Function Analysis Street Time

An explanation of each specific work function that is listed in the USPS computer system as function analysis street time follows:

- **Relay Time** – This is time spent preparing mail for delivery for the next loop on a park and loop or foot route. Relay time could include loading mail into the satchel, gathering DPS/FSS, or loading parcels for the next loop. Time spent replenishing mail on a curbside (mounted) route is <u>not</u> relay time.

- **Travel To** – Travel To time begins when the vehicle departs from the office and ends when the first delivery is reached.

- **Travel From** - Travel From time begins after the letter carrier has completed delivering the route and begins to travel back to the office. It ends when the vehicle has been parked and the Vehicle Unload function begins.

- **Vehicle Load** – Vehicle Load time begins when the letter carrier moves to street time and ends when the vehicle is loaded and he/she departs from the office to head out for the route.

- **Vehicle Unload** – Vehicle Unload time begins when the vehicle is parked after returning to the office. This function continues while the vehicle is being unloaded and ends when the letter carrier pushes the empty equipment into the Post Office and swipes his/her badge at the clock to move back to office time.

Other Street Time

An explanation of each work function that is listed in the USPS computer system as other street time follows:

- **Travel Within** – Travel Within is time recorded when driving from one park point to another while not delivering mail on a park and loop route. Time spent traveling from one geographic area (neighborhood) to another without delivering mail on a mounted/curbside/riding route is also recorded as Travel Within. <u>Time spent traveling from one mounted/curbside/riding, cluster box, or dismount delivery to another along a route is not Travel Within, it is delivery time</u>.

- **Accountable Delivery** – Time spent delivering accountable mail on the street such as registered mail, certified mail, express mail, signature confirmation, CODs, etc., and filling out PS Form 3849 (when appropriate) is recorded under this function.

- **Parcel Delivery** – Time spent delivering parcels and filling out PS Form 3849 (when appropriate) is recorded under this function.

- **Street Break Time** – This is the time spent taking break(s) on the street. Some units will have one break on the street and some will have two. Street breaks are separate and apart from lunch breaks or comfort stops. Normally, breaks are 10 minutes each. However, there are offices that have negotiated longer break times.

- **Collection Time** – Time spent on collection duties that are a normal part of the route should be recorded under this function. Time spent on collections that are not part of the route should be recorded as "Temporary Detail".

- **Deadhead Time** – Time begins when a letter carrier finishes the last delivery point on a sector segment and retraces past completed

deliveries in order to return to the vehicle or next delivery point. It is not time spent driving from park point to park point (see Travel Within).

- **Personal Needs** – Letter carriers are afforded the opportunity to take comfort stops to tend to personal needs and the time used is recorded under this function (including any travel time associated with comfort stops).

- **Customer Contact** – Letter carriers talk to customers on a daily basis. This function should be used to record time spent in conversation with customers about postal issues and/or routine items such as giving directions.

- **Gas Vehicle** – Any time spent away from the normal line of travel to gas the vehicle is recorded under this function (including any associated travel time).

NALC representatives should be sure to look at the "3999 Data Summary" and the "3999 Function Analysis" screens when reviewing Form(s) 3999 for each route. The "3999 Data Summary" screen gives a summary of the time breakdown of the work functions mentioned above. It also shows a number of details relating to the number and percent of possible deliveries made on the day the Form 3999 was conducted. The "3999 Function Analysis" screen shows how much time was recorded under each of the work functions described above. Detailed explanations of how to read these screens will be covered in a few pages.

NALC representatives should also review the "3999 Audit Trail" report for each route. This report will show you many of the manual changes a manager has made to the Form 3999. A detailed explanation of how to read the "3999 Audit Trail" report can be seen in the next two pages.