\bigotimes$	$\mathbf{X}$		45		Verifi Date		(Initials)
24. Totals <i>(exclude Lines</i>	22 and 23)			KXXX		$\langle \times \times \rangle$	¥Х	X		314	20		R	HG
Comments								Repre			s 16 and 17 sed on Obs			oy Route
							Lines	Mins			Comm		-	
							16							
							17		1					

## 1838 Summary-Verifying Line 7 and Column (d).

The majority of the calculations on Form 1838 will directly impact the evaluated standard time of the route. However, Line 7 and Column (d) will not. They are used only to calculate the total number of delivered pieces. This total is not used to calculate the evaluated standard time of the route.

#### Column (d)-Total Number Pieces Minus Mark- Ups.

In calculating the total delivered pieces for the day, only the Prior PM Column (a) and Today AM Column (b) entries are used. The Today PM Column (c) entries are calculated in the next day's "Total Delivered Pieces."

- Entry-Column (d) Line 1. There were 1,476 AM cased letters, minus 91 Marked- Up pieces (29 Carrier and 62 CFS) for a total of 1,385 letter size delivered pieces. So, "1385" is entered in Line 1 Column(d).
- Entry-Column (d) Line 2. There were 866
   AM cased pieces of other size mail, minus 34
   Marked-Up pieces (10 Carrier and 24 CFS)
   for a total of 832 other size delivered pieces.
   So, 832 is entered in Line 2 Column (d).

Post Office Derwer, (	Colorado		Delivery	Jnit and Z	IP Code <i>Sulliva</i>	U. (tati	Λ <i>U</i> .	00	241		Route No.	47	13	
Denver, i			(	a)	(b)	(c)	(d)		(e)	(f)	(g)	17		'h)
	scription			mber of Pie	ces		Tota Numb	al 🛛		Min	utes		T,	
Check Appropriate Block	′s) Jon-EPM Route		Router	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3	Piece Minu Mark-U	es F Is	Prior PM 1 I	Today AM 2 Trip	Today PM 3			
					1476	40	120	25			2			Other
I. Letter-Size Mail	Marked-Up	Carrier			29	13	138	53 K		2	3			
		CFS			62	15						me	et	
					866		83	2		19		Street Time	Street	D
2. Mail of All Other Sizes		Carrier			10							ъ С		portat
	Marked-Up	CFS			24				N					Transportation
Accountable and Cirra					16			k		$\times$				
<ol> <li>Accountable and Signa</li> </ol>	ture Mali	Marked-Up			2		14	7 K	$\times$			Time		ω.
I. Computing Cols. (a), (b) Strapping out (Lines 1, 2		arrier MarkUps)			2317		223	31	~ ~ ~ ~	34		Office		Relays
					12			k	$\times$	$\times$		ary nce	ġ	
5. All Parcels Over 2 Lbs.		Carrier			4		8	k	$\times$	$\times$	$\bigotimes$	Auxiliary Assistance	Block No.	Time
LDS.	Marked-Up	CFS						k	$\times$	$\times$		Å Å	B	Street Time
		Letter-Sized							${\times}$					fice Time
6. Sequenced Mail		Other-Sized			450		45	0				Hours		Minutes 48 Mes 22 & 23)
. Total Delivered Pieces			DPS Pieces 3162			$\times$	585	51	XXX	XXX		Waiting F Other Of	For Mail ( fice Activ	Office) and All vities Not
3. Separating all <u>Carrier</u> , I	Mark-Ups (lin	es 1.2.3. & 5)	$\times$	$h \wedge \wedge /$	45	13	$\otimes$	X		5	2		d on a Co	ontinuing Basi
. 2nd-Class Marked-Up (				2	,		$\bigotimes$	X			~	22 Counting Form 183		d Filling Out
0. Mail with Form 3579 A			XXX	>			$\bigotimes$	X				23	50-C WU	48
			$\bigotimes$		45	40	$\bigotimes$	×		10				ime Used
1. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	$\bigotimes$	$\approx$		12	4	Stand		00 fice Time
2. Changes in Address F	lecorded		$\times$		4		$\bigotimes$	$\mathbb{X}$		8		- L		34
3. Insured Receipts Turn			$\bigotimes$			3	$\bigotimes$	$\otimes$			1	N	/inutes	s Over Or
4. Registered-Certified-C Form 3868-Signing For			$\times$			$\bigotimes$	$\bigotimes$	$\mathbb{X}$		6	3	Over	Jnder	Standard Under
5. Withdrawing Mail			$\otimes$	$\bigotimes$		$\otimes$	$\bigotimes$	$\boxtimes$		12		С		_D 34
6. Sequencing and Colla	ting By-Pass	Mail					ŔX	X				Total S		Time
7. Actual Strapping Out	Time		XXX		KXX	XXX	X	X				4		30
18. Break (Local Option)								X		10		vvaitin	ig Stre	et Time
19. Vehicle Inspection			$\bigotimes$	$\bigotimes$	$\bowtie$		$\bigotimes$	⅔		5		Net St	treet T	ime Used
			$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$	$\approx$	$\sim \mathcal{A}$	5	$\bigotimes$	E S	5	30
20. Personal Needs, etc. 21. Identifying Recurring	Office Mark	ot Covered by	$\bigotimes$	$\bigotimes$	$\mathbb{X}$	$\times$	$\bigotimes$	X	5	2		-		Time Used
This Form (Use Com	ments Sectio	n)	$\bigotimes$	$\bigotimes$	KXXX	$\bigotimes$	$\bigotimes$	$\mathbb{X}$		26	7	G		<u> </u>
22. Waiting for Mail (Office) Not Performed on Cont	t. Basis <i>(Use</i> 0	Comments Section)	$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bowtie$	$\mathbb{X}$				Net To		ne Used <i>30</i>
<ol> <li>Counting Mail and Fill Worksheet</li> </ol>	ling Out Form	1838-C	$\boxtimes$	$\bigotimes$	$\boxtimes$	$\boxtimes$	$\bigotimes$	$\langle$		45	3			(Initials)
24. Totals (exclude Lines	22 and 23)			$\bigotimes$		$\otimes$	$\bigotimes$	$\boxtimes$		314	20	Date		HG
Comments			<u>v \ / \ / \ / \ / \ / \ / \ / \ / \ / \ </u>	<u></u>	<u>v \ / \ / \ / \ / \ / \ / \ / \ / \ / \ </u>	<u>N/N/N/N</u>		Repre		L Fime - Lines	s 16 and 17 sed on Obse		ined b	
							Lines 16	Mins	5		Comm	ents		
							17							

- Entry-Column (d) Line 3. There were 16
   Accountable and Signature Mail pieces, minus 2
   Marked-Up for a total of 14. So, 14 is entered in
   Line 3 Column (d).
- Entry–Column (d) Line 4. Line 4 is a sub- total of Column (d) Lines 1, 2, and 3. Add 1,385 plus 832 plus 14 for a total of 2231. So, "2231" is entered in Line 4 Column (d).
- Entry–Column (d) Line 5. There were 12 Parcels Over 2 lbs, minus 4 Marked-Up Carrier for a total of 8 delivered Parcels Over 2 lbs. So, 8 is entered in Line 5 Column (d).
- Entry–Column (d) Line 6. There were 450 pieces of Other-Sized Sequenced Mail. So, 450 is entered in Line 6 Column (d).
- Entry-Column (d) Line 7. The total of all delivered pieces in Line 7 Column (d) is calculated by adding the DPS pieces entered in Line 7 Column (a) (3162), the sub total entered in Line 4 Column (d) (2231), the entry in Line 5 Column (d) (8), and the entries in Line 6 Column (d) (450), for a total of 5851 (3162 plus 2231 plus 8 plus 450). So, 5851 is entered in Line 7 Column (d).

Post Office			Delivery I	Jnit and Z	IP Code						Route No.			
Denver, i	Colorado		Delivery		sulliva	n stati	on -	80.	241			47	713	
,	scription			a)	(b)	(c)	(d)		(e)	(f)	(g)		(	(h)
Check Appropriate Block	(c)		Nu	mber of Pie	ces Today	Today	Tota Numb	er p	Prior	Today 🖊	utes Today			
	s) Ion-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3	Piece Minu Mark-U	s	PM 1 Trip	AM 2 Trip	PM 3			
					1476	40	138	55		82	3	1		Other
1. Letter-Size Mail		Carrier			29	13	150	3		02	5			ΙΓ
	Marked-Up	CFS			62	15	1					me	÷	
					866		83.	2		109		Street Time	Street	5
2. Mail of All Other Sizes		Carrier			10		03.	2		105		Str		ransportation
	Marked-Up	CFS			24		1	ľ						ransp
3. Accountable and Signa	ture Mail				16			_/ . [	$\overline{\mathbf{x}}$	$\times$		×		
. Accountable and olgha		Marked-Up			2		14	z k	$\times$	$\times$		Time		
4. Computing Cols. (a), (b)	, (c):				2317		223	71				Office .		Relavs
Strapping out (Lines 1, 2		arrier MarkUps)					× ∠∠3	, , k		<i>4</i>	xxx		$\square$	
	·				12		8	K	$\times$	$\bigotimes$	$\bigotimes$	Auxiliary Assistance	Block No.	a
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		1	K			$\boxtimes$	Auxi Assis	Block	Street Time
		CFS												
5. Sequenced Mail		Letter-Sized								$\mathbb{X}$		Hours		Minute:
		Other-Sized			450		45	0 [	$\times$	$\times$	$\otimes$	Deduct	tems (Lin	nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162			$\times$	585	57	$\times$		$\times$	Other O	fice Activ	(Office) and / vities Not ontinuing Ba
3. Separating all <u>Carrier</u> , I	Mark-Ups (lin	ies 1,2,3, & 5)	$\otimes$		45		$\bigotimes$	$\bigotimes$		5	2	22		-
9. 2nd-Class Marked-Up (	Exclude form	n 3579)	$\bigotimes$	2		$\land$	$\bigotimes$	$\otimes$					g Mail an 38-C Wo	
0. Mail with Form 3579 A	ttached			2			$\bigotimes$	$\otimes$				23 Net O	ffice T	48 ime Used
1. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)			45	13		X		12	4		5	00
2. Changes in Address F	lecorded				4			X		8				fice Time
3. Insured Receipts Turn	ed In					3		X			1		5 Vinute	34 s Over O
<ol> <li>Registered-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Certified-Ce</li></ol>				$\boxtimes$		$\times$		Ň		6	3			Standard Under
5. Withdrawing Mail	, notaning i							X		12		c		D 34
16. Sequencing and Colla	ting By-Pass	Mail					ŔŔ	X				Total	Street	Time
17. Actual Strapping Out	Time		XXX		KXX (	XXX	XX	X					5	30
18. Break (Local Option)				$\bigotimes$		$\approx$		Â		10		vvaiur	ig Stre	et Time
19. Vehicle Inspection				XXX		XXX		X		5		Net S	treet T	ime Use
20. Personal Needs, etc.			$\bigotimes$		$\bigotimes$		$\bigotimes$	X		5		E		30
21. Identifying Recurring			$\times$				${\times}$	X	> 5	<u> </u>	7		l Aux.	Time Use
This Form (Use Comi 22. Waiting for Mail (Office)	and All Other	r Office Activities		$\bigotimes$		$\bigotimes$	$\bigotimes$	Ŕ		20	L ´	G Net To	otal Tir	ne Used
Not Performed on Cont 23. Counting Mail and Fill				KXX)		$\times$		X		45	3	_F 1		30
Worksheet 24. Totals <i>(exclude Lines</i>	22 and 23)		$\bigotimes$		$\bigotimes$		×	X		+3 314	20	Verifie Date		(Initials) HG
Comments			IXXX)	KXXX	$ XXX\rangle$	KXXX	XX)	XX Bepr	sentative		20 s 16 and 17	Determ		
								lepre			s 16 and 17 sed on Obse			y rioute
							Lines 16	Mins	š.		Comme	ents		
							17							
							′							

**Time Allowances for Carrier Office Work**. These time allowances are found in both Exhibit 222.214a(4) of the M -39 Handbook, and Exhibit 121.12 of the M -41 Handbook (retrieve from page A- 12 in the appendix at the end of this chapter). The Exhibits indicate the time allowances for Lines 1, 2, 4, 8, 9, 10, 11, 12, and 13 that are used as part of the "Standard Office Time" calculations.

Before beginning, it is important to understand that the calculations entered in Columns (e), (f), and (g) will determine the "Standard Office Time" for the route each day. The minutes in Column (e) are calculated based on the piece counts from Column (a). The minutes in Column (f) are calculated based on the piece counts from Column (b). The minutes in Column (g) are calculated based on the piece counts from Column (c).

There are no Column (a) or (e) entries on the 1838 because there was no Prior PM cased mail from the previous work day.

Jnited States Posta	al Service	Carrier's			/lail-Le	etter (	Carrie	श्	ttes (N		Sun	Ima	ary)
Post Office Denver, (	Colorado		Delivery		r Code Sulliva	n stati	'on - E	3024		Route No.	47	13	
Des	scription			a) mber of Pie	(b)	(c)	(d) Total	(e)	(f) Mir	(g) nutes		(h	1)
Check Appropriate Block	(s) Non-EPM Route	X CFS	Router	Prior PM 1	Today AM 2	Today PM	Number Pieces Minus	Prior PM 1	Today AM 2	Today PM			
EPM Route	Route	ACF3		Trip	ттір 1476	3 40		s Tr		3			Other
1. Letter-Size Mail		Carrier			29	13	1385	5	82	3			ō
	Marked-Up	CFS			62	15	1				e		
					866		832		109		Street Time	Street	5
2. Mail of All Other Sizes		Carrier			10		852		109		Str		ransportation
	Marked-Up	CFS			24		1						Transp
3. Accountable and Signa	ture Mail				16		- 14						
		Marked-Up			2		· · ·		+		e Time		s
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		arrier MarkUps)			2317		223	1	34		Office -	+	Relays
					12						ary ance	No.	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		8				Auxiliary Assistance	Block No.	Street Time
	Marked-op	CFS											
6. Sequenced Mail		Letter-Sized									Hours		Minutes
		Other-Sized			450		450					ems (Line:	48 es 22 & 23) Office) and All
7. Total Delivered Pieces			DPS Pieces 3162	$\times$			5851				Other Offi	ce Activit	
8. Separating all <u>Carrier</u> , I	Mark-Ups (lir	ies 1,2,3, & 5)			45	13	$\bigotimes$	8	5	2	22		
9. 2nd-Class Marked-Up (	Exclude form	n 3579)						8			Form 183		Filling Out ksheet 48
10. Mail with Form 3579 A	ttached						XX	<u> </u>			23 Net Of	ice Tir	me Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\times$		45	13	$\bigotimes$	<u>}</u>	12	4	5		00
12. Changes in Address F	Recorded				4			X	8		Standa		34
13. Insured Receipts Turn						3	$\bigotimes$	8	_	1	M	linutes	Over Or
14. Registered-Certified-Ce Form 3868-Signing For			$\times$					<u> </u>	6	3	Over		Standard Under
15. Withdrawing Mail			$\times$					3	12		с		_D 34
16. Sequencing and Colla	ting By-Pass	Mail		$\bigotimes$				δ			Total S		1
17. Actual Strapping Out	Time		$\bigotimes$					8			5 Waiting		30 et Time
18. Break (Local Option)			$\bigotimes$	$\bigotimes$				8	10				
19. Vehicle Inspection								X	5		1		me Used
20. Personal Needs, etc.									5 2		E 5		ime Used
21. Identifying Recurring This Form (Use Com								8	26	7	G		
22. Waiting for Mail (Office) Not Performed on Cont	and All Othe	r Office Activities					<b>K</b> XX	8					ne Used
23. Counting Mail and Fill Worksheet								X	45	3	F 10		30
24. Totals <i>(exclude Lines</i>	22 and 23)			KXX)		<b>İXXX</b>		8	314	20	Date		nitiais) HG
Comments				<u>NAAA</u>		raax	Re		e Time - Line xaminer - Ba	s 16 and 17		ned by	
								lins.		Comm			
							16						

- Entry–Column (f) Line 1. There were 1,476 Today AM cased letter size pieces. The time allowance for casing letter size mail is 18 pieces per minute. So, 82 (1,476 divided by 18 equals 82) is entered in Line 1 Column (f).
- Entry-Column (g) Line 1. There were 40 pieces of Today PM cased letter size mail. So, 3 (40 divided by 18 equals 2.22, rounding up) is entered in Line 1 Column (g).
- Entry-Column (f) Line 2. There were 866 Today AM cased other size pieces. The time allowance for casing other size mail is 8 pieces per minute. So, 109 (866 divided by 8 equals 108.25, rounding up) is entered in Line 2 Column (f).

**Line 4.** The time allowance for pulling down (strapping out) is 70 pieces per minute.

 If mail was cased in the Prior PM, and pulled down today, management divides the number of pieces in Line 4 Column (a)

Post Office Derwer, (	Colorado		Delivery		IP Code <i>Sulliva</i>	u stati	ои, -	RN	241		Route No.	47	'13	
			(;	a)	(b)	(c)	(d)		(e)	(f)	(g)			)
Des Check Appropriate Block	scription			mber of Pie		Today /	Tota Numi	al	Prior		utes Today		Ť	ĺΤ
	s) Ion-EPM Route		Router	PM 1 Trip	AM 2	PM 3	Piec Minu	es P Js	M 1 Trip	AM 2 Trip	PM 3		1	
					1476	40	138			> 82	3 <			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	1.50		٦	02				
	Marked-Op	CFS			62	15						a	<b>ا</b> پ	
					866		83	2		109		Street Time	Street	u
2. Mail of All Other Sizes		Carrier			10		05	²  ,				Str		ransportation
	Marked-Up	CFS			24		1			/				Iransp
3. Accountable and Signa	ture Mail				16					$\times$				
		Marked-Up			2		14	7	XX	$\times$		Time		
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		<u>arrier</u> MarkUps)			2317		22	31	~~~	34		Office		Relays
					12			R	$\times\!\!\times\!\!\times$			Zr e	ġ	
5. All Parcels Over 2 Lbs.		Carrier			4		8	Ŕ	$\times$	$\times$	$\bigotimes$	Auxiliary Assistance	Block No.	Time
LDS.	Marked-Up	CFS						K	$\times\!\!\times\!\!\times$	$\times$	$\boxtimes$	¥ ₹	B	Street Time
		Letter-Sized							$\times$	XXX	XXX			fice Time
6. Sequenced Mail		Other-Sized			450		45	o B	${\times}$	$\times$		Hours		Minutes 48
7. Total Delivered Pieces			DPS Pieces 3162				58	<u> </u>	XXX	XXX			or Mail (0	es 22 & 23) Office) and All ities Not
3. Separating all <u>Carrier</u> , I	Mark-Ups (lin	ies 1.2.3. & 5)			45	13	$\otimes$	X		5	2		d on a Co	ntinuing Basi
9. 2nd-Class Marked-Up					70		$\bigotimes$	X			~	22 Counting Form 183		Filling Out
10. Mail with Form 3579 A		,	$\bigotimes$	2			ŔŔ	X				23		48
11. Total Mark-Ups (Line		s 9 and 10)		>	45	13	${\boxtimes}$	$\mathbf{X}$		12	4	Net Of		me Used
12. Changes in Address F					4	15	$\bigotimes$	×		8	T	-		ice Time
13. Insured Receipts Turn					T	3	$\bigotimes$	$\mathfrak{X}$		0	1	3		34
14. Registered-Certified-C		-Post. Due-Keys	$\times$			$\sim$	$\bigotimes$	$\stackrel{\sim}{\rightarrow}$		<u> </u>	1 3			s Over Or Standard
Form 3868-Signing For	; Returning F	unds and Receipts			+	$\bigotimes$	$\bigotimes$	$\mathbf{X}$		6 12	5	Over		Under
15. Withdrawing Mail						$\bigotimes$	$\bigotimes$	$\bigotimes$		12		C Total S		D 34
16. Sequencing and Colla	• •	Mail	$\bigotimes$	$\bigotimes$			$\bigotimes$	$\approx$				3	5	30
17. Actual Strapping Out	lime						$\bigotimes$	$\bigotimes$		10		Waitin	g Stree	et Time
18. Break (Local Option)			$\bigotimes$	$\bowtie$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$		10				<u> </u>
19. Vehicle Inspection							$\bigotimes$	X,		5	$\bigotimes$			me Used 30
20. Personal Needs, etc.						$\bigotimes$	$\bigotimes$	X	5	5) 2		-		rime Used
21. Identifying Recurring This Form (Use Com	ments Sectio	n)				$\otimes$	$\bigotimes$	$\otimes$		26	7	G		-
22. Waiting for Mail (Office) Not Performed on Cont	t. Basis <i>(Use</i> 0	Comments Section)	$\bigotimes$		$\mathbb{X}$	$\bigotimes$	$\bigotimes$	$\times$				Net To		1e Used 30
23. Counting Mail and Fil Worksheet	ing Out Form	1838-C	$\bigotimes$	$\boxtimes$	$\bigotimes$	$\boxtimes$	$\bigotimes$	$\bigotimes$		45	3	Verifie		DINITIALS)
24. Totals (exclude Lines	22 and 23)					$\bigotimes$		$\boxtimes$		314	20	Date		ΗĜ
Comments			<u>v                                    </u>		<u> </u>			Repre			s 16 and 17 sed on Obse			y Route
							Lines 16	Mins.			Comme	ents		
							17		1					

by 70 and enters the minutes in Line 4 Column (e).

- Since Today AM mail is cased and pulled down the same day, management divides the number of pieces in Line 4 Column (b) by 70 and enters the minutes in Line 4 Column (f).
- If mail is cased Today PM, and for some reason also pulled down today, management divides the number of pieces of Line 4 Column (c) by 70 and enters the minutes in Line 4 Column (g). However, in most cases Today PM cased mail will not be pulled down until the next day, and it will be calculated as Prior PM Line 4 Column (a) and (e) for that day.
- Entry-Column (b) Line 4. There were 1,476 letter size, 866 other size, 16 accountable and signature, and 41 Marked-Up Carrier (29 letter size plus 10 other size plus 2 accountable and signature). So, 2317 (1,476 plus 866, plus 16 minus 41) is entered in Column (b) Line 4.

Post Office Derwer, (	Colorado		Delivery	Jnit and Z	sulliva	n stati	on -	80	241		Route No.	47	'13	
,	scription		(i	a)	(b)	(c)	(d)		(e)	(f)	(g)		(	h)
Chaok Appropriato Plack	(a)		Nu	mber of Pie Prior	ices Today	Today	Total Numb	er p	Prior	Min Today	iutes Today			
	s) Ion-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM 3	Piece Minu: Mark-U	s ľ	PM 1 Trip	AM 2 Trip	PM 3			
					1476	40	138	5		82	3			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	1.50	~		02				
	Marked-Op	CFS			62	15						ime	at	
					866		832	2		109		Street Time	Street	tion
2. Mail of All Other Sizes	Marked-Up	Carrier			10							St		ransportation
	Marked-Op	CFS			24									Trans
3. Accountable and Signa	ture Mail				16	$\mathbb{N}$	14	K	$\times$	$\times$				
-		Marked-Up			2		14	Ŕ	$\times$	$\times$		Time		s
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		<u>arrier</u> MarkUps)			2317		223	1		34		Office		Relays
					12		8	k	$\times$	$\times$		iary ance	No.	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		0	k	$\times$	$\otimes$		Auxiliary Assistance	Block No.	Street Time
	Marked-Op	CFS							$\times$	$\times$				
6. Sequenced Mail		Letter-Sized							$\times$	$\times$		Hours		fice Time Minutes
		Other-Sized			450		450	)	$\times$	$\times$		Deduct I	tems (Lin	<b>48</b> Nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162	$\bigotimes$		$\times$	585	1	$\times$	$\times$		Other Of	fice Activ	Office) and All vities Not ontinuing Basis
3. Separating all <u>Carrier</u> , I	Vark-Ups (lin	ies 1,2,3, & 5)	$\bigotimes$		45	13	$\bigotimes$	$\langle$		5	2	22		-
. 2nd-Class Marked-Up	Exclude form	n 3579)	$\bigotimes$				$\bigotimes$	$\otimes$				Counting Form 18		
0. Mail with Form 3579 A	ttached						$\bigotimes$	$\otimes$				23 Net O	ffice T	48 ime Used
1. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	$\bigotimes$	$\bigotimes$		12	4		5	00
2. Changes in Address F	lecorded		$\bigotimes$		4		$\bigotimes$	$\langle$		8				fice Time
3. Insured Receipts Turn	ed In		$\bigotimes$			3	$\bigotimes$	$\langle$			1			34 s Over Or
<ol> <li>Registered-Certified-C Form 3868-Signing For</li> </ol>			$\bigotimes$	$\bigotimes$		$\otimes$	$\bigotimes$	8		6	3	U Over	Jnder	Standard Under
5. Withdrawing Mail				$\bigotimes$		$\otimes$		$\otimes$		12		с		_D 34
<ol> <li>Sequencing and Colla</li> </ol>	ting By-Pass	Mail	$\bigotimes$	$\bigotimes$		$\bigotimes$	$\bigotimes$	$\boxtimes$				Total		1
17. Actual Strapping Out	Time		$\bigotimes$		$\bigotimes$	$\times$	$\bigotimes$	X					5 g Stre	30 et Time
18. Break (Local Option)							$\otimes$	$\otimes$		10		1		
19. Vehicle Inspection								8		5	$\otimes$	1		ime Used
20. Personal Needs, etc.								X		5		E Actua		30 Time Used
21. Identifying Recurring This Form (Use Com							$\bigotimes$	$\langle$	0	26	7	G		
22. Waiting for Mail (Office) Not Performed on Con							$\bigotimes$	X						ne Used
23. Counting Mail and Fill Worksheet								$\bigotimes$		45	3	F 7 Verifie		(Initials)
24. Totals (exclude Lines	22 and 23)						XX	Ŕ		314	20	Date		HG
Comments			<u>v \/ \ / \ / \ / \ / \ / \ / \ / \ / \ /</u>		<u>v \/ \/ \/ \</u> /			-	Exa		s 16 and 17 sed on Obse	ervatior		y Route
							Lines 16	Mins	5.		Comme	ents		
							17							

 Entry–Column (f) Line 4. These 2,317 pieces are divided by 70. So, 34 (2,317 divided by 70 equals 33.1 rounding up), is entered in Column (f) Line 4.

**Line 8.** In order to calculate the time allowances for Line 8 Prior PM, Today AM, and Today PM (Columns (e), (f), and (g)), the total Carrier Mark-Ups from Lines 1, 2, 3, and 5 must first be totaled and placed in Columns (a), (b) and (c).

- Entry–Column (b) Line 8. Column (b) Today AM Marked-Up Carrier lists 29 letter size, 10 other size, 2 accountable and signature, and 4 parcels (29 plus 10 plus 2 plus 4). So, 45 is entered in Column (b) Line 8.
- Entry-Column (c) Line 8. The only mail in Column (c) Today PM Marked-Up Carrier were 13 letter size pieces. So, 13 is entered in Column (c) Line 8.
- Entry-Column (f) Line 8. The time allowance for separating Carrier Mark- Ups is 1 minute for every 10 pieces. There were 45 Today AM pieces in Column (b) Line 8.
   So, 5 is entered (45 divided by 10 equals 4.5 rounding up) in Column (f) Line 8.

Πρωτργ	Colorado				sulliva	u stati	nu.	. 80	241			47	713	
			(;	a)	(b)	(c)	(d)		(e)	(f)	(g)			(h)
	scription			mber of Pie	eces		Tota Num	al		Min	utes	,		
Check Appropriate Block	( <i>s)</i> Non-EPM Route		Router	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3	Piec Min	es us	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3			
					1476	40	138	35		82	3			Other
I. Letter-Size Mail	Marked-Up	Carrier			29	13	150	55		82	5			
		CFS			62	15						Lime	et	
					866		83	2		109		Street Time	Street	ion
2. Mail of All Other Sizes		Carrier			10			2		.02		ß		portat
	Marked-Up	CFS			24									Transportation
3. Accountable and Sign	ature Mail				16			. /				2		
. Accountable and olgh		Marked-Up			2		1	7				Time		
I. Computing Cols. (a), (b Strapping out (Lines 1,		Carrier MarkUps)			2317		22.	31	<u> </u>	34		Office .		Relays
					12		*		$\times\!\!\times\!\!\times$	$\times\!\!\times\!\!\times$		2 g	ö	
5. All Parcels Over 2		Carrier			4		8	) k	$\times$	$\times$		Auxiliary Assistance	Block No.	lime
Lbs.	Marked-Up	CFS						K				A S	ā	Street Time
		Letter-Sized							XXX	XX	ĚXX	Hours	otal O	ffice Time Minutes
. Sequenced Mail		Other-Sized			450		45	0	$\times$			luct	5 Items <i>(Lii</i>	48 nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162				58	51				Waiting Other O	For Mail ffice Acti	(Office) and All vities Not Continuing Basi
. Separating all <u>Carrier</u> ,	Mark-Ups (lir	nes 1,2,3, & 5)	$\bigotimes$		\$ 45	13	$\bigotimes$	$\bigotimes$		5	2	22		onunuing Duoi
. 2nd-Class Marked-Up	(Exclude form	n 3579)											g Mail an 38-C Wo	
0. Mail with Form 3579	Attached			2					$\mathbf{>}$			23 Net O	ffice T	ime Used
1. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\otimes$		45	13	$\bigotimes$	X		12	4		5	00
2. Changes in Address	Recorded		$\bigotimes$	2	4		$\bigotimes$	$\bigotimes$		8			lard Of 5	ffice Time
3. Insured Receipts Turr	ned In		$\otimes$			3	$\bigotimes$	$\bigotimes$			1			34 s Over Or
4. Registered-Certified-C Form 3868-Signing Form			$\times$	$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$		6	3	Over	Under	Standard Under
5. Withdrawing Mail				$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$		12		С		_D 34
6. Sequencing and Coll	ating By-Pass	Mail		$\bigotimes$		$\bigotimes$	$\otimes$	$\bigotimes$					Street	1
7. Actual Strapping Out	Time		$\otimes$				$\bigotimes$	$\bigotimes$					5 ng Stre	30 eet Time
8. Break (Local Option)								$\otimes$		10		]	-	
9. Vehicle Inspection								$\bigotimes$		5		1		Time Used
0. Personal Needs, etc.							$\bigotimes$	$\bigotimes$	5	5		E Actua		30 Time Used
21. Identifying Recurring This Form (Use Con	nments Sectio	n)					$\bigotimes$	$\bigotimes$		26	7	G		
2. Waiting for Mail (Office Not Performed on Cor							$\bigotimes$	$\bigotimes$						me Used
<ol> <li>Counting Mail and Fi Worksheet</li> </ol>							X	$\bigotimes$		45	3		0 ed By	(Initials)
24. Totals (exclude Line	s 22 and 23)							$\boxtimes$		314	20	Date		ΗĞ
Comments								Repre			s 16 and 17 sed on Obs			by Route
							Lines 16	Mins		annier - Ba	Comm		15	
							10							

 Entry-Column (g) Line 8. There were 13 Today PM pieces in Column (c) Line 8. So, 2 is entered (13 divided by 10 equals 1.3 rounding up) in Column (g) Line 8.

Line 9 - Columns (e), (f), and (g). The time allowance for periodicals marked up is 1 minute for each 2 pieces.

> No Entry. There are no entries from the 1838-C Worksheet to Columns (a), (b), or (c) Line 9 so there are no time entries in Columns (e), (f), and (g).

Line 10 -Columns (e), (f), and (g). The time allowance for mail with Form 3579 Attached is 2 minutes for each piece.

> No Entry. There are no entries from the 1838-C Worksheet to Columns (a), (b), or (c) Line 10 so there are no time entries in Columns (e), (f), and (g).

**Line 11.** In order to calculate the time allowances for Columns (e), (f), and (g) Line 11, the total mark ups in Line 11 (a), (b), and (c) must first be determined.

United States Posta	al Service	Carrier's				etter C	Carrie	r Rou	tes (N		Sur	nm	nary	y)
Post Office Derwer, C	Colorado		Delivery l	Jnit and Z	IP Code <i>Sulliva</i>	u (tati	NH 01	1211		Route No.	47	713		
· · · · ·			(a		(b)	(c)	(d)	(e)	(f)	(g)			(h)	
Check Appropriate Block	scription		Nu	mber of Pie Prior	ces Today	Today	Total Number	Prior /	Min Today	utes Today				
	s) Ion-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM	Pieces Minus Mark-Ups	PM 1 Trip	AM 2 Trip	PM				
	loute				1476	40			·					Other
1. Letter-Size Mail		Carrier			29	13	1385		82	3				
	Marked-Up	CFS			62	15					e			
					866						Street Time	Street		ç
2. Mail of All Other Sizes		Carrier			10		832		109		Stre			ortatio
	Marked-Up	CFS			24									Transportation
		L			16			$\times$	$\times\!\!\!\times\!\!\!\times$	$\times$				<u>F</u>
3. Accountable and Signa	ture Mail	Marked-Up			2		14	$\bigotimes$	$\times$	$\times$	Time			
4. Computing Cols. (a), (b),	(c):	Marked Op									Office T			Relays
Strapping out (Lines 1, 2		arrier MarkUps)			2317		2231		34		5	$\left  \right $		<u> </u>
					12			$\bigotimes$	$\times$	$\bigotimes$	ary ance	No		
5. All Parcels Over 2 Lbs.		Carrier			4		8		$\times$		Auxiliary Assistance	Block No.		Street Time Waiting For
	Marked-Up	CFS							$\times$					Street Ti Waiting F
		Letter-Sized											Office	Time nutes
6. Sequenced Mail		Other-Sized			450		450				Hours			48
7. Total Delivered Pieces			DPS Pieces 3162	$\times$		$\times$	5851				Waiting Other O	For Ma ffice Ac	il (Office) tivities Ne	and All ot
8. Separating all <u>Carrier</u> , N	Mark-Ups (lin	ies 1,2,3, & 5)			45	13			5	2	22	d on a	Continuir	ig Basis.
9. 2nd-Class Marked-Up (	Exclude form	1 3579)					×		>		Countin	g Mail a 38-C V	nd Filling /orksheet	l Out
10. Mail with Form 3579 A	ttached										23	<i>(</i> <b>(</b> )	<b>،</b> Time L	48
11. Total Mark-Ups (Line 8	8 Minus Line	s 9 and 10)	XX		45	13			12	7	1	5	1	00
12. Changes in Address R	ecorded		XXX		4		XXX		8				Office T	
13. Insured Receipts Turne						3			- /			5		34
14. Registered-Certified-CO	OD-Customs-								6	3			es Ove r Stand	dard
Form 3868-Signing For 15. Withdrawing Mail	, Returning Fi	unds and Receipts	$\bigotimes$		KXX		$\bigotimes$		12		Over			^{der} 34
16. Sequencing and Colla	ting By-Pass	Mail	$\times$						12		C Total	Stree	t Time	
17. Actual Strapping Out	• •					$\times$	$\bigotimes$					5		30
18. Break (Local Option)						$\bigotimes$	$\bigotimes$		10		Waitir	ng Sti	eet Tir	ne
19. Vehicle Inspection			$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$	1	5		Net S	treet	i Time l	Jsed
			$\bigotimes$			$\bigotimes$	$\bigotimes$		5	$\bigotimes$	E			30
20. Personal Needs, etc. 21. Identifying Recurring (	Office Work r	not Covered by	$\bigotimes$				$\bigotimes$	5	2		Actua	l Aux	. Time	Used
This Form (Use Comr 22. Waiting for Mail (Office)	ments Sectio	n)	$\bigotimes$		$\bigotimes$		$\bigotimes$		26	7	G Net T	otal T	ime U	sed
Not Performed on Cont 23. Counting Mail and Fill	t. Basis <i>(Use</i> C	Comments Section)						ļ			F 1		1	30
Worksheet	0	11030-0	$\bigotimes$	$\bigotimes$		$\bigotimes$			45	3	<u> </u>	-	(Initia	
24. Totals (exclude Lines	22 and 23)								314	20	Date	7	RHQ	1
Comments							Rep	resentative ⁻ Exa		s 16 and 17 sed on Obse			by Ro	ute
							Lines Mir 16	IS.		Comme	ents			
							10	_						
							17							
PS Form 1838, Novemb	er 1997													

In order to determine the Line 11 entries in Columns (a), (b), and (c) Lines 9 and 10 are subtracted from Line 8 in each Column.

- Entry-Column (b) Line 11. Since there are no entries in Column (b) Lines 9 and 10 there is nothing to subtract from Column (b) Line 8. So, 45 (carried down from Column (b) Line 8) is entered in Column (b) Line 11.
- Entry-Column (c) Line 11. Since there are no entries in Column (c) Lines 9 and 10 there is nothing to subtract from Column (c) Line 8. So, 13 (carried down from Column (c) Line 8) is entered in Column (c) Line 11.
- Entry-Column (f) Line 11. The time allowance is one minute for each 4 pieces of marked up mail. So, 12 (45 divided by 4, equals 11.25 rounded up) is entered in Column (f) Line 11.
- Entry–Column (g) Line 11. Applying the same time allowance, 4 (13 divided by 4 equals 3.25 rounding up) is entered in Column (g) Line 11.

Post Office Delivery Unit and ZIP Code							ary)	6
	~ 0/	1211		Route No.	47	12		
(a) (b) (c)	(d)	/247 (e)	(f)	(g)	17	(ł	ו)	
Description         Number of Pieces           Check Appropriate Block(s)         Prior         Today	Total Number	Prior /		utes Today		Ť	ĺΤ	
EPM Route     Mon-EPM Route     Mon-EPM	Pieces Minus Mark-Ups	PM 1 Trip	AM 2	PM	<u>.</u>			ž
1476 40	1385		82	3			C4+C	Other
1. Letter-Size Mail Carrier 29 13								
CFS 62 15					ime	et		
866	832		109		Street Time	Street	4	
2. Mail of All Other Sizes Carrier 10	002				St		10400	Iransportation
CFS 24							Looon Looon	lraris
3. Accountable and Signature Mail 16	14	$\bigotimes$		$\bigotimes$				
Marked-Up 2	14	$\times$			Time			w
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus <u>Carrier</u> MarkUps)	2231		34		Office .			Helays
12	•				ary	ġ		
5. All Parcels Over 2 Carrier 4	8		$\bigotimes$	$\bigotimes$	Auxiliary Assistance	Block No.	C 44	l Ime g For
Marked-Up CFS CFS					×	-	10040	Street Lime Waiting For
Letter-Sized		XX		XXX	Tc Hours		ice Tim Minute	1e
6. Sequenced Mail Other-Sized 450	450				] 3	5	48	8
7. Total Delivered Pieces DPS Pieces 3162	5851				Waiting F Other Off	or Mail (C ice Activi	Office) and ties Not	All
8. Separating all <u>Carrier</u> , Mark-Ups (lines 1,2,3, & 5) 45 13			5	2	Peformed	l on a Co	ntinuing B	asis.
9. 2nd-Class Marked-Up (Exclude form 3579)	XX	$\wedge$	1		A counting		Filling Out	t
10. Mail with Form 3579 Attached		Ň			1		<b>48</b> me Use	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)			12	4	5			
12. Changes in Address Recorded			8		Standa	ard Off	ice Tim	ie
13. Insured Receipts Turned In 3				1	5		34	
14. Registered-Certified-COD-Customs-Post. Due-Keys		[	6	3	<u> </u>		Over C Standar	ď
Form 3868-Signing For, Returning Funds and Receipts			12		Over		Under	
16. Sequencing and Collating By-Pass Mail	$\times$				C Total S	Street	-	·
17. Actual Strapping Out Time	>>>>				5		30	
18. Break (Local Option)	XXX		10		Waitin	g Stree	et Time	
19. Vehicle Inspection	XXX		5		Net St	reet Ti	! me Use	ed
20. Personal Needs, etc.	XXX				E 5		30	
21. Identifying Recurring Office Work not Covered by	$\times$	5	26	7	1	Aux. 1	ime Us	ed
This Form (Use Comments Section)	>>>>		20		G Net To	tal Tin	ie Usec	<u></u>
Not Performed on Cont. Basis (Use Comments Section)	$\times$		45	3	F 1	0	30	2
Worksheet           24. Totals (exclude Lines 22 and 23)					Verifie Date		nitials) HG	
Comments			314	20				
	Repi		Time - Lines aminer - Bas				y Houte	3
	Lines Min 16	IS.		Comm	ents			
	17	+						
PS Form <b>1838</b> , November 1997	17							

- Entry-Column (f) Line 12. The time allowance for each change of address recorded is 2 minutes. There were 4 change of addresses entered in Column (b) Line 12. So, 8 (4 multiplied by 2) is entered in Column (f) Line 12.
- Entry-Column (g) Line 13. The time allowance for Insured Receipts Turned in is 1 minute regardless of the number of receipts turned in. There were 3 receipts entered in Column (c) Line 13. So, 1 minute is entered in Column (g) Line 13.

# Line 24-Totals

Standard office time for the day is determined by adding together Columns (e), (f) and (g) in Line 24. In each of the Columns, Line 24 is calculated by adding the total minutes in Lines 1 through 21 (Lines 22 and 23 are not included).

 Entry–Column (f) Line 24. The total of Lines 1 through 21 Column (f) is 314 minutes. So, 314 (82 plus 109 plus 34 plus 5 plus 12 plus 8 plus 6 plus 12 plus 10 plus 5 plus 5 plus 26) is entered in Column (f) Line 24.

Post Office	Colorado		Delivery (	Jnit and Z	.1P Code Sulliva	" (tati		00	011		Route No.	47	12	
Denver,	coloraao		(*	a)	(b)	n Stati	010 - (d)		241 (e)	(f)	(g)	77		(h)
	scription			mber of Pie	eces		Tota	ıl		Min	utes			
Check Appropriate Block	(s) Ion-EPM Route		Router	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3	Numb Piece Minu Mark-U	es Is	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3			
					1476	40	138	50		82	3			Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	130			02				
		CFS			62	15						ime	et	
					866		83.	2		109		Street Time	Street	tion
2. Mail of All Other Sizes	Marked-Up	Carrier			10			-				ŝ		ransportation
		CFS			24									Trans
3. Accountable and Signa	ture Mail				16		14	1	$\times$	$\times$				
		Marked-Up			2			Ś	$\times$	$\times$		e Time		s,
4. Computing Cols. (a), (b) Strapping out (Lines 1, 2		arrier MarkUps)			2317		223	37		34		Office		Relays
					12		8	k	$\times$			Auxiliary Assistance	No.	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		0		$\times$			Auxil Assist	Block No.	Street Time
	Marked-Op	CFS							$\times$	$\times$				Stree
S. Sequenced Mail		Letter-Sized						K	$\times$			Hours		ffice Time Minutes
. ocquenced Mai		Other-Sized			450		45	0	$\times$	$\times$		Deduct I	tems (Lir	48 nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162			$\bigotimes$	585	51	$\times$	$\times$		Other Of	fice Activ	(Office) and All vities Not ontinuing Basis
3. Separating all <u>Carrier</u> ,	Mark-Ups (lin	es 1,2,3, & 5)	$\otimes$		45	13	$\bigotimes$	$\bigotimes$		5	2	22		-
9. 2nd-Class Marked-Up	Exclude form	n 3579)	$\times$	2			$\bigotimes$	$\otimes$				Counting Form 183	Mail an 38-C Wo	
10. Mail with Form 3579 A	ttached			2			$\bigotimes$	$\otimes$			$\wedge$	23 et O	ffice T	ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\bigotimes$		45	13	$\bigotimes$	$\bigotimes$		12				00
12. Changes in Address F	Recorded		$\bigotimes$	2	4		$\bigotimes$	$\bigotimes$		8				fice Time
13. Insured Receipts Turn	ed In		$\otimes$			3	$\bigotimes$	$\otimes$			1		<u>Ain</u> ute	34 s Over Or
<ol> <li>Registered-Certified-C Form 3868-Signing Form</li> </ol>	OD-Customs- r, Returning F	Post. Due-Keys unds and Receipts		$\bigotimes$		$\bigotimes$		$\otimes$		6	3		nder	Standard Under
15. Withdrawing Mail						$\otimes$	$\bigotimes$	$\otimes$		12		C		D 34
16. Sequencing and Colla	ting By-Pass	Mail						$\bigotimes$				Total S		1
17. Actual Strapping Out	Time							$\langle \rangle$				Waitin		30 et Time
18. Break (Local Option)								$\otimes$		10		1	0	
19. Vehicle Inspection							<b>X</b>	Ń		5		ľ		ime Used
20. Personal Needs, etc.					$\mathbb{X}$		$\bigotimes$	X		5		E Actua		30 Time Used
21. Identifying Recurring This Form (Use Com							ŔŶ	$\mathbf{X}$	<u> </u>	26	7	G		
22. Waiting for Mail (Office, Not Performed on Con	and All Other	Office Activities	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		<b>XXX</b>		ŘX	Ž				Net To		me Used
23. Counting Mail and Fil Worksheet								Ŵ		45	3	F 7 Verifie		(Initials)
24. Totals (exclude Lines	: 22 and 23)							$\bigotimes$		314	20	Date		HG
Comments			<u>v \/ \/ \/ \/ \/ \/ \/ \/ \/ \/ \/ \/ \/ </u>		<u>v \/\///</u>	N/ \/ \/ \		Repre			s 16 and 17 sed on Obs			by Route
							Lines 16	Mins	s.		Comm	ents		
							17							

 Entry-Column (g) Line 24. The total of Lines 1 through 21 Column (g) is 20 minutes. So, 20 (3 plus 2 plus 4 plus 1 plus 3 plus 7) is entered in Column (g) Line 24.

## Column (h) Entries.

- Entry-Column (h) "Standard Office Time".
   Columns (e), (f), and (g) Line 24 are added together. So, 5:34 (314 plus 20 equals 334 minutes–334 minutes equals 5 hours and 34 minutes) is entered in Column (h) "Standard Office Time".
- No Entry-Column (h) Item 22. There are no entries in Columns (e), (f), and (g) Line 22. So, there is no entry.
- Entry–Column (h) Item 23. Calculated by adding together Columns (e), (f), and (g) Line 23.
   So, 48 (45 Column (f) plus 3 Column (g)) is entered in Column (h) Item 23.
- Entry–Net Office Time Used. Calculated by deducting Column (h) Items 22 and 23 from the "Total Office Time" entry in Column (h). So, 5:00 (5:48 minus :48) is entered in "Net Office Time Used" Column (h).

Post Office			Delivery (	Unit and Z							Route No.			
Denver,	Colorado				sulliva	n stati	on -	80	0241			47	'13	
Des	scription			a)	(b)	(c)	(d)	_	(e)	(f)	(g)		(	(h)
Check Appropriate Block	· ·		Nu	mber of Pie	Today 🖊	Today	Tota Numb Piece	oer	Prior	Today 🖊	utes Today	2		
	Ion-EPM Route	X CFS	Router	PM 1 Trip	AM 2 Trip	PM	Minu Mark-l	JS	PM 1 Trip	AM 2 Trip	PM			
	louio	-			1476	40		- I	/ 110	·				Other
1. Letter-Size Mail		Carrier			29	13	138	?5		82	3			
	Marked-Up				-		{							
		CFS			62	15		$\rightarrow$				Time	Street	
					866		83	2		109		Street Time	Str	tion
2. Mail of All Other Sizes	Marked-Up	Carrier			10							S		ransportation
	Marked Op	CFS			24									Trans
3. Accountable and Signa	ture Mail			1	16					$\times$	$\otimes$	2		
5. Accountable and Signa	luie maii	Marked-Up			2		- 14	ļ (	$\times$	$\times$		Time		
A Computing Color (a) (b)	(0):	manou op										Office T		Relays
<ol> <li>Computing Cols. (a), (b) Strapping out (Lines 1, 2)</li> </ol>		arrier MarkUps)			2317		223	37		34		5		B
					12					$\times$	$\times$	2 S S S	ö	
5. All Parcels Over 2		Carrier			4		8	k	$\times$	$\otimes$	$\boxtimes$	Auxiliary Assistance	Block No.	j.
Lbs.	Marked-Up				,		-	k	$\times$	$\times$	$\bigotimes$	As:	B	Street Time
		CFS						-	$\times$	$\times$	$\bigotimes$			ffice Time
6. Sequenced Mail		Letter-Sized							$\times$			Hours		Minutes
		Other-Sized			450		45	0	$\times$	$\sim\sim\sim$		Deduct	tems (Lin	48 nes 22 & 23)
7. Total Delivered Pieces			DPS Pieces 3162		$\mathbb{X}$		585	57	$\times$			Other Of	fice Activ	(Office) and All vities Not ontinuing Basis
3. Separating all <u>Carrier</u> , I	Vark-Ups (lin	ies 1,2,3, & 5)			45	13	$\otimes$	X	<u> </u>	5	Z	22	u un a u	Jininung Basis
9. 2nd-Class Marked-Up	Exclude form	n 3579)					1××	Ň				Counting	g Mail and 38-C Wor	d Filling Out
10. Mail with Form 3579 A		,	$\Leftrightarrow$	2			ŔX	X				23		48
			$\bigotimes$	<u> </u>	15	12	$\bowtie$	X				<u> </u>		ime Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\boxtimes$	1	45	13	$\bowtie$	$\bowtie$		12		-	5	fice Time
12. Changes in Address F	lecorded			2	4		$\bigotimes$	$\bigotimes$		8		1	5 5	34
13. Insured Receipts Turn	ed In		$\boxtimes$	>		3	$\bowtie$	$\gtrsim$			$\mathbf{\Sigma}$			s Over Or
<ol> <li>Registered-Certified-C Form 3868-Signing For</li> </ol>			$\otimes$	$\boxtimes$		$\boxtimes$	$\bigotimes$	$\boxtimes$		6 <		Dver	Jnder	Standard Under
15. Withdrawing Mail	,						$\bigotimes$	X		12				_D 34
16. Sequencing and Colla	ting By-Pass	Mail	XXX	<b>XXX</b>	KXXX	$\bigotimes$	$\overset{\times}{\times}$	X					Street	
17. Actual Strapping Out				$\bigotimes$	$\rightarrow$	$\times$	$\bigotimes$	$ \bigstar $					5	30
	TIME		$\times$	$\mathbb{K}$		$\boxtimes$	$\bigotimes$	X				Waitir	ig Stre	et Time
18. Break (Local Option)			$\boxtimes$	$\bigotimes$	$\boxtimes$	$\boxtimes$	$\bigotimes$	$\bigotimes$		10				
19. Vehicle Inspection			$\times$			$\boxtimes$	$\bigotimes$	$\bigotimes$		5	$\boxtimes$			ime Used
20. Personal Needs, etc.			$\boxtimes$	$\bigotimes$	$\otimes$	$\otimes$	$\bigotimes$	$\boxtimes$		5		E Actua		30 Time Used
21. Identifying Recurring This Form (Use Com			$\bigotimes$		ŔXX		ŔŴ	X	~ 0	26	7	G		
22. Waiting for Mail (Office)	and All Other	r Office Activities	$\bigotimes$	$\bigotimes$	$\mathbf{k}$	$\bigotimes$	$\bigotimes$	Ħ					otal Tir	ne Used
Not Performed on Con 23. Counting Mail and Fil				$\mathbb{X}$	$\mathbb{X}$	$\times$	$\bigotimes$			15	3	F 1	0	30
Worksheet	0		$\times$	$\mathbb{X}$		$\bigotimes$	$\bigotimes$	$\bigotimes$		45		Verifie Date		(Initials)
24. Totals (exclude Lines	22 and 23)						ŔXX	$\times$		314	20	Date	R	.HG
Comments								Repr	۔ Ex	Tim	6 and 17 d on Obs			by Route
							Lines	Mins			Comm		13	
							16			$\checkmark$		-		
							17							
							L .							

Minutes Over or Under Standard. Calculated by comparing the "Net Office Time" entry in Column (h) with the "Standard Office Time" entry in Column (h). If the "Standard Office Time" is greater the difference is recorded in the "Under" Standard box. If, on the other hand, the "Net Office Time" is greater, the difference is recorded in the "Over" Standard Box.

- Entry-Under Standard. The total "Standard Office Time" is 5:34 and the Net Office Time is 5:00. So, 34 is entered in the "Under" Standard Box.
- Entry–Net Street Time. The Net Street Time in Column (h) is calculated by subtracting Waiting Street Time
   Column (h) from "Total Street Time"
   Column (h). So, 5:30 (there was no
   Waiting Street Time) is entered in "Net Street Time Used" Column (h).
- Entry–Net Total Time Used. The "Net Total Time Used" Column (h) is calculated by adding the "Net Office Time Used" Column (h) and "Net Street Time Used" Column (h). Actual Auxiliary Time Used

Post Office	- / /		Delivery I	Jnit and Z							Route No.		740	
Denver,	Colorado				sulliva	n stati	on -	80	241			47	713	
Des	scription			a) mber of Pie	(b)	(C)	(d) Tota		(e)	(f) Min	(g) utes	1	П	(h)
Check Appropriate Block				Prior	Today	Today PM	Numb Piece	er i	Prior	Today	Today PM	1		
	Non-EPM Route	X CFS	Router	Trip	2	3	Minu Mark-U	s	1 Trip	2 Trip	3	3		
					1476	40	138	5		82	3			Other
1. Letter-Size Mail		Carrier			29	13	130	3		02	5			
	Marked-Up	CFS			62	15	1					Ð		
					866			+				Street Time	Street	
		Carrier			10		83.	2		109		Stree	0)	Transportation
2. Mail of All Other Sizes	Marked-Up						-							lodsu
		CFS			24				~~~/			,		Tra
3. Accountable and Signa	ture Mail				16		14	: k	$\times$	$\times$				
		Marked-Up			2		.,		$\times$	$\times$	$\times$	Time		Ś
4. Computing Cols. (a), (b) Strapping out (Lines 1, 3		arrier MarkUps)			2317		223	37		34		Office		Relays
					12			k	$\times$	$\times$			ġ	
5. All Parcels Over 2 Lbs.		Carrier			4		8	k	$\times$	$\times$	$\boxtimes$	Auxiliary Assistance	Block No.	Time
LDS.	Marked-Up	CFS					1	k	$\times$	$\times$	$\bigotimes$	×~∛ K	B	Street Time
		Letter-Sized							$\times$	$\times$				Office Time
6. Sequenced Mail					450		45	$\frac{k}{2}$	$\times$			Hours	5	Minutes 48
		Other-Sized	DPS Pieces	XXXX	430 XXXX	XXXX		<u> </u>	$\times$			Waiting	For Ma	Lines 22 & 23) il (Office) and Al
7. Total Delivered Pieces			3162	<u>XXX</u>			585		$\times$					ctivities Not Continuing Basi
8. Separating all <u>Carrier</u> , I	Mark-Ups (lin	ies 1,2,3, & 5)			45	13	$\bowtie$	X		5	2	22		
9. 2nd-Class Marked-Up	(Exclude form	n 3579)	$\bigotimes$				$\bigotimes$	$\otimes$						and Filling Out Vorksheet
10. Mail with Form 3579 A	Attached		$\bigotimes$				$\bigotimes$	$\otimes$				23 Net C	)ffice	48 Time Used
11. Total Mark-Ups (Line	8 Minus Line	s 9 and 10)	$\otimes$		45	13	$\otimes$	X		12	4		5	00
12. Changes in Address F	Recorded		KXX (		4		ĬX	X		8			-	Office Time
13. Insured Receipts Turn					, ,	3		Å			1		5	34
14. Registered-Certified-C		-Post. Due-Keys	$\bigotimes$				$\bigotimes$	X		6	3			tes Over Or er Standard
Form 3868-Signing Fo			$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bowtie$	$\bowtie$	X		6		Over		Under
15. Withdrawing Mail					$\bigotimes$		$\bigotimes$	Å		12		Total	a /	34
16. Sequencing and Colla	ting By-Pass	Mail	$\bigotimes$			$\bigotimes$	$\bigotimes$	X				Total	5	St Time 30
17. Actual Strapping Out	Time		$\bigotimes$		$\otimes$		$\bigotimes$	$\langle  $				_		reet Time
18. Break (Local Option)								X		10		1		
19. Vehicle Inspection				ŘXX X		ŇX	XX	Ň		5	$\bowtie \boxtimes$	ส		Time Used
20. Personal Needs, etc.			$\bigotimes$		$\bigotimes$		$\bigotimes$	X	$\sim$	5	_ /		5	30
21. Identifying Recurring			$\times$	$\bigotimes$		KXXX	$\leftarrow$	Ħ	> 5	26	7		al Aux	. Time Use
This Form (Use Com 22. Waiting for Mail (Office,			$\bigotimes$	$\bigotimes$	$\mathbb{X}$	$\times$	$\bigotimes$	쉬		20		G Net T	otal T	Time Used
Not Performed on Con 23. Counting Mail and Fil	t. Basis <i>(Use</i> 0	Comments Section)		$\bigotimes$		$\bigotimes$	KX)	X			-		10	30
Worksheet		11000-0	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\mathbb{X}$		45	3	Verifi	ed By	(Initials)
24. Totals <i>(exclude Lines</i>	22 and 23)						$\bigotimes$	$\boxtimes$		314	20	Date	_1	RHG
Comments								Repre			s 16 and 17 sed on Obs			by Route
							Lines 16	Mins	3.		Comm	ents		
							17							

is not included until transferred to Form 1840, and is explained later in the Route Protection Program. So, 10:30 (5:00 Net Office Time plus 5:30 Net Street Time) is entered as the Net Total Time in Column (h).

 Entry–Verified by (*Initials*) Date. The manager who verified all of the entries must initial and date the form.

The lower left hand side of the 1838 includes an area for examiner comments and the lower right hand side of the form includes space for Line 16 and 17 "Representative Time" and comments. For Lines 16 and 17 the examiner may determine additional "Representative Time" to be added to the fixed office time.

Post Office Denver, Colorado			Delivery Unit and ZIP Code Sullivan Stati					00211				Route No. 4713			
Denver, i	(a) (b) (c)				(d) (e) (f)				(g) (h)						
Description			Number of Pieces			Total		Min	utes						
Check Appropriate Block(s) BPM Route X Non-EPM X CFS Route			Router	Prior PM 1 Trip	Today AM 2 Trip	Today PM 3	Pieces Minus Mark-Ups	es Js	PM 1	Today AM 2 Trip	Today PM 3	3			2
					1476	40	138	25		82	3				Other
1. Letter-Size Mail	Marked-Up	Carrier			29	13	1505	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		02					
		CFS			62	15						a	÷		
					866		832	2		109		Street Time	Street		u
2. Mail of All Other Sizes	Marked-Up	Carrier			10		0.52	2		105					ortati
		CFS			24										<b>Fransportation</b>
3. Accountable and Signature Mail Marked-Up					16			$\times$					F		
				2		14	7	$\times$	$\times$		Time				
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus <u>Carrier</u> MarkUps)					2317		22	31	//////	34		Office .			Relays
					12				$\times$			ي ج و	ġ		
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			4		8		$\times$			Auxiliary Assistance	Block No.		Line
		CFS							$\times$		$\bigotimes$		Ē		Street Time
		Letter-Sized							$\times$					ffice Tir	me
6. Sequenced Mail		Other-Sized			450		45	0	$\times$	$\bigotimes$		Hours		Minut 4	.8
7. Total Delivered Pieces			DPS Pieces			$\times$	58		XXX	XXX		Waiting	For Mail	nes 22 & 2 (Office) an vities Not	
8. Separating all <u>Carrier</u> , Mark-Ups (lines 1,2,3, & 5)			3162	XXX/	45	13	$\otimes$	$\propto$		5	2		d on a C	ontinuing	Basis
9. 2nd-Class Marked-Up (Exclude form 3579)				2	10		$\bigotimes$	X			~		g Mail an 38-C Wo	d Filling O	Jut
10. Mail with Form 3579 Attached			$\bigotimes$				餃	X				23		4	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)					45	13	X	X		12	4	1	ffice T 5	ime Us	
					4	15	$\bigotimes$	X		8	T	-		fice Tin	-
12. Changes in Address Recorded			$\bigotimes$			3	$\bigotimes$	$\bigotimes$		0	1		5	3	4
<ol> <li>Insured Receipts Turned In</li> <li>Registered-Certified-COD-Customs-Post. Due-Keys</li> </ol>						  XXXX	$\mathbb{X}$	$\overset{\times}{\ltimes}$		6	1			s Over Standa	
Form 3868-Signing For, Returning Funds and Receipts			$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$	$\bigotimes$		6	3	Over		Unde	
15. Withdrawing Mail							$\bigotimes$	X		12		C Total	Street	D 3	4
16. Sequencing and Collating By-Pass Mail			$\bowtie$		$\bowtie$	$\bigotimes$	$\mathbb{X}$	X					5	3	0
17. Actual Strapping Out Time							$\bigotimes$	$\mathbb{X}$						et Time	
18. Break (Local Option)				$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$		10				<u> </u>	
19. Vehicle Inspection							$\bowtie$	$\mathbb{X}$	~ ~ ~ *	5		Net S		ime Us	
20. Personal Needs, etc.			$\bigotimes$	$\bigotimes$		$\bigotimes$	$\bigotimes$	$\bigotimes$	5	5 2		-		Time U	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)			$\bigotimes$				$\bigotimes$	$\bigotimes$		26		G			
<ol> <li>Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)</li> </ol>						$\bigotimes$	$\mathbb{X}$						me Use		
23. Counting Mail and Filling Out Form 1838-C Worksheet								$\bowtie$		4		•	O ed By	(Initials)	0 ;)
24. Totals (exclude Lines	22 and 23)						$\mathbb{X}$	$\boxtimes$		314	20	Date		ΗG	
Comments			<u>///////</u>	<u> </u>		<u> </u>	Lines	Repro	Exa	Time - Lines aminer - Ba	s 16 and a sed op	ints	ined I is	by Rout	te
							16		_						
							17								

## **Summary**

The procedures for calculating and transcribing data from the 1838-C Worksheets to the 1838 Summaries are precise and mandatory. However, mistakes are commonly made by management. Therefore, shop stewards should carefully check the 1838 Summaries to ensure the accuracy and integrity of the data.

When mistakes are made, shop stewards should investigate and require correction of any errors. The investigation should include an interview of the manager who initialed the "verified by" Item on the 1838 Summary.

If management agrees to make the necessary correction(s), the shop steward should require written documentation of that agreement. Otherwise, grievances should be filed.

If grievances are necessary, careful attention should be given to the requested remedy. If management disputes the error, it is possible that an incorrect route evaluation and adjustment will be implemented by management prior to resolution of the grievance. In such cases the requested remedy should be formulated with a consideration of the fact that an improper route adjustment may be implemented. An appropriate remedy, depending on the facts of the case, might include the following:

- Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it [describe the error made by management on the 1838 Summary]
- Agree to cease and desist making similar errors
- Agree that this settlement is fully citable in any future hearing or proceeding
- Agree that the union has full standing to argue any adverse effects of the error on the evaluation and/or adjustment of the grievant's bid route, including in later grievances

This remedy is reasonable, fits the violation, fixes the problem, and helps protect the interest of the grievant and union in the ultimate adjustment of the route.

# F. Form 1840: Summary of Count and Inspection

# <u>Overview</u>

The 1840 is the form that management is required to use to document the ultimate evaluated time and adjustment of a route. Management is required to provide carriers with a copy of the 1840 in advance of, and discuss the information on the 1840 during, the consultation. Therefore, understanding the Form 1840 is critical.

Management is required to transfer the information from the 1838 Summary each day onto the 1840. Management summarizes all of the information collected during the count and inspection process on the Form 1840, "Summary of Count and Inspection."

A Form 1840 must be completed for each regular and auxiliary letter delivery route, summarizing the data from the Forms 1838 for each day of the count. The 1840 is a 2-sided form. The front is used to summarize data collected during the week of count, and record the route examiner's comments. The back of the 1840 is used to document and justify adjustments. An 1840 must be prepared for each carrier technician covering the routes he or she served during the count week. If a full-time or part-time replacement carrier served a group of routes during the count week, a Form 1840 must be completed covering his or her performance (M -39 Section 241.2).

The Form 1840 includes all key information from the five or six Form 1838 Summaries, the Form 1840-B, and the Form 3999.

Data from the two Form 1838-C Worksheets that were completed in Chapter One has been transferred to a Form 1838 Summary, and checked for accuracy in the section above.

In order to illustrate an explanation of the Form 1840, the data from the 1838 Summary used in this Chapter has been transferred onto the Form 1840 and recorded as the Saturday entry. Entries have also been made on the 1840 for the other five days. Additionally, the different sections of the Form 1840 and the calculations are explained.

#### **Review of the Form 1840 - Front**

Please retrieve the completed front side of Form 1840 found on page A - 13 of the appendix.

**Identifying information.** The top of the front side of the Form 1840 is used to identify the post office, delivery unit, carrier's name, route number, type of route, type of vehicle, the carrier's age, how long the carrier has been on the route, and the carrier's length of service. The information from the Form 1838 has been used.

Date and days. Below the identifying information at the far left, there is a box to record the inclusive dates of the count and inspection period. In addition, there are individual boxes for each day of the week. In this example, the count period began on a Saturday and ran for six consecutive delivery days. The date and days on the Form 1840 are consistent with the Form 1838 Summary.

Special notations appear to the left of the days of the week section. There is an "I" next to Tuesday, an "R" next to Wednesday, and a "T" next to Friday (M -39 Section 241.32).

I = Day of Inspection. Tuesday has an "I" because that was the day of inspection. Sometimes management will circle the day of inspection instead of placing an "I" next to the day.

R = Replacement. The "R" written next to Wednesday stands for replacement. On Wednesday the regular carrier was on leave and a replacement carrier cased and carried the route.

T = Carrier Technician. The capital "T" next to Friday means the Carrier Technician carried the route on that day.

**Time Entry Line - Columns A through G.** Columns A through G are used to calculate various times from the week of inspection.

Bracketed numbers. Entries in Columns A through E for days that the regular carrier was not on the route must be bracketed. In this example, the entries in Columns A through E have been bracketed for Wednesday, when a replacement carrier was on the route, and for Friday, when the Carrier Technician was on the route. As explained later, the bracketed entries in Columns A through E are excluded when calculating the totals and averages for Columns A through E. **Office Time Line - Columns A through D.** The first four columns to the right of the day of the week – Columns A, B, C and D – are for recording office time. This data is transferred each day during the count from Form 1838 Summary. Note that the entries for Saturday are transferred from the Form 1838.

**Column A - Net Time Used.** This data comes directly from the "Net Office Time Used" from Form 1838 Column (h).

 Entry. Saturday Column A - 5:00, from the "Net Office Time Used" Column (h) Form 1838 Summary.

**Column B - Standard.** This data comes directly from the "Standard Office Time" Item in Column (h).

 Entry. Saturday Column B - 5:34, from the "Standard Office Time" Column (h) 1838 Summary.

**Columns C and D - Over Standard/Under Standard.** The data in Columns C or D is also taken from Column (h) of the 1838 Summary. If the carrier's "Net Office Time Used" for that day is greater than "Standard Office Time", it is listed in the "Over" Item on the Form 1838 and transferred to Column C of the Form 1840. If the carrier's "Net Office Time Used" for that day is less than "Standard Office Time", it is listed in the "Under" Item on the Form 1838 and transferred to Column D on the Form 1840.

 Entry. Saturday Column D - :34 from the "Under" Item on Column (h) 1838 Summary.

**Column E - "Net Street Time Used".** The "Net Street Time Used" is transferred each day from Column (h) Form 1838. However, if auxiliary assistance was provided on the street that day, time must be added to the "Net Street Time" listed on the Form 1838 before transferring the time to Column E. Auxiliary assistance is an important issue here, and will be discussed in greater detail under the explanation in Column G.

 Entry. Saturday Column E - 5:30, from the "Net Street Time Used" Column (h). **Column F - Net Total Time Used.** Unlike the other entries, Column F on the Form 1840 is not transferred from the "Net Total Time Used" Column (h). Rather, Column F is calculated simply by adding Column A and Column E for each day.

Entry. Saturday Column F - 10:30.
 Note however, that the information recorded in Column F is not used for, nor does it have any effect on, the evaluated time or adjustment of the route.

#### Column G - Actual Auxiliary Time Used.

As stated in the M -39 Section 221.138, only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted the regularly assigned carrier during the week of the count. However, when auxiliary assistance is provided, the time from the "Actual Auxiliary Time Used" Column (h) is transferred to Column G. Remember that any street time recorded here should be marked "ST," and any office time should be marked "OT" (M -39 Section 241.35(f)). **Street Auxiliary Assistance**: The actual time used by the carrier(s) who provided auxiliary assistance in the office and/or street is listed in Column G. However, as indicated in the discussion of Column E, any street assistance provided must also be added to the "Net Street Time Used" that day in Column E (M -39 Section 241.35d). The street time added to Column E is not the time it took the assisting carrier to deliver the territory. Rather, the time the regular carrier used to deliver that same territory on the day of inspection is used. This time must be calculated by reviewing two forms:

The first is Form 3996, which must specify the territory delivered by the carrier who provided street assistance. So, it is essential during the count and inspection period that all carriers specify on Form 3996 the territory to be delivered as street assistance.

The second is Form 3999. Management determines from Form 3999 how long it took the regular carrier on the day of inspection to deliver the same territory delivered by the assisting carrier. The amount determined is then added to the "Net Street Time Used" in Column E. So, if street auxiliary assistance is provided to the regular carrier, the entry under Column E for that day is not just the time transferred from the "Net Street Time Used" Column (h). Rather, it is the total of that time from the Form 1838 plus the time determined from the Form 3999 that the regular carrier used to deliver the same territory on the day of inspection.

To illustrate an example when street assistance is provided, suppose the "Net Street Time" on Form 1838 was 4:38, the assisting carrier's street time was 1:39, and the regular carrier's street time for the same territory on the day of inspection was 1:24. Column E would be entered as 6:02 (4:38 & 1:24), and Column G would be entered as 1:39.

**Office Auxiliary Assistance:** Unlike street auxiliary assistance, the instructions for Form 1840 calculations do not provide a specific method for including any office assistance provided during the week of inspection in the "Net Office Time". Therefore, it is important to note any office auxiliary assistance entries in Column G on days the regular carrier was on the route. The Form 1838-C completed by the assisting carrier can then be used to amend the "Net Office Time" as appropriate. **Totals and Averages.** At the bottom of Columns A through G there are rows for entering totals and averages. When averages are calculated, fractions are always rounded up.

It is important to know how these numbers are calculated. Not all the columns are calculated in the same manner. For example, as previously explained, the bracketed entries in Columns A through E are excluded when calculating the totals and averages for Columns A through E. When calculating totals and averages in Columns A through E, management uses only the data from the days when the regular carrier carried the route. The data for any other days – when a replacement or Carrier Technician carried the route – are left out.

On Form 1840, the totals and averages under Columns A through E are calculated for four days only – Saturday, Monday, Tuesday, and Thursday. Wednesday and Friday are excluded.

So, in the example, the Column A total is calculated by adding the "Net Office Time" used under Saturday, Monday, Tuesday, and Thursday. The Column A average is calculated by dividing the total by 4, the number of days the regular carrier serviced the route.

- Entry. Total Column A is 17:26 (Sat. 5:00 plus Mon. 4:42 plus Tue. 4:07 plus Thu. 3:37).
- Entry. Average Column A is 4:22 (17:26 divided by 4).

Columns B and E are totaled and averaged in the same manner as Column A, using only the days serviced by the regular carrier.

- Entry. Total Column B is 18:58 (Sat. 5:34 plus Mon. 5:02 plus Tue. 4:30 plus Thu 3:52).
- Entry. Average Column B is 4:45 (18:58 divided by 4).
- Entry. Total Column E is 20:43 (Sat. 5:30 plus Mon. 5:10 plus Tue 5:03 plus Thu 5:00).

Entry. Average Column E is 5:11 (20:43 divided by 4).

**Columns C and D - Special Procedure.** Columns C and D, "Over" Standard and "Under" Standard, may require a different method for figuring totals and averages. If the regular carrier was "Over" Standard each day, or "Under" Standard each day, there is no change – the average and total is figured the same as in Columns A, B and E. That is the case with this Form 1840, where the regular carrier was "Under" Standard each day.

However, there is a special procedure for figuring the average in Columns C and D when there are entries in both columns – the regular carrier was "Over" Standard on some days and "Under" Standard on other days:

Management totals each Column (C & D) on Form 1840, excluding the bracketed figures where the regular carrier did not carry the route.

Management subtracts the smaller total from the larger total. Next, management divides the remainder by the number of days the regular carrier was on the route, and rounds up. The resulting average is entered either in the "Over" or "Under" box. If, for example, the larger total in the calculation above was in the "Over" Standard Column C, then the calculated average is the average time "Over" Standard, and would be entered in the average box for Column C. The average box for Column D would be left blank. If, however, the larger total in the calculation above was in the "Under" Standard Column D, then the calculated average is the average time "Under" Standard, and would be entered in the average box for Column D. The average box for Column C would then be left blank.

To illustrate, if the regular carrier was "Under" Standard on three days for a total of 45 minutes (Column D), and was "Over" Standard on the other two days for a total of 10 minutes (Column C), you would subtract 10 from 45, divide by 5, and the average would be 7 minutes "Under" Standard in Column D.

Unlike Columns A through E, entries in Columns F and G are not bracketed on days that the regular carrier did not serve the route. Rather, the entries for each day are used to calculate the totals and averages in Columns F and G. As indicated on the Form 1840, the totals are for all six days, and the totals are divided by six days to obtain the averages.

**1840-B Average Street Time.** At the bottom of Column E there is a special box labeled "1840-B Average Street Time." This is for entering the final average street time figure from the last page of the Form 1840-B, the 8 week analysis of street time. The box is there because management compares this average street time from the 8 week analysis, to the average "Net Street Time" used during the week of inspection, recorded just above in the "Averages" box in Column E.

**Miles Driven.** To the right of the time entries in Columns A through G is Column I, "Miles Driven". Management lists the daily miles driven on the route, then totals and averages the six days. This information is not used to calculate the office or street time in the route inspection and adjustment process, but rather to indicate the miles driven during the week of inspection.

# Number of Pieces Delivered - Columns 1 through 7. The Form 1840 also has a section to record the "pieces delivered" from the Forms 1838.

The piece counts on the Form 1840 are taken from the corresponding entries in Column (d), Lines 1, 2, 3, 5, 6 and in Column (a), Line 7 (DPS Pieces) on each Form 1838. Likewise, the total pieces delivered for each day on Column 7 of the Form 1840 is taken from Line 7 Column (d) on each Form 1838.

**Totals and averages.** There are no special rules for the totals and averages calculated under Number of Pieces Delivered. For all six days, each category of mail is totaled and averaged for the week.

**Not used in evaluation or adjustment.** The mail count section of the Form 1840 is not used to calculate the office or street times in the route inspection and adjustment process.

**Column H - Total and Possible Deliveries, Day of Inspection.** In Column H, at the bottom righthand side of the Form 1840, management transfers the data from the Form 3999 filled out on the day of inspection. Totals for "Deliveries Possible" and "Deliveries Made" are transferred, as well as "New Construction" possible deliveries.

**Percent made.** Next, management calculates the percentage of possible delivery stops that were actually made on the day of inspection. Dividing the

deliveries made by the possible deliveries will result in the percent made.

**Not used in adjustment.** The possible deliveries section of the Form 1840 is not used to calculate the office and street times in the route inspection and adjustment process.

Analysis of Office Work Functions and Actual Time Recordings. On the bottom left side of the front of the Form 1840 is an analysis of the actual Line Items 14 through 23 used during the week of inspection. There are spaces to enter the actual total time used for each line item for each day of the inspection week. Additionally, management must record the representative time for Lines 16 & 17 transferred from Form 1838 on the day of inspection. This analysis serves two functions:

**Minor Route Adjustments:** Line 141.19a of the M -39 handbook requires using the most recent Form 1840 to review the actual line item times used by the regular carrier during the week of inspection, when adjusting routes using the Minor Route Adjustment process.

**Representative Time:** Management determines a representative time, only for Lines 16 & 17, based on its observations. These determinations of time

and supporting comments are transferred from the bottom right side of the Form 1838 for the day of inspection.

> **Note:** Management may not make any estimates of "representative time" for Lines 14, 15, 19, or 21. They may only determine "representative time" for Lines 16 & 17 as indicated above. Any proposed disallowances by management for Lines 14, 15, 19, or 21 must be supported by appropriate comments on Forms 1838 or 1840 or any attachments thereto. Comments such as "excessive time", "too much time", "adequate or sufficient for this function", "used on the day of inspection", "too slow pace", and others similar thereto by themselves are not appropriate comments for the purpose of supporting any such adjustment. To be considered appropriate, those comments must set forth the reasons for the conclusion that less than the average actual time recorded is sufficient for the carrier to perform that function. In no event may the time for these functions be below the base minimum (M-39 Section 222.214b).

The Form 1840, has no representative time assigned for Lines 16 & 17 as none was used. Note that the actual time used by the regular carrier for Lines 14, 15, 19, & 21 is averaged should the route later be adjusted using the minor route adjustment process as indicated above. **Comments Line**: There is also a section on the bottom middle part of the front of Form 1840 for Route Examiner's office and street comments.

**Signatures and Dates**: At the very bottom of the front of Form 1840 is a place for the Route Examiner to sign and date the form. There is also a place for the Delivery Service Manager to sign and date the form, and to indicate the effective date of the adjustments.

## OFFICE, STREET, AND TOTAL TIME

#### Office Time

Review the two average office time entries on the front of the Form 1840. Since the average "Net Office Time" of 4:22 is less than the average "Standard Office Time" of 4:45 for the week, 4:22 is properly selected as the evaluated office time for the route.

Adjustments to Office Time: The procedures necessary to make any adjustments to the line item entries have been discussed. With regard to the volume entries, no mail volume adjustments will be made to carrier office work unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (M -39 section 242.312). Absent allowable adjustments, the route is evaluated at the lower selected average office time as indicated above.

## Street Time

Review the two average street time entries on the front of the Form 1840, "Net Street Time Used" (5:11), and 1840-B Average Street Time (5:24). The manager will select one of these as the street time, and must explain in the Comments Line on the reverse of the Form 1840 (or attachments thereto) why the particular time was selected. The manager's choice cannot be based solely on the selected time being the lower (M -39 Section 242.322).

Adjustments to Street Time: Management may attempt to adjust the street time due to identified improper practices, operational changes, or claims that certain days were not normal and should be excluded from the street time calculations. Any such time adjustments must be documented by appropriate comments on the reverse of Form 1840 or attachments thereto, and must be provided to the carrier at least one day prior to the consultation.

These time adjustments must then be discussed with the carrier at the route evaluation consultation. During the consultation, if the carrier notes the absence of such written documentation, the carrier should initial and date the Form 1840 or attachment. If management does not supply the documentation, with a copy to the carrier, within one week, the time adjustment will be disallowed (M -39 Sections 242.325, 345, 346, 347).

Management may not make a street time adjustment based on a carrier's failure to properly finger mail or to take proper short cuts. Rather, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures (M -39 Section 242.344).

## **Total Time**

When reviewing the average times calculated on the front of the Form 1840, note that the sum of the average "Net Office Time Used" (4:22) and the average "Net Street Time Used" (5:11) does not equal the average "Net Total Time Used" (9:47). As discussed earlier, this is because the totals and averages for Columns "A" and for Columns "E" exclude the bracketed days, while the totals and averages for Column "F" include all days.

Therefore, the only way to calculate the total evaluated time of the route is to add the office time selected to the street time selected. The Form 1840 average "Net Office Time Used" of 4:22 was selected because it is lower than the "Standard Office Time", and the average "1840-B Average Street Time" of 5:24 was selected as explained by the manager on the back of Form 1840.

#### Review of the Form 1840 - Reverse

Management must document the evaluated office and street time of the route, as well as the adjustments made, on the reverse side of Form 1840.

When management is transferring territory from one route to another, a tentative selection of the blocks that can be most efficiently transferred should be made, using a map of the territory (M -39 Section 243.311). In some areas, management may be using a digital mapping system to assist them with selecting the blocks that can be most efficiently transferred. The Carrier Optimal Routing (COR) system is an example. Regardless of which type of maps management uses, the provisions of the M -39 Section 243 must be followed. You must document management's specific violations of the M -39 in the adjustment procedure, including its assignment of office and street times when transferring territory.

Retrieve the reverse side of the Form 1840 from the appendix of this chapter, page A - 14.

**Selected Office and Street Times:** In the upper left-hand corner of the form, management lists the office and street times selected for the route from the front of the Form 1840. The selected office time of 4:22 and street time of 5:24, for a total of 9:46, is entered. On the form, 1:46 is entered under "Relief", representing the workload transfer needed to adjust the route to 8 hours. If any or all of the relief is provided by use of a router, the appropriate time is entered under "Router" (M-39 Section 243.21). Additionally, if the route is evaluated at under 8 hours, the adjustment is made by transferring territory with the appropriate time under "Addition" (M-39 Section 243.22).

#### **Record of Office and Street Adjustments**

Made. Starting with the "Relief" (R), Addition (A)" Column, the rest of the top of the form is for recording adjustments made to the route. This section is called "Record of Office and Street Adjustments Made". Instructions for completing this section appear in the M-39, Section 243.3.

The Relief (R) or Adjustment (A) Column is used to indicate whether the entry on that line is being added (A) to, or removed (R) from the route. The next column is wide enough to enter the name of the street being transferred to or from the route.

The beginning and ending block numbers of the street to be transferred are entered in the next two columns.

The next two columns identify the "ZIP + 4 Sector/Segment" of the transferred territory.

The next column identifies the other route involved in the territory transfer.

The next column lists the number of possible deliveries for the block range being transferred on that line. This information is obtained from the Form 3999 completed on the day of inspection.

The next two columns list the office and street time associated with the block range on each line being transferred.

**Street time:** The time used to deliver the mail on each block is found on the reverse of the Form 3999 that was completed on the day of inspection. On the Form 3999, the actual time used for a block range is calculated from the time the carrier enters the block until they enter the next block.

Stewards must ensure that all street time associated with the transferred territory is included to accurately reflect the time allowance for the transferred segments. When entering the number of minutes needed to deliver the mail on each segment being transferred, consideration must also be given to the abilities of the carriers involved, possible changes in modes of transportation, elimination of unnecessary deadheading, and retracing (M -39 Section 243.317).

**Office time:** Whenever street time is transferred from one route to another, the associated office time must also be transferred. There is no way to know exactly how much office time goes with a specific block of transferred territory. The character of the route more or less governs the method of computing the office time for the territory being transferred.

There are several methods described in Section 243.316 of the M-39 handbook. The intent is to arrive at the most accurate time allowance for the transferred segment, thereby negating the need for corrective adjustments. Grievances regarding the office time assigned must document that the selected method does not accurately reflect the associated office time.

The M -39 sets forth five ways for estimating the office time transferred (M -39 Section 243.316):

- 1). For the route from which territory is being transferred: If the deliveries on the route are similar in character, divide the average office time on Form 1840 by the total number of possible deliveries. Example: If the average office time is 120 minutes, and there were 400 possible deliveries, 120 divided by 400 equals .3 minutes per delivery. If the block range being transferred has 10 possible deliveries, the associated *office time* would be .3 times 10, or 3 minutes.
- 2). A second method is to divide the average office time on the Form 1840 by the average total time. Example: If the average office time is 165 minutes, and the average total time is 486 minutes, the office time percentage factor would be 34 percent.

That would mean the street time percentage factor would be 66 percent (100-34 = 66). If the street time being transferred is 20 minutes, you first calculate the total time transferred by dividing 20 by .66, which equals 30 minutes. You then calculate the associated *office time* by either multiplying 30 minutes by 34 percent (30 x 34) or by subtracting 20 from 30 (30 - 20), the result being 10 minutes.

- 3). The other 3 methods all involve using the hand-held computer to count the mail by Zip+4 sector/segment on the day of inspection. The number of mail-pieces delivered in each segment is calculated to determine the office time allowance for each segment transferred. The determination of office time allowance is then calculated based on the mail-pieces in the segment in one of three ways:
  - a). If the segment being transferred had 100 letters and 125 flats, you divide 100 by 18 (= 6), 125 by 8 (= 16), and 225 by 70 (= 3), for a total of 25 minutes (6 + 16 + 3) for the office time allowance for the segment.

- b). Using the above calculations, you then multiply the 25 minutes by the percentage of "Standard Office Time" used during the week of inspection by the carrier who the segment is being *transferred from*. Example: If the carrier *losing* the territory used 80 percent of "Standard Office Time", the office time allowance for the segment is 20 minutes (25 x.80).
- c). Using the same calculations again, instead multiply the 25 minutes by the percentage of "Standard Office Time" used during the week of inspection by the carrier who the segment is being *transferred to.* Example: If the carrier *gaining* the territory used 94 percent of "Standard Office Time", the office time allowance for the segment is 24 minutes  $(25 \times 94)$ .

The last two columns identify the office time, street time, total time, router time, and possible deliveries of the route after it is adjusted. Notice that the deliveries, office time, and street time of all the territory transferred to and from the route are totaled below those three columns, calculating both the time values for each.

The adjusted Office Time in the right hand Hours and Minutes Column (3:33) is calculated by taking the selected Office Time from the left hand Hours and Minutes Column (4:22), adding any Office Time for New Construction (none), and then adding or deducting the total Office Time transferred (- :49) to or from the route (4:22 - :49 equals 3:33).

The adjusted Street Time in the right hand Hours and Minutes Column (4:25), is calculated by taking the selected Street Time from the left hand Hours and Minutes Column (5:24), adding any Street Time for New Construction (none), and then adding or deducting the total Street Time transferred (- :59) to or from the route (5:24 - :59 equals 4:25).

The Adjusted Route Total Time in the right hand Column (7:58) is then calculated by adding the adjusted Office Time (3:33) and Street Time (4:25). If the adjustment involves use of router, the time is recorded below the adjusted total time.

The possible deliveries for the adjusted route are then calculated and entered in the next box. Box H on the front of the 1840 showed 450 possible deliveries. On the back of the 1840, the net deliveries transferred is (- 81). Therefore, the possible deliveries of the route after adjustment is entered as 369 (450 -81).

The bottom half of the reverse of Form 1840 is titled "Comments" section. Notice that the "Comments" section on the form includes 5 sections to provide specific information.

The first section simply indicates whether the route takes both breaks on the street, or one in the office and one on the street.

The second section, pursuant to M -39 Section 242.321, indicates the base street time selected, and whether it is from the Form 1840 or from the Form 1840-B.

The third section records the street time selected for the adjustment. Normally, this is the same as the base street time selected, unless the base street time is adjusted where appropriate and so documented as discussed on page 2 -137 and 2 - 138 (M -39 Sections 242.325, 345, 346).

The fourth section is listed as the "Reasons for selection of street time". At a minimum, management must explain here (or on attachments to the 1840) the reasons for the base street time selection. The manager's base street time selection from either the 8 week analysis on the Form 1840-B, or from the average on the Form 1840 cannot be based on the sole criterion that the particular time selected was the lower (M -39 Section 242.322).

Additionally, in this section (or on attachments to the 1840), management must identify, and properly document any street time adjustments made to the base street time selected.

The fifth section is titled "Office method for transfer". The five methods for determining the office time for territory transferred between routes (M -39 Section 243.316) is explained in detail on pages 2 - 143 through 2 -145.

Even though the reverse side of Form 1840 does not explicitly note an area to record the carriers consultation, the M -39 requires the consulting manger to record the carrier's comments on the Form 1840.

## **Grievances**

Form 1840 is the critical document used to:

- Summarize the data from the count and inspection process
- Record comments by the route examiner
- Document the selected street time and reasons for that selection
- Establish the final evaluated time of the route
- Note the comments and concerns of the regular carrier
- Record the specifics of any adjustment, etc.

Although the procedures for completing and processing Form 1840 are complex and voluminous, they are also mandatory.

Stewards must vigorously enforce those procedures because the 1840 is central to the end product of the Count and Inspection process – the evaluation and adjustment of a route.

Management errors regarding Form 1840 must be grieved when necessary. The large number of different possible grievances reflects the complexity of the 1840 process. For instance:

- Failure to transcribe daily from the 1838 to the 1840
- Incorrect transcription from the 1838
- Incorrect computation
- Unjustified and/or undocumented deductions
- Failure to explain reason for selection of street time

- Pre-textual reason for selection of street time
- Failure to provide copy (both sides) to carrier in advance of consultation
- Failure to record carrier comments and concerns voiced during consultation
- Attempt to require carrier to sign
- Failure to document specifics of adjustment
- Failure to consider and/or record times associated with new construction

The above list is by no means comprehensive. There are many other potential grievances relating to Form 1840.

If grievances are necessary, keep in mind the fundamental interest of the union in achieving fair eight hour routes. This may require creative remedy formulation. For instance, where management has failed to properly record time associated with new construction, the requested remedy might include:

- Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it failed to properly consider and/or record time associated with new construction
- Agree to immediately adjust the evaluated time by adding [x minutes]
- Agree that this settlement is fully citable in any future hearing or proceeding
- Agree that the union has full standing to argue any adverse effects of the failure to properly consider and/or record time associated with new construction on the adjustment of the grievant's bid route

This remedy is reasonable, fits the violation, fixes the problem, and helps protect the interest of the grievant and union in the ultimate adjustment of the route. Ultimately, the union may have to grieve the final evaluated time of, and/or adjustment to, (or failure to adjust) a route.

In any such grievance, if prior grievances regarding Form 1838-C, 1838, 1840, or other procedures have been settled in line with the above suggestions, the steward will be able to argue the actual adverse effects of the violations on the evaluation and/or adjustment.

If prior grievances have been filed, but have not yet been adjudicated, the steward should specifically incorporate the arguments and grievance numbers in each of those prior grievances into any grievance protesting an incorrect evaluation and/or adjustment.

# G. Form 1840-B: Eight Week Analysis

Retrieve the completed 1840-B from the appendix in this chapter, page A - 15, A - 16 and A - 17. This is the same form reviewed earlier in this chapter. However, the week after inspection is now included, and the averages for the 8 weeks have been totaled.

Shop stewards should review the 1840-B and supporting documents (clock rings-TACS, Forms 3996, etc.) to ensure, at a minimum, the following:

- The weeks that are calculated match the chronology of the "random" lot drawing
- Only days that the regular carrier served the route are used
- The entries match the actual clock rings
- The average street times calculated on page 4 of the form include auxiliary assistance
- Auxiliary assistance to other routes (transfer time) is properly calculated

Page one of the 1840-B provides instructions on completing the form. Note that while the entries and totals are in hundredths (the same as clock rings), the averages and comparable day 1840 entries are in minutes.

Additionally, even though the form requires that 8 dates be listed for each separate day of the week, only those days served by the regular carrier will be averaged. As an example, the "Wednesday group" on page three includes the dates of all 7 random lot weeks and the week after inspection. On three of the Wednesdays, the Carrier Technician "T" served the route. On another day, a replacement "R" served the route. Therefore, only the entries and averages for the four days the regular served the route are used.

# H. Form 3999

Retrieve the Form 3999 from the appendix in this chapter, at page A - 8 and A - 9. The sample entries on the Form 3999 correspond to the territory transferred on the reverse side of the Form 1840 reviewed earlier.

Shop stewards should ensure that the actual time recorded for each block is entered correctly. As indicated on the Form 3999, the actual time used is the difference between the time entered a given block and the time entered in the succeeding block. For example, the "Time Enter Block" for 499 - 101 River Bend Way is 3:32 and the "Time Enter Block" for next block (100 - 498 River Bend Way) is 3:45. So, the "Actual Time Used" for 499 - 101 River Bend Way is 13 minutes (3:45 minus 3:32 equals :13).

Shop Stewards must ensure that the street time recorded on the reverse of the Form 1840 for the territory transferred includes all the associated street time (delivery, moves, relays, travel, etc.) on the Form 3999. This is especially important if management is using a digital mapping system, such as COR, that does not accurately reflect the street times recorded on Form 3999.

The Form 3999 must be included in any grievance challenging route evaluations and adjustments.

# I. Consultation

Postal regulations require management to consult with the regular carrier regarding evaluation and adjustment of his or her assigned route. These consultations are mandatory. Management is not allowed to simply meet with the carrier and tell him or her what it came up with and what adjustment it intends to make. To consult means to seek an opinion as a guide to one's own judgment.

Shop stewards and branch representatives must be familiar with these procedures and require management to comply with them. Do not allow management to pretend to consult, with a wink and nod, and simply go through the motions. Postal regulations are very explicit about what is required regarding consultations. They require management to do all of the following:

- Consult within time constraints. Management must place adjustments into effect within 52 calendar days of the completion of the count (M -39 Section 211.3). Management must complete all consultations within that 52 day window in a manner that allows full consideration of the carriers' comments and suggestions concerning the evaluation of the route and any proposed adjustments.
- Provide documents in advance.
   Management must give the carrier the following documents in advance of the consultation regarding the evaluation of the route:
  - a). Completed copies of Form 1838 at least 5 calendar days prior to consultation (M -39 Section 241.4, and M -41 Line 923.1).

- b). Completed copy of front of Form 1840 at least one day prior to consultation. This completed copy must contain the following (M -39 Section 241.4, M -41 Line 923.1):
  - 1). Totals and averages from Forms 1838
  - 2). Day of inspection data
  - 3). Examiner's comments
  - 4). Analysis of office work functions
  - 5). Time recordings
- c). Partially completed copy of reverse of Form 1840 or attachments thereto, at least one day prior to consultation. It must contain the following:
  - 1). All time disallowances (M -39 Section 242.347)
  - 2). Related comments (M -39 Sections 242.345 -.347)

- Discuss certain matters. Management is required to discuss certain matters at:
  - a). The evaluation consultation including:
    - 1). Mail volume (M -39 Section 232.1c)
    - 2). Evaluation of route (M -39 Section 232.1c)
    - 3). Any time adjustment to evaluated street time based on alleged improper practices or operational changes (M -39 Section 242.345)
    - 4). Any adjustment of evaluated street time based on a claim that conditions during 8 week timecard period or week of count were not normal so as to justify not including such day or days in base street time computation (M -39 Section 242.346)

- b). The adjustment consultation (if management proposes relief or addition to your route)—including (M -39 Section 243.11):
  - 1). The proposed relief or addition
  - 2). The reasons for the proposed adjustment
  - 3). Whether the carrier agrees or disagrees
  - 4). The reasons the carrier agrees or disagrees
  - 5). The comments and recommendations of the carrier
- Record the carrier's recommendations and comments. Management must enter the following on the 1840 (M -39 Section 243.11):
  - a). The carrier's comments
  - b). The carrier's recommendations

- c). Whether he carrier agrees or disagrees with the proposed adjustments
- d). The reasons for the carrier's agreement or disagreement
- Refrain from requiring the carrier to sign anything. Management is not allowed to require the carrier to sign a statement during the consultation(s) (M -39 Section 243.11a)
- Consult with the carrier a second time. Management must hold a second consultation if adjustments are proposed (M -39 Section 243.11a)
- Consider the carrier's suggestions. Management is required to consider the suggestions from the carrier serving the route (M -39 Section 243.11c)
- Permit notation of absence of documentation of street time disallowances. If management attempts to adjust the carrier's street time due to

alleged improper practices, operational changes, or claimed abnormal conditions during the 8 week analysis, management must document it on the reverse of the 1840 and discuss it with the carrier during the consultation regarding the route evaluation

- If management fails to so document, the carrier has the right, during the consultation, to note the absence of such documentation by writing a notation on, and initialing and dating, the 1840 (M -39 Sections 242.345 and .346)
- Disallow street time adjustments if documentation is not provided to carrier within

   week of notation by carrier. If the carrier makes a notation on the 1840, as noted above, about the absence of documentation supporting a management time disallowance, management has 1 week to supply such documentation to the carrier. If management fails to do so within 1 week, the time adjustment shall be disallowed (M -39 Sections 242.345 and .346)

### Provide completed copy of reverse of 1840 promptly after consultation.

Promptly after consultation, if the carrier requests that the reverse of his or her copy of form 1840 be completed, the carrier must immediately give the copy to the manager for completion and return no later than 7 calendar days (M -39 Section 243.11a)

Immediately after the week of Count and Inspection, stewards and branch officials should begin alerting the unit carriers to the consultation requirements so that they are fully informed about the procedures prior to the actual consultations. The branch should consider providing formal consultation training.

Since management is required to provide copies of Forms 1838 to carriers at least five days in advance of a consultation, stewards should encourage carriers to advise them as soon as possible after receipt of the 1838s. If the steward is able to review the 1838s prior to the consultation, so much the better. The steward may be able to alert the carrier to specific information that needs to be discussed at the consultation. The carriers should be encouraged to request steward time if management violates any of the above procedures.

## J. After the Adjustments

As indicated in Chapter 3 of the Route Protection Program, management must review the latest Form 3998 when considering the need for minor route adjustments throughout the year. Form 3998, Unit Summary of City Delivery Assignments, is completed after a route adjustment. The purpose of the form is to compare:

- a). the number of routes and average daily workhour requirements disclosed as a result of the route inspection (before adjustments), with
- b). the number of routes and average daily workhour requirements disclosed by the resultant adjustments (after adjustments). Completion and use of the Form 3998 is explained in detail in Chapter 3 of the M - 39 Handbook.

As discussed before, management's responsibility does not end with placing the route adjustments in effect. After a route adjustment has been implemented, the manager must carefully study and analyze specific forms and records to ensure that the objective of adjusting routes to 8 hours has been met (M -39 Section 243.611). If the route is not adjusted properly, corrections must be made. In some cases, it may be necessary to conduct a special inspection (M -39 Section 243.68). Results of this review, which is required by M -39 Section 243.6, should be used to document management's failure to meet the objective of adjusting routes to 8 hours.

Additionally, when route adjustments or changes are implemented, management must complete a new Form 3999 to reflect the current authorized travel patterns and schedules, as well as the new length of the route by recording the correct mileage and travel times. This is the Form 3999 that is used in Line 141.19.b of the M -39 to determine "street time per possible delivery" if minor route adjustments are later performed.

## **K.** Grievances

Shop Stewards may have to file grievances on some of the issues covered in the steward checklists and throughout Chapter 2. It is extremely important to include all relevant documentation in the grievance file. Most route examination related grievances will require copies of at least the following items:

- □ a). Form 1838-C Worksheet for each day
- □ b). Form 1838 Summary for each day
- **c**). Form 1840, both front and back sides
- □ d). Form 1840-B (eight week analysis)
- □ e). Form 3999
- □ f). Route examiner's notes
- **g**). Carrier's statement of events
- □ h). Form 3996, when the dispute involves auxiliary assistance

## **L. Conclusion**

This completes Chapter Two of the Route Protection Program. This Chapter is designed to provide you with the tools you need to ensure all letter carriers receive fair inspections, evaluations, and adjustments of their assignments.

As local union representatives, you must educate the carriers, review the forms before and after the consultation, and challenge management violations. The letter carriers you represent depend on you to accomplish these tasks.

NALC stands ready to provide additional advice and support when you need it. Questions may arise as you assist the letter carriers in your installation and review the results of the route examinations. If the Route Protection Program and/or the M -39 and M -41 Handbooks do not provide the answers, contact your National Business Agent.

## M. Appendix—Chapter 2

The following pages are excerpts from handbooks and manuals.

Appendix Contents	Appendix Page	Page of Reference
Sample Letter 1	A - 1	2 - 18
Sample Letter 2	A - 2	2 - 20
Form 1840-B (Seven		
random weeks only)	A - 3-6	2 - 25
Sample Letter 3	A - 7	2 - 32
Form 3999	A - 8-9	2 - 52
Form 1838-C	A - 10-11	2 - 59
Time Allowances	A - 12	2 - 96
Form 1840 - Front	A - 13	2 - 120
Form 1840 - Reverse	A - 14	2 - 139
Form 1840-B (Comple	ted) A - 15-17	2 - 154

Sample Letter 1

March 15, 2005

Postmaster Gage Hamel 112 Aspen Cir Pheasant Valley, MN 12345

Dear Gage,

Thank you for advising the union of the Route Count and Inspection scheduled for May 9 - 14, 2005 at the Main Office. Management is required to conduct at least annual Unit and Route Reviews and further required to share the results of those reviews with the local NALC president, as well as individual carriers serving routes that require adjustment.

I have not received information regarding a Unit and Route Review. Please provide the results of the Unit and Route Review that preceded this scheduled Count and Inspection.

In addition, this is my request to meet with you, or your designee, in order to draw lots to determine the 7-week analysis required in M -39 Section 242.323.

Finally, I am requesting to meet with you to determine an efficient means to verify letter size mail of questionable size during the week of Count and Inspection.

I realize that we are several weeks away from the scheduled Counts. However, these procedures must be accomplished prior to the dry run training, which must be finalized prior to the start of the Count week.

Thank you for your prompt attention to these requests.

Sincerely,

John Harrison, President NALC Branch 8531

Sample Letter 2

March 15, 2005

Postmaster Gage Hamel 112 Aspen Cir Pheasant Valley, MN 12345

Dear Gage,

Yesterday, at the end of our Formal Step A meeting concerning an unrelated matter, you verbally informed me that full office Route Count and Inspections were scheduled for September 12 - 17, 2005 at the Main Office. I am requesting that you confirm this information.

Thank you for your prompt attention to this request.

Sincerely,

John Harrison, President NALC Branch 8531

#### Instructions

#### General

Select timecards or PSDS Carrier Report Printouts for carriers assigned to each route for a seven-week period prior to the count and inspection week per instructions in Sec. 242.323, Handbook M-39. Do not use weeks during the months of June, July, August, or December. Do not include time of leave replacement carriers. Special Instructions: For carriers serving two trips routes, use a separate Form 1840-B for each trip.

- 1. Group same day of the week together; all Saturdays, Mondays, Tuesdays, etc., and show the day of the month in the "Day of Week" column.
- 2. Enter the scheduled begin, return, and end times; the scheduled morning and afternoon office time; the scheduled street time, and the total time above each day of the week.
- 3 From the timecards or PSDS Carrier Report Printouts, enter the actual begin, leave, return and end times for each day. Only the days the regular carrier served the route are to be recorded on Form 1840-B.
- 4. Compute and record the morning and afternoon office time, street time, and total time used each day.
- 5. From Form 3996, enter the approved overtime and auxiliary assistance used each day, as indicated in Item K of the Form, less any travel time.
- 6. Enter the amount of time used to provide auxiliary assistance to other routes.
- 7. Enter the appropriate volume count by mail type.
- 8. Total the morning and afternoon office time, street time, overtime, and auxiliary assistance (office/street) for each day.
- 9. The eighth week to be recorded is the week following the week of count and inspection. The regular carrier must serve the route at least one day during this week, or the week is not to be recorded. No future weeks are to be used under any conditions.
- 10. Divide the total for each item by the number of days the assigned carrier worked on each group of Saturdays, Mondays, Tuesdays, etc.
- 11 . From Form 1840, enter the street time, office time (AM & PM combined), total, and auxiliary assistance (office/street) used on the comparable day of the week during the count period. Circle in black the day of inspection total.

#### Analysis

2.

Before the count period:

- 1. Compare the actual time used with the scheduled time to determine whether:
  - a. Carrier adhered to schedules.
  - b. There was excessive late leaving and/or returning.
  - c. There was excessive office time used on return from delivery trip.
  - d. A regular pattern on certain week days has formed to indicate an adjustment in schedule is necessary.
  - Circle in red time entries and totals where irregular practices occurred or schedule was not maintained.

#### After the count period:

- 1. Compare average time used on each day during analysis period with the same day during the count.
- 2. Determine whether office time and street time is more or less for comparable days. If the office time or street time during the count period is more than the analysis period, discuss with the carrier to determine the reason.
  - a. When the time used during the count and inspection period is substantially greater than the analysis period, the supervisor must compare the mail volume for the periods where available.
- 3. When the supervisor concludes that the time used during week of count and inspection does not truly represent the time required to serve the route as substantiated by the comparative analysis, appropriate corrective action must be taken.

**IMPORTANT:** In making this comparative analysis, be sure all factors are considered. Where the performance during the count period varied from that during the comparative period, include the comments of the carrier's supervisor in the space provided.

PS Form **1840-B**, November 1997 (Page 1 of 4)

#### NALC ROUTE PROTECTION PROGRAM - CHAPTER 2: ROUTE EXAMINATION & ADJUSTMENT FOR NALC REPS A - 4

Carrier	<u>' I In</u>			alysis	<b>b</b>			er, Coli	orado		S	ulliv				802	41
Route No. <i>4713</i>		Carrier's I		Hart			Period U	sed 11-13-04	4	_{то} 11-1	1-05		Date	10-4	1-05		
	Day of	Begin	Leave	Office	Return	Street	From End	Office	, Total	Overtime	Aux	iliary	Transfer		Delivery	Volum	e
Schedul	Week e	8.00	11.25	Time AM 3.25	16.25	Time <i>4.50</i>	16.50	Time PM .25	8.00	Used	OFF	st. STR	Time	Ltr	Flt	Seq	DPS
11-13-04	Sat	7.00	11.68	4.68	17.63	5.45	17.84	.21	10.34	2.34				1363	817	450	300
1-15-05	Sat	T															
2-5-05	Sat	7.00	11.84	4.84	16.95	4.61	17.20	.25	9.70	1.70		1.00		1404	821	450	324
3-26-05	Sat	7.00	11.70	4.70	16.48	4.28	16.70	.22	9.20	1.20		1.25		1381	804	450	31
4-9-05	Sat	T															
5-21-05	Sat	T															
9-3-05	Sat	7.00	11.91	4.91	17.20	4.79	17.50	.30	10.00	2.00		.75		1401	799	450	318
	Sat																
TOTAL	Days																
Comparable																	
(Form 184) Schedul	<i>.</i>	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-15-04	Mon	8.00	12.52	4.52	18.20	5.18	18.50	.30	10.00	2.00				1165	913		33
1-17-05	Mon	8.00	12.41	4.41	17.99	5.08	18.23	.24	9.73	1.73				1071	862		32
2-7-05	Mon	8.00	12.61	4.61	18.19	5.08	18.45	.26	9.95	1.95				1193	870		31
3-28-05	Mon	R		,					7.70								
4-11-05	Mon	8.00	12.60	4.60	17.40	4.30	17.63	.23	9.13	1.13		1.00		1171	881		34.
5-23-05	Mon	R															
9-5-05	Mon	8.00	12.74	4.74	17.50	4.26	17.75	.25	9.25	1.25		1.00		1302	940		35
	Mon																
	Days																
verage																	
Comparable																	
(Form 184 Schedul	<i>,</i>	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-16-04	Tue	R.	11.20	0.20	10.20	,	10.00		0.00								
1-18-05	Tue	R															
2-8-05	Tue	7.00	11.28	4.28	17.33	5.55	17.60	.27	10.10	2.10				1191	720	450	31.
3-29-05	Tue	7.00	11.32	4.32	17.09	5.27	17.35	.26	9.85	1.85		.50		1203		450	
4-12-05	Tue	7.00	11.01	4.01	16.63	5.12	16.85	.22	9.35	1.35				1073	704		32
5-24-05	Tue	R							-						-		
9-6-05	Tue	7.00	11.64	4.64	17.44	5.30	17.68	.24	10.18	2.18		.50		1360	825	450	33
	Tue									1							
	Days																
Average																	
Comparable (Form 184																	

PS Form **1840-B**, November 1997, (*Page 2 of 4*)

	Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxi As		Transfer Time	D	elivery	v Volum	
Schedul		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00		OFF	STR		Ltr	Flt	Seq	DPS
11-17-04	Wed	T															
1-19-05	Wed	8.00	12.26	4.26	17.82	5.06	18.04	.22	9.54	1.54				1021	844		3199
2-9-05	Wed	T															
3-30-05	Wed	8.00	12.44	4.44	18.34	5.40	18.55	.21	10.05	2.05				1102	851		3341
4-13-05	Wed	8.00	12.31	4.31	18.09	5.28	18.30	.21	9.80	1.80				1091	831		3329
5-25-05	Wed	R															
9-7-05	Wed	T															
	Wed																
TOTAL	Days																
Average																	
Comparable (Form 184																	
Schedul	e	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-18-04	Thu	7.00	11.33	4.33	16.85	5.02	17.11	.26	9.61	1.61		.50		1104	720	450	3204
1-20-05	Thu	7.00	11.42	4.42	16.45	4.53	16.70	.25	9.20	1.20		1.00		1151	731	450	3198
2-10-05	Thu	7.00	11.25	4.25	17.25	5.50	17.48	.23	9.98	1.98				1091	721	450	3151
3-31-05	Thu	T															
4-14-05	Thu	7.00	11.40	4.40	16.51	4.61	16.75	.24	9.25	1.25		1.00		1123	740	450	3206
5-26-05	Thu	Ŕ															
9-8-05	Thu	7.00	11.52	4.52	17.08	5.06	17.38	.30	9.88	1.88		.50		1160	760	450	3231
	Thu																
TOTAL	Days																
Average																	
Comparable (Form 184																	
Schedul	е	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-19-04	Fri	8.00	12.04	4.04	17.81	5.27	18.08	.27	9.58	1.58				1015	784		3183
1-21-05	Fri	8.00	12.21	4.21	18.01	5.30	18.25	.24	9.75	1.75				1031	831		3171
2-11-05	Fri	8.00	11.72	3.72	17.32	5.10	17.55	.23	9.05	1.05				998	770		3001
4-1-05	Fri	8.00	12.15	4.15	17.99	5.34	18.25	.26	9.75	1.75				1041	801		3291
4-15-05	Fri	8.00	12.32	4.32	18.02	5.20	18.25	.23	9.75	1.75				1101	791		3180
5-27-05	Fri	Ŕ															
9-9-05	Fri	8.00	12.24	4.24	17.93	5.19	18.12	.19	9.62	1.62				1075	811		3083
	Fri																
TOTAL	Days																
Average				L													
Comparable (Form 184				l													
PS Form 184		Novembe	r 1997, <i>Pa</i>	ge 3 of 4					1				I			L	<u> </u>

From         10-29-05         To         11-4-05         Day of Week         Average Street Time           Pandom Lot Selection         2         3         1         4         Saturday           Random Week Beginning (Show Saturday dates for the first server weeks selected and the date for the first delivery of the eighth week.)         Monday         Monday           Week Number         Year         Month         Date         Tueaday           1         2004         Nov         11-13-04         Tueaday           2         2005         Jau         1-15-05         Wedneaday           3         2005         Mar         3-26-05         Thrusday           6         2005         May         5-21-05         Fielday           7         2005         Sg.p         9-3-05         Fielday           8         2005         Nov         11-5-05         TOTAL           Average Daily Street Time         Average Daily Street Time         Comments		WEEK OF COUNT A	AND INSPECTION			COMPOSITE WEEK
2         3         1         4         Saturday           Random Weeks Beginning (Show Saturday dates for the first eaven weeks selected and the date for the first eaven weeks selected and the date for the first eaven weeks         Monday           Veek Number         Year         Month         Date         Tuesday           1         2004         Nov         11-13-04         Tuesday           2         2005         Jakv         1-15-05         Wednesday           4         2005         Mar         3-26-05         Thursday           5         2005         Apr         4-9-05         Friday           7         2005         Sep         9-3-05         Friday           8         2005         Nov         11-5-05         ToTAL           8         2005         Nov         11-5-05         ToTAL           Comments         Comments         Average Daily Street Time         Average Daily Street Time		9-05		4-05	Day of Week	Average Street Time
Selected and the date for the first delivery of the eighth week.)         Monthal         Date           1         2004         Nov         11-13-04         Tuesday           2         2005         JAN         1-15-05         Weeheeday           3         2005         Feb         2-5-05         Heeneeday           4         2005         Mar         3-26-05         Thuraday           6         2005         May         5-21-05         Friday           7         2005         Sep         9-3-05         ToTAL           8         2005         Nov         11-5-05         ToTAL           Comments         -         -         Average Daily Street Time         -			1	4	Saturday	
1         2004         Nov         11-13-04         Tuesday           2         2005         Jau         1-15-05         Wadnesday           3         2005         Max         3-26-05         Tursday           6         2005         May         5-27-05         Fiday           7         2005         Sep         9-3-05         Fiday           8         2005         Nov         11-5-05         TOTAL           Comments	Random Weeks Begin selected and the date	ning (Show Saturda for the first delivery	y dates for the first of the eighth week.	seven weeks )	Monday	
1       2004       Nov       11-13-04       Image: Constraint of the second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second second	Week Number	Year	Month	Date		
3         2005         Feb         2.5-05         Wednesday           4         2005         Mar         3-26-05         Thursday           5         2005         May         5-21-05         Friday           6         2005         May         5-21-05         Friday           7         2005         Sep         9-3-05         Friday           8         2005         Nov         11-5-05         TOTAL           Comments         Comments         Average Daily Street Time         Comments	1	2004	Nov	11-13-04	Tuesday	
3     2005     Feb     2-5-05       4     2005     Mar     3-26-05       5     2005     May     5-21-05       6     2005     Sep     9-3-05       8     2005     Nov     11-5-05   TOTAL       Comments     Average Daily Street Time	2	2005	Jan	1-15-05		
5         2005         Apr         4-9-05         Thursday           6         2005         May         5-21-05         Friday           7         2005         Sep         9-3-05         TOTAL           8         2005         Nov         11-5-05         TOTAL           Comments         Average Daily Street Time         Average Daily Street Time         Image: Comments	3	2005	Feb	2-5-05	vvednesday	
5         2005         Apr         4-9-05           6         2005         May         5-21-05         Fiday           7         2005         Sep         9-3-05         TOTAL           8         2005         Nov         11-5-05         TOTAL           Image: Comments         Image: Comments         Average Daily Street Time         Image: Comments	4	2005	Mar	3-26-05	Thursday	
7     2005     Sep     9-3-05     Friday       8     2005     Nov     11-5-05     TOTAL       Image: Comments     Image: Comments     Average Daily Street Time     Image: Comments	5	2005	Apr	4-9-05	Thursday	
7         2005         Sep         9-3-05         Total           0         0         11-5-05         Total         Average Daily Street Time	6	2005	May	5-21-05	Friday	
8     2005     Nov     11-5-05     TOTAL       Average Daily Street Time     Average Daily Street Time     Image: Comments	7	2005	Sep	9-3-05	Friday	
Comments	8	2005	Nov	11-5-05	TOTAL	
Comments					Average Dail	ly Street Time
	Commonto					
Supervisor's Printed Name Date Date						
PS Form <b>1840-B</b> , November 1997, ( <i>Page 4 of 4</i> )			e 4 of 4)	Supervisor's Sign	nature	Date

Sample Letter 3

March 15, 2005

Postmaster Gage Hamel 112 Aspen Cir Pheasant Valley, MN 12345

Dear Gage,

Please advise me in writing whether you have designated an individual other than yourself to be responsible for seeing that advance preparations are made for mail counts and route inspections in accordance with M -39 Section 212.1. If so, please advise me of the name of that individual.

Thank you for your prompt attention to this request.

Sincerely,

John Harrison, President NALC Branch 8531

21110	Ð		Delive	ry Unit		Route	No.		No. of Trips		Truck T		RHD	Capacity
/ehi	le No		Carrier's Name	e	ID	No.			Age	Leng	th of Sei	rvice	Length on Rou	of Service te
ype	of Rou	ute Curb		F	Park & Non-E	PM [	EPN	1		Туре	of Transpo	ortation	P.S.	
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				Ti	rip 1						Trip	o 2		
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Day and Date

Route Inspected By (Signature and Title)

PS Form **3999**, November 1997

.eav	e Office - Show Line of Travel					Line of	Travel to	and fr	om Lunc	h Place	a				
Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Delys. Poss. Other	F Delys. Poss. Curb	Residentia Delys. Poss. NDCBU	Delys. Poss. Oth-	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Business Delys. Poss. NDCBU	Delys. Poss. Oth-	Delys. Made	De P Bo
	Load Time				00	04.0		Cen.		0	04.0		Cen.		NF
	Travel to Route														-
)	N.W. corner - Oak Street		3:30	:02											
	and River Bend Way		5.50	.02											
	499-101 River Bend Way	0	3:32	:13	19				19						-
-	100-498 River Bend Way	Ē	3:45	:17	23				23						-
	500-898 River Bend Way	Ē	3:52	:12	17				17						
	500-898 River Bend Way 899-501 River Bend Way	0	4:04	:14	21				21						
)	N.W. corner - Pine Street		4:18	:02											
	and River Bend Court														-
	600-898 River Bend Court	E	4:20	:06	8				8						-
	899-601 River Bend Court	0	4:26	:07	12				12						
	Break		4:33	:10											
															-
															-
															┝
															-
etu	rn Office - Show Line of Travel														
			Totals												
	mplete only if carrier is (1) reimbursed for				(2) furni	shed bu	s fare or	its equi	valent; (3	3) provide	ed trans	portation	in a Po	stal Serv	vice
	cle; or (4) assigned to a Postal Service or Park, L-Loop; V-Vehicle; D-Dismount orm <b>3999,</b> November 1997 (Reverse)	contra	ict vehicle	7.		c E-Eve	en O-Oc	ld X-	Crisscros	s					

United States Postal Service Ca	rrier	's Coi	unt	Mail - Letter	Carrier F	Routes W	orkshe	et	Pa	ge 1
Post Office			Deliv	very Unit				Route	e No. 📍	
Denver, Colorado				Sullivan	station				47	
AM				PM	Carrier	CFS	Act	tual Ti	me Entrie	s
1. Letter-Size 700					Marked-Up	010	EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
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200 450 sequenced				40	29 13	15	15	EB	11:06	1
91	1	,476				-		E	11:05	
10	1	21.			42	77	23	В	11:05 10:50	15
2. Mail of All Other Sizes					-	-		E	11:50	
632							21g	в	10:49	1
10							0.16	E	10:49	
190					10	24	21f	в	10:47	2
16		866					210	Е	10:47	2
18		00					21e	В	10:45	2
3. Accountable and Signature Mail							22	E	10:22	1
					2	$\boxtimes$	23	В	10:21	· · ·
Registered/Certified 6			-		<u>ک</u>	KXXXXX	14	E	10:21	6
COD/Customs 1 Postage Dues 7			<u> </u>			$\otimes$		B	10:15	
- Tookago Bacco						$\mathbb{K}$	21d	B	10:02 10:00	2
Express Mail         2           5. All Parcel Post over 2 lbs.								E	10:00	
							23	в	9:50	10
12					4			E	9:50	
6. Sequenced and Collated							15	в	9:48	2
						$\otimes$	22	Е	9:48	1
Letter Size							23	в	9:47	1
						$\bowtie$	15	Е	9:47	1
450							15	В	9:46	1
450						$\otimes$	21c	E	9:46	1
Other Size							2.10	B	9:45	•
						$\bowtie$	216	E	9:37	7
9. 2nd-Class Marked up (exclude Form 3579)							2.10	B	9:30	
							18	B	9:00 8:50	10
10. Mail with Form 3579 attached								E	7:21	
10. Mail with official official attached							23	в	7:11	10
4						$\otimes$		Е	7:11	
12. Change of Address Recorded							15	в	7:08	3
						$\bowtie$	22	Е	7:08	1
				3			23	В	7:07	1
13. Insured Receipts Turned In						$\times$	21a	E	7:07	2
Enter Line Number		DPS Volu	ime I	Pieces: (7a)	838 3,1	62	2110	В	7:05	2
In Explanation Column	LINE			in line 7à on PS Form 1	030 <u> </u>	~~	19	EB	7:05	5
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Commer	its				Begin Here	в	7:00	
returning funds and receipts.				AL /					IOIAL	83
Withdrawal of mail	15	2	1a	Pick up scann	er				Time Cl	ock Rings
Sequencing and collating By-Pass Mail	16	2	16	safety talk					E	
Actual Strapping out time	17		1.	safety talk Throwback ca	~ ~				R	
Break (local option)	18									
Vehicle inspection Office Work not covered by form (work functions	19	2	1d	Workload – 3.	996				₩	
	21	2	1e	Bring mail to	window c	aller		$\geq$		
		2	1f	Replenish forn Check DPS ma	rs				E 18	2.80
_ not ponormou on a containing bable innormate	22		]	Charle DDCurr	21				R 18	.50
		2	ig	cneck UPS Ma	u					
	-								L 12	.50
Counting mail and filling out form 1838 worksheet	23						$\frown$		в 07	7.00
Signature of Carrier(or Examiner)		4 1		a above information	Day of Week	Date	Reg. Rep	Ι.		inch
J. Hart				he above information by me is correct.	Sat	10/29/0.	5		From 14.00	™ 14.50
				.,					1,.00	11.00
-										

### Form 1838-C

United States Postal Service Ca	<u>rrier'</u>	<u>s Cou</u>	nt Mail - Letter	Carrier F	<u> loutes W</u>	<u>/orkshee</u>			ge 2
Post Office Denver, Colorado			Delivery Unit Sullivan	station			Route	e No. 47	'13
AM		†	PM	Carrier		Act	ual Tir	me Entrie	
1. Letter-Size	·			Marked-Up	CFS	EXPLANATION		WRITE IN	ELAPSED
						EXPLANATION	GUIDE		TIME
							E	ļ	4
							В	J	<b> </b>
							E		-
				4	<b> </b>		В		───
2. Mail of All Other Sizes							E		-
							BE		
							B		-
							E	6.46	
						23	B	6:46 6:44	2
3. Accountable and Signature Mail				+			E	6:44 6:44	
Accountable and orginatore main						210	В	6:42	2
Registered/Certified						N	E	6:39	
COD/Customs				1		23	В	6:38	1
Postage Dues				1	$\boxtimes$		E	6:38	
Express Mail				1		21n	В	6:36	2
5. All Parcel Post over 2 lbs.				1			E	6:36	3
						14	В	6:33	2
						2114	Е	6:33	3
6. Sequenced and Collated						21m	В	6:30	
				$\bowtie$	$\longleftrightarrow$	011	Е	12:29	
Letter Size						21l	В	12:27	2
					$\boxtimes$	15	Е	12:27	- 1
						15	В	12:26	'
				$\bowtie$	$\boxtimes \boxtimes \boxtimes$	21k	E	12:26	- 3
Other Size		<del> </del>				2.112	В	12:23	2
					$\bowtie$	21j	E	12:08	2
9. 2nd-Class Marked up (exclude Form 3579)		<del> </del>					B	12:06	
				$\bowtie$	$\boxtimes \boxtimes \boxtimes$	21i	E	12:06	1
10 M. Huitte From 0570 attached							BE	12:05	
10. Mail with Form 3579 attached				+	$\boxtimes$	23	B	11:50 11:48	2
							E	11:48	
12. Change of Address Recorded					$\boxtimes \boxtimes \boxtimes$	23	B	11:36	1
12. Oliange of Address neocraca						}	E	11:15	<u> </u>
					$\boxtimes$	23	В	11:13	- 4
13. Insured Receipts Turned In							E	11:11	<u>                                      </u>
Enter Line Number		DPS Volu	me Pieces: (7a)			15	В	11:07	4
In Explanation Column	LINE		ded in line 7a on PS Form 1	838		21h	Е	11:07	1
Registered-Certified-COD-Customs		Comment	IS			Begin Here	В	11:06	- 1
Postage Due-Form 3868-signing for, returning funds and receipts.	14							TOTAL	34
Withdrawal of mail	15	2.1h	Retrieve parcel ti	ih			ł	<b>X</b>	
Sequencing and collating By-Pass Mail	15					7 C		1	k Ring
Actual Strapping out time	17		Trip to CFs, throu	rback case,	waste loci	ation			<u> </u>
Break (local option)	18	21j	Verify hold mail						1
Vehicle inspection	19	21/2	Place unaddresse	1 at bola	ind nach k				
0 0 0 Office Work pet equared by form (work functions		ZIK	Place unaan esse	a juits beru	na each o	unue		L	
Office Work not covered by form (work functions must be identified and approved as being	21	21l	scan, pull hot cas	e, pull DP	s, clock ou	t		в	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section) Waiting for mail (office) and other office activities not parformed on a continuing hasis which are			Handle collection					E	
Violiting for mail (office) and other office activities						muers		E	
not performed on a containing basis which are	22	21n	Return equipme	nt, complet	te 1571			R	
excluded in computing the net office time (Use Comment section)		210	Throwback case	t.				L	
Comment section) Counting mail and filling out form 1838 worksh		>						-	
Counting mail and filling out form 1838 worksh		/				$\frown$		В	
				Day of Week	Data	(Der Der			
Signature of Carrier(or Examine			ify the above information	Day of Week	Date	Reg. Repl	· [	1 <u> </u>	unch

### Form 1838-C

#### Exhibit 222.214a(4) Time Allowances for Carrier Office Work

I

Form 1 Line N		r Minute 2-Trip
1	Routing letter-size mail	•
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.)	
		Minutes
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute.	
8	For each 10 pieces of all classes of mail separated for forwarding or return.	1
9	Periodicals marked up (for each 2 pieces handled for forwarding or return).	1
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter	<b>2</b>
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupani mail of obvious value) or No Mail Receptacle).	
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982	<b>2</b>
13	Insured receipts turned in	1
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification Base minimum allowance is 6 minutes.	
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes.	*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)	
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)	
18	Break (local option).	
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes.	*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must not be changed	l.)
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and of a continuing nature.) (Use "Comments" section.)	
22	Base minimum allowance is 9 minutes	· · · · · · · ^
23	Counting Mail and filling out Form 1838-C worksheet.	
Note:	For piece items, grant the next higher allowance in minutes for fractional units. Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performe	d.
	* Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838:	
	If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier	
	performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.	

														Ţ		R	Ţ								_,	
PS Form 1840, November 1997		Route Examiner and Date	Rep. Times	(8) 1	Th 6	W (7)	T 8	8 W		Analysis of Office Work Functions and Actual Time Recordings.           Day         14         15         16         17         18         19         21         22		Averages	Totals	Fri	Thurs	Wed	Tues	Mon	Sat	Day	To: 11/4	From: 29	Inclusive	4713		United States Postal Service Carrier Delivery Route
1840,	Irı	aminer	s 11	<u>(</u>	~	(9)	10	11		Office V	1840-E	4	17	(4	ŵ	(4	4	4	5	Hrs		°,				State
Novem	trv Tuck	and Da								Vork Fund	1840-B Average Street Time	22	26	16)	37	48)	70	42	00	I Mins	Net Time Used		Þ	Reg.	_ V []	
lber 199	uck	ite								17	ge Stre	4	18	<i>(</i> 4	ω	(4	4	2	S	Hrs	St		_	10.		ery ery
97	1			(10)	10	10) (	10	10	-	18 18	et Time	45	58	28)	52	46)	30	02	34	Mins	Standard		₿			Rou
	1/1		5 31	(5)(32)	5 28	(6) (35)	5 31	5 30		al Time Rec										$\vdash$	St	OFFICE TIME	_	Aux.	and	Ite -
	11/15/05		1	2)(5)	8	5) (5)	1 10	0		1 22	:					(02)				Hrs   Mins	Over Standard	TIME	0	2		•
	5			)(34)	32	)(36)	0	40		23 23	:										Sta			0	Dectio	:
					_							23	92	(12)	15		23	20	34	Hrs   Mins	Under Standard			1		-
							and on the street	0		Route Examiner's (Office and Street)	S	5	20	(5	5	(6	5	5	5	Hrs	Stree Us	_				
						000	04. +	arri		's (Office	24	11	43	25)	00	(00	03	10	30	Mins	Net Street Time Used		Π	Туре		Post
							he a	er du		e and Str		<u></u>	58	<u>_</u>	8	10	6	9	10	Hrs	윤특석:	z	_	Type of Vehicle	Foot Bus.	Post Office
							rept	nes a		eet)		47	38	41	37	48	10	52	30	Mins	Total Time Used	et	П	cle	Bus.	enve
	D.	Deliver				•		Carrier does an excellent job both in the office												Hrs Mins	Actual Auxiliary Time Used		Ð		Res.	Denver, Colorado
	Cass	y Servic						celle												Mins	ual liary Used		2,	D A	Mixed	orad
	ell,	e Manag					ر	nti													Miles Driven		_	RHD	Bicycle	0
	Mgr	er (Signa						00 00													en			$\overset{\mathrm{Age}}{\mathcal{49}}$	_	Delive St
	D. Cassell, Mgr. Sullivan Station	Delivery Service Manager (Signature and title)						thù				1056	6335	921	814	066	1084	1141	1385		Letter Size				Motorized	Delivery Unit Sullivan Station - 80241
	liva	l title)						u the				786	4716	. 78.	. 623	658 (		905	832	Siz	Mail of All Other		2	Length of Service 25 yrs.	Cur	ın Sta
	n St						7	offu				6		3	23	65	712	15	32					ervice IVS. &	Curb Delivery	ution
	atio							6.				10	58	11	З	10	11	9	14	Mail	Account- able and Signature	z	ω	th of Service 25 YYS. & 9 MOS.	X Part	- 80
	Ř	D							_			17	26	17	19	22	<i>21</i>	14	8	Pounds	All Parcel Post Over 2	NUMBER OF PIECES DELIVERED	5	05.	Reark and Loop	
		Date Adjustments Made	New Const.	Mac	Percent		Trip 2	l du		Cover												PIECES	_	Le	_	Carrier Name
		stments	onst.	ē	ent		2		, dia	Ξ										Letter	Sequenced Mail	S DELIVE	6	ingth of S	Dismount	Vame
	1/7	Made						4	Deli	Day of Ir Pos		75	450						450	Other	ced	RED		Length of Service on Route 10 year		J. Hart
	1/7/06							450	Deliveries	Day of Inspection Possible		3050	18300	2871	2642	2914	3291	3420	3162		DPS		7a	xe on Route 10 years		vt
					1																		_	2		
					100%			430	Made	iveries		4993	29956	4605	4101	4795	5115	5489	5851	livered	Total Pieces De-		7			
																			-							

Ad	Adjustments Approved by	Approve	d by			Record o	Record of Office and Street Adjustments Made	nd Street	Adjustme	nts Made					
Po	Postmaster or Designee	or Design	e,	Relief		Numbers	oers			Trans-				Adjusted Route	Route
It	Item	Hours and Minutes	New Const. (Minutes)	(R) Addition (A)		Begin	End	ZIP + 4 Sector/ Segment		ferred To or From Rte. Number	Delys.	Office Time	Street Time	ltem	Hours and Minutes
Offic	Office Time	4:22		$(\mathcal{A})$	River Oak Drive	600	668	37 37	18 19	4711-A	+19	+:11	+:14	Office Time	3:33
Stree	Street Time	5:24		$(\mathcal{R})$	River Bend Way	100	668	37 37	94 95	4711-A	-80	-:48	-:58	Street Time	4:25
Tota	Total Time	9:46		$(\mathcal{R})$	River Bend Court	600	668	37 37	96 97	4711-A	-20	-:12	-:15	Total Time	7:58
Ro	Router													Router	0
Ado	Addition													Possible Deliveries	369
R	Relief	1:46													
											ı	тотаl <i>-:49</i>	TOTAL -:59		
1. Office brea	COMMENTS 1. Office break option chosen	tion chose	in X yes	les □	ι										
2. Base 3. Stree 4. Reas	<ol> <li>Base time selected for route evaluat</li> <li>Street time selected for adjustment</li> <li>Reasons for selection of street time:</li> </ol>	ted for rou cted for ac ection of s	ute evaluat djustment treet time:	tion purpos	<ol> <li>Base time selected for route evaluation purposes from Form <u>1840-b</u> is <u>3</u>: <u>24</u></li> <li>Street time selected for adjustment <u>5</u>: <u>24</u> (hours and minutes).</li> <li>Heasons for selection of street time:</li> </ol>		(hours and minutes).	ninutes).							
	Th gets 3	ie 1840 full ci	р-В stre	et time s each i	The 1840-B street time is more representative for the route because it shows that the route usually gets 3 full coverages each week. During the week of count, there was only one full coverage day.	ite beca there u	use it ras only	shows t ' one fu	hat th Ul cove	e route rage da	usually y.				
5. Offic	5. Office method for transfer:	or transfer:													
	18	40 Ave	rage of	fice tim	1840 Average office time divided by possible deliveries										
	Ca to be i	rrier si transfe	tates th rred wr	re evalı ill mak	Carrier states the evaluated office and street time are accurate, but he thinks the territory proposed to be transferred will make the route about 15-20 minutes short.	ccurate short.	', but h	e thin	is the t	erritory	propos	'ed			
	, <b>1910</b>														
PS Form	PS Form 1840, (DRAFT) (Reverse)	PRAFT) (R	'everse)												

United States			rd An	alvsis	5	Post Offi		er, Coli	orado	De	elivery l		ми.(	tatu	DH -	802	<u></u>
Route No.	• • • •	Carrier's		aryon			Period Us	,			56	m	Date		4-05	002	71
4713				Hart				11-13-04	4	_{То} 11-1	1-05				05 15-05		
	Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used		iliary st.	Transfer Time			Volum	e
Schedul	е	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00		OFF	STR		Ltr	Flt	Seq	DPS
11-13-04	Sat	7.00	11.68	4.68	17.63	5.45	17.84	.21	10.34	2.34				1363	817	450	3009
1-15-05	Sat	T															
2-5-05	Sat	7.00	11.84	4.84	16.95	4.61	17.20	.25	9.70	1.70		1.00		1404	821	450	3241
3-26-05	Sat	7.00	11.70	4.70	16.48	4.28	16.70	.22	9.20	1.20		1.25		1381	804	450	3111
4-9-05	Sat	T															
5-21-05	Sat	T															
9-3-05	Sat	7.00	11.91	4.91	17.20	4.79	17.50	.30	10.00	2.00		.75		1401	799	450	3184
11-5-05	Sat	T															
TOTAL	Days 4			19.13		19.13		.98	39.24	7.24		3.00		5549	3241	1800	12545
Average				4:47		4:47		:15	9:49	1:49		:45		1388	811	450	3137
Comparable (Form 184						5:30		5:00	10:30					1385	832	450	3162
Schedul	e	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-15-04	Mon	8.00	12.52	4.52	18.20	5.18	18.50	.30	10.00	2.00				1165	913		3391
1-17-05	Mon	8.00	12.41	4.41	17.99	5.08	18.23	.24	9.73	1.73				1071	862		3204
2-7-05	Mon	8.00	12.61	4.61	18.19	5.08	18.45	.26	9.95	1.95				1193	870		3191
3-28-05	Mon	R															
4-11-05	Mon	8.00	12.60	4.60	17.40	4.30	17.63	.23	9.13	1.13		1.00		1171	881		3491
5-23-05	Mon	R															
9-5-05	Mon	8.00	12.74	4.74	17.50	4.26	17.75	.25	9.25	1.25		1.00		1302	940		3540
11-7-05	Mon	8.00	12.81	4.81	17.61	4.30	17.85	.24	9.35	1.35		1.00		1311	991		3512
TOTAL	Days 6			27.69		28.20		1.52	57.41	9.41		3.00		7213	5457		2032
Average				4:37		4:42		:16	<i>9:</i> 35	1:35		:30		1203	910		3389
Comparable (Form 184						5:10		4:42	9:52					1141	905		3420
Schedule	9	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-16-04	Tue	R															
1-18-05	Tue	R															
2-8-05	Tue	7.00	11.28	4.28	17.33	5.55	17.60	.27	10.10	2.10				1191	720	450	3159
3-29-05	Tue	7.00	11.32	4.32	17.09	5.27	17.35	.26	9.85	1.85		.50		1203	736	450	3183
4-12-05	Tue	7.00	11.01	4.01	16.63	5.12	16.85	.22	9.35	1.35				1073	704		3284
5-24-05	Tue	R															
9-6-05	Tue	7.00	11.64	4.64	17.44	5.30	17.68	.24	10.18	2.18		.50		1360	825	450	3312
11-8-05	Tue	7.00	11.00	4.00	17.26	5.76	17.51	.25	10.01	2.01				1060	749	450	3805
TOTAL	Days 5			21.25		27.00		1.24	49.49	9.49		1.00		5887	3734	1800	16743
Average				4:15		5:24		:15	9:54	1:54		:12		1178	747	360	3349
Comparable (Form 184						5:03		4:07	9:10					1084	712		3291
PS Form <b>18</b> 4	<b>10-В</b> ,	Novembe	r 1997, <i>(Pa</i>	age 2 of 4)													

	Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Aux As		Transfer Time	D	Delivery Volume		ie
Schedul		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00		OFF	STR		Ltr	Flt	Seq	DPS
11-17-04	Wed	T															
1-19-05	Wed	8.00	12.26	4.26	17.82	5.06	18.04	.22	9.54	1.54				1021	844		3199
2-9-05	Wed	T															
3-30-05	Wed	8.00	12.44	4.44	18.34	5.40	18.55	.21	10.05	2.05				1102	851		3341
4-13-05	Wed	8.00	12.31	4.31	18.09	5.28	18.30	.21	9.80	1.80				1091	831		3329
5-25-05	Wed	R															
9-7-05	Wed	T															
11-9-05	Wed	8.00	12.25	4.25	18.05	5.30	18.30	.25	9.80	1.80				1053	861		329
TOTAL	Days <i>4</i>			17.26		21.04		.89	39.19	7.19				4267	3387		1316
Average				4:19		5:16		:13	9:48	1:48				1067	847		3290
Comparable (Form 184						R 6:00		R 4:48	R 10:48					990	859		2914
Schedul	e	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-18-04	Thu	7.00	11.33	4.33	16.85	5.02	17.11	.26	9.61	1.61		.50		1104	720	450	3204
1-20-05	Thu	7.00	11.42	4.42	16.45	4.53	16.70	.25	9.20	1.20		1.00		1151	731	450	3198
2-10-05	Thu	7.00	11.25	4.25	17.25	5.50	17.48	.23	9.98	1.98				1091	721	450	3151
3-31-05	Thu	T															
4-14-05	Thu	7.00	11.40	4.40	16.51	4.61	16.75	.24	9.25	1.25		1.00		1123	740	450	3206
5-26-05	Thu	R															
9-8-05	Thu	7.00	11.52	4.52	17.08	5.06	17.38	.30	9.88	1.88		.50		1160	760	450	3231
11-10-05	Thu	7.00	11.75	4.75	17.93	5.68	18.25	.32	10.75	2.75				1152	812	450	3317
TOTAL	Days 6			26.67		30.40		1.60	58.67	10.67		3.00		6781	4484	2700	1930;
Average				4:27		5:04		:16	9:47	1:47		:30		1131	748	450	3218
Comparable (Form 184						5:00		3:37	8:37					814	623		2642
Schedul	e	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00								
11-19-04	Fri	8.00	12.04	4.04	17.81	5.27	18.08	.27	9.58	1.58				1015	784		3183
1-21-05	Fri	8.00	12.21	4.21	18.01	5.30	18.25	.24	9.75	1.75				1031	831		3171
2-11-05	Fri	8.00	11.72	3.72	17.32	5.10	17.55	.23	9.05	1.05				998	770		3001
4-1-05	Fri	8.00	12.15	4.15	17.99	5.34	18.25	.26	9.75	1.75				1041	801		3291
4-15-05	Fri	8.00	12.32	4.32	18.02	5.20	18.25	.23	9.75	1.75				1101	791		3180
5-27-05	Fri	Ŕ															
9-9-05	Fri	8.00	12.24	4.24	17.93	5.19	18.12	.19	9.62	1.62				1075	811		3083
11-11-05	Fri	R		ļ													<u> </u>
TOTAL	Days 6			24.68		31.40		1.42	57.50	9.50				6261	4788		1890
Average	D-			4:07		5:14		:14	<i>9:35</i>	1:35				1044	798		3152
Comparable (Form 184	10)					T _{5:25}		T 4:16	T ⁻ 9:41					921	785		2871
PS Form <b>18</b> 4	<b>40-В</b> ,	Novembe	r 1997, <i>Pa</i>	ige 3 of 4													

	WEEK OF COUNT A	ND INSPECTION	COMPOSITE WEEK					
From 10-2	9-05	то 11-	4-05	Day of Week	Average Street Time			
Random Lot Selection	ⁿ 3	1	4	Saturday	5:32			
Random Weeks Begin selected and the date				Monday	5:12			
Week Number	Year	Month	Date		<i>г.</i> 2 <i>С</i>			
1	2004	Nov	11-13-04	Tuesday	5:36			
2	2005	Jan	1-15-05		5:16			
3	2005	Feb	2-5-05	Wednesday				
4	2005	Mar	3-26-05			21		
5	2005	Apr	4-9-05	Thursday		5:34		
6	2005	May	5-21-05			11		
7	2005	Sep	9-3-05	Friday		5:14		
8	2005	Nov	11-5-05	TOTAL	32:24			
				Average Daily	Street Time	5:24		
Supervisor's Printed N			Supervisor's Sign	nature		Date		
PS Form <b>1840-B</b> , N	ovember 1997, (Page	4 of 4)						

NATIONAL ASSOCIATION OF LETTER CARRIERS 100 Indiana Ave. NW Washington, DC 20001-2144 202-393-4695 Www.nalc.org

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**May 1, 2006 corrections:** These are corrections to the printed version of Chapter 2 mailed to branches in March, 2005. The corrections have been made in the online version, available at <u>http://www.nalc.org</u> under Departments>City Delivery; they will be printed and mailed to branches in a future RPP mailing.

Strikeout/redline = deleted Underlined = added

Page & Location	Correction
2-82, last paragraph, first sentence	. <b>Entry.</b> The 1838-C Worksheets have <del>fourteen</del> <u>fifteen</u> Line 21 entries, <del>eleven</del> <u>twelve</u> of which
2-134, second paragraph, last sentence	. sufficient for the carrier <del>top</del> <u>to</u> perform that
2-140, second paragraph, last sentence.	. in the M-39, <del>Line</del> <u>Section</u> 243.3
2-142, third paragraph, first sentence	described in Line Section 243.316
2-158, last paragraph,	. and M-41 Line Section 923.1)
2-159, first paragraph	. Section 241.4, M-41 Line <u>Section</u> 923.1):
A-11, Actual Time Entries	Between 21 <i>k</i> and 21 <i>l</i> , added <u>15 B 12:26 E 12:27</u> , Elapsed Time <u>1</u> , changed 21 <i>l</i> entry from <del>B 12:26</del> to <u>B 12:27</u> , Elapsed Time from <del>3</del> to <u>2</u>



### NATIONAL ASSOCIATION OF LETTER CARRIERS



# National Association of Letter Carriers



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100 Indiana Ave. NW Washington, DC 20001-2144 202.393.4695 www.nalc.org

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Dear NALC Activist:

A few weeks ago, we sent you a copy of Chapter 1 of the Route Protection Program, NALC's new educational resource material on route counts and inspections. At that time, we told you that additional chapters would follow to address other route evaluation and adjustment issues.

We have enclosed the new chapters, which were described in the Introduction sent with the first chapter. Chapter 2, *Route Examination and Adjustment for NALC Representatives*, provides additional information for NALC representatives who will assist and advise letter carriers through the inspection process. Chapter 3, *The Minor Route Adjustment Process*, describes management's use and misuse of the minor adjustment provisions in section 141 of the M-39 Handbook.

Also enclosed are some replacement pages for Chapter 1 containing a few minor corrections. Please replace the pages as described in the enclosure.

Additionally, we have sent you–and *every* letter carrier who is an NALC member–a Route Protection Program *Pocket Handbook*. Letter carriers can use the *Handbook* as a quick and convenient reference during the week of count and inspection.

We urge NALC activists at all levels to use these materials to ensure that letter carrier routes are fairly and accurately inspected, evaluated, and adjusted.

Sincerely,

William H.

William H. Young President

Fredric V. Rolando Director of City Delivery

## Chapter 3 The Minor Route Adjustment Process

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## **A. Introduction**

For a period of approximately 14 months, from March 2003 through May 2004, the parties at the national level agreed to Memorandums of Understanding regarding application of the provisions of the Minor Route Adjustment procedures found in Section 141 of the M-39 Handbook (M-1505, M-1482). Prior to that time, many grievances were filed on various Minor Route Adjustment issues, most notably regarding management's violations of M-39 Section 141.18 for evaluating routes and M-39 Section 141.19 for adjusting routes.

Management's abuse of M-39 Section 141.18 was mostly driven by its desire to pre-determine the evaluations of the routes to mirror savings it had projected independent of any fair evaluation. Management's misuse of M-39 Section 141.19 was mostly driven by its desire to use the Minor Route Adjustment process even though it did not have reasonably current route inspection data and/or the same carrier serving the route. Management proceeded with its evaluations and adjustments as if the methodologies described in M-39 Sections 141.18 and 141.19 were optional, and did not have to be followed.

The purpose of the Memorandums of Understanding was to minimize disputes regarding the Minor Route Adjustment process while the parties continued to meet on a task force to develop new methods for inspecting and adjusting routes. The terms of the memorandums were not intended to represent either parties' position outside their effective dates.

The memorandums defined the time period to be used in applying M-39 Section 141.18 for determining the current evaluation of a route. The memorandums also provided the Postal Service with procedures to use M-39 Section 141.19 to adjust a route when it did not have reasonably current data and/or the same carrier serving the route. Now that the Postal Service has terminated the cooperative efforts regarding route inspections, and the Minor Route Adjustment Memorandums have expired, it is especially important to understand the provisions of Section 141 of the M-39 Handbook, Minor Adjustments.

### **B. Overview**

As explained in Chapters One and Two, management is required to make at least annual route and unit reviews. The reviews are utilized to verify adjustments that have been made, or need to be made, to maintain efficient service. Where necessary, management must proceed with mail counts and route inspections (M-39 Section 211.1).

In addition to these reviews that must be conducted at least annually, management must maintain the routes in reasonable adjustment throughout the rest of the year (M-39 Section 141.111). If minor adjustments have been made throughout the year as needed, few adjustments will be required after each Count and Inspection period (M-39 Section 242.11). Management must review the nature and scope of the adjustments needed. If the review indicates that the necessary adjustments are beyond minor, Section 141 cannot be used. Instead, a mail count and route inspection must be conducted (M-39 Section 141.112).

Additionally, the parties have agreed that Minor Route Adjustments must be done using reasonably current route inspection data from a six-day count (M-1448). The Postal Service has also affirmed that the procedures in Section 141 of the M-39 Handbook must be accurately followed (M-00992). The formula for making Minor Route Adjustments found in the M-39 Section 141 requires that the previous Count and Inspection data be reasonably current and that the same carrier is still serving the route (M-39 Section 141.19). This is consistent with the M-39 design to adjust routes to the individual capabilities of the letter carriers assigned to the routes.

National Arbitrator Gamser recognized that design in a national level decision. In that

decision, he wrote the following concerning the adjustment of city carrier routes:

Each carrier, due to his physical condition and experience, performs at a pace which must be taken into consideration in determining his time requirements. These are not routine or repetitive jobs that can be paced by a machine or a belt. Nor has the Postal Service indicated a desire to force each and every carrier to perform in accordance with unilaterally determined so-called normal time requirements. (C-03213)

This principle is structurally built into the route examination and adjustment procedures required by Chapter 2 of the M-39 Handbook. It is also a basis for the requirement that only current route inspection data for the same carrier be used in the minor route adjustment process.

National Arbitrator Gamser in the same award made it crystal clear that the methodologies in M-39 Section 141.1 are indeed not optional. Rather, he ruled that management must not depart from the methods set forth in the M-39 for minor adjustments. At the time of his award, the M-39 Section 141.1 language was in Section 228.1 of the M-39, and read as follows:

228.1 Adjustment Without Special Inspection

.11 Routes should be maintained in reasonable adjustment throughout the year. Before determining that a special mail count and route inspection is necessary to properly adjust one or a group of routes, review the nature and scope of the adjustments needed. If the review discloses that only minor adjustments are necessary, the adjustments should be made from data available on Forms 3999 and 1840 from the most recent mail count and inspection. Current management records, Forms 1571, 1813, 3996, and 3997, should also be reviewed and considered in making adjustments. (Follow same procedure in reviewing Forms 1840 with the carrier.)

.12 A simple formula for effecting adjustments without count and inspection may be made in the following manner if the previous count and inspection contains reasonably current data and the same carrier is serving the route being considered: a. Divide net office time or standard, whichever is lower, by total deliveries to obtain minutes office time used per delivery.

b. Deduct the to and from travel time (Form 3999) from street time and divide the remainder by the deliveries to obtain minutes street time used per delivery.

c. Add average office and street time per delivery and multiply by the number of deliveries being considered for addition or subtraction from route to determine the total time involved.

d. Add to or subtract from route involved.

In his National Level Award, Arbitrator Gamser stated that... "a grievable event would occur only if the postmaster or supervisor making such [minor] adjustment without special inspection departed from the methods to be employed as set forth in the above quoted section 228.1."

## M-39 SECTION 141-MINOR ADJUSTMENTS

There are two sections under Minor Adjustments in Section 141 of the M-39 Handbook. Section 141.1, Route Adjustment Without Special Inspection, and Section 141.2, Special Office Mail Counts. Section 141.1 is divided into several subsections, which will be discussed before discussion of Section 141.2.

141 Minor Adjustments

# **C. Section 141.1: Route Adjustment** Without Special Inspection

141.11 Minor Adjustments

141.111 The routes must be maintained in reasonable adjustment throughout the year. In order to fulfill this requirement, local managers may find it necessary to make minor route adjustments, to provide relief, add deliveries, capture undertime, etc. This section explains that the purpose of minor route adjustments is to maintain routes in reasonable adjustment throughout the year. This section indicates that the routes have already been properly adjusted from a Count and Inspection, and are now to be "maintained" as such throughout the year.

141.112 When considering if a mail count and route inspection is necessary, review the nature and scope of the adjustments needed. If the review discloses that only minor adjustments are necessary, the adjustments should be made from current management records and information.

This section explains that management must first review whether the necessary adjustments are only minor in nature and scope. If they are beyond minor, a mail count and route inspection must be used instead. If they are only minor, they should be made from current management records and information. These management records and information are described in M-39 Sections 141.18 and 141.19. There is no nationally agreed upon definition of what would constitute a "minor adjustment" pursuant to the language in M-39 Section 141.112. Therefore, a common sense approach is necessary. If it is proposed to make major territorial changes and/or changes that have a major impact on other routes, the adjustment would clearly not be minor.

Conversely, if routes are maintained in adjustment with limited changes, the adjustments may well be minor in scope. The notion that necessary adjustments beyond those minor in nature and scope must be done with a full Count and Inspection is further supported in Arbitrator Gamser's award. He wrote:

"If the reviewing supervisor made a determination that only minor adjustments are necessary or possibly justified then the Adjustment Without Special Inspection Method could be utilized. If more than a minor adjustment were required, then a Special Inspection, outlined in Part 227.1, should be employed." Note: The language from Gamser quotes "Part 227.1" of the M-39. This language is now found in Section 271 of the M-39.

141.113 When it is observed that a delivery unit is regularly exceeding its daily authorized carrier hours, as indicated on the latest Form 3998, Unit Summary of City Delivery Assignments (see Chapter 3), management must first ensure that the applicable procedures in this Chapter are fully implemented and enforced. Particular attention must be given to carrier scheduling, receipt of mail, and carrier work methods in the office and on the street. Some other areas that should be reviewed are delivery unit changes in office routines, street management, and additional or more beneficial segmentations of mail.

This section explains that once management observes that a delivery unit is exceeding its daily authorized carrier hours from Form 3998, it must first ensure that the procedures in M-39 Chapter 14 (141.12, 141.13, 141.14, 141.15) are fully implemented and enforced before using the minor route adjustment process. The daily authorized hours are found on the Form 3998 from the reasonably current route inspection. Chapter 3 of the M-39 Handbook provides an overview of the form. Union representatives should ensure that all the relevant information contained on the Form 3998 is correct and based on the current route inspection data.

### 141.12 Office Routines

141.121 Delivery managers must continually review carrier office routines in order to determine whether all unnecessary time consuming practices have been eliminated or reduced to an absolute minimum. A review should be made of the unit layout to ensure that the workroom is arranged to minimize travel and to facilitate an orderly flow of mail. All excess and unnecessary equipment should be removed from the workroom floor. If this is not possible, place it in an area where it will not interfere with an efficient operation.

141.122 Where possible, at least 80 percent of the carrier's mail should be on the case ledge prior to the carrier reporting. At offices where it is impractical to place on or near the carrier's case prior to the reporting time, management should consider establishing a fixed schedule for mail withdrawals or establishing a minimum number of controlled withdrawals. The withdrawals should be scheduled to coincide with the receipt of mail or the distribution needs of the office. Carriers must not be allowed to withdraw their mail except under controlled conditions in order to facilitate the volume recording process. However, regardless of the procedure used in the office, mail received from the main office or mail distributed at the unit while the carriers are on the street should be on the carrier cases when they return from the street.

#### 141.13 Street Management

141.131 Delivery managers must ensure that carriers hold the number of park points, swings, loops, and relays to the absolute minimum necessary to provide delivery. Unnecessary movement of vehicles and vehicle stops not only expand street time, but also waste energy. 141.132 Where carriers use public conveyances for transportation to and from their routes, leaving and returning times must be arranged to reduce carrier transportation waiting time to a minimum. In addition, relay runs should be arranged so that carriers do not have to wait for relays.

141.133 Deadheading and unnecessary retracing should be eliminated. Lines of travel as indicated by the case layout must be followed by the carrier. Unauthorized deviations generate customer complaints, waste both time and energy, and conflict with the order which the letters are placed in under Delivery Point Sequencing. When it is determined that more efficient travel patterns are possible, management should arrange for the appropriate changes in the sort plan, case labels and advise the carrier of the new line of travel.

#### 141.14 Segmentations

Management must periodically review carrier mail volume to determine the need for additional or alternative segmentations of mail that could be prepared more efficiently for delivery by distribution personnel or mailers. Delivery managers must coordinate mail flow into the delivery unit, mail preparation, and the establishment or abolishment of segmentations with the appropriate functional area manager.

M-39 Sections 141.12 through 141.15 contain the procedures referenced in M-39 Section 141.113 that must be fully implemented and enforced prior to management considering making Minor Route Adjustments.

141.16 When to Consider Making Minor Adjustments

Once it is determined that standard operating procedures (SOPs) have been properly implemented and maintained, the delivery manager has considered all other alternatives, carrier workhours have not been reduced, or workhours can be reduced, then management should consider making minor route adjustments.

This section explains that management should not consider making minor route adjustments until it determines that workhours have not been reduced by the proper implementation and maintenance of the procedures described above.

#### 141.17 Advance Preparation

Prior to making any minor adjustment on a unit wide basis, management must notify the local union as far in advance as possible. Any proposed adjustments must be placed in effect within 45 calendar days after the end of the adjustment consultation with the carriers involved and changes should not be made between the period November 15 and January 1. Exceptions must be approved by the district manager.

This section explains that when these minor changes are made to routes on a unit wide basis, the local union must be notified as far in advance as possible. Local representatives should review the data used to determine if appropriate advance notice was given. Also, management must consult with each letter carrier involved in the proposed adjustments. Remember, to consult means to seek an opinion as a guide to one's own judgment. It must not be a meeting to simply inform the carrier of the changes, but rather an opportunity for the carrier to offer meaningful input in time to influence the final adjustment.

## 141.18 Preliminary Planning

Management should carefully review and analyze street management records, Forms 3997, 1813, 3996, 1571, 3921, and 3921-A, and carrier timecards or PSDS reports in order to determine the current evaluation for each route and the needed adjustments. The manager using Forms 1840 should prepare a Summary of Minor Adjustments Worksheet for each route.

The summary should contain the post office name, ZIP Code, delivery unit name, route number, carrier's name, ID number, age, length of service, length of service on the route, route designation, number of trips, type of route, type of vehicle used on route, and other appropriate information as indicated in exhibit 141.18.

This section is critically important because it describes in detail the information that must be reviewed and analyzed to determine the current evaluation of the route. It also explains the form, Summary of Minor Adjustments Worksheet, which is used to record the minor adjustments made for each route from the current Form 1840 for that carrier and route.

M-39 Section 141.18 is explicit as to the information that must be reviewed to determine the current actual time being used on the route so that the necessary amount and means of adjustment can be determined. These specific forms and records must be the basis for the evaluation.

Beware of additional forms not listed in M-39 Section 141.18 that may be used to skew the evaluation of the route. Also beware of management reviewing the forms and records for a selected time period that does not fairly reflect the actual route time.

If management attempts to evaluate the route based on its projection or analysis of volume changes, rather than a carrier's actual time, a grievance should also be filed.

Additionally, be sure that each Form 1840 used to prepare the Summary of Minor Adjustments Worksheet is from the previous Count and Inspection. This data must be reasonably current and for the same carrier currently serving the route. Please review the sample Summary Of Minor Adjustments Worksheet on page 3-22. The information from the completed Form 1840 in Chapter 2 is used to illustrate proper completion of the Worksheet. A copy of the front and back of that 1840 is found on page 3-23.

The top section of the Worksheet contains the adjusted route information. This information comes from the reverse side of the Form 1840 (upper right side).

Additionally, in this example a time of 7:40 is entered as the current Route Evaluation (which would be determined from the review and analysis of the forms and records in M-39 Section 141.18). Also, the subsequent proposed (minor) adjustment of plus :20 to maintain the route in reasonable adjustment is entered.

The bottom section of the Worksheet contains the actual (minor) changes made to the route as well as the before (M-39 Section 141.18 evaluation) and after (adjusted per M-39 Section 141.19) route data.

## 141.19 Formula for Making Minor Adjustments

A simple formula for making minor adjustments, without mail counts and inspection, may be made in the following manner if the previous count and inspection data is reasonably current and the same carrier is serving the route being considered:

	SUMMARY O	OF MINOR ADJUSTMENT	<b>IS WORKSHEET</b>											
Post Office: Delivery Unit: Route No: Route Designation: Type of Route: Type of Vehicle:	Denver, CO Sullivan Stat 4713 Reg Park & Loop RHD	ion Age: Length of Ser Length of Ser	Carrier name:J. HartAge:50Length of Service:26Length of Service on Route:11											
Route Office Time: Route Street Time: Possible Deliveries: Router Time:	3:33 4:25 369 0	Proposed Adj	Route Evaluation (based upon analysis):7:40Proposed Adjustment (+/-):+ :20Router Time:0											
Carrier Comments: Adding 20 mit most days it will l		ke the route heavy some a ours.	lays but											
		Actual Adjustment												
Relief (R) Addition (A)	Block	Street	Deliveries	Time Value										
from 4711-A (A)	600-699	White Oak Court	20	:09/:11										
Route Before Adjust Actual Adjustment: Route After Adjustm Router Time After A	+ 0:20 ent: 8:00	Route Street Time: 4	2:29 Possible D 2:31 Reduction/ 2:00 After Adju	Addition: +20										
Comments:	5													
Carrier:	These delive	ries are all in an NDCBU	and the time value	is about right.										
Manager:		lue of the addition is con ^r Route 4711-A from the l												
		(Sign	nature)											
(Signature) Unit Manager		Distr	Unit Manager   District Manager/Designee     Date:											

United States Postal Service Carrier Delivery Route - Summary of Count and Inspection										Post Office Denver, Colorado Voce of Route								1 Carrier Name J. Hart							
Su	mm	nar	y of	Co				pect	ion				<b>-</b> -						·v.						
Route	No.	[	EPM R	ite.		Non-EP	M	No. of	līdps		ᆛ	F00( 📋 Bus.				Age		th of Servic		Kana Loop	cop Diamount Length of Service on Route				
47	13	ļ	🔀 Reg.			Aux.			1			e of Vehicle		LHD 🌶	RHD	49			& 9 m	05.			years		
Inclusi			Α		в		С		DE		E	F		G			1	2	3 5			6	<b>7</b> a	7	
Dates From:	10/29			_	0	FFIC	ETIME					Net	Т	Actual Auxillary Time Used				-	N	UMBER OF	PIECES DELL	VERED			
<b>то:</b> 11/			Net Time Used	s	andard	8	Over tandard		Jnder andard	idard Used		Total Time Used	,		Miles Driven	ר Lett	Letter Size	Mail of All Other	Account- able and	All Parcel Post	Sequenced Mail		DPS Mali	Total Pieces De- livered	
Day		Hrs	Mins	Hrs	I Mins	Hrs	Mins	Hrs	Mins			ns Hrs Mins		s ^I Mins				Sizes	Signature Mali	Over 2 Pounds	Letter	Other			
Sa	t		00		i 1 34		† 		34		30	101 30		1			1385	832	14	8		450	3162	5851	
Мо	n	4	42	5	02		 		20	5	10	91 52	┢	!			1141	905	9	14	1	1	3420	5489	
Ти	es	4	07	4	30				23	5	03	9 10	╞	1			1084	712	11	17			3291	5115	
We	d	(4	48)	(4	46)		(02)	)		(6	00)	10 48	╈	1			990	859	10	22			2914	4795	
Thi	urs	3	37	3	52		i I		15	5	00	8 37	T	I I			814	623	3	19			2642	4101	
Fr	i	(4	16)	(4	28)		1		(12)	(5	25)	9 41	Τ	1			921	785	11	17			2871	4605	
To	tals	17	26	18	58		1		92	20	43	581 38	Т				6335	4716	58	97		450	18300	29956	
Avera	ges	4	22	4	45		1		23	5	11	9 47	Т				1056	786	10	17		75	3050	4993	
	18	340-E	3 Averag	je Stre	et Time					5	24				-						-				
Analysis of Office Work Functions and Actual Time Recordings. Lines: Route Examiner's (Office and Street)																	H. Day of In		nspection						
Day	14	15	16	17	18 19		1 22	_												Coverage		sible /eries	Deliveries Made		
5	9	12			10 5	5 3	3	48													Trip 1			450	
М	8	11			10 5	5 3	0	40	1		Carri	ier does	ли.	excell	out in	bha	thin.	the of	fice.		inp i	4.	50	430	
T	8	10		$\neg$	10 5	5 3	1 10	0	1					mm	na joi			cin of	, and		Trip 2				
	-	(9)	$\vdash$	-		, 3 5)(3	_	· ·		ano	i on t	the stree	et.									+			
	(7)	( )	$\vdash$	- Ĥ		<u> </u>			1																
Th	6	8	$\square$		10 5	_	8	32	1												Percent			100%	
	(8)	(7)		(	10) (5	5) (3	2) (5)	) (34)													Made			.0070	
Rep. T	_	11			Ē	3	7													N	lew Const.		S.		
Route			and Dat	ie l	3	15	1						De	livery Servic	e Manager	r (Signa	ture and t	itte)		Date	e Adjustmer	its Made			
		Jai	ı Tu	ıck	- 1	11/	15/0	25						D. Cas	sell, N	Nar	: sull	livan	statio	n		1/7	/06		

Adjustment					Record	of Office a	und Street	Adjustme	ents Made					
Postmaster	or Desigr	nee	Belief		Nurr	bers			Trans-				Adjusted	Route
Item	Hours and Minutes	New Const. (Minutes)	(R) Addition (A)		Begin	End	Sector/ Segment		ferred To or From Rte. Number	Delys.	Office Time	Street Time	ltem	Hours and Minutes
Office Time	4:22		(A)	River Oak Drive	600	899	37 37	18 19	4711-A	+19	+:11	+:14	Office Time	3:33
Street Time	5:24		(R)	River Bend Way	100	899	37 37	94 95	4711-A	-80	-:48	-:58	Street Time	4:25
Total Time	9:46		(R)	River Bend Court	600	899	37 37	96 97	4711-A	-20	-:12	-:15	Total Time	7:58
Router													Router	0
Addition													Possible Deliveries	369
Relief	1:46													
										-	total <i>-:49</i>	TOTAL -:59		

#### COMMENTS

1. Office break option chosen X yes D no

2. Base time selected for route evaluation purposes from Form <u>1840-B</u> is <u>5</u>; <u>24</u> (hours and minutes).

3. Street time selected for adjustment 5: 24 (hours and minutes).

4. Reasons for selection of street time:

The 1840-B street time is more representative for the route because it shows that the route usually gets 3 full coverages each week. During the week of count, there was only one full coverage day.

5. Office method for transfer:

1840 Average office time divided by possible deliveries

Carrier states the evaluated office and street time are accurate, but he thinks the territory proposed to be transferred will make the route about 15-20 minutes short.

PS Form 1840, (DRAFT) (Reverse)

This part of M-39 Section 141.19 clearly states that if the previous Count and Inspection data is reasonably current and the same carrier is serving the route, the following formula for making minor adjustments may be used. Otherwise, management must conduct mail Counts and Inspections to make any adjustments to the route.

As explained above, the current evaluation of the route and needed adjustments are determined by reviewing and analyzing the forms and records listed in M-39 Section 141.18. The formula in M-39 Section 141.19 is then used to compute an "office time per delivery" and a "street time per delivery" in order to determine how many deliveries are needed to provide the necessary addition/ relief to adjust the route to 8 hours.

In the example, the review and analysis in M-39 Section 141.18 documented that, during a period that fairly represents the route's normal volume and workhours, the regular carrier averaged 3:20 office time and 4:20 street time for a total of 7:40. **M-39 Section 141.19a** explains how to determine the "office time used per delivery" from the previous Count and Inspection of the route:

First, using the most recent Form 1840, management reviews the net and standard office times and selects the lesser of the two. The "Net Office Time" of 4:22 from the Form 1840 is the lesser.

Next management deducts the actual times used on lines 14, 15, 16, 19 & 21 during the week of inspection from the Net Office Time. The actual times used for those line items is found on the lower left corner of the front of the Form 1840.

The regular carrier's average actual minutes used were 8 (line 14), 11 (line 15), 5 (line 19), & 31 (line 21). Management also deducts the 5 minute standard for line 20 (personal time), and the office break time.

Therefore total line item and break times of 70 minutes (8+11+5+31+5+10) are deducted from the Net Office Time of 4:22, which results in a remainder of 3:12 (4:22 minus :70).

Management then divides the remainder (3:12) by the number of possible deliveries found in Section H on the lower right hand side of the front of Form 1840 (450). The result is .43 (3:12, or 192 minutes, divided by 450 possible deliveries). The "office time per possible delivery" is .43 minutes. **Note:** M-39 Section 141.19a provides that if the Standard Office Time had been selected as the lesser office time, then the Line Item deductions may be different. Standard Line Item values would be deducted instead of actual times, if the standard times were greater than the actual Line Items.

**M-39 Section 141.19b** explains how to determine the "street time per possible delivery" from the previous Count and Inspection of the route.

First, management determines the street time from the most recent Form 3999. This will be either the 3999 completed during the last Count and Inspection, or the 3999 completed after implementation of the latest adjustment.

Management reviewed the Form 3999 completed after implementation of the latest adjustment, which shows a street time of 4:30.

Next, management uses the Form 3999 to compute the following:

vehicle loading time

travel time to and from the route

time spent collecting from collection boxes

- time spent for relays
- gassing vehicle
- vehicle moves
- replenishing mail after loop
- breaks, and comfort stops

In this example, management calculates a total of 65 minutes, and deducts this time (:65) from the 3999 street time (4:30). The result is 3:25.

Now management divides the 3:25, which is 205 minutes, by the possible deliveries. The possible deliveries from the Form 3999 (completed after implementation of the adjustments) is 369. The result is .56 minutes (205 divided by 369). The "street time per possible delivery" is .56 minutes.

**M-39 Section 141.19c** explains how to determine "time per delivery". To compute this time management adds the "office time per possible delivery" (.43 minutes) and the "street time per possible delivery" (.56 minutes) for a total of .99 minutes per delivery (.43 plus .56 equals .99) **M-39 Section 141.19d** explains how to determine the number of possible deliveries that need to be removed or added. In this example, it would be the number of deliveries that need to be added, since the route was evaluated at 7:40, or 20 minutes short.

The time being considered for addition (20 minutes) is then divided by the "time per delivery" (.99 minutes). The result of 20 (20 divided by .99) is the number of possible deliveries that need to be added.

### COMPUTING ROUTE TOTAL TIME

The office and street time added to the route are computed individually as follows:

Office:  $.43 \times 20 = 9$  minutes

Street:  $.56 \times 20 = 11$  minutes

The route time as a result of the Minor Adjustment is then listed on the "Summary of Minor Adjustments Worksheet" as:

Route Office Time: 3:29 (3:20 plus :09)

Route Street Time: 4:31 (4:20 plus :11)

Total Time: 8:00

The possible deliveries are now 389 (369 plus 20).

#### **UNUSUAL CONDITIONS**

**M-39 Section 141.19f** states that if unusual conditions exist, the character of the area being transferred must be considered and a fair application of time should be made to office and/or street time allowances.

### ADJUSTMENT PROCEDURES

**M** -39 Section 141.19g explains that the adjustment provisions of the M-39 Section 243.2 apply to Minor Route Adjustments.

### **EVALUATION OF ADJUSTMENTS**

**M** -39 Section 141.19i states that Minor Route Adjustments should be evaluated as outlined in the M-39 Section 243.6. This section requires management to carefully study and analyze the specific forms and records listed in M-39 Section 243.6 to ensure that the objective of maintaining routes in reasonable adjustment has been met. After adjustments are implemented, a new Form 3999 must be completed to reflect the changes.

If an additional Minor Route Adjustment is needed prior to the next Count and Inspection, this most recent Form 3999 would then be used in the M-39 Section 141.19b formula to determine the "street time used per delivery". However, the Form 1840 from the last Count and Inspection would still be used in the M-39 Section 141.19a formula to determine the "office time used per delivery".

# D. Section 141.2: Special Office Mail Counts

When management desires to determine the efficiency of a carrier in the office, a count of mail may be made. The carrier must be given one day's advance notification of this special count. Use form 1838-C to record count and time items concerned. The carrier must be advised of the result of the office mail count.

The application of M-39 Section 141.2, Special Office Mail Counts, is simple. When conducting minor adjustments, if management desires to determine the efficiency of a carrier in the office, a count of mail may be made.

The office count must be accomplished in accordance with the applicable provisions of the M-39 Handbook, including the carrier's right to verify the count if management performs the mail count (M-00017, -01216).

Additionally, a carrier not on the Overtime Desired List may be required to work overtime on his/her own route to complete the office count only if the carrier is being accompanied on the street (M-01217).

Special Office Mail Counts are utilized as part of the Minor Adjustments Section of the M-39 Handbook. These one day counts of mail should only be utilized for the purposes intended by the M-39 Handbook, and local management must ensure they are not used for the purpose of harassment (M-00111).

Additionally, they must not be used to establish a standard (M-00829), as a basis for discipline (M-00005), or to measure pieces per minute (M-01181).

## **E. Summary**

Management has an obligation to maintain routes in reasonable adjustment throughout the year, and in limited circumstances may do so using the minor adjustment process.

Management may only use the minor adjustment process when there is reasonably current Count and Inspection data, the same carrier is serving the route, and the necessary adjustments are minor in scope and nature.

When employing the minor adjustment process, management is required to review specific records in order to accurately determine the time actually being used by the regular carrier to perform the office and street duties of the route. Management must also apply specific formulas in order to make adjustments.

Arbitrator Gamser has ruled that management may not depart from the minor adjustment procedures in the M-39. His national level decision is binding on management as well as on regional arbitrators.

Branch officers must hold management accountable to strict compliance with the explicit minor adjustment procedures. They must remain alert for management attempts to depart from the required procedures found in the M-39. They must investigate and grieve any process where management evaluates and adjusts routes based on projections, preconceived numbers, volume analysis, etc.

The information provided in this chapter will assist stewards and branch officers with monitoring management's use and misuse of the minor route adjustment process. NATIONAL ASSOCIATION OF LETTER CARRIERS 100 Indiana Ave. NW Washington, DC 20001-2144 202-393-4695 Www.nalc.org

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**May 1, 2006 correction:** This is a correction to the printed version of Chapter 3 mailed to branches in March, 2005. The correction has been made in the online version, available at <a href="http://www.nalc.org">http://www.nalc.org</a> under Departments>City Delivery; it will be printed and mailed to branches in a future RPP mailing.

Strikeout/redline = deleted Underlined = added

#### Page & Location

Correction

3-8, last paragraph..... and the same carrier in is serving the route