United States Postal Service

Inspection of Letter (

End Garag End Office Arrive Offic Transportation Last Delive End Lunch Start Lunch	Delivery Scription	Carrier's Name Res.		ark & Nor	ID No.		Age	Length	☐ LH n of Servi	ce L	RHD ength of on Route	Service		
End Garag End Office Arrive Offic Trans- portation Last Delive End Lunch Start Lunch First Delive Trans- portation Leave Offic	Delivery Scription		Foot Lo	oop 🗌 Bicy	n-EPM [Length of Service			,,,,,	gth of Service		
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End Garag End Office Arrive Offic Trans- portation Last Delive End Lunch Start Lunch First Delive Trans- portation Leave Offic Report Offi	scription	Time	Tri		cle 🗌 N	lotorized	Dismount	☐ Pu	blic 🔲 D	rive Ou	P.S. t 🔲 Veh	icle 🗌 Contract		
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	Totals													
Total All Tr	rips [*]	1												
Public Trar Schedule	nsportation	Time Out		Time Return			Time Out			Time Return	n •			
* Minus lu	inch period and tin	ne spent for waitin	g for mail.											
Yes No		Item	Yes	No			Iter	m						
	Does carrier wear appearance?	r regulation unifor	m and present a	a neat			Office Break Option							
	Does carrier perform in a business-like		duct himself or	herself		ı	Is vehicle capacity adequate?							
	Is carrier's book u			1	Does carrier operate the vehicle in a safe manner?									
	Are address changes properly maintained on Form 3982? Are Forms 1776 and 1778 (Hazard & Dog Warning Cards) used?					ı	Is the line of travel the safest possible?							
						ı	Is the best mode of transportation used?							
	Are computerized case labels used (C.L.A.S.S.)? Should case labels be replaced? Is the carrier case and drawer free of personal effects and extraneous matter? Does the carrier leave the case unnecessarily? Does the carrier talk unnecessarily with other employees? Does the carrier have a sufficient supply of forms?						Are travel pattern, relay, and park points set up efficiently?							
							Is there compliance with postal regulations concerning mail receptacles?							
							Does carrier take enough mail at each relay or park point?							
							Does carrier finger mail between deliveries?							
							Are collection receptacles properly maintained, anchored and schedules legible?							
							Does carrier take	•	s short-cu	ıts?				
	Does the carrier have a valid driver's license? Is a last withdrawal of preferential mail made before leaving the office?					(Can changes be i	made to	reduce t	ravel tin	ne and de	eadheading?		
							Is DPS mail taken directly to the street without casing?							

Route Inspected By (Signature and Title)

Day and Date

Line of Travel to and from Lunch Place a

		1													Det.
Delivery Methods ^b	Block Number $\frac{c}{2}$ E Time Actual					Residential						Business			
ery ods	Block Number and	Travel Pattern ^C	Time Enter	Actual Time	Delys.	Delys.	Delys.	Delys. Poss.	Dolvo	Delys.	Delys.	Delys.	Delys. Poss.	Delys.	PO Box
eliv Ieth	Street Name	ra\ att	Block	Used	Poss.	Delys. Poss.	Delys. Poss.	Oth-	Delys. Made	Delys. Poss.	Delys. Poss.	Delys. Poss.	O+l-	Made	or
Ω≥					Other	Curb	NDCBU	Cen.	Mado	Other	Curb	NDCBU	Cen.	Mado	NPU
	Load Time														
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Keturn	Office - Show Line of Travel		Totals		1										
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a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service Vehicle; or (4) assigned to a Postal Service or contract vehicle.

b P-Park; L-Loop; V-Vehicle; D-Dismount

c E-Even O-Odd X-Crisscross