



Memo

To: All Branch 2184 Stewards

From: Mark Judd, Walt McGregory, and Joe Golonka

Date: 07/21/2020

Re: Attached Information, PS Form 1571 and M-41 Handbook Reporting Requirements

As is now well known by everyone, the ongoing implementation of recent USPS policy changes has caused disruption in the established manner of providing timely service to USPS customers. All USPS installations in Branch 2184 and elsewhere are impacted, with an additional impact in our Trenton Installation, which the USPS chose as one of six stations for a ‘test’ of ESAS (Expedited to Street/Afternoon Sortation), which has been likened to Expedited Preferential Mail (EPM) on steroids.

For our less veteran contract enforcers, EPM is a long-established method of casing and delivery of mail which has existed since the 1980s, where “non-preferential” mail is worked in the office by the carrier after he/she returns from the street each day. ESAS takes this much further, relegating all casing of mail to the afternoon after return from the street. Moreover, even in our other, non-ESAS installations, time allowed for morning office work has been sharply curtailed, in most cases to just 30 minutes or even less.

An inevitable result of all this is curtailed mail and even more obstruction of timely delivery service to USPS customers. **However, we again must keep in mind that NOTHING within our Collective Bargaining Agreement as well as all of the USPS work rules incorporated in at has changed in any manner.**

Letter Carrier reporting requirements are unchanged and they are specifically annotated in the M-41 Handbook (City Delivery Carriers Duties and Responsibilities). A listing of the applicable M-41 sections accompanies this memo. Please use it for reference.

Additionally, it is essential that PS Form 1571, Undelivered Mail Report, is ALWAYS completed whenever mail that has been distributed to a carrier case is curtailed for ANY reason. This form is critical for properly documenting the delay of mail in response to management instructions.

Please impress upon our members the importance of always completing a 1571 whenever mail at a carrier case is curtailed. After completing the form, always sign it, give it to a supervisor, and get a copy. Copies of 1571s should be retained by letter carriers for their own protection as well as for documentation purposes.

Finally, it is very important that the “Reasons for non-delivery” portion of the 1571 is completed. In most cases mail is curtailed in response to instructions by a supervisor. In this situation, merely write “as instructed by supervisor _____.”

M-41

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.

451 Complete PS Form 1571 in the morning for undelivered preferential and time-value mail.

452 Record non-preferential mail which you don't case in the afternoon before the end of your tour on PS Form 1571.

Note: If time permits during the following morning to distribute and deliver this uncased mail, advise your supervisor so that he/she can make a notation on the PS Form 1571 for the prior afternoon.

453 Normally, place flats in delivery sequence in the afternoon; then during the following morning, insert preferential flats in proper sequence.

642 Use of Curtailment Form - PS Form 1571

U.S. Postal Service
UNDELIVERED MAIL REPORT

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

NOTE: Material undelivered by return is now delivered on the
 same day; the manager should explain the action taken

	Preferential	Other
Letters		
Newspapers		
Magazines		
Paid		
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

Sort	Count Pieces

Remarks: (Preferential or ordinary, weight, if from contract or authorized
 Add any other matter of record record should be made.)

Page	Total of Pages	Signatures

Account Manager (Manager)

Manager's Signature	Date

WHAT IS A 1571 – UNDELIVERED MAIL REPORT? WHEN IS IT USED?

Whenever mail that has been distributed to your case is not
delivered it must be reported.

Complete the top of the form:

- Delivery Unit, Route Number and Date
- Under Preferential and other:
- Record number of pieces or measured inches of mail that is undelivered by category – Letter, Newspapers, magazines, Flats, Samples, or other pieces (could be parcels/SPRs)

IMPORTANT: Remarks – Reasons for nondelivery!

Indicate: Regular, T-6 or PTF/CCA then Sign it. Make a copy for yourself-----+-----

From the Material Resource System (MRS)

M-00413 Step 4

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.