NALC - Region 6

# ROUTE COUNT AND INSPECTIONS



#### Introduction:

# Erik Venzke and Dave Reise NALC – Branch 2184



Expectations:

Know your rights

Know what to expect

**Know the forms** 



#### Handbook M-39

- Management of Delivery Services
  - Chapter 2 Mail Counts and Route Inspections





### 8 Hours of Work Handbook M-39

242.122

The proper adjustment of carrier routes means an equitable and feasible division of the work among all of the carrier routes assigned to the office. All regular routes should consist of as nearly 8 hours daily work as possible.



# No Discipline Unless Documented Unacceptable Conduct

#### Handbook M-39

242.332

No carrier shall be disciplined for failure to meet standards, except in cases of unsatisfactory effort which must be based on documented, unacceptable conduct that led to the carrier's failure to meet office standards.

### "I" Day Handbook M-39

215.1

A notice must be posted at the delivery unit in advance of the scheduled mail counts and route inspections, showing the beginning date of the count for each route and the day and date each route is scheduled for inspection. This notice must be posted at least 5 working days before the start of the count period. If a decision is made to inspect on days other than the scheduled date, 1 day's advance notice must be given.



# Earlier Starting Time Handbook M-39

215.2

Not later than the Wednesday preceding the count week, carrier schedules shall be posted for those routes requiring an earlier starting time to count the mail.



#### Dry Run Handbook M-39

217.1

A review of the count procedures will be made within 21 days prior to the start of the count and route inspection to teach the carrier how to accurately complete count forms (1838-C and 1838-A) during the period of count and inspection. An actual count of mail or recording of time used will not be kept on the day the dry run is made.



# Management Assures Accuracy Handbook M-39

217.4

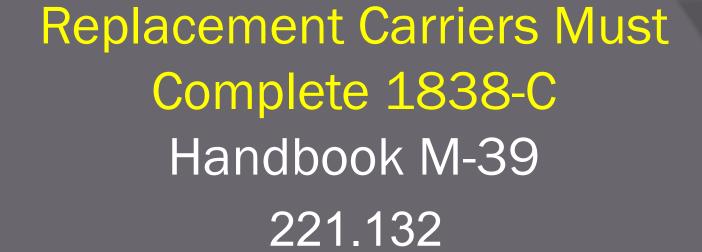
The carrier must be furnished a sample list of mail-count items and time-used items. The carrier must enter these items on a *dry-run form*. A manager must review each completed dry-run form for accuracy, error, and omissions, and they must be discussed and explained to the carrier. When necessary, the manager may require a second completion of the form to assure that the carrier is thoroughly familiar with completing the form to be used.



### Carrier Fills Out 1838-C Handbook M-39

221.131

The carrier should count and record the mail every day except on the day of inspection when the mail must be counted and recorded by a manager. On one or more days during the count week, each route will be inspected by a manager. When management performs the mail count the carrier serving the route, upon request, may verify the mail count...



Replacement carriers assigned to regular, full-, and part-time routes must count the mail and enter the data on the prescribed forms in the same way as the fulltime carrier.



# No Changes to Schedules Handbook M-39

221.133

There should be no changes in normal distribution procedures or clerical schedules during the period of mail counts. The normal cutoff time for distribution should be observed.



### Clean In – Clean Out Handbook M-39

221.134

There must be no accumulation of curtailed mail on the day preceding the beginning of the count, and no mail may be curtailed on the last day of the count.

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# No PM Casing Handbook M-39

221.135

Carriers must not be allowed to case any mail upon their return to the office on the day preceding the first day of the count period. However, if a carrier is regularly scheduled throughout the year to case mail on return from the street, the carrier must continue to do so during the count period. Carriers must not case any mail for delivery after returning from the street on the last day of the count period until they have clocked off the Form 1838-C for the day.

# Again, Normal Schedules During Week of C & I Handbook M-39

221.136

All mail distributed to the carriers up to the normal established cutoff time will be delivered every day of the count week except as required by 221.134 and 221.135.

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# 6 Consecutive Days Handbook M-39

#### **221.11 Schedule**

The count of mail on all letter delivery routes, regular and auxiliary, must be for 6 consecutive delivery days on one-trip routes and for 5 consecutive delivery days, exclusive of Saturday, on two-trip routes or one-trip routes with abbreviated or no delivery on Saturday. It is not mandatory that mail counts begin on Saturday and continue through Friday so long as they are made on consecutive delivery days.



# Conduct of Route Examiner Handbook M-39

232.1

The route examiner must:

- a. Not set the pace for the carrier, but should maintain a position to observe all delivery points and conditions.
- b. Not suggest or forbid any rest or comfort stops but should make proper notations of them.
- c. Not discuss with the carrier on the day of inspection the mail volume or the evaluation of the route. These matters must be discussed with the carrier at a later date when all data has been reviewed and analyzed.

# Conduct of Route Examiner Handbook M-39

#### 232.1

#### The route examiner must:

- Od. Make notations on the day of inspection on the appropriate form or separate sheet of paper of all items that need attention, as well as comments on the day of inspection. Also list any comments or suggestions for improving the service on the route, as well as suggestions or comments made by the carrier during the course of the inspection for improvement in delivery and collection service.
- e. Make comments and suggestions clearly, and in sufficient detail for discussion with the carrier and for decision-making purposes. The manager who will actually discuss the results with the carrier must have enough facts and figures to reach a final decision on any necessary adjustments to the route.



# Seasoned Carriers Handbook M-39

242.214

An exception may be made for carriers who have served continuously for 25 years or more or are over 55 years of age. Before making an exception, determine that the carrier cannot meet the standard office time and that his or her conduct and performance are otherwise satisfactory. The office time allowed for an exempted carrier must be reasonable and be determined by management.



# Not Normal Mail Volumes? Handbook M-39

242.312

No mail volume adjustments will be made to carrier office work (casing and strapping out functions) or street work evaluations unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (excluding the months of June, July, August, and December).



# Office Eval – Management Takes the Lower Handbook M-39 242.311

Under normal conditions, the office time allowance for each letter route shall be fixed at the lesser of the carrier's average time used to perform office work during the count period, or the average standard allowable office time.



# Street Time Evaluation Handbook M-39

#### 242.321

For evaluation and adjustment purposes, the base for determining the street time shall be either:

- a. The average street time for the 7 weeks random timecard analysis and the week following the week of count and inspection; or
- b. The average street time used during the week of count and inspection.



# Explain Street Time Selected Handbook M-39

242.322

The manager will note by explanatory Comment on the reverse of Form 1840 or attachments thereto why the base street time allowance for the route was established at the time selected. The manager's selection of the street time allowance cannot be based on the sole criterion that the particular time selected was the lower.



# Auxiliary Time of Regular Carrier Handbook M-39

241.35 d.

When auxiliary street assistance is given, add to the regular carrier's street time the actual time that it took him or her to deliver that same portion of the route on the day of inspection. Do not use the replacement's street time. Obtain actual time from Form 3999.

#### P

# Routes Adjusted Within 52 Days Step 4's of Importance M-01072

1) If the results of any route inspection indicate that the route is to be adjusted, such adjustment must be placed in effect within 52 calendar days of the completion of the mail count in accordance with Section 211. 3 of the M-39 Methods Handbook. Exceptions may be granted by a Division General Manager only when warranted by valid operational circumstances, substantiated by a detailed written statement, which shall be submitted to the local union within seven days of the grant of the exception.

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### Step 4's of Importance

M-01777

RE: Multiple Days of Inspection

Local management will, if it determines it necessary when scheduling an inspection to inspect on more than one day, inspect on no more than three days during the week of count and inspection. If local management elects to inspect on two or three days during the week of count and inspection, local management will be responsible for completion of the 1838-C one of the days.



M-01777

RE: Multiple Days of Inspection

...The letter carrier will count the mail and complete the 1838-C on the other days of inspection...



M-01777

RE: Multiple Days of Inspection

...When local management elects to inspect on two or three days, the PS Form 3999 closest to the selected street time on the PS Form 1840 will be used to transfer territory...



M-01769

...There is no set pace at which a carrier must walk and no street standard for walking...



M-01664

...The use of DOIS does not change the letter carrier's reporting requirements outlined in section 131.4 of Handbook M-41.

...DOIS projections are not the sole determinant of a carriers leaving or return time, or daily workload.



M-01664

... route based information may only be changed through a full-count and inspection or minor route adjustment...



M-01106

1) The overtime provisions of Article 8 and the associated Memorandums of Understanding remain in full force and effect during the week of count and inspection except that henceforth:



#### M-01106

a. On the day during the week of inspection when the carrier is accompanied by a route examiner, management may require a carrier not on the overtime desired list or work assignment list to work overtime on his/her own route in order to allow for completion of the inspection.



#### M-01106

b. On the other days during the week on inspection when the carrier counts mail, management may require a carrier not on the overtime desired list or work assignment list to work overtime on his/her own route for the amount of time used to count the mail.



M-01661

...No components of the COR program or application of the COR process will be inconsistent with the route inspection, evaluation or adjustment process found in Chapter 2 of the M-39 Handbook...

## Brief Overview of

# Street Functions



## Street Functions

### M-00304

"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."

## Street Functions

### M-39 242.341

The carriers at the delivery unit will receive two 10minute break periods. The local union may annually opt to have either (a) both breaks on the street or (b) one of the 10-minute breaks in the office and one break on the street. If two 10minute breaks are taken on the street, they will be separate from each other. Breaks must be separate from the lunch period. The carrier shall record on Form 1564-A, Delivery Instructions, the approximate location of the break(s). Reasonable comfort stops will not be deducted from the carrier's actual time.

## Street Functions

### M-39 242.344

If during the route inspection, the supervisor notes that the letter carrier fails properly to finger mail or to take proper short cuts, and that those failures were sufficient enough to warrant a time adjustment for the route, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures to be used. Every effort will be made to conduct such reinspection prior to the implementation of the adjustments in the delivery unit.

## On the Street

- Perform delivery as usual
- Be safe
- No instruction from examiner (exception safety)
- Take obvious short cuts If cannot, mention to examiner the reason (safety)
- Mounted Put gear shift in "Park" when making delivery only when vehicle on slope (grade)



# 3999

#### Form 3999, Inspection of Letter Carrier Route

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0	1100 - 1198 OAK ST	Е	10:18:59	0:03:13						12				10	
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# **Audit Trail**

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1	Othr	11400 - 11496 NW 13TH CT	E	0:00:56	0	3	0	0	3	0	0	0	0	- 0	0.
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1	Othr.	11500 - 11598 NW 13TH CT	E	0:00:08	0	1	0	0	1	0	0	0	0	0	0
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2		LUNCH BREAK		0:30:00	0	0	0	0	0.	0	0	0	0	0	0
1	-	PERSONAL NEEDS		0:02:17	0	0	0	0	0	0	0	0	0	0	0
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1		STREET BREAK TIME		0:10:00	0	0	0	0	0	0	0	0	0	0	0
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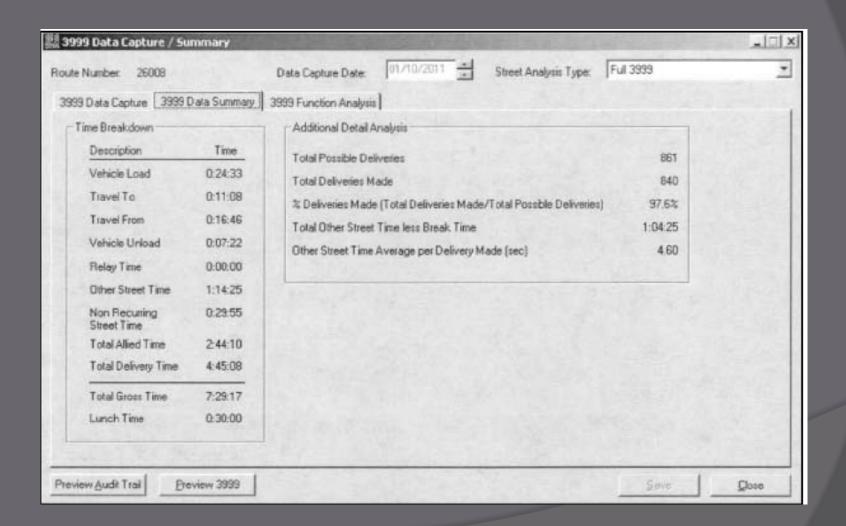
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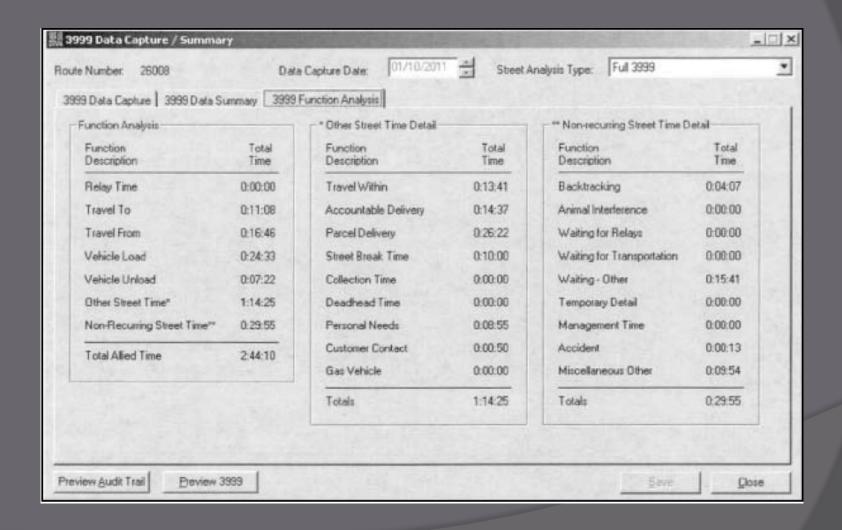
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# 3999 Data Capture



# 3999 Data Capture





Street Time
Week After
Count and
Inspection
(1840-B)

Don't forget the eighth week of the analysis

1840B

#### Instructions

#### General

Select timecards or PSDS Carrier Report Printouts for carriers assigned to each route for a seven-week period prior to the count and inspection week per instructions in Sec. 242.323, Handbook M-39. Do not use weeks during the months of June, July, August, or December. Do not include time of leave replacement carriers. Special Instructions: For carriers serving two trips routes, use a separate Form 1840-B for each trip.

- Group same day of the week together; all Saturdays, Mondays, Tuesdays, etc., and show the day of the month in the "Day of Week" column.
- Enter the scheduled begin, return, and end times; the scheduled morning and afternoon office time; the scheduled street time, and the total time above each day of the week.
- From the timecards or PSDS Carrier Report Printouts, enter the actual begin, leave, return and end times for each di
  Only the days the regular carrier served the route are to be recorded on Form 1840-B.
- 4. Compute and record the morning and afternoon office time, street time, and total time used each day.
- From Form 3996, enter the approved overtime and auxiliary assistance used each day, as indicated in Item K of the Form, less any travel time.
- Enter the amount of time used to provide auxiliary assistance to other routes.
- Enter the appropriate volume count by mail type.
- Total the morning and afternoon office time, street time, overtime, and auxiliary assistance (office/street) for each day.
- The eighth week to be recorded is the week following the week of count and inspection. The regular carrier must set the route at least one day during this week, or the week is not to be recorded. No future weeks are to be used under any conditions.
- Divide the total for each item by the number of days the assigned carrier worked on each group of Saturdays, Mondays, Tuesdays, etc.
- From Form 1840, enter the street time, office time (AM & PM combined), total, and auxiliary assistance (office/street) used on the comparable day of the week during the count period. Circle in black the day of inspection total.

#### Analysis

#### Before the count period:

- Compare the actual time used with the scheduled time to determine whether:
  - Carrier adhered to schedules.
  - There was excessive late leaving and/or returning.
  - There was excessive office time used on return from delivery trip.
  - A regular pattern on certain week days has formed to indicate an adjustment in schedule is necessary.
- Circle in red time entries and totals where irregular practices occurred or schedule was not maintained.

#### After the count period:

- Compare average time used on each day during analysis period with the same day during the count.
- Determine whether office time and street time is more or less for comparable days. If the office time or street time during the count period is more than the analysis period, discuss with the carrier to determine the reason.
  - a. When the time used during the count and inspection period is substantially greater than the analysis period, the supervisor must compare the mail volume for the periods where available.
- When the supervisor concludes that the time used during week of count and inspection does not truly represent the time required to serve the route as substantiated by the comparative analysis, appropriate corrective action must be taken.

**IMPORTANT:** In making this comparative analysis, be sure all factors are considered. Where the performance during the count period varied from that during the comparative period, include the comments of the carrier's supervisor in the space provided.

PS Form 1840-B, November 1997 (Page 1 of 4)

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Average				3:10		4:14		:06	7:30		-		:30	665	469	56	813
Comparable						3:50		012m26W	6:35				-	712	482	-	897
(Form 1840 Schedu		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00					112	452		377
3/19/79	Mon	6.00	8.85	2.85	13.89	4.54	13.99	.10	7.49				.50	724	518		884
4130179	Mon	6.00	8.83	2.80	13.83	4.50	13.91	.08	7.38					680	483		832
5/14/79	Mon	6.02	8.83	2.81	13.83	4.50	13.91	.08	7.39					680	483		852
913179	Mon	6.00	8.90	2.90	13.96	4.56	14.01	.08	7.54				.50	702 .	506		858
10/22/79	Mon	7-6															
11/26/79	Mon		7100	day —													
1/14/80	Mon	0		-					0			ord	$\supset$				
3 3 80	Mon	0						-	0/	Circle	in 1		$\overline{}$				
	Days									Cour	$\overline{}$		1				
TOTAL	4			11.36		18.10		.34	\$9.80		<u> </u>		1.00	2786	1990		342
Average				2:50		4:32		:06	7:25				.15	697	497		857
(Form 1840						4:38		M. Igni (2) 2:47	7:25					732	518		907
Schedu	le	6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00								
3/20/79	Tue	6.00	8.70	2.70	13.70	4.50	13.80	.10	7.30					659	472		800
5/1/79	Tue	6.00	8.67	2.67	13.73	4.56	13.81	.08	7.31					720	460		72
5 15 79	Tue	6.05	8.83	2.78	13.87	4.54	13.95	.08	7.40					680	483		767
9 4 79	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31					670	472		793
10 23 79	Tue	6.00	8.65	2.65	13.67	4.52	13.77	.10	7.27					648	460		792
11/27/79	Tue	7-6															
1/15/80	Tue	6.00	8.83	2.82	13.72	4.40	13.95	.23	7.45					680	483		758
314180	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31					670	472		818
TOTAL	Days 7			19.12		31.48		.75	51.35					4727	5501		544
Average				2:44		4:30	1	:07	7:21					675	472		777
Comparable						4:35		~ <u>1</u> 7339	7.28	0.000		<del> </del>		724	503		841
/Form 1840 PS Form 184		Novembe	r 1997 /Ps	rge 2 of 41		4.00		2:23	17:50	7600 mg ( 19490)			_	729	303		246

Form 1840-B

	Day of Week	Begin	Leave	Office Time PM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Audi As		Transfer Time	D	elivory	Volum	ю.
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00		OFF	STR		Ltr	Fit.	Seq	DPS
3/21/79	Wed	7-6															
5/2/79	Wed	0															
5/16/79	Wed	0															
9/1/79	Wed	6.00	8.83	2.83	13.93	4.60	14.08	.15	7.58					691	483		845
10/24/79	Wed	6.00	8.95	2.95	13.89	4.44	13.99	.10	7.49					713	506		871
11/28/79	Wed	6.05	8.90	2.85	14.04	4.64	14.12	.08	7.57					691	495		845
1/16/80	Wed	6.02	8.87	2.85	13.92	4.55	14.04	. 12	7.52					697	527		839
3 5 80	Wed	6.00	8.89	2.89	13.99	4.60	14.09	.10	7.59					702	495		858
TOTAL	Days 5			14.37		22.83		.55	37.75					3494	2505		4258
Average		105		2:52		4:42		:07	7:33					699	501		852
(Form 1840						4.42		2:50	7:32					737	529		876
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00	111111111111111111111111111111111111111							
3 22 79	Thu	6.00	9.78	3.78	14.85	5.07	15.00	.15	8.50	.50			1.00	918	656		1122
5 3 80	Thu	7-6															
5 17 79	Thu	6.00	8.82	2.82	14.30	4.98	14.40	.10	7.90					680	483		832
9 6 79	Thu	6.00	8.83	2.83	14.33	5.00	14.50	.17	8.00					443	311	482	540
10/25/79	Thu	6.04	8.85	2.87	14.15	4.80	14.27	.12	7.73			$\overline{}$		680	483		832
11129179	Thu	6.00	8.95	2.95	14.20	4.75	14.30	.10	7.80	Die	ele i	<i>yc</i> )		475	<i>334</i>		587
1/17/80	Thu	6.00	8.83	2.83	13.90	4.57	14.10	.20	7.60	( "	lack			691	483		845
316180	Thu	6.00	9.00	3.00	14.12	4.62	14.20	.08	7.70					734	518		898
TOTAL	Days									7 20	ام ما اعداد	artio	pt				_
	7			21.02		33.79		.92	53.73	-	تقحمه (		1.00	_			
Average Comparable	a Day			3:00		4:50		:14 Of Time Total	8:04				:12	660	467	158	807
(Form 184)	(2)	E. Section				4.58		3.12	8:10	2				685	512	482	848
Schedule		6.00	8.83	2.83	14.33	5.00	14.50	17	8.00								
3123179	Fri	6.00	9.52	3.52	14.27	4.25	14.50	.23	8.00			. 75		853	610	482	1043
5 4 80	Fri	0															I
5 18 79	Fri	6.02	8.58	2.58	14.30	5.22		.20	7.98		.50			626	449	482	
9/7/79	Fri	6.00	9.03	3.03	14.54	5.01	14.75	. 25	8.25	. 25	.50			734		482	
10/26/79	Fri	6.00	8.75	2.75	14.28	5.03	14.50	. 22	8.00					842	598	482	1030
11/30/79	Fri	0										-	<u> </u>				
1/18/80	Fri	0									in 7	ed					
317180	Fri	6.00	8.86	2.86	14.02	4.66	14.22	.20	7.70	Pircle		50		778	552	482	950
TOTAL	Days 5			14.74		24.17		1.10	89.01		1.00	1.25		3834	2726	2410	4686
Average				2:56		4:50		:13	8:00		:12	:15		767	545	482	937
Comparable (Form 1840						5:45		3:18	9:03					781	552	482	919
PS Form 184	40-B,	November	1997, Pa	ge 3 of 4													

#### Form 1840-B

From 2/23/80		To 2/29/80		Day of Week	Average	Street Time
Random Lot Selection	on			S. t t		
3	4	ے ع	,	Saturday	4:1	4
Random Weeks Begin selected and the date	nning (Show Saturda for the first delivery	y dates for the first s of the eighth week.)	о иол жоокѕ	Monday	4:.	32
Week Number	Year	Month	Date	Tuesday		
1	1979	Mar.	3/17/79	Tuesday	4:.	30
2	1979	Apr.	4 28 79	Ne for a description of the last of the la		
3.	1979	May	5/12/79	Wednesday	4:	34
4	1979	Sep.	9/01/79	-		
5	1979	Oct.	10/20/79	Thursday	4.	·50
6	1979	Nov.	11/24/79	=		
7	1980	gan.	1/12/80	Friday	4	:50
-8	1980	Mar.	3/01/80	TOTAL	27.	:30
				Average Dai	ly Street Time	4:35

Comments

Saturday provides office assistance because of closed business deliveries. <u>Monday and Fridays</u> requires assistance on a regular basis. <u>Friday</u> office and street time of count week considerably more than comparable day of analysis period. Mail volume records show comparable workloads during the analysis period and count week, discussed with carrier inconsistent performance and he was unable to give a satisfactory explanation. Carrier was issued a Letter of Warning.

Supervisor's Printed Name	Supervisor's Signature	Date
B Kaplan	B. Kaplau	3/10/80
PS Form <b>1840-B</b> , November 1997 (Page 4 of 4)		

										Incor	00000				Taux.	and their				handar Manie			
Carrie Summ	r D	eliv	erv	Rou	te -	lnen	ect	ion					gto	n, D		very Unit Orth	Stati	on		Smit			
Route No.	_	EPM R			Non EF		of Trib			- 1			□ Re	15. X M	fixed   Bicyc	de 🗆 Mo	torized _	Curb Deli	very	1	Dismount	t	
	-	Reg.	10.	XI.		M I		1		Tv	ne of l	Venicle	□ LH	D MR	HD Age	Leng	gth of Servic	9		Length	of Service o	n Route	
55064	Α		_		NUX.			100	_		pe ur			-	4.	5 2	O Yea			4		3 Mon	
Inclusive Dates	_	A		В		С		D	-	E	-	F	-	G	- 1	1	2	3	5		В	7a	7
Fr97723/12			Т	OFFI	CE TI	ME			ł	Not	100	Net Total	L	Actual	Miles	_				ECES DELIVE	INC.D		
To: 4/28/12		Net Time Ised	SI	tandard		Over andard		Under tandard	Str	eet Time Used		Time Used		uxiliary ne Used	Driven	Letter Size	Mail of All Other Sizes	Account- able and Signature	Parcel Post Over 2	Sequ	lenced Nail	DPS Mail	Total Pieces De-
Day	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins		1	GLOUS	Mail	Pounds	Letter	Other		livered
Monday	2	08	2	17				09	6	21	8	29	0	00	24.8	132	615	8	15			1921	2691
Tuesday	1	55	1	38		17			7	24	9	19	0	00	26.1	85	333	11	9	503	503	1274	2718
colnesday	1	29	1	37				08	6	14	7	43	0	00	25.0	92	353	11	15			1486	1957
Thursday	[1	41]	[1	58]				[17]	[6	07]	[7	48]	[0]	[00]	[25.2]	103	511	3	5			1779	2441
Friday	1	27	1	51				24	5	56	7	23	0	00	24.6	99	440	31	4			1672	2246
Saturday	[2	08]	[1	45]		[23]			[6	03]	[8	11]	[0]	[00]	[25.3]	76	446	4	16		503	2307	3352
Totals	6	59	7	17				18	25	55					100.5	587	2698	68	64	503	1006	10439	15365
Averages	1	45	1	50				05	6	29					25.2	98	450	12	11	84	168	1740	2561
18	40-B	Avera	ge Str	eet Time					5	45													
Analysis of O	_		_		_	-	_	Route	Exam	iner's (O	ffice a	and Stree	ef)									f Inspection	
Day 14	15	16	17			21 22	20	-												Coverage		iveries	Deliveries Made
Mon 12 Tues 12	5	0	0		-	5 0	25	1												Trip 1	6	94	474
Wed 4	1	0	0	0 2	-	7 2	0	1											Г	Trip 2			
Thu [2]	[2]	[0]	[0]	[0] [:	2][	9] [0]	[30	i														$\overline{}$	
Fri 14	2	0	0		-	00	21	1											-				
57.5		[0]			-	2] [0]	[26	1											L	Percent Made			68%
Rep. Times		-																		New Const.			
Route Exam	niner	and Da	rie				-						De	elivery Se	rvice Manager	(Signatu	re and Title	)	D	ate Adjustr	nents Mad	е	
Ste	ve.	.10	m	ex		5/-	7/	12					1	1. W	Mite,	PM	1						
PS Form 1						-/	,	_					1.	, ,	, - 0(0)		•		_				

Adjustm	ent Approve	ed by	Route N	br: 26008			Record	of Office	and Stre	eet Adjustm	ent Made		Page 1	of 1	Total Pages
	ster or Desig		Relief			Num	bers	ZIP	+4	Trans-				Adjuste	d Route
Item	Hours and Minutes	New Const. (Minutes)	Addition (A)			Begin	End	Segr Segr	nent	or From Rte. Number	Dely	Time	Time	Item	Hours and Minutes
Office Time	2:09		R	OLD CANTON RD	E	6700	6798	12	25	004	-4	-0:01	- 0.05	Office Time	2:05
Street Time	6:12		R	OLD CANTON RD	E	6700	6700	12	53	004	-11	- 0:01	- 0.08	Street Time	5.55
Total Time	8:21		R	OLD CANTON RD	0	6703	6703	22	42	004	-5	- 0:01	- 0.02	Total Time	8:00
Router			R	OLD CANTON RD	E	6712	6712	12	05	004	-11	- 0:01	- 0.02	Router	
Addition														Possible Deliveries	624
Relief	0:21														
											- 31	- 0:04	TOTAL - 0:17		
COMMENTS															
1. Office brea	k option cho	sen 🗶	yes 🔲 n	o											
2. Base time s	selected for	route evalu	ation purpo	ses from Form	is	(ho	urs and min	utes).							
3. Street time	selected fo	r adjustmen	6:12	2 (hours and n	ninutes).										
4. Reasons fo	selection :	of street tim	e.												
5. Office meth	nod for trans	fer:													
ADDITION	IAL COMME	ENTS:													
PS Form 184	0 (Reverse)	FACSIM	ILE - DOIS												

			Reute: C001	ZIP 00000 RECORD OF OFF	CE AND	STREET AL	DJUSTMENT	S MADE	$\top$		Date: 06/0	1/11 Page	1 of 2
ASSIGNMI	ENT APPRO BY ER OR DESI	1,000			ADDRES	S RANGE			1			ADJUSTE	D ROUTE
ПЕМ	HOUR3 AND MINUTES	NEW CONST. MINUTES	RELIEF (R) ADDITION (A)	STREET	BEGIN	END	ZIP + 4 SECTOR/ SEGMENT	TRANS - FERRED TO / FROM ROUTE NUMBER	DELYS	OFFICE TIME MM-SS	STREET TIME MM:SS	ПЕМ	HOURS AND MINUTES
OFFICE TIME	01:25		Λ	43RD ST	216	216	3202	C004	24	00:38	03:32	OFFICE TIME	01:27
STREET TIME	06:20		A	43RD ST	220	220	3225	C004	1	00:00	02:11	STREET TIME	06:35
TOTAL TIME	07:45		R	TODD AVE	4925	4925	2728	C019	11	00:25	03:23	TOTAL TIME	08:02
RELIEF			R	TODD AVE	4925	4925	2743	C019	2	00:26	03:24		
ADDITION			R	TODD AVE	4801	4899	2751	C004	2	00:27	03:25		
1 3		-	R	TODD AVE	4901	4999	2752	C019	20	00:28	03:26		
1 3			R	TODD AVE	5001	5099	2753	C034	19	00:29	03:27		
			R	TODD AVE	5101	5199	2754	C049	32	00:30	03:28		
			Α	Relay Time: EXR 14:37, ADJ 17:51	0	0			0	00:00	03:34		
			R	Travel Within: EXR 15:22 ADJ 12:22	0	0			0	00:00	03:00		
				Old Relay: BREW ST, -0133	9001	9999	3239		0	00:00	00:00		
1		Ü.		New Relay: 216 43rd St, 1:04	0	0	1407		0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
		8	A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:		
Office break Option chosen X Yes or	No.	
2. Base Time Route Evaluation From	is	(Hours and Minutes)
3. Street Time for Adjustment	(hours and minutes)	
4. Reasons for selection of street time:		

Office Time Mode:

2018 NALC Guide to Route Inspections Found at NALC.org https://www.nalc.org/workpla ce-issues/city-delivery/routeadjustments

# Breaking Down the 1838-C The Count and Inspection



# New 1838-C



#### Carrier's Count of Mail — Letter Carrier Routes Worksheet

Post Office			Del'Very Uni.				Fourie	Numbe	1
		PM		Carrier Marked-up	CFS	Actual Time Entries			
1. Letter-5ize				<u> </u>		ļ	Time	Write _in	Clapes
						Explanation	Guide	Time	Time
							盲		
							E	$\vdash$	┰
			<u> </u>				B		
2. Vai of All Other Sizes							Е	<u>L</u> .	
									1
							E		] "
							D.		ì
							E		
0. Accountable and Signature √성]							B		
a. Accountable and angli white well						]			
Sa. Registered/Contilled						<del></del> -	В	·	
Sb. COD/Customs				+		:	<u>.</u> .		
3c. Fostage Dues						<del>-</del>	<u> </u>	I	
8d. Priority Mai Repress				_	企业企图 A 2000年		E		:
5. Al. partels over 8 hs.			<del>-</del>		17, 31,42	-	. <u>=</u>		<u> </u>
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				!		$\vdash$	E		_
5. Sequenous and Collated			<u> </u>	Properties Properties Constanting Properties	5350				ı
				1000	1314		ı E		
6a. Letter Size					65.00		E		1
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				and the grade of the	acaronia Veneralia		В		1
				10000			E		
6tv Other Stze				Same M			B		ı
). 2nd-Class Marked up (exelude PS Form 3579)							E		
							В		
III. Mall with PS Form 3579 effected				The Confidence of the Confiden	0000		E		
				100	રીતે ઇ.ફેલ્	<u>L</u> .	В		
						1	E		
2. Shanga et Aderas: Facorded				and the second of the second o	C 24 C 25 C	<u></u>	В		
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13. this mad Recalpts, furned [1				-0136			В		
The second control of				7 7 3 3 3 3	2000	1	E		1
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	т	DPS 1		102 0 200	<u> </u>	{	E		1
inter Line Number in Explanation Column	Line	Tobe		1839		<u> </u>	B		<del></del>
Terioterado Cariño - 200-20 etamo Bartinas II a	†·· ·-	Comn				Begin Here	╘		ĺ
legistered-Certified-CCC-Oustams, Postage Dus 18 Funn 0008-signing for returning funds and race pos	14					order term		TOTAL	$\vdash$
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expensing end college by Page Mat	16	-							ines
keb.al Paramping out time	17	1						<u> </u>	
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/article respective	19	1						B.	-
2004 while not shower by from bench intelligent most		1						B 0	
e identified and approved as being necessary and of a வலியுற்ற ந்து நிருக் Comments Goodbay	21							R	
Najing somell (office) and other office collectes not	+	1						i.	
Writing for mell (office) and other office cellytics not reformed on a politicing basis which are excluded in sampung the reticifice time just Comments Statilon)	22							ь в	
Counting mail and filing out PS Form 1889 worksheet	23	1		•					, fr: 'n'
Signature of Carrier (or Exercine)	1 20		I certify the above	Day of	Date	Rey, - Red.			ınch
•		◀	information recorded by me is correct	Olivania:					lo lo

		's Cou	nt Mal	I - Letter Carrier Route	s Workshee	et				
	Post Office Name			Delivery Unit	Name			Rou	te No.	Number
	. AM			PM	Carrier	CFS	Ac	tual 1	Nme Entr	les_
1.	Letter Size				Marked-			_		
	Accurate Piece C	ount		Accurate Piece	Single or	Number	EXPLA	Е	WRITE	ELAPS
				Count	Bundle Endorsed	of Pleces		B		
_	Mail of All Other Sizes							B		
2.	Mail of All Other Sizes				Single or	Number		В		
				Accurate Piece	Bundle	of Pieces		Е		T I
	Accurate Piece C	ount		Count	Endorsed			В		
								ЕВ		. !
-	Accountable and Signature Mail				+		-	E		
٠.						C 000C 000C 000C 000C 00		В		l i
	Registered/Certified Enter						PM	Е	Time of	<b>Bapsed</b>
	COD/Customs Total Number	ır					Line	В	Day	Time
	Postage Dues of Pieces Express Mail				-	k ass ass ass as	Number Entries	В	in Hirs/Min	in Minutes
5	All parcel Post Over 2 lbs.				+		LIII 198	E	I E S / WIII	milliute8
-	Number of Parcels Handled For Delly	өгу		1				В		
	(Motorized Curb Delivery-Sequenced	Bundk	98)					щ		$\overline{}$
6.	Sequenced and Collated					******		þ		
	Prepared Mailings in Delivery Order							ЕВ		
	Letter Size						AM	E	Time of	Elapsed
	Prepared Mailings in Delivery Order						Line	В	Day	Time
					50X 000X 000X 0X 000X 00 00 0000 0000 00	x	Number	Ē	In	In
	Other Size					×	Entries	В	Hrs / Min	Minutes
	No Entry for CFS Units				500 10000 10000 100 10000 100			E		
9.	2nd-Class Marked up (exclude Form 3	3579)			0.0000000000000000000000000000000000000	x		В		
	No Entry for CFS Units				00 000 000 000 000 000 000 000 000 000	 		В		. !
0	Mail with Form 3579 attached						<b>—</b>	Ē		-
					× ** ** * ** *			В		j
	Actual PS Forms 3575(a)/3565 Comp	leted			00 000 000 00 00 00 00 000 000 00 00 00 00 000 000 00	× 000 000 000 000 000 000 000 000 000 0		Е		
2.	Change of Address Recorded				00 000 000 0 000 0 00 000 000 00 000 00	2 302 302 302 302 3 3 303 303 303 303 3		В		
	Actual Number of Insured Receipts T	urned	In /Ds	Form 3849)				В		l
13	Insured Receipts Turned In	uniou	(1-5	I	00 000 000 00 000 00 00 000 000 00 00 00	00 0000 0000 0000 0000 00 0 000 000 000	<del></del>	Ē		-
	er Line Number		DPS \	Volume Pieces: (7a)	00 1000 1000 10 1000 10	PS Pleces	t	В		
in E	Explanation Column	LINE		added to line 7a on PS	Form 1838			Е		
	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for,	14	Comn	ments			Begin H	В	TOTAL	Total
	returning funds and receipts		Used	I to Annotate Unusual	Conditions				TOTAL	Total Min
	Withdrawal of mail	15	(Le. v	waiting time, prior cas	ed PM mall r	oleces, etc.	)			ck Rings
	Sequencing and collating By-Pass M Actual Stapping out time	16	Úsed	to identify Each Activ	ity Recorde	d under			E	
		17	ACTU	at time Entries for Lin	e zi and Lif	8 ZZ				
<u>.</u>	Break (local option)	18							R	
-	Vehicle inspection	19	ļ						L	
ğ.	Office work not covered by form (work must be identified and approved as be	runction	ns						В	
Ē.	necessary and of a continuing nature)	21							E	
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838	excluded in computing the net office till comment section)							L	In.	
	Counting mail and filling out Form 183	23	•						В	Hrs / Hu
Form.	Signature of Carrier(or Examiner)		_		Day of Wes	Date	Reg Re	eol.	LUI	
80	Name Carrier/Examiner		4	I certify the above	Day	Date	Reg/Rep	•	From	То
	Tamo Carriot/Examinor	-	_	Information recorded	Lay	Date	. vogriver		Lunch	Timo
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#### TIME ALLOWANCES FOR CARRIER OFFICE WORK

Form Line I		Pieces Per I	
		1-Trip	2-Trip
1 2	Routing letter-size mail	18	18
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.)	8	8
		M	inutes
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into sat 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in be markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping markup pieces) is used in determining time allowance at 70 pieces per minute.	undles for out pieces and	1
8	For each 10 pieces of all classes of mail separated for forwarding or return		1
9	Periodicals marked up (for each 2 pieces handled for forwarding or return)		1
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation	n Matter	2
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Va mail of obvious value) or No Mail Receptacle)	cant (Occupant	1
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 398		
13	Insured receipts turned in		
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 386 returning funds or receipts, and for partial completion of Form 3849 (name or address to Base minimum allowance is 6 minutes.	88, signing for, for identification).	
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampe Base minimum allowance is 5 minutes.	ers).	
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed work function.)	for	
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)		
18	Break (local option).		
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes		*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must r		
21	Office work not covered by form. (Work functions must be identified and approved as band of a continuing nature.) (Use "Comments" section.)  Base minimum allowance is 9 minutes.	,	*
22	Waiting for mail (office) and all other office activities <u>not</u> performed on a continuing basi excluded in computing net office time. (Use "Comments" section.)		
23	Counting Mail and filling out Form 1838-C worksheet.		

Note: For piece items, grant the next higher allowance in minutes for fractional units.
Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performed.

\* Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838:

If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.

## Line Item 14 – Accountable Mail

Time spent when you stop casing mail to get your accountable mail, signing for it, filling out the name or address on the PS Form 3849 (and casing the notice as a reminder) in the morning plus the time it takes to get cleared, and go on to your next task in the afternoon/evening. 6 minutes minimum



Time spent withdrawing mail from tubs, cutting straps, removing plastic, etc. This line item also includes time you spend withdrawing mail from both the throwback and hot cases. The M-39 states that, "two withdrawals of letter mail and one of papers for each trip, with a final pull just prior to leaving time, generally are sufficient."



# Line Item 16 – Sequencing and Collating Mail

Time spent collating or sequencing mail is recorded on this line. For example, time spent collating circulars to get down to three bundles in an FSS environment is recorded on line 16.



## Line Item 17 – Strap Out Time

Most Letter Carriers will not use this line item – only in very limited circumstances. Only used on motorized curb delivery routes where the majority of the case separations contain more than two addresses per separation.



## Line Item 18 - Office Break Time

!0 minutes for an "office break" if your office does office breaks. If your office has a longer office break than 10 minutes record the actual office break time under this line item.



Time spent inspecting your vehicle every morning is recorded on this line. Time starts when you get your key to go to your vehicle and ends when you come back into the office and begin your next task.



This time credit covers any personal needs that you may have while in the office such as obtaining raingear from your locker, restroom needs, etc. This time is not entered on PS Form 1838-C. Five minutes for line 20 is automatically calculated in fixed office time. If your office has additional wash up time, such time is entered on line 21, not line 20.



This covers a wide variety of office functions that you perform on a recurring, continuous basis. Generally speaking, recurring office time is an office task that occurs at least once per week.

## Line Item 21 – Recurring Office Work

## Examples

- Getting Scanner
- Trips to Throwback Case
- Getting Your Parcel Hamper
- Checking for Sleepers
- AMS/Red Book/Edit Book Work
- Replenishing Forms
- Verifying Hold Mail
- Weekly / Daily Service Talks
- Removing Tags
- Returning Empty Equipment



#### F

## Line Item 21 - Recurring Office Work

## Examples – PM

- Take Care of Collection Mail
- Take Parcels to Designated Location
- 3M Mail
- Parcel Hamper
- Processing Undeliverable Mail
- Trips to Throwback Case
- Returning Empty Equipment

#### 厚

# Line Item 22 – Non-recurring Office Work

Line 22 is for non-recurring, non-continuing office functions. Because line 22 items are not regular office activities, you will not receive credit in the route evaluation for the time spent performing them. Activities that are not part of the normal routine do not become part of the route.



# Line Item 23 – Counting Mail and Filling Out PS Form 1838-C

Only the time spent counting the mail and filling out PS Form 1838-C during the week of count and inspection is recorded on line 23.

Filling Out the 1838-C







#### Carrier's Count of Mail — Letter Carrier Routes Worksheet

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#### Carrier's Count of Mail — Letter Carrier Routes Worksheet

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# Comment Section

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Sequencing and collating By-Pass Mail	16	21	.b Thorwback case	.b Thorwback case	.b Thorwback case
Actual Strapping out time	17		21c Retrieve parcel hamper	21c Retrieve parcel hamper	21c Retrieve parcel hamper
Break (local option)	18		22a Verify hold mail	22a Verify hold mail	22a Verify hold mail
Vehicle inspection	19		21d Safety talk		
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21		21e Scan hot case	21e Scan hot case	21e Scan hot case
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comment section)	22		21f Handle collection mail 21g 3M and throwback case	CONTROL OF CONTROL OF CONTROL OF THE CONTROL OF THE CONTROL OF CON	
Counting mail and filling out form 1838 worksheet	23				

- At the Everything is Beautiful Post Office carrier reporting time is 7AM.
- The first function for City Letter Carriers at the Everything is Beautiful PO is to inspect vehicles.
- You took 5 minutes inspecting your vehicle.

United States Postal Service Ca	rrier	s Count Mail - Le	tter Carrier F	toutes V			
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- Your office SOP indicates that your next function is to retrieve your scanner and set it up. This took 2 minutes.
- You return to your case where an 1838-C is placed and commence filling out the particulars. This takes I minute.

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Counting mail and filling out form 1828 worksheet Signature of Carrier(or Examiner)	23						_	_A.		7.00
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2		_ certi	ify the above in	rormanos	Sat	10/29/				

Your next function is to withdraw mail.
 You finish withdrawing mail at 7:11.

You count the mail you just withdrew.
 You counted 700 letters and 632 flats.
 You finish counting and filling out the 1838-C at 7:21

				103						1-37
United States Postal Service Ca	rrier	's Coun	t Mail - Le	etter (	Carrier I	Routes V	Vorks	neet	Pa	ge 1
Denver, Colorado		De	ivery Unit Sull	ivan s	tation			Hou	is No. 47	713
AM			PM		Carrier	CFS		ACTUM 1	Ime Enth	
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COD/Customs						XXXXX		В		<u> </u>
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All Percel Post over 2 lbs.								- E	├	1
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10. Mail with Form 3579 attached					XXXXX	X	23		7:21	10
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13. Insured Receipts Turned In					<b>XXXX</b> XX	<b>XXXXX</b>	24-	E	7:07	-2
Enter Line Number		DPS Volume					21a		7:05	2
In Explanation Column	LINE		In line 7a on PS	Form 18	38		19	E	7:05	5
Registered-Certified-COO-Customs Postage Due-Form 9868-signing for	14	Comments					Begin He	ere B	7:00 TOTAL	L.
Postage Due-Form SBS8-eigning for, returning funds and receipts.		0.4	61-6							
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Sequencing and collating By-Pass Mail	16		_						E	
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Break (local option)  Vehicle inspection	19									
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Counting mail and filling out form 1836 worksheet	23								в о	7.00
Signature of Carrier(or Examiner)					Day of Week	Date	Reg. I	Ropl	0,	unch
8 called a carrier (or 2200000)			the above inform		Sat	10/29/0	-	-	From	То
ň.		<ul> <li>recorder</li> </ul>	d by me is correc	E.	JUL	10/27/0	J			1

 You case mail until your office break is called at 8:50.

• After your break you case mail until nature calls at 9:20.

 At 9:25 you return to your case and again begin to case mail

 At 9:30 a safety talk is called and lasts for 7 minutes

2. Mail of All Other Sizes 632  3. Accountable and Signature Mail 6. Mail of All Other Sizes 6. Accountable and Signature Mail 7. Accountable and Signature Mail 8. All Parcol Post over 2 Bs. 8. Sequenced and Collated 8. Mail of All Other Sizes 8. Sequenced and Collated 8. Mail of All Other Sizes 8. Sequenced and Collated 8. Mail of All Other Sizes 8. Sequenced and Collated 9. Mail of All Other Sizes 9. Mail of All		FORIII 10			1 - 45
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AM PM Carrier  CFS ACTUAL Introductions  (ACTUAL Introduction Action State State Internal Int	Post Office	Delivery Unit		Hou	
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3. Accountable and Signature Meil  B B B B B B B B B B B B B B B B B B	2. Mail of All Other Sizes				
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Country and and filting out form 1606 worksheet 23  Country and and filting out form 1606 worksheet 23  Signature of Carrier(or Examiner)  Luxch	Waiting for mail (office) and other office activities	]			
Signature of Carrier(or Examiner)  I certify the above information  B 07.00  Lunch  Lunch  From 10					<del>-</del>
Signature of Carrier(or Examiner)  I certify the above information  B 07.00  Lunch  Lunch  From 10	8	1			L
I certify the above information	Coursing that and hang out form 1636 workenset 23				- 07.00
	Signature of Carrier(or Examiner)	I cortify the above information			
	8		Sat 10/29	/05	

 After the safety talk you again started casing mail.

 At 9:45 you go to the throwback case, while there you withdraw 25 letter and 10 flats from the distribution case. Each function took one minute.

 Upon your return to your case you counted and recorded all functions on the 1838-C which took an additional minute.

#### Form 1838-C

1-52	Form 18	330-U		
United States Postal Service Carri	er's Count Mail - Lette	er Carrier Routes W	orksheet	Page 1
Denver, Colorado	<sup>*</sup> Sulliva	n Station	Hou	4713
1. Letter-Size 200	PM	Carrier Marked-Up CFS		ime Entries
1. Letter-Size 700 25		marked-up	EXPLANATION GUID	WRITE IN ELAPSED
2			E	<del></del>
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2. Mail of All Other Sizes 632			<u> </u>	lacksquare
10				<del></del>
l			<u> </u>	
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		22222	В	$\longrightarrow$
Accountable and Signature Mail			E	<b>├</b> ┤
Registered/Certifled			- 2	<del>                                     </del>
COD/Customs		XXXXX	B	
Postage Dues				
Express Mall  5. All Parcel Post over 2 lbs.			<u>  B</u>	<b>├</b> ─┤
S. All Fallow Post Over 2 los.				<del>   </del>
6. Sequenced and Collated		**********	В	
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Letter Size	<b> </b>	_XXXXX	B E	9.47
		XXXX	15	9.46
		DXXXXXXXXXXXXXX		9.46
Other Size			210	9.45
			216	9:37
9. 2nd-Class Marked up (exclude Form 3579)	<del></del>	<b>−</b> 1XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	210 B	9:30 7
		<b>1</b> 000000000000000000000000000000000000	18	8:50 10
10. Mail with Form 3579 attached		_1XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	22	7.71
		- KXXXXXXXXXXXXX		7:11 10
42 Channel Address Decembed		<b>IXXXXXXXXXXX</b>	15	7:11 7:08 3
12. Change of Address Recorded			-	7.08
		<b>*************************************</b>	23	7:07
13. Insured Receipts Turned In		KXXXXXXXXXXXX	21a	7:07
Enter Line Number In Explanation Column	DPS Volume Pieces: (7a) To be added in line 7a on PS For	m 1020	<u> </u>	7:05
· ·	Comments		19 E Begin Here B	7:05 7:00
Registered-Certified-COO-Customs Postage Due-Form 9868-signing for, returning funds and receipts.	4			TOTAL
	5 21a Pick up sca	nuer		Time Clock Rings
	6 246 6-61-1-11	or or our		E
Actual Strapping out time	7 216 Safety talk			
	21c Throwback	case		R
-	9			L
	n			В
E (use Comments Section)				E
necessary and of a confinsing nature)  [Lass Comments Section]  Wating for mail (office) and other office activities				_
secluded in computing the net office time (Use	2			R
Comment section)	⊢			L
Coursing that and hang out form 1000 workshale:	3		_	B 07.00
Signature of Carrier(or Examiner)	a location to the con-	Day of Week Date	Hog. Hopl	Lunch
84	I certify the above information recorded by me is correct.	" Sat 10/29/0.	5	From To
	•		•	<u> </u>

 At 10:15 you are called to the accountable cage to get your accountable items.

You receive 6 certified's, 1 COD, 7 postage dues and 2 pieces of priority express.

You review, sign and return to your case.

 You finish processing your accountables at 10:21 and record this function on the 1838-C ending at 10:22.

#### Form 1838-C

1 - 60			For	111 10	30-6					
United States Postal Service Ca	rrier	's Coun	t Mai	l - Letter	Carrier F	Routes W	orkshe	et	Pa	ge 1
Denver, Colorado			arary on	sullivan	Station			modi	47	
1. Letter-Size				PM	Carrier Marked-Up	CFS	_			-
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2. Mail of All Other Sizes					+			Ť		-
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190					1	I				
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3. Accountable and Signature Mail						<b>7</b>		•	10:22	_
_					1	222	23	B	10:21	1
Registered/Certified 6	_4					XXXIXXX	14	•	10:21	6
COD/Customs 7 4-	/ =					Per 2	14	8	10:15	0
Postage Dues 7 🕶	<u> </u>					N	21d	<b>E</b>	10:02	2
Express Mall 2						XXXXX	2100		10:00	-
5. All Parcel Post over 2 lbs.					1	l	23		10:00	10
					1	I	23		9:50	
					<del> </del>		15		9:50	2
<ol><li>Sequenced and Collated</li></ol>					1000000	<b>100000000</b>		₽	9.48	
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Letter Size					<b>-</b> RXXXXX	<b>2</b> 000000		В	9.47	$\vdash$
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					10000000	<b>5</b> XXXXX	18	B	8:50	10
10. Mail with Form 3579 attached					$\infty$	⅏⅏		+=	7:21	
TO. HELL WELL TOTAL COST BELLECING		-			<b>∃</b> XXXXX	<b>1</b> 0000000	23	B	7:11	10
					KXXXX	₩₩		Ī	7:11	_
12. Change of Address Recorded					KXXXXX	<b>1000000</b>	15		7:08	3
					TXXXXXX	*****			7:08	_
							23		7:07	7
13. Insured Receipts Turned In					_KXXXXX	XXXXXX	244		7:07	2
Enter Line Number		DPS Volume					21a	₽	7:05	2
In Explanation Column	LINE		In line 7	a on PS Form	1838		19	E	7:05	5
Registered-Certified-COD-Customs		Comments					Begin Here	В	7:00	
Postage Due-Form 3868-signing for, returning funds and receipts.	14								TOTAL	
Withdrawal of mail	15	21a	Pic	k up scar	ıner				Time Clo	ock Rings
Sequencing and collating By-Pass Mail	16	ad	0.0	11					E	
Actual Strapping out time	17	216	safe	k up scar ety talk rowback i						
Break (local option)	18	21c	The	wwback.	CASE				R	
Vehicle inspection	19								L	
Office Work not covered by form (work functions must be identified and approved as being		21d	Wo	rkload –	3996				_	
must be identified and approved as being necessary and of a continuing nature)	21	I							В	
necessary and of a continuing nature) (use Comments Section)		I							E	
Waiting for mail (office) and other office activities not performed on a continuing basis which are									R	
	22	I							n	
w	$ldsymbol{ldsymbol{eta}}$								L	
Counting mail and filling out form 1838 worksheet	23								B 07	
Signature of Carrier(or Examiner)					Day of Wast	Deto	Dec 19	-1	o,	.00
ŭ.		▲ I certify:	the abov	e information	Day of Week		Rog. Ro	pt.	From	nch To
8				is correct.	Sat	10/29/05	5			

- You leave your case at 11:06 to retrieve your parcel tub; you return to your case at 11:07.
- You withdraw your SPR's from the tub and you go to the distribution case to make your second withdrawal, returning to your case at 11:11.
- From 11:11 to 11:15 you count your parcels,
   SPR's and mail from the distribution case.
- You count 10 Additional letters, 18 SPR's and 12 parcels and enter such on the 1838-C.

1-70	Form 18	30-0				
United States Postal Service Carrier	's Count Mail - Letter	Carrier F	Routes W	orkshe	et page	1
Denver, Colorado	Delivery Unit	Station			Houte No. 4713	$\neg$
AM	PM	Carrior	CFS	Ac	tual lime Entries	$\dashv$
1. Letter-Size 700		Marked-Up	CFS	EXPLANATION	TIME WRITE IN ELAN	PSED
25 200					F 11.0C	
450 sequenced				15	B 11:05	1
91				23	11:05	15
2. Mail of All Other Sizes		+			E 11-50	$\overline{}$
632				219	10:49	1
10 190				21f	■ 10:49 ■ 10:47	2
16				24-	10.47	2
18			****	21e	10:45	
3. Accountable and Signal Character			XXXXX	23	■ 10-22 ■ 10-21	1
Registered/Certified 6			ண∞	14	44.24	6
COD/Customs 1			⋘⋘	14	10:15	_
Postage Dues 7 Express Mall 2		+	<b>*****</b>	21d	■ 10:02 ■ 10:00	2
5. All Parcel Post over 2 lbs.			- V V V V	23	E 10:00	0
12	•			2	9:50	_
6. Sequenced and Collated		60000	00000	15	9:48	2
		<b>XXXXX</b>	⋘⋘	23	9.48	1
Letter Size		-‱∞	₩₩		9.47	$\dashv$
450		XXXXX	$\infty$	15	B 9:46	1
450		XXXXX	****	210	9:46	1
Other Size		-188888888	⋘⋘		9:45	$\dashv$
9. 2nd-Class Marked up (auclude Form 3579)		<b>-</b> ₩₩₩	ண∞	216	9:30	7
		<b>XXXXX</b>	₩₩	18	<b>■</b> 9:00 10	0
10. Mail with Form 3579 attached		XXXXX	$\times\!\!\times\!\!\times\!\!\times$		7.21	
		™	<b>*****</b>	23	7:11	0
12. Change of Address Recorded		<b>*****</b>	₩₩	15	7:11	3
Table of Poures Trade and		<b>₩</b> ₩	x	23	7:08	1
42 Januard Dansista Trees d la		XXXXX	<b>****</b>	2	7:07	
13. Insured Receipts Turned In Enter Line Number	DPS Volume Pleces: (7a)	RXXXXX		21a	7:07	2
In Explanation Column LINE	To be added in line 7a on PS Form	1838 <u>3,7</u>	62	19	E 7:05	5
Registered-Certified-COO-Customs Postage Due-Porm 2005-signing for, returning funds and receipts.	Comments			Begin Here	B 7:00 S	$\dashv$
returning tunds and receipts.  Withdrawal of mail 15	21a Pick up scans	1er			Time Clock R	lines
Sequencing and collating By-Pass Mail 16	21b Safety talk	004			F	mga
Actual Strapping out time 17					D	—
Break (local option) 18 Vehicle inspection 19	21c Throwback co				R	—
8 Office Work not covered by form (work functions	21d Workload – :				L	
must be identified and approved as being necessary and of a continuing nature) [21] [22] [23] [24] [25] [26] [27] [27] [28] [29] [29] [20] [20] [20] [20] [20] [20] [20] [20	21e Bring mail to		aller		В	_
-	21f Replenish for	us			E	
Waiting for mail (office) and other office activities not performed on a continuing basis which are 22	219 Check DPS ma	ril			R	
ascluded in computing the net office time (Use Comment section)	-19 CALCAU 313 MA				L	
Counting mail and filling out form 1838 worksheet 23				_	B 07.00	_
Signature of Carrier(or Examiner)	I certify the above information	Day of Week	Date	Rog. Rop	ol Lunch	_
8	recorded by me is correct.	Sat	10/29/0	5	From To	

		Form 10	338-C				1-71
United States Postal Service Car	rier's Cou	unt Mail - Lett	er Carrier l	Routes W	orkshee	Pau	ge 2
Derwer, Colorado		Delivery Offit	ın Station		- Lyn	47	
AM		PM	Carrior	CFS		ime Entrie	5
1. Letter-Size			Marked-Up	UI U	EXPLANATION TIME	WRITEIN	ELAPSED
					E	<del>                                     </del>	-
					В	$\vdash$	- 1
					E		$\neg$
- 11.7 (-11.04 - 07			_			$\vdash$	
2. Mail of All Other Sizes						$\vdash$	- 1
						<del>                                     </del>	$\neg$
					•		
					•	$oldsymbol{\sqcup}$	
Accountable and Signature Mail				~~~		$\vdash$	-
				KXXXXX	H I	$\vdash \vdash$	- 1
Registered/Certified				₩XXXXX	E		$\neg$
COD/Customs			-	₩₩		$\vdash$	
Postage Dues Express Mall			-	₩₩	<u> </u>	$\vdash \vdash$	l
5. All Parcel Post over 2 lbs.				~~~	- 1:	<del>                                     </del>	-
					•		
e Consended Collect			AA 3 A =	***	·	igspace	
6. Sequenced and Collated			- XXXXX	XXXX		$\vdash$	
Letter Size				⋘⋘	1	$\vdash$	- 1
			<b></b>	$\infty$	E		
			- KXXXXX	<b>XXXXX</b>		$\vdash$	
Other Size			_ 1‱∞∞×	₩₩		$\vdash$	- 1
Other Size			−‱∞	<b>XXXXX</b>	18	$\vdash$	
9. 2nd-Class Marked up (exclude Form 3579)			<b>_</b> ₩₩	‱∞			
			- RXXXXX	<b>XXXXX</b>	<u>-</u>	$\vdash$	- 1
10. Mail with Form 3579 attached			1000000	<b>1</b> 0000001	-   -	$\vdash$	-
TO. HER WILL FORTH GOT P STEECHED			─‱	₩₩	Ī	$\Box$	
			<b>10000000</b>	<b>1</b> 000000	E	$\Box$	
12. Change of Address Recorded			—‱∞	<b>*******</b>	E	11:15	
			100000000		23	11:11	4
13. Insured Receipts Turned In			2000	. 3000	15	11:11	4
Enter Line Number		ime Pleces: (7a)	4000			11:07	7
In Explanation Column	LINE TO be add	ded in line 7a on PS For	m 1838		21h E Begin Here B	11:07 11:06	7
Registered-Certified-COD-Customs Postage Due-Porm 2868-signing for, returning funds and receipts.	Committee			7	and the same of the	TOTAL	-
Withdrawal of mail	15 T 21h	Retrieve parc	el tub			Time Clo	ok Rings
Sequencing and collating By-Pass Mail	16	1				E	
Actual Strapping out time	17					-	
Sreak (local option)	18					R	
Office Work not covered by form (work functions	.0					L	
	21					В	
(use Comments Section)	_					E	
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use	22					R	
Counting mail and filling out form 1838 worksheet	23					_	
<del>-</del>	23		Day of Week	Data	Hog. Hopt	В	
Signature of Carrier(or Examiner)		tify the above information				Lur From	To
8	reco	rded by me is correct.	sac	10/29/0			

				OIII	1 10	30-L	_						1-73
United States Postal Service Car	rier'	s Cour	nt l	Mail -	Letter	Carr	ier F	Routes	W.	orkshe	et	Pa	ge 1
Denver, Colorado		De	eliver	ry Unit	ıllivan						Hous	47	712
Denver, Colorado		$\overline{}$		PM		Car			$\neg$	Act	ual I	me Entric	
1. Letter-Size 700						Marke		CFS		EXPLANATION	TIME	WRITE IN	ELAPSED
25									7	COLORECTION			TIME
200 450 sequenced						2	9	62	- 1	15	E	11:06	1
91						1		l	ŀ		Ť	11:05	
10										23	Ī	10:50	15
2. Mail of All Other Sizes									П	219	▮	11:50	1
632 10						1			ŀ		٠	10:49 10:49	
190						10	0	24	- 1	21f	∺	10:47	2
16 18						1			ı	21e	E	10:47	2
		-	_			₩		,	ᅰ	210	٠	10:45	-
Accountable and Signature Mail						1		‱	×	23	F	10:22	7
Registered/Certified 6						2		⅏	XX		ī	10:21	-
COD/Customs 1		$\Box$	_					kXXX	XI.	14	•	10:15	- 6
Proross Mail 2		-+				+-		⋘	X	21d	H	10:02	2
Express Mall 2  5. All Parcel Post over 2 lbs.		$\overline{}$	_			+		~~~	4		٠	10:00	10
12						4			L	23	•	9:50	10
		-+				X 2 2		***	٦	15	Ē	9-50	2
6. Sequenced and Collated						XX	炎炎	₩₩	₩			9:48 9:48	
Letter Size						XXX	XX	₩₩	Χ	23	t	9:47	1
		$\neg$				₩	燚	XXX	X	15	ਾ	9.47	1
450						XXX	XX	<b>KXXXX</b>	X.	.5		9:46	-
Other Size						XX	⋘	XXXX	X	210	₽	9:46 9:45	1
Color See		-+				₩	XX	<b>XXXX</b>	₩	act	Ē	9:37	
9. 2nd-Class Marked up (exclude Form 2579)						xx	燹	ໝ∞	X	216	•	930	7
						XX	xx	睒燚	XI.	18	<b>E</b>	9:00 8:50	10
10. Mail with Form 3579 attached	A	امصا				XX	XX	XXX	₩		Ē	7:21	
	7 '					1XXX	XX	⋘	XI.	23	Ē	7:11	10
4		-				XX	燚	$\infty$	X	15	•	7:11	3
12. Change of Address Recorded		<del>`</del> +	_			₩X	XX	<b>K</b> XXX	₩		٠	7:08 7:08	$\vdash$
						XX	燚	XXXX	X	23	1	7:07	1
13. Insured Receipts Turned In						KXX	XX	exxxx	XX.	21a	▣	7:07	2
Enter Line Number In Explanation Column		DPS Volum To be adde	e Ple	9088: (78) line 78 on	PS Form	1838	3,1	62	ŀ		E	7:05	
	LINE	Comments							=	19 Begin Here	В	7:05	5
Registered-Certified-COD-Customs Postage Due-Form 3868-eigning for, returning funds and receipts.	14								_		_	TOTAL	$\Box$
Withdrawal of mail	15	21a	ν 1	Pick w	b scann	er						Time Cl	ook Rings
Sequencing and collating By-Pass Mail	16	21/2	, (	afotu t	alk.							E	
Actual Strapping out time	17	210	. 5	Theren	alk back ca							R	
Break (local option)  Vehicle Inspection	18											-	
Office Work not covered by form (work functions					0ad – 3							_	
result he identified and appropriate as being	21				mail to		ow-c	aller				В	
8	$\dashv$	21f	. 1	Replen	ish foru	us						E	
Waiting for mail (office) and other office activities not performed on a continuing basis which are	22	21	, ,	charle	ish foru DPS ma	il						R	
ont performed on a continuing basis which are excluded in computing the net office time (Use Comment section)	_	219		neck	vrs ma	w						L	
Counting mail and filling out form 1836 worksheet	23											B 07	
Signature of Carrier(or Examiner)	20					Day of	Wook	Date		Hon J Hon		07	7.00 unch
			-			Day of		armed to		- may resp	-	L	
8		I certify	y the	y me is co	formation	Sa	+	10/29	100			From	To

#### F

# **Standardized Carrier Endorsements Nixie Mail to the Throwback Case**

Every piece is individually endorsed! Letters and Flats	DEC — DECEASED  NMR — NO MAIL RECEPTACLE  REF — REFUSED  TA — TEMPORARILY AWAY  UNC — UNCLAIMED  VAC — VACANT
Only the top piece is endorsed! Bundled Letters and Flats	ANK — ATTEMPTED NOT KNOWN IA — INSUFFICIENT ADDRESS NSN — NO SUCH NUMBER NSS — NO SUCH STREET UTF — UNABLE TO FORWARD



# Carrier Mark-up Section

Carrier Marked-up	CFS
<del>                                     </del>	

#### 早

### Carrier FOT and MARK-UP Tracking Sheet

Carrier Ma	ırkup	s					BRI	EAK	DOV	VΝ										
							pes	No Mail Receptacle	pə	Temporarily Away	imed	1t	otal	Attempted Not Known	Insufficient Address	Such Number	No Such Street	Unable To Forward	Fotal	
	Data		0		ows		Deceased	No Ma	Refused	Тетр	Unclaimed	Vacant	Sub Total	Atten	Insuf	No Si	No Si	Unab	Sub Total	Total
Week Day	Day	Line 9	Line 10	CFS	Misthrows	UBBM	DEC	NMR	REF	TA	UNC	VAC		ANK	IA	NSN	NSS	UTF		Minutes
SAT																				
MON																				
TUE														,						,
WED																				
THUR											ļ									
FRI															<u></u>					
				•		-		•									T	OTAL	.S	0
										٤.							A۱	/ERA	GE	#DIV/0!

#### Form 1838-C

1-108			roilli lo	50-0						
United States Postal Service Ca	rrier's	Coun	t Mail - Letter	Carrier F	Routes W	orkshe	et		ge 1	
Denver, Colorado		LWII	Sullivan	Station	4713 Actual Lime Entries					
AM AM			PM	Carrier	CFS	_			- 1	
1. Letter-Size 700				Marked-Up	5.5	EXPLANATION	GUIDE	WRITE IN	ELAPSED TIME	
25 200				29	62		E	11:06		
450 sequenced			40		15	15	В		1	
91	44	176		13	13			11:05	-	
10	1,7	7.4		42	77	23	<u> </u>	11:05	15	
		-		<del></del>			▮•	10:50		
2. Mail of All Other Sizes 632				1	I	219	₽	11:50	1	
632				1	I	9		10:49	-	
190				10	24	21f	₽	10:49	2	
16				10	27	-)		10:47	-	
18	8	366		1	I	21e	I.	10:47	2	
		_		+	<del></del>		•	10:45	-	
3. Accountable and Signature Mail				1	$\infty\infty$	23	-	10:22	1	
Registered/Certified 6				2	PXXXXXX		_	10:21 10:21	-	
,		-		+	₩₩	14	튽	10:21	6	
CODYCOSIONIS		-		+	<b>IXXXXX</b>		╁	_	-	
Postage Dues 7		-		+	KXXXXX	21d	H	10:02	2	
Express Mall 2  5. All Parcel Post over 2 lbs.		-		+	$\sim\sim$		╂╋	10:00	$\vdash$	
				1	I	23	H	9:50	10	
12				4	I		╅	9:50	-	
6. Sequenced and Collated		-		<del>                                      </del>	<del>                                      </del>	15	15	9:48	2	
6. Sequenced and Contains				$\infty$	<b>XXXXX</b>		۱÷	9.48	-	
				$\infty$		23	H	9:47	1	
Letter Size		-		-KXXXXX	<b>B</b> XXXXX		ŧ	9:47	-	
					₩₩₩	15	H	9:46	1	
450				KXXXXX			╁	9:46	-	
				10000000	<b>5XXXXX</b>	210	H	9:45	1	
Other Size		-		₩₩	₩₩		╫	9:37		
9. 2nd-Class Marked up (exclude Form 3579)				1888888	<b>EXXXXX</b>	21b	H	930	7	
o. 210-cass marked up (access rom 2579)		-		+∞∞∞	<b>10000</b> 000		╅	9:00	-	
				NXXXXX		18	H	8:50	10	
10. Mail with Form 3579 attached				10000000	5XXXXX		╁	7:21	-	
10. Mail With Form 3579 attached		-		-xxxx	$\infty \infty$	23	H	7:11	10	
4				XXXXXX			tē	7:11	-	
12. Change of Address Recorded				KXXXX	₩₩₩	15	H	7:08	3	
rational recorded		-		+655555	<b>1</b> 000000		tē	7:08	-	
			3	10000000	KXXXXX	23	F	7:07	1	
13. Insured Receipts Turned In			3	<b>DXXX</b>	<b>XXXXX</b>		tē	7:07	-	
Enter Line Number	D	PS Volume	Pleces: (7a)	- NAMA		21a		7:05	2	
In Explanation Column	LINE T	o be added	in line 7a on PS Form	1838	62	19	Ē	7:05		
Registered-Certified-COD-Customs	С	omments			_	Begin Here	В	7:00	5	
Postage Due-Form 9868-algning for,	14				'		_	TOTAL	83	
returning funds and receipts.	<u> </u>	24-	Diele un annu					T		
Withdrawal of mail	15	Zia	Pick up scann	ier				Time Ck	ock Rings	
Sequencing and collating By-Pass Mail	16	21b	safety talk					E		
Actual Strapping out time	17		Throwback ca					R		
Break (local option)	18							<del>-</del>		
Vehicle inspection	19	21d	Workload - 3	3996				L		
Office Work not covered by form (work functions must be identified and approved as being							A	В		
must be identified and approved as being necessary and of a continuing natural (use Comments Section)  Walters for mail (office) and other office artistics	21		Bring mail to		auer			$\vdash$		
S (man command section)	$\vdash \vdash$	21F	Replenish for Check DPS ma	us			1	= 18	3.80	
Z not performed on a confinsion basis which are	22	- 7		./		1		R 18	3,50	
ont performed on a continuing basis which are accluded in computing the net office time (Use Comment section)	22	219	Check DPS mi	ul						
accluded in computing the net office time (Lies Comment section)	$\vdash \vdash$							L 12	2.50	
Counting that and teing out form 1030 wordsheet	23					_		B 07	7.00	
Signature of Carrier(or Examiner)				Day of Week	Date	Hog Hog	ol.	-	unch	
	4		he above information	-	10 100 11	<b>}</b>		From	To	
2 y. Hart		recorded	by me is correct.	Sat	10/29/0	)		14.00	14.50	
,										
			_							

#### Form 1838-C

United States Postal Service Ca		$\overline{}$	Delivery Unit			OTHORIO	Houte	e No.	ge 2	
Denver, Colorado				an Station	4713 Actual Time Entries					
1. Latter-Size		-	PM	Carrier Marked-Up	CFS	_			_	
				малас-ор		EXPLANATION	GUIDE	WRITE IN TIME	TIME	
							E			
							В			
							₽			
		-					╀			
2. Mail of All Other Sizes							H		ı	
							╁		_	
							F		i	
								6.46	2	
						23	•	6.44		
3. Accountable and Signature Mail					XXXX	210	Ŀ	6.44	2	
Bookstored/Codified					‱ண		╂╋	6:42		
Registered/Certified COD/Customs					⋘⋘	23	┢	6:38	1	
Postage Dues					KXXXX	940	憧	6:38	2	
Express Mail					<b>15</b> 555555	21n	Ŀ	636		
5. All Parcel Post over 2 lbs.						14		636	3	
						.,	₽.	633	_	
6. Sequenced and Collated		-		<del>- Loose</del>	****	21W	F	6:33	3	
6. Sequenced and Consists				<b>PXXX</b>	XXXXX		╅	12-29		
Letter Size				− KXXXXX	⋘⋘	21	H	12:27	2	
		$\neg$		─10000000	KXXXXX		▣	12-27	-	
				- RXXXXX	<b>1</b> 0000000	15	▣	12:26	1	
				1000000	<b>XXXXX</b>	21k	₽	12:26	3	
Other Size		-		—‱	$\bowtie$		-	12:23 12:08	<u> </u>	
9. 2nd-Class Marked up (exclude Form 3579)				KXXXXX	<b>B</b>	21j	H	12:06	2	
				<u>−</u> 10000000	<b>1</b> 000000		ΙĒ	12.06		
				_ XXXXX	$\bowtie$	21i		12-05	1	
10. Mail with Form 3579 attached		$\longrightarrow$		<b>—₩</b> ₩	XXXX	23		11:50	2	
					XXXXX	23	▮≞	11.48	_	
12. Change of Address Recorded				- RXXXXX	<b>1</b> 00000	23	H	11:36	1	
12. Change of Address Recorded		-		— <b>1XXX</b> XXX	⋘⋘		╁	11:15		
				- XXXXX	$\bowtie$	23	1	11:11	4	
13. Insured Receipts Turned In					$\infty$	15	▣	11:11	4	
Enter Line Number			me Pieces: (7a)			13	▣	11:07	7	
In Explanation Column	LINE		ded in line 7a on PS Fo	rm 1838		21h	E	11:07	1	
Registered-Certified-COD-Customs Postage Due-Form 9868-signing for,	14	Comment				Begin Here	-	11:06 TOTAL		
returning funds and receipts.		24/	Date dans a second						34	
Withdrawal of mail	15		Retrieve parc				7	_	ook Rings	
Sequencing and collating By-Pass Mail	16	21i	Tripto CFS, t	hrowback ca	se, waste	location	-	E		
Actual Strapping out time Break (local option)	18	211	Verify hold m	ail	-			R		
Vehicle inspection	19	29	Place unadd		Jan J	L L				
Office Work not covered by form /work functions					enina eac	n bundi	e	<del></del>		
	21	21l	scan hot case	, load DPS				В		
Q —————			Handle colle	-	nd undel	u parce	le	E		
Waiting for mail (office) and other office activities not performed on a continuing basis which are	22					v. purce	10	R		
not performed on a continuing basis which are accluded in computing the net office time (Use Comment section)	22	21n	Return eguij	oment, comp	lete 1571			<del>-</del>		
excluded in computing the net office time (Use Comment section)		210	Throwback c	ase				L		
Counting mail and filling out form 1838 worksheet	23							В		
Signature of Carrier or Examine	·	S	ify the above informati	Day of Week	Date	Hog. Hop	ol.	Lu Prom	arch	