

A LETTER CARRIERS DAY



YOU'RE ON THE CLOCK NOW WHAT?

Scanners/Clocking in
Vehicle Inspection
Casing mail
Reporting requirements – Handbook M41
Estimating your route
Delivering mail
Unauthorized overtime?



83 Vehicle Assignment Procedures

831 Obtaining Vehicle

Use locally prescribed procedures for obtaining assigned vehicle and keys. The manager in charge or the dispatcher will indicate the vehicle to be used when he/she assigns the route to be served; and may assign a different vehicle whenever the need arises.

832 Inspecting Vehicle

- 832.1 Inspect vehicle as described on Notice 76, *Expanded Vehicle Safety Check* (see [Exhibit 832.1](#)) for deficiencies, body damage, or inoperable items. See [842](#) for reporting defects.
- 832.2 Check for mail or equipment which may have been left by previous driver.
- 832.3 Make sure truck is equipped with necessary collection equipment, hoop sack, if available, and satchels, trays, and sacks as needed.

VEHICLE INSPECTION



VEHICLE INSPECTION



Exhibit 832.1

U.S. POSTAL SERVICE EXPANDED VEHICLE SAFETY CHECK

1. Look under body for oil and water leaks.
2. Inspect two front tires for inflation and wear.
3. Check hood latches.
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.
11. Check right side for body damage.
12. Check right door lock.
13. Open door and move into driving position.
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. Check window locks.
22. Check windshield wipers and washers.
23. Check horn.
24. Check gages (gas gage requires 30 seconds for "warm-up").
25. Check foot brake (no more than 2 inches free play).
26. Check hand brake.
27. Check seat belt and fasten.

Note: This check list has been programmed to take the driver in a logical sequence around the RHD vehicle with a minimum of lost motion. For LHD vehicles - work from right side to rear to left side beginning at Item 5. Items 15 and 16 - if no assistance readily available, handle personally.

SEE ADDITIONAL INSTRUCTIONS ON REVERSE

Notice 76
Feb. 1975

CASING MAIL

- ▶ Cut all straps at the same time if possible.
- ▶ When loading ledge with flat mail, stack enough to fill the ledge but not so high that it obstructs the first row to case.
- ▶ DPS Mail: Volume may be verified to assess your OT needs. If loading DPS mail into your hamper is an office function, per the SOP, you may also check the trays to make sure you have all mail.
- ▶ You are not permitted to rubber band or separate DPS mail.





M-00682

EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

May 5, 1977

Mr. Thomas D. Riley
Assistant Secretary-Treasurer
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001

Re: W. Beida
Winter Park, FL
NC-S-5139/N5-FL-8946

Dear Mr. Riley:

On March 10, 1977, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

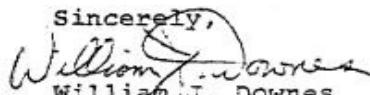
The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

The provisions of Article XLI, Section 3A provide that a carrier may use stools while casing mail and performing other office duties provided the use of such stools does not interfere with or affect efficiency and standard job performance.

Information in the file does not substantiate that the grievant's use of a stool interferes with or affects efficiency and standard job performance. Accordingly, the grievance is sustained.

By copy of this decision, local officials are notified to allow the carrier use of a stool unless they can show that the use of the stool interferes with or affects the carrier's efficiency and standard job performance.

Sincerely,


William J. Downes

Labor Relations Department



CASING MAIL

224 Casing Letter-Size Mail

224.1 Learning Carrier Line of Travel

- 224.11 Study for a few minutes the streets and numbers in the order the route is served, from left side of lowest shelf of letter separations to right side of top shelf.
- 224.12 Memorize the line of travel for the first two rows (three rows, if case is a simple one). Memorize the line of travel by using blocks instead of numbers:
- For example, the carrier serves Main Street from 1 to 399 on the odd side of the street, then the even side from 398 to 2, next the odd side of State Street, 1 to 299, and the even, 298 to 2.
 - This can best be remembered as follows: Up the odd side and down the even side of Main Street 1 through the 300 block — up the odd side and down the even side of State Street 1 through 200 block.
- 224.13 Determine if the street is *looped* or *criss-crossed* (see [Exhibit 122.11](#)).
- 224.14 After 5 or 10 minutes study, with the delivery pattern fixed in mind, sort the mail for the rows learned and separate the balance on the case ledge by streets or blocks — each street or block of street in a separate pile.
- 224.15 After all the letter mail has either been distributed in the rows, and/or sorted on the ledge, sort the mail for the next street which appears on the separations of the next row. Repeat this procedure, street by street and row upon row, until all the mail has been distributed.
- 224.16 Continue the memorizing and learning process until the entire case is learned.
- 224.17 Hold to one side — letters for streets and block numbers of streets which do not appear on the case. These are probably intended for other routes but have been missorted:
- Return missorts to the distribution case before leaving on any trip and as far in advance of leaving time as possible.
 - However, misthrows that can be handed to a nearby carrier should not be returned for distribution.
- 224.18 Endorse mail not deliverable at your unit (if known) with your route number and initials. **Exception:** To avoid defacement of philatelic mail, place your initials and route number on a facing slip and attach to letter.
- ### 224.2 Coordinating Eyes and Hands
- 224.21 Pick up a solid handful of mail with the left hand. Since the stamps are down and facing to the right, the mail will be in the proper reading position when picked up

CASING MAIL



REPORTING REQUIREMENTS

- ▶ Reporting requirements are found in Handbook M41.

131.4 Reporting Requirements

- 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 PS Form 3996, *Carrier-Auxiliary Control*, if overtime or auxiliary assistance is authorized in the office or on the street.
- 131.44 Report on PS Form 1571 all mail undelivered - including all mail distributed to the route but not cased and taken out for delivery. Estimate the number of pieces of mail.
- 131.45 Do not curtail or eliminate any scheduled delivery or collection trip unless authorized by a manager, in which case you must record all facts on PS Form 1571.
- 131.46 Before you leave the office, enter on PS Form 1571 the mail curtailed; when you return, add any mail which was not delivered and which was returned to the office. Follow any special local procedures set up to identify errors and corrective actions for mail returned because it was out of sequence.
- 131.47 Complete portions of the Edit Book, as required by management, or PS Form 1621, *Delivery Management Report*, according to instructions on reverse of form.

Handbook M-41



OFFICE PROCEDURES

- ▶ Any item in the parcel hamper that is less than 2 lbs. and smaller than a shoe box, is considered a SPR (Small Parcel or Roll). SPR's can be cased into the mail or placed in trays according to delivery order. Count SPR's and record per piece with Flat volume.
- ▶ When casing any large or oversized magazine and newspapers, set them aside on case ledge. Route them into sequence with SPR's.
- ▶ Parcels are not handled on office time. They are to be loaded in the vehicle by zones or by delivery order after moving to street time.
- ▶ Reversing a letter or using a placard to mark parcels (over 2 lbs. or the size of a shoebox) is not permitted. M-41 section 225.16 allows for reversal of a letter for a "parcel" classified as a SPR. (Small Parcel)



OFFICE PROCEDURES

- ▶ Accountable items should be reviewed and verified when signing the log. Complete PS Form 3849, Delivery Notice, for each mail piece.
- ▶ Only the address or customer name should be completed on the delivery side of the form in the office. All other sections should be completed on the street at the time of attempted delivery.
- ▶ Registered mail- Do not case the mail piece. Place it in your satchel. Only case the PS Form 3849.
- ▶ Review hold mail weekly on the day after your NS day. Only bundle mail during your review. If you are instructed to review more frequently, follow local procedure. Do not make a second review of mail that has already been verified and banded. If customers comes to window to pick up hold mail, review and verify loose pieces before handing to the clerk.



OFFICE PROCEDURES

Estimating your workload

As an example, if your route is an averaged of 8 hours, and you spend 1 hour in the office each day, that means you will have 7 hours of delivery (inclusive of loading your vehicle, allied time, etc.).

In this example your case is 5 shelves, making each shelf worth 1.4 hours on the street as an approximate.

Each carrier and route will be different, but learning to give the best estimate you can will help keep management off your back.

But remember, an estimate is an estimate, nothing more. Estimates can be wrong for a number of reasons.



UNITED STATES POSTAL SERVICE
M 00464

EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

OCT 6 1978

Mr. Thomas D. Riley
Assistant Secretary-Treasurer
National Association of Letter Carriers, AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001

Re: NALC Branch
Tampa, FL
NC-S-11115/N5FL-17892

Dear Mr. Riley:

On April 6, 1978, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

Based on the evidence presented in this grievance, we find that local management can properly request letter carrier employees to estimate their work load, to the best of the ability, when the employees request overtime or auxiliary assistance. The information obtained by the carrier's estimation is not intended to be used to discipline carriers or to set work standards.

Therefore, it is our conclusion that no violation of the National Agreement occurred and the grievance is denied.

Sincerely,
Michael J. Harrison
Michael J. Harrison
Labor Relations Department

ARBITRATION NOT REQUESTED

OFFICE PROCEDURES

Overtime or auxiliary assistance/PS Form 3996

United States Postal Service
Carrier - Auxiliary Control

A. Delivery Unit		B. Telephone		C. Date		
D. Carrier's Name and Route No.		E. Lunch Place and Time				
F. Indicate entire or portion of the case shelves covering mail as street auxiliary assistance						
1	2	3	4	5	6	
				G. Keys Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
				H. Carfare Required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
				I. Accountable Mail? Yes <input type="checkbox"/> No <input type="checkbox"/>		
J. Reason For Use of Auxiliary						
K. Estimated Work						
Hours	Minutes	L. Management Action. Check and initial all appropriate actions.		Hours	Minutes	
		Auxiliary Assistance				
		Approved <input type="checkbox"/>		Approved <input type="checkbox"/>		
		Disapproved <input type="checkbox"/>		Disapproved <input type="checkbox"/>		
M. Transportation (If drive-out, show parking location(s) on reverse)						
Transportation Mode to and from route:		Postal owned: <input type="checkbox"/>	Drive-out: <input type="checkbox"/>	Contract: <input type="checkbox"/>	Public: <input type="checkbox"/>	
N. Starts Delivery at:		* Collect mail from all collection boxes on your part of the route, unless instructed otherwise.				
Deliver		Collection boxes locations:				
		1				
		2				
		3				
		4				
		5				
		6				
O. Find Relays At:						
1		4				
2		5				
3		6				
P. Assistance Completed By (Carrier Name and regular route number if assigned):						
Office Time		Street Time				Total Auxiliary Time
Begin Time	Time Used	Begin Travel To	Begin Delivery	Begin Travel From	Travel To	
					Delivery	
End Time		End Travel To	End Delivery	End Travel From	Travel From	
					Total Street	

Instructions

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

A. Enter the name of the delivery unit.

B. Enter the telephone number for the unit.

C. Enter the date requesting assistance.

D. Enter the name of the carrier requesting assistance or overtime and the route number.

E. Enter the lunch place and time, if applicable.

F. Place an "X" in space below the number indicating the case shelf containing the mail for which assistance is being requested. The bottom shelf of the letter separations is designated under 1. When assistance is required for less than a full shelf of mail, enter the portion of shelf in fractions. The portion should be identified as follows: L 1/2; R 1/4; (L) indicates "Left"; (R) Right; and (M) is for Middle of the shelf.

G. Indicate if Keys are required for delivery of this portion of the route.

H. Indicate if Carfare is required for delivery of this portion of the route.

I. Indicate if there are any Accountable mail pieces for delivery of this portion of the route.

J. Show the reason assistance is being requested. (Omit during Christmas period)

K. The carrier must enter the estimated hours and minutes of the amount of assistance being requested.

L. MANAGEMENT ACTION - This section is completed by the manager reviewing the form.

The manager reviews the request and makes a determination as to the appropriate actions. The manager shall check the appropriate actions and initial each section.

M. Show the transportation information as indicated.

N. Indicate the delivery starting point and the blocks of each street to be delivered.

O. List the points where relays will be found.

The form is handed to the carrier assigned to provide the assistance, who will complete the bottom time entries.

P. This section is completed by the carrier providing the assistance and the delivery manager.

It is broken into four sections; the replacement carriers name, office work, street work and the total workhours used.

The carrier will complete the following items;

The assisting carrier will enter their name and regular route number if applicable;

Enter the begin and end time for any office work performed as assistance on this route;

Enter the begin travel time to the delivery territory and the end travel time to the delivery territory on this route;

Enter the begin delivery time to the delivery territory and the end delivery time on this route;

Enter the begin travel time from the delivery territory and the end travel time from the delivery territory on this route, and then turn in the completed form to the delivery manager.

The Delivery Manager will complete the following item:

Office time used;

Travel to time;

Delivery time;

Travel from time;

Total street time, and

Total auxiliary time used.

Park locations:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |



OFFICE PROCEDURES

- ▶ Report any undelivered mail using PS form 1571, (estimate of curtailed or misc. mail returned from street).
- ▶ When in doubt ask management what you are to do with the mail.
- ▶ **M-00413 Step 4 Settlement, October 28, 1983, H1N-5F-C 12482**
We agreed to settle this case based on our mutual understanding that forms 1571 and 3996 are to be completed on the day to which they apply



Delivery Unit	Route No.	Date
---------------	-----------	------

TO: Delivery and Collection Superintendent
The Following Mail Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.
<i>NOTE: If mail left undelivered by carrier is later delivered on the same day, the manager should explain the action taken.</i>

	Preferential	Other
Letters		
Newspapers		
Magazines		
Flats		
Samples		
Other Pieces		

For Use By Parcel Post Carrier Only	
Parcel Post Distributed To Me For Delivery Was Left In The Office Or Returned Undelivered.	
Sacks	Outside Pieces

<i>Remarks: (Reasons for nondelivery. Report of trips omitted or curtailed. Note any other matter of which record should be made.)</i>			
Reg.	Tech or Util.	Part Time	Signature
Action Taken (Manager)			
Manager's Signature			Date

PS Form **1571**, June 1988 (July 1977 edition usable)

DELIVERY

- ▶ Curb line/mounted delivery:
 - ▶ Should normally be made without leaving vehicle.
 - ▶ Collect any outgoing mail first.
 - ▶ Use one motion to box. Collect all mail for the address first. Once you have the mail in your hand open the mailbox and put all the mail in the box at the same time.
 - ▶ Place vehicle in neutral with foot on brake at each curb line delivery.
(M-00341,M-00972,M-00994)
- ▶ Never finger mail or hold mail in hand while driving!



DELIVERY PROCEDURES

More memos on this are:
M-00341 and M-00972.

If management instructs
you not to do this,
contact your steward
immediately. Safety is a
priority with all Postal
vehicles especially the
aging LLV.



UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260-0001

M-00994

SEP 13 1985
WASHINGTON, D. C.

Mr. Joseph E. Johnson, Jr.
Director, City Delivery
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001-2197

SEP 13 1985

Re: Class Action
Williamsburg, VA 23186
HIN-2U-C 19335

Dear Mr. Johnson:

On August 12, 1985, we met with you to discuss the
above-captioned grievance at the fourth step of our
contractual grievance procedure.

The issue raised in this grievance involved instructions not
to place vehicles in neutral while making curbside deliveries
from right-hand drive vehicles.

It is our position that advising carriers not to put the gear
selector in the neutral position at each delivery point on a
mounted route was improper. U. S. Postal Service policy in
this regard provides that employees performing curbside
delivery, from right hand drive vehicles, shall follow the
procedures of (1) on level streets or roads, placing the
vehicle in neutral (N), placing the foot firmly on the brake
peddle while collecting mail or placing mail in the mail box;
(2) on hills, placing the vehicle in park (P), placing the
foot firmly on the brake peddle while collecting mail or
placing mail in the mail box. We find that the grievance in
this regard does have merit.

By copy of this letter, the Postmaster is instructed to
comply with Postal Service policy concerning the operation of
motor vehicles while delivering mail.

Sincerely,

Thomas J. Lang
Thomas J. Lang
Labor Relations Department

DELIVERY

- ▶ Delivery to apartment mail boxes or Central Delivery boxes:
 - ▶ Use only one pass to the mailbox.
 - ▶ If there is 3 or more bundles, it is permissible for 2 passes.
- ▶ Park and Loop Delivery:
 - ▶ Flats should be in satchel.
 - ▶ Finger mail between deliveries, when safe to do so. (Not while walking up or down hills, using steps, crossing streets, on curbs, etc.)
 - ▶ Have mail ready for delivery when you reach the house.
 - ▶ There is no street standard for walking (M00304, M00360)
- ▶ Management must ensure the carriers hold the number of park points, relays, swings, loops to an absolute minimum necessary to provide delivery. M-39 141.131
- ▶ If you want to combine relays due to light mail, you may.



DELIVERY



M 00360

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

OCT 31 1985

Mr. Francis J. Conners
Vice President
National Association of
Letter Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001-2197

Dear Mr. Conners:

Recently we met in prearbitration discussion of H1N-1N-D 36894, Avenel, New Jersey, and H1N-1Q-D 34997, Troy, New York. These grievances involve disciplinary actions as a result of route management. In keeping with the principle of a fair day's work for a fair day's pay, it is understood that there is no set pace at which a carrier must walk and no street standard for walking. Therefore, these cases are being remanded to the regional level of arbitration with the clear agreement between the parties that these cases are to be arbitrated at the regional level.

Please sign and return the enclosed copy of this letter acknowledging your agreement to remand these cases, withdrawing them from the pending national arbitration listing.

Sincerely,

Frank M. Dyer
Labor Relations Specialist
Arbitration Division
Labor Relations Department

Francis J. Conners
Vice President
National Association of
Letter Carriers, AFL-CIO

11/5/85
(Date)

Enclosure



M 00304

UNITED STATES POSTAL SERVICE
475 L'Enfant Plaza, SW
Washington, DC 20260

OCT 22 1985

Mr. Francis J. Conners
Vice President
National Association of
Letter Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001-2197

Dear Mr. Conners:

Recently we met in prearbitration discussion of the following cases:

H1N-1N-D 31781, Madison, NJ	H1N-1N-D 36683, Avenel, NJ
H1N-1N-D 30460, Madison, NJ	H1N-1N-D 34559, Avenel, NJ
H1N-1Q-D 37134, Albany, NY	H1N-1N-D 28979, New Haven, CT
H1N-1N-D 36767, Avenel, NJ	H1N-1J-D 28974, New Haven, CT
H1N-1N-D 36766, Avenel, NJ	H1N-1J-D 28973, New Haven, CT
H1N-1N-D 36684, Avenel, NJ	H1N-1J-D 36895, Avenel, NJ

Each of these cases involve a disciplinary action as a result of route management. In keeping with the principle of a fair day's work for a fair day's pay, it is understood that there is no set pace at which a carrier must walk and no street standard for walking. Therefore, these cases are being remanded to the regional level of arbitration with the clear agreement between the parties that these cases are to be arbitrated at the regional level.

Please sign and return the enclosed copy of this letter acknowledging your agreement to remand these cases, withdrawing them from the pending national arbitration listing.

Sincerely,

Frank M. Dyer
Labor Relations Specialist
Arbitration Division
Labor Relations Department

Francis J. Conners
Vice President
National Association of
Letter Carriers, AFL-CIO

10/23/85
(Date)

Enclosure

DELIVERY

- ▶ Parcel delivery procedure for park and loop route:
- ▶ If parcel fits into the satchel, make delivery at the same time as other mail.
 - ▶ Knock and attempt delivery- complete PS Form 3849 if there is no answer and leave notice.
 - ▶ Endorse mail piece with reason, route number, date and initials.
- ▶ Parcel delivery procedure:
- ▶ If parcel is too heavy or large for satchel, skip mail delivery at the house.
 - ▶ Drive to delivery point and attempt delivery of both mail and parcel.
 - ▶ Knock and attempt delivery- complete PS Form 3849 if there is no answer and leave notice.
 - ▶ Endorse mail piece with reason, route number, date and initials.



DELIVERY

- ▶ Express mail should be handled according to your local policy.
- ▶ If you are not required to attempt delivery before starting your route, stay in delivery order and deviate only to make delivery by time requirement.
- ▶ If accountable mail is found in DPS:
 - ▶ Attempt delivery in the same manner as if received in the office.
 - ▶ Complete PS Form 3849 on the street.
 - ▶ Upon return to office, add the item to the accountable log and your PS Form 1838C.

SIGN ON GLASS FEATURE DOES NOT REPLACE THE PS FORM 3849.



- ▶ Conversations with customers:
 - ▶ If the conversation is about the mail or business related, the time should not be deducted. (M41 section 35)
 - ▶ If the conversation is about the route examiner or other matters not related to business, the time will be recorded as - street waiting other- and deducted from street time.
- ▶ Vehicle Doors should be locked, including the cargo door, when the vehicle is out of the driver's immediate sight.

DELIVERY

35

City Delivery Carriers Duties and Responsibilities

35 Answering Complaints and Inquiries

Answer all inquiries courteously. If the inquiry or complaint cannot be answered or settled to the customer's satisfaction, or if it is contrary to instructions to give the information, courteously direct the person to the office of the official in charge for further attention.



DELIVERY

- ▶ Carriers receive a 30 minute lunch period. Lunch begins when you deviate from the line of travel (LOT) and ends when your back in LOT. Keep the examiner informed. Tell them when you leave and return to your LOT.
- ▶ Lunch and break locations are authorized on PS Form 1564A.
 - ▶ Lunch deviation- need permission
- ▶ Lunch cannot be combined with your break.
- ▶ Carrier receive two 10 minute break periods. These should not be combined.
 - ▶ The first break can be in the office or street based on local union annual option.
- ▶ Carriers are permitted reasonable comfort stops.
 - ▶ Should be the nearest suitable location.





EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

October 2, 1972

Mr. Antonio R. Huerta
Assistant Secretary-Treasurer
National Association of
Letter Carriers, AFL-CIO
100 Indiana Avenue, N.W.
Washington, D.C. 20001

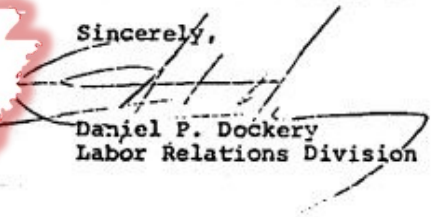
Re: Paul Dean and
Fred Dennis
Cincinnati, OH
N-C-711(47)

Dear Mr. Huerta:

On July 26, 1972, we met with you to discuss the above captioned grievance, at the fourth step of our contractual grievance procedure.

A review of the material submitted at the fourth step level indicates that the grievants did inform management of their inability to complete their routes in 8 hours. Further, it was demonstrated that they were ordered by management to complete the routes. (Although there was no expressed authorization to complete the delivery of the mail on an overtime basis, the permission would be inherent in the authorization to continue delivery after notification that the grievants were unable to complete the routes.) Therefore, the grievants shall be awarded overtime for the exact amount of time worked on April 7, 1972.

Sincerely,


Daniel P. Dockery
Labor Relations Division



OVERTIME AFTER YOUR ESTIMATE

If after your leave the office, you realize that in fact you'll need overtime to finish the route. You should:

- contact your office (sending a text on the scanner is sufficient, your personal phone is not for management's use to get the mail delivered).
- Tell your supervisor how much overtime you believe you'll need and explain why, after you left the office, you now need it.
- Make them give you instructions.

42 Disposition of Collected Mail

Place the mail collected on designated table or in receptacles.

43 Clearance for Accountable Items

431 **Keys**

Turn in mail keys in exchange for assigned key check or signature clearance.

432 **Registered and Certified**

432.1 Give finance clerk all undeliverable articles, present the data collection device showing each item delivered, all PS Forms 3849 for items unable to be signed for on the device, and/or PS Form 3811 for each registered and certified delivery. The supervisor may print an electronically generated report showing all items signed for on the data collection device.

June 2019

61

PM OFFICE DUTIES

- ▶ Handbook M41 section 4 governs your PM office duties.
- ▶ There is no contractual “drop and go” or “5 minute PM office time”.
- ▶ Complete all the duties required by the M41 section 4, and that time takes what it takes.



PM OFFICE DUTIES

Here is a list of the items you may have to deal with upon return from the street on PM office time:

- Keys
- Registered and Certified
- Insured mail
- CODs
- Customs mail
- Postage due
- Undelivered mail
- Answering official communications

