

edge with the addresses faced so they can be easily read when carrying the satchel. SPRs and samples that were not strapped out with the flats are then placed in the satchel.

- b. *Carriers Using a Double Satchel.* Carriers have the option of wearing the Double Satchel in several configurations, according to their needs and the needs of the route. It can be used as a single or double pouch, with or without the shoulder strap(s) and waist belt. When using a configuration with the waist belt, the satchel is put on first and then loaded with mail. Carriers should use their discretion in arranging mail in the Double Satchel to ensure the most efficient methods and comfortable weight distribution.

121.32 **Park and Loop and Drive-Out Routes**

Flats and letters are pulled down and strapped out using the same procedures as foot routes. As the mail for each loop is pulled down and strapped out, it is placed into trays or other containers. If using a single satchel, carriers load the mail for the first loop into the satchel before leaving the office. If using the Double Satchel in a configuration with the waist belt, carriers load mail into the satchel at the first delivery point. The carrier is expected to load the satchel with up to 35 pounds of mail.

121.33 **Curblin Routes**

Curblin carriers pull down using the same work methods outlined for foot routes; but they must place letter and flat mail in delivery sequence in trays without strapping out. Carriers on curblin routes will normally handle presequenced letter and flat mailings as separate bundles, unless the delivery unit manager authorized the casing and/or collating of the mailings.

122 **Scheduling Carriers**

122.1 **Establishing Schedules**

122.11 Consider the following factors in establishing schedules:

- a. Schedule carriers to report before 6 a.m. only when absolutely necessary.
- b. Fix schedules to coincide with receipt and dispatch of mail. At least 80 percent of the carriers' daily mail to be cased should be on or at their cases when they report for work.
- c. Schedule carriers by groups. Form groups of carriers who make the same number of delivery trips and whose office time is approximately the same.
- d. Generally, schedule carriers of the same group to begin, leave, return, and end at the same time.
- e. Schedule so that delivery to customers should be approximately the same time each day.
- f. Make a permanent schedule change when it is apparent that one or more days' mail volume varies to where it is causing late leaving.
- g. Schedule carriers' nonwork days in accordance with the *National Agreement*.

122.12 Post all schedules and keep them up to date.

122.2 **Carriers' Leaving Schedules**

122.21 **Establishing Leaving Schedule**

The leaving time for the carrier is determined by the following:

- a. *Workload*. The normal workload for the route;
- b. *Availability of Mail*. The time all the mail for the same day's delivery is available;
- c. *Necessary Office Time*. Time required to case this mail, withdraw, tray or strap out mail, obtain parcels, and complete other required office duties; and
- d. *Business Hours*. Normal community business hours.

122.22 **Maintaining Leaving Schedule**

Carriers must be trained and motivated to complete their office work so that they may leave the office on time each day. The delivery unit manager must be aware of and record the daily workload for each route, and:

- a. Provide assistance where necessary for carriers to meet scheduled leaving times;
- b. Recognize when a judicious use of curtailment of non-preferential mails is appropriate; and
- c. Use carrier late leaving reports to help determine performance efficiency and also to indicate possible training needs. Delivery managers at all levels must take positive steps to instill every employee with a sense of importance in the daily need to maintain schedules and perform all assigned duties within the allocated time.

122.3 **Authorizing Overtime and Auxiliary Assistance**

122.31 Before overtime or auxiliary assistance is authorized, determine whether:

- a. Carrier can complete delivery within scheduled time.
- b. Leveling the daily workload can be achieved by observing provisions in 612, *Postal Operations Manual*.

122.32 When relief is essential, use the following criteria (not necessarily in the order listed) in determining the most economical manner in providing it:

- a. Use overtime when it would be more economical than providing auxiliary assistance. Consider time in traveling to and from the route, drive-out cost or carfare cost, availability of replacements, delivery time, and conservation of fuel.
- b. Use auxiliary street assistance in the field when it would be more economical than using overtime or providing assistance in office and/or there is no replacement available who is proficient in casing mail. Before authorizing street assistance, consider impact of use of additional fuel.

- c. Use auxiliary assistance in the office when it would be more economical than using overtime or providing auxiliary assistance in the field. The following must also be considered:
 - (1) The replacement must have fair knowledge of the route and be able to case mail with reasonable proficiency.
 - (2) The replacement is employed in casing mail at a time when the regular is not in the office or on duty or where a separate case for flats and papers is available and the replacement would not interfere with the regular. Managers must instruct employees performing casing assistance not to load letter separations with large pieces and flats that would impair sorting additional letter mail.
 - d. Keep up to date a list of replacements most familiar with individual routes. Delivery services managers must use good judgment in determining the most efficient and economical methods of assigning overtime or assistance on high volume days to maintain normal delivery schedules.
- 122.33 The employee, upon request, will be provided a PS Form 3996, *Carrier - Auxiliary Control*, after the supervisor has been verbally informed as to the reason for the request. The employee shall not be denied the form and, upon request, a duplicate of the completed form will be provided the employee.

123 Providing Relay Service

123.1 General

- 123.11 When mail for a delivery trip weighs more than 35 pounds, make relays to one or more suitable collection or relay boxes appropriately located on the route. When a carrier uses a cart, the 35-pound limitation does not apply for the carry-out and/or any relays. Relays may also be made to safe points within office buildings or stores when agreeable to the owners or their representatives. Mail not deposited inside of relay or collection boxes must be placed in sacks locked with padlocks.
- 123.12 Determine service needs on a day-to-day basis at each unit and take the following actions:
- a. Schedule relay carrier to report at delivery unit not earlier than 10 minutes after scheduled leaving time of the foot carriers, to avoid excessive office time.
 - b. Insist that all carriers prepare relays before their carry-out mail and prior to scheduled leaving time, to avoid delay to relay carrier resulting in some carriers having to wait for relays.
 - c. Require all carriers to sack and label relays. The labels should show the location of the relay and the number of the foot route. It may also contain the number of the relay in order of relay delivery.
 - d. If space permits, have carriers place relays on a designated conveyance on the workroom floor rather than leave them in the aisles, around or under their cases.
 - e. Require carriers to include all mail in relays, except registered.