



MEMO To The Branch 2184 Leadership Council, February 7, 2023

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Cathy Tondreau
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Symone Coleman
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Karl Tamburro
Damon Green
Shaun Fowlkes
Marwan Ghotemi
Chanel Harrison
Lillian Bogosian
Scherrie Lacey
Scott Watts
Valerie Watkins
Elizabeth Bays
Kristie Nelson
Diego Forshaw
Keith Benedict
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Katrina Jones
Ananias Epps
Ramon Robinson
Denise Viola
Paul Bordine
Mike Tredway
Danita Hill

This month's Leadership Council Memo will begin as usual with an update about Branch administrative matters. Our next scheduled regular membership meeting will take place on Wednesday, March 1 at 7:30 p.m. Because of continuing threat of Covid infections along with other contagious diseases, this meeting will again be conducted via WebEx, continuing the format currently established. To participate, please call the Branch 2184 office at (313) 295-1640 or contact EVP Jackie McGregory at ravier7498@gmail.com. Please provide your name and the email address you want to use for the WebEx link to log in. The link will be sent at least two days prior to the meeting. The Branch website (NALC2184.org) also has a telephone number and access code if you want to participate in the meeting telephonically.

There will be two steward meetings in March, which are scheduled for Tuesday, March 7 and Monday, March 13, both at 7:00 p.m. These meetings will also be conducted via WebEx. The March executive board meeting is scheduled for Monday, March 27 at 7:30 p.m.

Branch 2184 continues to make plans for our first annual Retiree Celebration which will take place at the Prestige, 6600 Allen Road in Allen Park on Sunday, March 19 from 2:00 to 6:00 p.m. The event is free to retired members and one guest, and all other members and guests are welcome to attend by purchasing tickets, which are \$30.00 each. The celebration will include dinner, a cash bar, a live DJ, and lots of good Union solidarity and conversation. Please make plans to attend this special event!

Branch 2184 will also be again be fully participating in the NALC National Food Drive, taking place this year on Saturday, May 13. Stewards, Branch officers, and station coordinators please keep updated on the latest information regarding this year's Food Drive.

The Michigan State Association of Letter Carriers (MISALC) has sent out the Convention Call for their biennial convention, which will take place at the Motor City Casino and hotel in Detroit on Monday and Tuesday, May 1 and 2. Active carriers that are delegates and who plan to attend the convention should already have notified management and completed 3971s for your choice of leave (annual leave or LWOP) for those days. Also be sure that you have notified that Branch of your intentions. Additional information for delegates will be provided by Branch President Walt McGregory.

Several Branch 2184 stations and zones have already had their "live week" of data collection with the Technology Integrated Alternate Route Evaluation and Adjustment Process (TIAREAP), with others still to go during the spring months. Much has been learned and much will still be learned as subsequent consultations and possible adjustments take place. All stewards and Contract enforcers should stay current with the latest information provided by Branch 2184 route inspection specialist Dave Reise as well as others.

The Postal Service has begun the process in some areas of moving City Letter Carrier assignments from independent installations into Sorting and Delivery Centers (SDCs). Where this is occurring, there are of course many questions regarding bid assignments, craft seniority, as well as numerous other matters. Although there are NO currently proposed relocations of any Branch 2184 letter carriers, it is possible that could change in the near future. The NALC and USPS have recently signed two Memorandums of Understanding that specifically address many of the issues resulting from this process. They are numbered as M-01990 and M-01991 in the NALC Materials Reference System (MRS). It is strongly suggested all Branch 2184 officers, stewards and contract enforcers familiarize themselves with these (and potentially additional) MOUs concerning the Sorting and Delivery Center consolidation process.

The USPS is continuing a nationwide process of replacing current timekeeping equipment with the use of Mobile Delivery Devices (scanners) for timekeeping purposes, which includes the use of scanners for all regular carrier clock ring functions. While this change understandably results in many concerns and questions, where this process has been implemented it has not resulted in many significant issues. One issue that does exist involves situations where CCAs (or others) work in more than one office on a given day. When this occurs, the carrier must do a new Begin Tour (BT) when they log in on the new scanner. This will of course result in more than one BT showing for the carrier's workhours that day. The NALC National Union has advised that they are aware of this problem and have discussed the situation with the Postal Service. However, because TACS does not communicate back to each individual scanner, this is unlikely to change.

With negotiations between the NALC and USPS on a new Collective Bargaining Agreement scheduled to begin on February 22 and the current Contract expiring at midnight May 20, there inevitably will be much "buzz" and speculation regarding the progress and the specifics of the National level discussions. Stewards, please make every effort to quash rumors and speculation when you become aware of it. The NALC does not negotiate in public, nor should they. Authentic and official information will be made available ONLY from the NALC National Union or the National Business Agent's office. Alleged Contract negotiations information from any other source should be immediately disregarded and NEVER repeated.

Now that "peak season" has ended and many of our Branch 2184-represented installations have also recently increased letter carrier staffing by hiring some new CCAs, overtime hours and opportunities are not as plentiful in many stations as previously. Because of this, there has been pushback from some carriers on the Overtime Desired List who have become accustomed to unlimited opportunities to work overtime. However, always remember that not one minute of overtime work is EVER guaranteed for anyone, whether they have signed an overtime list or not.

Stewards should take the time to review Article 8, section 5.C.2 and when necessary, directly inform and remind our members of these provisions. Specifically, that management determines if overtime will even be used in any given situation; that no one has an automatic right to work on their NS-day or perform overtime work on regularly scheduled days; and that overtime work is NOT assigned by seniority or on a rotating basis. Most of all, equitable distribution of overtime opportunities is only required over a quarterly, three-month period. On any given day or days during that three-month period, management has the sole right to determine who will work overtime and where this overtime work will be performed.

Also keep in mind that "equitable" does not mean equal; it only means that overtime hours must be distributed fairly. With all that in mind, it is certain that management will continue to commit Article 8 violations when assigning overtime work, and consequently grievances will still be necessary.

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Movement of City Letter Carrier Assignments from an Independent Installation to a Sorting and Delivery Center

The parties agree to use the following procedures when all city letter carrier assignments are permanently moved from an independent installation to a sorting and delivery center (S&DC). This process does not apply when an installation is discontinued and/or consolidated, or when a station or branch is transferred or made independent in accordance with Articles 12.5.C.1, 12.5.C.2, and/or 12.5.C.3 of the National Agreement.

1. All career city letter carrier and city carrier assistant (CCA) employees will be moved from the losing installation to the S&DC.
2. When an S&DC is established as a single installation, the independent installation(s) being moved shall be consolidated into one installation.
3. When the Postal Service intends to designate multiple installations within a single S&DC, the national parties shall meet to determine if the independent installation(s) being moved will remain independent in the S&DC or if it will be consolidated into another installation.
4. At least 60 days advance notice, whenever possible, will be provided to the Union at the National, Regional, and Local Levels, and to individual city letter carriers who are to be moved to another installation.
5. Career city letter carriers from both the gaining and losing installations will retain their craft installation seniority and bid assignments. For the purposes of applying Article 41.2.B.7 of the National Agreement, all craft seniority will be credited as earned at the gaining installation.
6. CCAs from both the gaining and losing installations will retain their relative standing. For the purposes of applying Appendix B, Section 1.f of the National Agreement, relative standing will be credited as earned at the gaining installation.
7. Hold-down (opted) assignments obtained pursuant to Article 41.2.B of the National Agreement will not be impacted by the movement of city letter carriers under this process. Temporary higher level carrier technician assignments obtained pursuant to Article 25.4 of the National Agreement will not be impacted solely by the movement of city letter carriers under this process.
8. The parties agree that annual leave requests previously approved in either the gaining or losing installation(s) will be honored except in serious emergency situations, pursuant to Article 10.4.D of the National Agreement.
9. Prior to the movement of city letter carrier assignments to the S&DC, the national parties shall meet and review the routes and document any estimated changes to travel time caused by the relocation. Anticipated changes to each assignment's evaluated time will be documented on a mutually agreed upon document. During the interim period prior to evaluation and adjustment of routes referenced in Item 11 below, such evaluated times will be the base time for each route. The national parties will share their findings and documents with the local postmaster (or designee) and branch president (or designee). Using these documents, the local parties (or their designees) will conduct joint consultations with the regular carrier (or mutually agreed upon replacement carrier) for each city letter carrier assignment to communicate the anticipated

estimated changes in each assignment's evaluated time. Consultations will be conducted with the regular (or mutually agreed upon replacement carrier) prior to the movement of city letter carrier assignments to an S&DC.


10. The parties at the local, area/regional, and national levels will jointly make every effort to ensure compliance with the collective bargaining agreement and relevant handbook and manual provisions (e.g. assignment of overtime, providing handoffs or auxiliary assistance where necessary, overtime equitability, etc.) during the interim period referenced in Item 9 above. It is the expectation of the national parties that any such compliance issues will be promptly addressed. This paragraph does not alter the grievance-arbitration process in any way. It is intended to serve as an additional tool to ensure compliance with the collective bargaining agreement during the interim period.
11. 30 days following the establishment of an S&DC, all city letter carrier routes shall be scheduled for evaluation in accordance with the MOU *Re: Technology Integrated Alternate Route Evaluation and Adjustment Process (TIAREAP) 2022-2023*. TIAREAP evaluations will be based on data from days 31 through 75, (excluding June, July, August and December as per the TIAREAP MOU). The live week will also be scheduled and take place during this time frame. The adjustments, if necessary, will be implemented accordingly. Any change to these time frames must be discussed and agreed upon by the national parties.
12. Vacant full-time city letter carrier assignments remaining after all city letter carrier routes have been evaluated and adjusted in accordance with item #11 shall be posted for bid in accordance with Article 41 of the National Agreement and the Local Memorandum of Understanding.
13. The national parties will jointly develop a standup talk and consultation script for the local parties to communicate the relevant provisions of this agreement to all city carriers impacted by the establishment of an S&DC.

This agreement is reached without prejudice to either party's position on this or any other matter and may only be cited to enforce its terms.



Thomas Blum
VP, Labor Relations (A)
U.S. Postal Service

Date 1/13/2023



Brian L. Renfro
President
National Association of Letter
Carriers, AFL-CIO

Date 1/13/2023

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

Re: Local Memorandum(s) of Understanding due to the Establishment of a Sorting and Delivery Center

The parties agree to use the following procedures when all city letter carrier assignments are permanently moved from an independent installation to a sorting and delivery center (S&DC). This process does not apply when an installation is discontinued and/or consolidated, or when a station or branch is transferred or made independent in accordance with Articles 12.5.C.1, 12.5.C.2, and/or 12.5.C.3 of the National Agreement.

For the purposes of applying these provisions, an independent installation which is permanently moved to an S&DC is considered the losing installation and the gaining installation refers to the S&DC if there are city letter carriers assigned to the facility prior to the establishment date. When no city letter carrier assignments exist in an S&DC prior to the establishment date, the national parties shall meet to discuss which installation will be designated as the gaining installation.

The national parties will meet to discuss whether the S&DC will be established as a single installation or multiple installations within the facility.

When an S&DC is established as having multiple installations within the facility, the existing Local Memorandum of Understanding (LMOU) for each independent installation moved into the S&DC will remain in place.

When an S&DC is established as a single installation, the following procedures will apply:

At least 30 days prior to the movement of city letter carrier assignments from an independent installation(s) to an S&DC, the local parties from all impacted installations will meet to identify and discuss any existing LMOU provisions from the losing installation(s) that are different from those in the gaining installation(s).

While these discussions are not considered Article 30 local implementation, the local parties will make necessary revisions to the LMOU in the gaining installation(s) to accommodate city delivery operations moving from the losing installation(s).

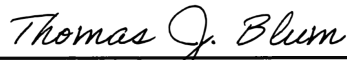
Any LMOU issues not resolved at the local level will be referred within 30 days of the local meeting to the Director, Field Labor Relations (or his/her designee) and the National Business Agent (or his/her designee) for resolution.

Any LMOU issue(s) not resolved within 20 days of receipt by the Director, Field Labor Relations and NBA will be forwarded to the parties at the National Level for resolution.

Any provision(s) of an LMOU from a losing installation that is made part of the LMOU in the gaining installation(s) will use the date the provision was added to the LMOU in the losing installation for the purpose of applying Article 30.C.

In the event city delivery assignment(s) are returned to the losing installation(s), the original LMOU in the losing installation(s) shall be reinstated.

This agreement is reached without prejudice to either party's position on this or any other matter and may only be cited to enforce its terms. Either party to this agreement may unilaterally withdraw from this process with 60 days' notice to the other party. However, such withdrawal will not impact the provisions of paragraphs 6 and 7, above.



Thomas Blum
VP, Labor Relations (A)
U.S. Postal Service

Date 1/13/2023



Brian L. Renfro
President
National Association of Letter
Carriers, AFL-CIO

Date 1/13/2023

BRANCH 2184

MEETING NOTICE

Wednesday, March 1, at 7:30 p.m.

This meeting will be conducted via WebEx. To participate, call the Branch 2184 Office at (313) 295-1640 and provide your name, the office you work at or retired from, and the email address you want to use for the WebEx link to log in. The link will be sent at least two days prior to the meeting.

MEETING AGENDA:

- **Branch Officer Reports**
- **Committee and Activities Reports**
- **Letter Carrier Contractual Information**
- **Legislative Updates**
- **Discussion and Voting on Proposed Bylaws Amendments**

BRANCH 2184 RETIREE CELEBRATION!!!

**Branch 2184's First Annual Retiree Celebration will take place
on SUNDAY, MARCH 19, 2023 from 2:00 to 6:00 p.m. at**

The Prestige

6600 Allen Road, Allen Park MI 48101

**This Event is Free to ALL Branch 2184 Retired Members, plus
one Guest (non-transferable).**

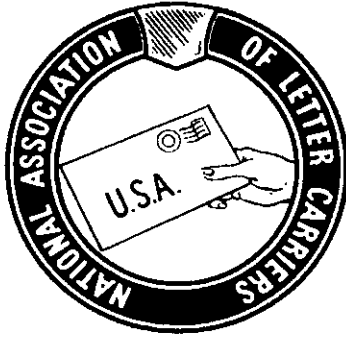
**Tickets are \$30.00 each for Non-Retired Branch 2184
Members and Guests, and All are Invited!**

Age 21 and Over, Please. No Refunds on Tickets.

**There will be Dinner, a Cash Bar, a Live DJ, and
LOTS of Union Solidarity and Great Conversation!**

Tickets are available until March 5, 2023

**RSVP By Calling the Branch 2184 Union
Office at 313-295-1640**



Branch 2184

NATIONAL ASSOCIATION OF LETTER CARRIERS

AFL-CIO

6969 Monroe

Taylor, MI 48180

Phone: (313) 295-1640

Fax: (313) 295-4134

NALC2184@sbcglobal.net

Attention: Branch 2184 Members

Branch 2184 Route Adjustment Training

The NALC and the USPS have entered into a new joint route adjustment process called the "Technology Integrated Alternative Route Evaluation Adjustment Process" or "TIAREAP" that is in effect throughout 2023.

Branch 2184 is offering a WebEx online training to familiarize our members with the new process. This will take place on:

Wednesday, February 8, 2023 at 7:00 P.M.

Interested members should call the Branch 2184 office at 313-295-1640, or contact EVP Jackie McGregory who will provide access information:
Jackie McGregory - cell: (313) 412-0028; email: Ravier7498@gmail.com



U.S. DEPARTMENT OF LABOR

Office of Workers' Compensation Programs (OWCP)

Division of Federal Employees', Longshore and Harbor Workers' Compensation (DFELHWC)

The American Rescue Plan Act of 2021 that President Biden signed on March 11, 2021, made it much easier for federal workers diagnosed with COVID-19 while employed in the Federal service at any time during the period of **January 27, 2020, to January 27, 2023**, to establish coverage under the Federal Employees' Compensation Act.

[FECA Bulletin 23-02](#) provides guidance regarding the processing of claims involving COVID-19 diagnosed **after January 27, 2023**.

FECA claims for COVID-19 diagnosed after January 27, 2023 must establish the five basic elements for adjudication as set forth under the Federal Employees' Compensation Act (FECA) as follows:

1. The claim was filed within the time limits set by the FECA;
2. The injured worker was an employee within the meaning of the FECA;
3. The claimant provided evidence
 - a. Of a diagnosis of COVID-19, and
 - b. That establishes they actually experienced the event(s) or employment factor(s) alleged to have occurred.
4. The alleged event(s) or employment factor(s) occurred while the employee was in the performance of duty; and
5. The COVID-19 was found by a physician to be causally related to the established event(s) or employment factor(s) within the employee's Federal employment. Neither the fact that the condition manifests itself during a period of Federal employment, nor the belief of the claimant that factors of employment caused or aggravated the condition, is sufficient in itself to establish causal relationship.

Which form should I file for a COVID-19 Claim?

Claims for COVID-19 diagnosed after January 27, 2023 should generally be filed on Form CA-2, Notice of Occupational Disease. This is because in most cases there is no clear, identifiable incident or incidents over a single day or work shift to which the injured worker can specifically attribute the event alleged to have caused the diagnosed COVID-19.

A Form CA-1, Notice of Traumatic Injury, should only be used if the event alleged to have caused the diagnosed COVID-19 clearly identifiable as to time and place of occurrence. This must be a specific event or incident or series of events or incidents during a single day or work shift. If there is no clear, identifiable incident or incidents over a single work day or work shift to which the COVID-19 diagnosis is attributed, then a Form CA-2 should be used.

An instructional video on how to file a COVID-19 claim after January 27, 2023 will soon be added to the [claimant's user guides](#) in ECOMP.

How do I identify the proper date of injury?

Form CA-1, Traumatic Injury. The date of injury is the date of the claimed incident that caused COVID-19.

Form CA-2, Occupational Disease. The date of injury is the last date the claimant was exposed to claimed factors of employment prior to testing positive for COVID-19.

What type of medical evidence is needed to establish a COVID-19 claim?

In order to establish a diagnosis of COVID-19, an employee (or survivor) should submit:

- a. A positive Polymerase Chain Reaction (PCR) or Antigen COVID-19 test result; or
- b. A positive Antibody COVID-19 test result, together with contemporaneous medical evidence that the claimant had documented symptoms of and/or was treated for COVID-19 by a physician (a notice to quarantine is not sufficient if there was no evidence of illness); or
- c. If a positive PCR, Antigen, or Antibody test is not available, a COVID-19 diagnosis from a physician together with rationalized medical opinion supporting the diagnosis and an explanation as to why a positive test result is not available.

Is a “home test,” or “over-the-counter (OTC)” test sufficient to establish a COVID-19 claim?

Self-administered COVID-19 tests, also called "home tests", "at-home tests", or "over-the-counter (OTC)" tests, are insufficient to establish a diagnosis of COVID-19 under the FECA. This is because there is no way for FECA claims staff to affirmatively establish (1) the date and time the sample was collected and (2) that the sample collected is that of the injured federal employee making the claim. The only exception to this policy is where the administration of the self-test is monitored by a medical professional and the results are verified through documentation submitted by such professional.

What type of medical evidence is needed to be eligible for Continuation of Pay (COP)?

You must submit a statement from your physician explaining why you were not able to perform the duties of your position as a result of the positive COVID-19 diagnosis for the work days missed.

A positive test result alone does not automatically establish COP entitlement and/or disability.

What type of medical evidence is needed to establish disability when filing Form CA 7?

You must submit a statement from your physician explaining why you were not able to perform the duties of your position as a result of the positive COVID-19 diagnosis for the period of lost time claimed.

A positive test result alone does not automatically establish COP entitlement and/or disability.

Waiting Days: Under §8117 of the FECA, waiting days are the first three days of injury-related disability. The employee is not entitled to compensation for the first 3 days of temporary disability, except:

- (a) when the disability exceeds 14 days;
- (b) when the disability is followed by permanent disability; or
- (c) when seeking medical treatment, supplies or related medical services.

For the United States Postal Service (USPS) claimants, the three-day waiting period applies at the beginning of the disability period, regardless of the type of injury sustained. USPS claimants will not receive COP until the fourth day of disability. If disability extends beyond fourteen days, the Postal Service will offer the claimant the choice to change the three waiting days to COP. For all other agencies, OWCP handles waiting days when compensation is claimed.

Thank you.

- The route evaluation and adjustment team should review relevant reports for each selected zone to determine if there are any data integrity issues. The team will review and address any such issues prior to completing any analysis or adjustment. These reports include:
 - ✓ "Flash Last 4 Weeks Report"
 - ✓ TACS LTATS - Weekly Summary Report
 - ✓ TACS Weekly Operation Summary Report
- Any known operational changes should occur prior to the Live Week of data collection.
- On each workday during the life of this agreement, the Workhour Workload Report for all routes, for the previous day, will be posted daily in a convenient location.

Anomalies

- Route evaluation and adjustment teams will review each day of the random seven weeks and the jointly selected Live Week of data collection for each route to identify any erroneous volume, office time, or street time entries. The team will use all available data including data in the DSR program to perform this review.
- Errors may have resulted from work hours that were not transferred, or erroneously transferred, from one route to another, e.g., failure to properly track auxiliary assistance.
- The team should also look for delivered volume discrepancies on the regular carrier's non-scheduled day. Additionally, there could have been an erroneous volume entry.
- The following events are initially deducted from street time in the deductions column of the daily details within the DSR system:
 - Lunch
 - Inside DU
 - Outside Route
 - Pivot
 - Travel to Other
 - Travel From Other
- The evaluation team must verify time recorded for each of these events and make necessary edits within DSR to ensure the appropriate amount of daily street time is recorded for each route.
- The following events within DSR are automatically flagged when the associated time exceeds the parameters listed below:

Event	Parameter (Minutes/Seconds)
○ Loading Time	22:00
○ Unloading Time	7:00
○ Signature Required Scan	3:00
○ Relay Time	1:35
○ Delivered/Other Scan	1:00
○ Miscellaneous Other (Stationary)	7:00

Delivery Segments

Delivery Type	Parameter (Seconds Per Delivery)
○ Business – Curblin	0:32
○ Business – Other	0:30
○ Business – CBU/Centralized	0:32
○ Residential – Other	0:32
○ Residential – Curblin	0:32
○ Residential – CBU/Centralized	0:30

- Travel To and Travel From are flagged relative to time that exceeds Geographic Information System (GIS) + 10%.
- The above listed parameters are not delivery standards and are used for the purpose of assisting the evaluation team in identifying potential anomalies.
- The National Oversight Team will continuously review all listed parameters and make any jointly agreed upon adjustments as necessary.
- The team will review each of the events flagged in DSR and make any necessary adjustments to the recorded time.
- It is the expectation of the parties that teams will utilize the data available in DSR to make as many corrections to data errors as possible. In limited circumstances, the team may agree to exclude days which they agree may include errors, or days which they agree the entries are not representative of the normal range of volume, office time, or street time for that day on the route.

PS Form 3999 Process

- This process is applied to all PS Forms 3999 performed after the signing of the Technology Integrated Alternate Route Evaluation and Adjustment Process MOU.
- **PS Form 3999-DSR**
 - The evaluation team shall utilize information obtained from the consultation using Live Week data and select the most representative day based on the data from the analysis period and the Live Week data to create PS Form 3999-DSR.
 - The evaluation team shall print and retain the DSR Summary page (PDF) prior to any editing and the DSR Summary page (PDF) after edits are performed.
 - No DSR Summary shall be imported into the DOIS system to create the PS Form 3999-DSR without consultation with the regular or representative carrier and all edits have been jointly reviewed for accuracy.
 - The evaluation team shall provide to the local contacts, the unedited DSR Summary page, the edited DSR Summary page and the PS Form 3999-DSR upon request.
- **PS Form 3999**
 - In both selected and non-selected zones, all PS Forms 3999 conducted during the life of this agreement will be reviewed with the regular carrier or agreed to replacement carrier.
 - The original, unedited PS Form 3999 will be printed and made available to the route evaluation and adjustment team assigned to perform adjustments.
 - Within three business days (whenever possible) of performing a PS Form 3999, management will explain the examiner's comments and the reasons for any time recorded as nonrecurring street time, as well as any editing of the original PS Form 3999, to the carrier. The carrier will have the opportunity to write his/her comments on an attachment to the original unedited copy of the PS Form 3999. The carrier will be provided a copy of the unedited PS Form 3999 one day prior to discussing it with management.
 - An unedited copy of each PS Form 3999 along with examiner and carrier comments and the Audit Trail Report(s) will be provided to the appropriate adjustment team.
 - Route evaluation and adjustment teams must jointly review the PS Forms 3999 as well as route examiner and carrier comments and audit trail reports before any PS Form 3999 is determined to be representative for route adjustment purposes. Route evaluation and

- 321.6 Deliver all mail carried; then pick up mail for the next part of route from the relay box. If more than one relay is in relay box, take next numbered bundles up to and including the one containing an X. Follow the same delivery procedure.

322 **Motorized Routes (See also Chapter 8)**

322.1 **Letter-Size Mail Delivery**

- 322.11 Letter-size mail for the entire route may be placed in suitable trays or boxes rather than being strapped out. These may be used for working the mail rather than a strap. Place the container of mail in the vehicle's tray so the letter mail faces the driver. When serving house boxes, withdraw sufficient letter mail before dismounting to allow fingering to determine the next delivery stop (see [133.2](#)).
- 322.12 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

322.2 **Flat Mail**

- 322.21 For other than one bundle system, flat mail should be strapped out, limiting the thickness of bundles to conform to the vehicle tray size and to allow good visibility through the windshield.
- 322.22 Flats may be worked from a loosened strap placed to the right of the letter tray or box.
- 322.23 Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

322.3 **Parcels**

- 322.31 Load parcels directly into the vehicle from hampers or sacks. Normally separate the parcels in delivery sequence. Make a mental note of the first parcel delivery point. When this parcel has been delivered, make mental note of the next, and so on, until all parcels have been delivered. For any parcel that does not fit into the customer's mailbox or parcel locker (when available), an attempt to deliver must be made at the customer's door. If no one is available to receive the parcel, follow the procedures in [322.311](#) and [322.312](#).
- 322.311 **When the Carrier Is Authorized to Leave Parcels**
- a. Uninsured parcels or parcels that do not require a signature may be left in an unprotected location such as a stairway or uncovered porch when the mailer participates in the Carrier Release Program by endorsing the parcel "Carrier — Leave If No Response" or the addressee has given written directions for an alternate delivery location. PS Form 3849, *Delivery Notice/Reminder/Receipt*, with the "It Is Located: _____" block completed, must be left in the mail receptacle notifying the addressee of the mail left in the authorized alternate location.

323.3 Parcels

Many parcels may be carried with the relays. If no one is available to receive a parcel that is too large for the mail receptacle or parcel locker (when available), follow the procedures in [322.311](#) and [322.312](#).

For heavy parcels, the following systems may be used:

- a. Begin the loop at the point of the parcel delivery.
- b. Bypass the stop until the loop is complete, then drive to the delivery point with both the mail and the parcel.
- c. If a parcel is heavy, will not fit into your satchel, or requires a signed receipt, determine if someone is available at the address by ringing the doorbell or knocking on the door at the time of delivery of the rest of the mail. If no answer, follow the procedures in [322.311](#) and [322.312](#). If someone is available to receive the parcel, return with it after completing the loop.

33 Delivery of Special Services Mail

331 General

When delivering special services mail, make every reasonable effort to deliver; ring the bell or knock on the door in order to make hand-to-hand delivery to addressee, except for Waiver of Signature articles. You may tell or show the addressee the name and address of sender and the amount of the charges to be collected if COD, Customs, or postage due. You may not, however, surrender the mail for examination or for any other purpose until all charges have been paid and/or a receipt has been signed if required. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location. When the article cannot be delivered, you must leave a notice that bears the location of the delivery unit where the article may be called for.

332 Postage Due

- 332.1 Deliver the article after the specified amount due has been paid.
- 332.2 When delivery cannot be made for any reason, complete and leave PS Form 3849. Endorse the article with the reason for non-delivery, such as, *No Response*, enter the date and your initials, and return it to the delivery unit (see [Exhibit 332.2](#)).