

NALC – Region 6

ROUTE COUNT AND INSPECTIONS



Introduction:

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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 Must Complete 1838-C Handbook M-39

221.132

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.



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.



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:

- d. **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.



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.



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.**



Step 4's of Importance

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...



Step 4's of Importance

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...



Step 4's of Importance

M-01769

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



Step 4's of Importance

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.



Step 4's of Importance

M-01664

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



Step 4's of Importance

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:



Step 4's of Importance

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.**



Step 4's of Importance

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**.



Step 4's of Importance

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 10-minute 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 10-minute 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

United States Postal Service

Inspection of Letter Carrier Route

Office <i>Hometown</i>	Delivery Unit <i>My Station</i>	Route No. <i>6002</i>	No. of Trips <i>1</i>	Truck Type <input type="checkbox"/> LHD <input checked="" type="checkbox"/> RHD	Capacity <i>220</i>
Vehicle No. <i>5142420</i>	Carrier's Name <i>S.L. Gallo</i>	ID No. <i>6002</i>	Age <i>47</i>	Length of Service <i>24 years</i>	Length of Service on Route <i>14 years</i>
Type of Route <input type="checkbox"/> Business <input type="checkbox"/> Delivery <input type="checkbox"/> Res. <input type="checkbox"/> Mixed <input type="checkbox"/> Foot <input checked="" type="checkbox"/> Park & Loop <input checked="" type="checkbox"/> Non-EPM <input type="checkbox"/> EPM <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorized <input type="checkbox"/> Dismount			Type of Transportation <input type="checkbox"/> Public <input type="checkbox"/> Drive Out <input checked="" type="checkbox"/> Vehicle <input type="checkbox"/> Contract		

Description	Trip 1				Trip 2			
	Time	Elapsed Time	Odometer	Elapsed Miles	Time	Elapsed Time	Odometer	Elapsed Miles
End Garage								
End Office	<i>8:08</i>	<i>:06</i>						
Arrive Office	<i>8:08</i>	<i>:07</i>	<i>919.6</i>	<i>0.5</i>				
Trans- portation								
Leave Board	-	-						
Last Delivery	<i>1:55</i>	<i>2:05</i>	<i>919.1</i>	<i>5.2</i>				
End Lunch	<i>11:50</i>		<i>915.9</i>	<i>0.4</i>				
Start Lunch	<i>11:50</i>	<i>2:25</i>	<i>915.5</i>	<i>2.6</i>				
First Delivery	<i>8:55</i>	<i>:05</i>	<i>912.9</i>	<i>2.2</i>				
Trans- portation								
Leave Board	-	-						
Leave Office	<i>8:50</i>	<i>2:50</i>	<i>910.7</i>	-				
Report Office	<i>6:00</i>	-	<i>910.7</i>	-				
Report Garage	-	-	-	-				
Totals		<i>7:38</i>		<i>2.9</i>				
Total All Trips *	<i>7:57</i>		-					
Public Transportation Schedule	Time Out	-	Time Return	-	Time Out	-	Time Return	-

* Minus lunch period and time spent waiting for mail.

Yes	No	Item	Yes	No	Item
<input checked="" type="checkbox"/>		Does carrier wear regulation uniform and present a neat appearance?	<input checked="" type="checkbox"/>		Office Break Option <i>8:55 to 9:45</i>
<input checked="" type="checkbox"/>		Does carrier perform work and conduct himself or herself in a business-like manner?	<input checked="" type="checkbox"/>		Is vehicle capacity adequate?
<input checked="" type="checkbox"/>		Is carrier's book up to date?	<input checked="" type="checkbox"/>		Does carrier operate the vehicle in a safe manner?
<input checked="" type="checkbox"/>		Are address changes properly maintained on Form 3942?	<input checked="" type="checkbox"/>		Is the line of travel the safest possible?
<input checked="" type="checkbox"/>		Are Forms 1776 and 1778 (Hazard & Dog Warning Cards) used?	<input checked="" type="checkbox"/>		Is the best mode of transportation used?
<input checked="" type="checkbox"/>		Are computerized case labels used (C.L.A.S.S.)?	<input checked="" type="checkbox"/>		Are travel pattern, relay, and park points set up efficiently?
<input checked="" type="checkbox"/>		Should case labels be replaced?	<input checked="" type="checkbox"/>		Is there compliance with postal regulations concerning mail receptacles?
<input checked="" type="checkbox"/>		Is the carrier case and drawer free of personal effects and extraneous matter?	<input checked="" type="checkbox"/>		Does carrier take enough mail at each relay or park point?
<input checked="" type="checkbox"/>		Does the carrier leave the case unnecessarily?	<input checked="" type="checkbox"/>		Does carrier finger mail between deliveries?
<input checked="" type="checkbox"/>		Does the carrier talk unnecessarily with other employees?	<input checked="" type="checkbox"/>		Are collection receptacles properly maintained, anchored and schedules legible?
<input checked="" type="checkbox"/>		Does the carrier have a sufficient supply of forms?	<input checked="" type="checkbox"/>		Does carrier take obvious short-cuts?
<input checked="" type="checkbox"/>		Does the carrier have a valid driver's license?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Can changes be made to reduce travel time and deadheading?
<input checked="" type="checkbox"/>		Is a last withdrawal of preferential mail made before leaving the office?	<input checked="" type="checkbox"/>		Is DPS mail taken directly to the street without casing?

Remarks

1) Carrier caused Registered mail with letter size and had to return to vehicle to obtain Form 3949 (M-41, 262.2) caused 5 minutes additional time.

2) Criss-cross pattern used on 100 block of Res St., 100 block of Cotton Ln., and 1300 block of Riverside Ave. By keeping these blocks, deadhead travel time to beginning of blocks is eliminated, improving street efficiency by 7 minutes daily, carrier safety would also be improved.

3999

Delivery Methods	Block Number and Street Name	Travel Pattern	Time Enter Block	Actual Time Used	Residential					Business					Del PO Bo x or NP U
					Delys. Poss. Other	Delys. Poss. Curb	Delys Poss NDCBU	Delys Poss. Oth- Cen.	Delys Made	Delys. Poss. Other	Delys. Poss. Curb	Delys Poss NDCBU	Delys Poss. Oth- Cen.	Delys Made	
	VEHICLE LOAD		10:00:00	0:07:30											
	TRAVEL TO		10:07:30	0:08:51											
O	1000 - 1098 OAK ST	E	10:16:21	0:02:38	11				9						
O	1100 - 1198 OAK ST	E	10:18:59	0:03:13						12				10	
	WAITING OTHER		10:22:12	0:02:36											
O	1101 - 1199 OAK ST	O	10:24:48	0:00:36						3				3	
O	1001 - 1099 OAK ST	O	10:25:24	0:08:47	14				8						

Audit Trail

[illegible]

3999 X

REPORT: COMBINED 3999X-AMS-AQ
ZIP CODE: 44112 DELV CARR: C006
USER ID: GALL0TD

DATE: 9/27/2007

PAGE: 1

[illegible]

3999 Data Capture

3999 Data Capture / Summary

Route Number: 25008 Data Capture Date: 01/10/2011 Street Analysis Type: Full 3999

3999 Data Capture **3999 Data Summary** 3999 Function Analysis

Time Breakdown

Description	Time
Vehicle Load	0:24:33
Travel To	0:11:08
Travel From	0:16:46
Vehicle Unload	0:07:22
Relay Time	0:00:00
Other Street Time	1:14:25
Non Recuring Street Time	0:29:55
Total Allied Time	2:44:10
Total Delivery Time	4:45:08
Total Gross Time	7:29:17
Lunch Time	0:30:00

Additional Detail Analysis

Total Possible Deliveries	861
Total Deliveries Made	840
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	97.6%
Total Other Street Time less Break Time	1:04:25
Other Street Time Average per Delivery Made (sec)	4.60

Preview Audit Trail Preview 3999 Save Close

3999 Data Capture

3999 Data Capture / Summary

Route Number: 26008 Data Capture Date: 01/10/2011 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | **3999 Function Analysis**

Function Analysis	
Function Description	Total Time
Relay Time	0:00:00
Travel To	0:11:08
Travel From	0:16:46
Vehicle Load	0:24:33
Vehicle Unload	0:07:22
Other Street Time*	1:14:25
Non-Recurring Street Time**	0:29:55
Total Allied Time	2:44:10

* Other Street Time Detail	
Function Description	Total Time
Travel Within	0:13:41
Accountable Delivery	0:14:37
Parcel Delivery	0:26:22
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:00:00
Personal Needs	0:08:55
Customer Contact	0:00:50
Gas Vehicle	0:00:00
Totals	1:14:25

** Non-recurring Street Time Detail	
Function Description	Total Time
Backtracking	0:04:07
Animal Interference	0:00:00
Waiting for Relays	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:15:41
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:13
Miscellaneous Other	0:09:54
Totals	0:29:55

Preview Audit Trail Preview 3999 Save Close



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.

1. 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.
2. 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.
3. From the timecards or PSDS Carrier Report Printouts, enter the actual begin, leave, return and end times for each day. 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.
5. 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.
6. Enter the amount of time used to provide auxiliary assistance to other routes.
7. Enter the appropriate volume count by mail type.
8. Total the morning and afternoon office time, street time, overtime, and auxiliary assistance (office/street) for each day.
9. The eighth week to be recorded is the week following the week of count and inspection. The regular carrier must serve 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.
10. Divide the total for each item by the number of days the assigned carrier worked on each group of Saturdays, Mondays, Tuesdays, etc.
11. 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:

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

After the count period:

1. Compare average time used on each day during analysis period with the same day during the count.
2. 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.
3. 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.

United States Postal Service						Post Office				Delivery Unit						
Carrier Time Card Analysis						Hamletown				Bryan Station						
Route No.		Carrier's Name				Period Used				Date						
1318		K Gallo				From 3/17/79 To 3/7/80				3/10/80						
Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.	Fixed Time	Delivery Volume				
Schedule										OFF	STR	Ltr	Flt	Seq	DPS	
3/17/79	Sat	6.00	8.53	2.53	14.53	5.00	14.50	.17	8.00			.50	680	483	832	
4/28/79	Sat	6.00	9.68	3.68	13.98	4.30	14.10	.12	7.60			1.00	583	414	713	
5/12/79	Sat	7-6														
9/1/79	Sat	6.02	8.71	2.69	13.51	4.30	13.61	.10	7.09				659	460	805	
10/20/79	Sat	0							0							
11/24/79	Sat	6.05	9.12	3.07	14.08	4.46	14.20	.12	7.65			1.00	745	529	911	
1/12/80	Sat	6.00	8.55	2.55	13.60	4.25	13.68	.08	7.18				659	460	805	
3/1/80	Sat	0							0							
TOTAL	Days	5		15.52		21.21		.52	57.05			2.50	3386	2346	482	4066
Average				3.10		4.14		.06	7.30			.30	668	469	96	813
Comparable Day (Form 1840)						3:50		2:45	6:55				712	482	897	
Schedule		6.00	8.53	2.53	14.53	5.00	14.50	.17	8.00							
3/19/79	Mon	6.00	8.55	2.55	13.59	4.54	13.99	.10	7.49			.50	724	518	884	
4/30/79	Mon	6.00	8.53	2.80	13.53	4.50	13.91	.08	7.38				680	483	832	
5/14/79	Mon	6.02	8.53	2.81	13.53	4.50	13.91	.08	7.39				680	483	852	
9/3/79	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															
1/14/80	Mon	0							0							
3/5/80	Mon	0							0							
TOTAL	Days	4		11.56		15.10		.54	49.80			1.00	2786	1990	3426	
Average				2.50		4.32		.06	7.25			.15	697	497	857	
Comparable Day (Form 1840)						4:38		2:47	7:25				752	518	907	
Schedule		6.00	8.53	2.53	14.53	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	805	
5/1/79	Tue	6.00	8.67	2.67	13.73	4.56	13.81	.08	7.31				720	460	780	
5/15/79	Tue	6.05	8.53	2.78	13.57	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	8.53	2.82	13.72	4.40	13.95	.23	7.45				680	483	753	
3/4/80	Tue	6.00	8.75	2.75	13.73	4.48	13.81	.08	7.31				670	472	818	
TOTAL	Days	7		19.12		31.43		.75	51.35				4727	3301	5447	
Average				2.44		4.30		.07	7.21				675	472	778	
Comparable Day (Form 1840)						4:55		2:53	7:28				724	503	841	

Form 1840-B

Schedule		Day of Week	Begin	Leave	Office Time PM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.		Transfer Time	Delivery Volume			
Schedule												OFF	STR		Ltr	Flt	Seq	DPS
5/21/79	Wed	7-6																
5/21/79	Wed	0																
5/16/79	Wed	0																
9/11/79	Wed	6.00	8.53	2.53	14.33	5.00	14.50	.17	8.00						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
11/25/79	Wed	6.05	8.90	2.85	14.04	4.64	14.12	.08	7.57						691	495		845
11/16/80	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					2.87		4.57	.11	7.55						699	501		852
Comparable Day (Form 1840)							4.42	08 Time Total 2:50	7:32						737	529		876
Schedule			6.00	8.53	2.83	14.33	5.00	14.50	.17	8.00								
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	2.81	14.15	4.80	14.27	.12	7.73						680	483		832
11/29/79	Thu	6.00	8.93	2.93	14.20	4.73	14.30	.10	7.80						475	554		581
11/7/80	Thu	6.00	8.83	2.83	13.90	4.57	14.10	.20	7.60						691	483		845
3/6/80	Thu	6.00	9.00	3.00	14.12	4.62	14.20	.08	7.70						734	518		898
TOTAL	Days	7			21.02		33.79	.92	53.73					1.00	4622	3264	964	5630
Average					3.00		4.81	.13	7.68					.12	660	467	138	807
Comparable Day (Form 1840)							4.58	08 Time Total 3:12	8:10						655	512	482	803
Schedule			6.00	8.53	2.83	14.33	5.00	14.50	.17	8.00								
3/23/79	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																
5/18/79	Fri	6.02	8.58	2.58	14.30	5.22	14.50	.20	7.98			.50			626	449	482	766
9/7/79	Fri	6.00	9.03	3.03	14.54	5.01	14.75	.25	8.25	.25	.50				734	518	482	898
10/26/79	Fri	6.00	8.75	2.75	14.28	5.05	14.50	.22	8.00						842	598	482	1030
11/30/79	Fri	0																
11/8/80	Fri	0																
3/7/80	Fri	6.00	8.86	2.86	14.02	4.66	14.22	.20	7.72			.50			778	552	482	950
TOTAL	Days	5			14.74		24.17	1.10	39.01			1.00	1.25		3834	2726	2410	4686
Average					2.95		4.83	.22	7.80			.12	.15		767	545	482	937
Comparable Day (Form 1840)							5:45	08 Time Total 3:18	9:03						781	552	482	919

Circle in Black
day of
Inspection

Circle in Red

Form 1840-B

From <u>2/23/80</u>		To <u>2/29/80</u>		Day of Week	Average Street Time
Random Lot Selection				Saturday	<u>4:14</u>
<u>3</u> <u>4</u> <u>2</u> <u>1</u>					
Random Weeks Beginning (Show Saturday dates for the first seven weeks selected and the date for the first delivery of the eighth week.)				Monday	<u>4:32</u>
Week Number	Year	Month	Date	Tuesday	<u>4:30</u>
1	<u>1979</u>	<u>Mar.</u>	<u>3/17/79</u>	Wednesday	<u>4:34</u>
2	<u>1979</u>	<u>Apr.</u>	<u>4/28/79</u>	Thursday	<u>4:50</u>
3	<u>1979</u>	<u>May</u>	<u>5/12/79</u>	Friday	<u>4:50</u>
4	<u>1979</u>	<u>Sep.</u>	<u>9/01/79</u>		
5	<u>1979</u>	<u>Oct.</u>	<u>10/20/79</u>		
6	<u>1979</u>	<u>Nov.</u>	<u>11/24/79</u>		
7	<u>1980</u>	<u>Jan.</u>	<u>1/12/80</u>		
8	<u>1980</u>	<u>Mar.</u>	<u>3/01/80</u>	TOTAL	<u>27:30</u>
				Average Daily Street Time	<u>4:35</u>

Comments

Saturday provides office assistance because of closed business deliveries. Monday and Fridays requires assistance on a regular basis. Friday 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

B Kaplan

Supervisor's Signature

B. Kaplan

Date

3/10/80

United States Postal Service

Carrier Delivery Route - Summary of Count and Inspection

Post Office

Washington, DC

Delivery Unit

North Station

Carrier Name

Smith, B

Route No.

55064

☐ EPM Rte.☒ Non EPM

No. of Trips

1

☒ Reg.☐ Aux.

Type of Route

☐ Foot☐ Bus.☐ Res.☒ Mixed☐ Bicycle☐ Motorized☐ Curb Delivery☐ Diamond

Type of Vehicle

☐ LHD☒ RHD

Age

45

Length of Service

20 Years 2 Months

Length of Service on Route

4 Years 3 Months

Inclusive Dates
From 4/23/12

To: 4/28/12

A

B

C

D

E

F

G

I

1

2

3

4

5

6

7a

7

OFFICE TIME

Net Time Used

Standard

Over Standard

Under Standard

Net Street Time Used

Net Total Time Used

Actual Auxiliary Time Used

Miles Driven

NUMBER OF PIECES DELIVERED

Letter Size

Mail of All Other Sizes

Accountable and Signature Mail

All Parcel Post Over 2 Pounds

Sequenced Mail

DPS Mail

Total Pieces Delivered

Day

Hrs

Mins

Hrs

Mins

Hrs

Mins

Hrs

Mins

Hrs

Mins

Hrs

Mins

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Hrs

Mins

Monday

2

08

2

17

09

6

21

8

29

0

00

24.8

Tuesday

1

55

1

38

17

7

24

9

19

0

00

26.1

Wednesday

1

29

1

37

08

6

14

7

43

0

00

25.0

Thursday

[1]

[41]

[1]

[58]

[17]

[6]

[07]

[7]

[48]

[0]

[00]

[25.2]

Friday

1

27

1

51

24

5

56

7

23

0

00

24.6

Saturday

[2]

[08]

[1]

[45]

[23]

[6]

[03]

[8]

[11]

[0]

[00]

[25.3]

Totals

6

59

7

17

18

25

55

100.5

Averages

1

45

1

50

05

6

29

25.2

1840-B Average Street Time

5

45

Analysis of Office Work Functions and Actual Time Recordings: Lines:

Day	14	15	16	17	18	19	20	21	22	23
Mon	12	5	0	0	0	3	11	0	26	
Tues	12	4	0	0	0	4	15	0	25	
Wed	4	1	0	0	0	2	7	2	0	
Thu	[2]	[2]	[0]	[0]	[0]	[2]	[9]	[0]	[30]	
Fri	14	2	0	0	0	3	10	0	21	
Sat	[4]	[2]	[0]	[0]	[0]	[3]	[12]	[0]	[26]	
Rep. Times										

Route Examiner's (Office and Street)

Route Examiner and Date

Steve Jones

5/7/12

Delivery Service Manager (Signature and Title)

H. White, PM

H. Day of Inspection

Coverage	Possible Deliveries	Deliveries Made
Trip 1	694	474
Trip 2		
Percent Made		68%
New Const.		

Date Adjustments Made

Adjustment Approved by Postmaster or Designee			Route Nbr: 26008										Record of Office and Street Adjustment Made			Page 1 of 1 Total Pages	
Item	Hours and Minutes	New Const. (Minutes)	Relief (R) Addition (A)		Numbers		ZIP + 4 Sector/Segment		Transferred To or From Rte. Number	Delay	Office Time	Street Time	Adjusted Route				
					Begin	End							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 O	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	TOTAL - 0:04	TOTAL - 0:17					

COMMENTS

- Office break option chosen ☒ yes ☐ no
- Base time selected for route evaluation purposes from Form _____ is _____ (hours and minutes).
- Street time selected for adjustment 6:12 (hours and minutes).
- Reasons for selection of street time.
- Office method for transfer:

ADDITIONAL COMMENTS:

Route: C001 ZIP 00000		RECORD OF OFFICE AND STREET ADJUSTMENTS MADE								Date: 06/01/11		Page 1 of 2	
ASSIGNMENT APPROVED BY POSTMASTER OR DESIGNEE					ADDRESS RANGE						ADJUSTED ROUTE		
ITEM	HOURS 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	ITEM	HOURS AND MINUTES
OFFICE TIME	01:25		A	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		
			R	TODD AVE	4901	4999	2752	C019	20	00:28	03:26		
			R	TODD AVE	5001	5099	2753	C034	19	00:29	03:27		
			R	TODD AVE	5101	5199	2754	C049	32	00:30	03:28		
			A	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, - 01:33	9001	9999	3239		0	00:00	00:00		
				New Relay: 216 43rd St, 1:04	0	0			0	00:00	00:00		
				New Relay: 4925 Todd Ave. St, 1:04	0	0			0	00:00	00:00		
			A	Parcel Delivery	0	0			0	00:00	02:00		

Comments:

1. 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/workplace-issues/city-delivery/route-adjustments>

Breaking Down the 1838-C

The Count and Inspection

Carrier's Count of Mail — Letter Carrier Routes Worksheet

[illegible]

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet									
Post Office		Name		Delivery Unit		Name		Route No. Number	
AM		PM		Carrier Marked-	CFS	Actual Time Entries			
1. Letter Size		Accurate Piece Count		Single or Bundle Endorsed	Number of Pieces	EXPLA	TIM	WRITE	ELAPS
						E			
						B			
						E			
						B			
2. Mail of All Other Sizes		Accurate Piece Count		Single or Bundle Endorsed	Number of Pieces	E			
						B			
						E			
						B			
						E			
						B			
3. Accountable and Signature Mail						E			
						B			
Registered/Certified Enter						PM	E	Time of	Elapsed
COD/Customs Total Number						Line	B	Day	Time
Postage Dues of Pieces						Number	E	In	In
Express Mail						Entries	B	Hrs / Min	Minutes
5. All parcel Post Over 2 lbs.						E			
Number of Parcels Handled For Delivery (Motorized Curb Delivery-Sequenced Bundles)						B			
6. Sequenced and Collated						E			
Prepared Mailings in Delivery Order						B			
Letter Size						E			
						B			
Prepared Mailings in Delivery Order						AM	E	Time of	Elapsed
						Line	B	Day	Time
						Number	E	In	In
						Entries	B	Hrs / Min	Minutes
Other Size						E			
No Entry for CFS Units						B			
9. 2nd-Class Marked up (exclude Form 3579)						E			
No Entry for CFS Units						B			
10. Mail with Form 3579 attached						E			
						B			
Actual PS Forms 3575(a)/3565 Completed						E			
12. Change of Address Recorded						B			
						E			
Actual Number of Insured Receipts Turned In (PS Form 3849)						B			
13. Insured Receipts Turned In						E			
Enter Line Number						B			
In Explanation Column		LINE		DPS Volume Pieces: (7a)		DPS Pieces			
				To be added to line 7a on PS Form 1838					
Registered-Certified-COD-Customs		14		Comments		Begin H		TOTAL	
Postage Due-Form 3868-signing for, returning funds and receipts		15		Used to Annotate Unusual Conditions, (i.e. waiting time, prior cased PM mail pieces, etc.)				Total Min	
Withdrawal of mail		16		Used to Identify Each Activity Recorded under Actual Time Entries for Line 21 and Line 22				Time Clock Rings	
Sequencing and collating By-Pass Mail		17						E	
Actual Strapping out time		18						R	
Break (local option)		19						L	
Vehicle Inspection		20						B	
Office work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comment Section)		21						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 Comment Section)		22						Time	
Counting mail and filling out Form 18		23						R	
Signature of Carrier (or Examiner)								L	
Name Carrier/Examiner								in	
								B	
								Hrs / Min	
								Lunch	
								From	
								To	
								Time	

PS Form 1838-02 November 1997

TIME ALLOWANCES FOR CARRIER OFFICE WORK

Form 1838		Pieces Per Minute	
Line No.	Work Function	1-Trip	2-Trip
1	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
		Minutes	
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute.		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 Matter.		2
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Receptacle).		1
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982.		2
13	Insured receipts turned in.		1
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification). Base minimum allowance is 6 minutes.		*
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes.		*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)		
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 not be changed.)		
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and 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 basis which are 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



Line Item 15 – Withdrawal of Mail

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.”

5 minutes minimum



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.



Line Item 19 – Vehicle Inspection

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.

3 minutes minimum



Line Item 20 – Personal Time

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.

5 minutes minimum



Line Item 21 – Recurring Office Work

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.

9 minutes minimum

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





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



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**



[illegible]

Actual Time Entries Section

21b	E	9:12	1
	B	9:11	
14	E	8:50	3
	B	8:47	
15	E	8:04	1
	B	8:03	
21a	E	8:03	1
	B	8:02	
19 Begin Here	E	8:02	2
	B	8:00	

[illegible]

Comment Section

		LINE	Comments	17	B
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.	14			Begin Here	
Withdrawal of mail	15		21a Pick up scanner		
Sequencing and collating By-Pass Mail	16		21b Thorwback case		
Actual Strapping out time	17		21c Retrieve parcel hamper		
Break (local option)	18		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		
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		
Counting mail and filling out form 1838 worksheet	23				
Signature of Carrier (or Employee)				Day of Week	Date

Exercise

- 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.

Post Office		Delivery Unit		Route No.	
AM		PM			
1. Letter-Size			Carrier Marked-Up	CFS	ACTUAL TIME ENDED
					EXPLANATION
					TIME GUIDE
					WRITE IN TIME
					ELAPSED TIME
					E
					B
					R
					L
					B
					E
					R
					L
					B
					E
					R
					L
					B
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					B
					E

Exercise

- 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 1 minute.

1-33

United States Postal Service				Carrier's Count Mail - Letter Carrier Routes Worksheet				Page 1	
Post Office		Delivery Unit		Route No.		Route No.		Route No.	
Denver, Colorado		Sullivan Station		4713		No Entries		No Entries	
Size	AM	PM	Carrier Marked-Up	CFS	EXPLANATION	WRITE IN TIME	ELAPSED TIME		
1. Mail of All Other Sizes									
2. Accountable and Signature Mail									
Registered/Certified									
QOD/Customs									
Postage Due									
Express Mail									
5. All Parcel Post over 2 lbs.									
6. Sequenced and Collected									
Letter Size									
Other Size									
8. 2nd-Class Marked up (exclude Form 3579)									
10. Mail with Form 3579 attached									
12. Change of Address Recorded									
13. Insured Receipts Turned In									
Enter Line Number in Explanation Column									
Registered-Certified-QOD-Customs Postage Due-Form 3579-signing for, returning funds and receipt.	14								
Withdrawal of mail	15								
Sequencing and collecting By-Pass Mail	16								
Actual Stepping out time	17								
Break (local option)	18								
Vehicle Inspection	19								
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								
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comments section)	22								
Counting mail and filling out form 1838 worksheet	23								
Signature of Carrier (or Examiner)									
DPS Volume Pieces: (79) To be added in line 7a on PS Form 1838				Comments		21a Pick up scanner			
21a Pick up scanner									
23				7:08		1			
21a				7:07		2			
19				7:05		5			
TOTAL				7:00					
Time Clock Rings									
E									
R									
L									
B									
E									
R									
L									
07:00									
of Week				Date		Hog			
Sat				10/29/05					
I certify the above information recorded by me is correct.									

Exercise

- 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

Form 1838-C

1-37

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet				Page 1			
Post Office <i>Denver, Colorado</i>		Delivery Unit <i>Sullivan Station</i>		Route No. <i>4713</i>			
AM		PM	Carrier Marked-Up	CFS	ADJUST THIS ENTIRE		
1. Letter-Size	<i>700</i>				EXPLANATION	TIME GUAR.	WRITE IN TIME
							ELAPSED TIME
2. Mail of All Other Sizes	<i>632</i>						
3. Accountable and Signature Mail							
Registered/Certified							
COD/Customs							
Postage Dues							
Express Mail							
5. All Parcel Post over 2 lbs.							
6. Sequenced and Collated							
Letter Size							
Other Size							
9. 2nd-Class Marked up (exclude Form 3579)							
10. Mail with Form 3579 attached							
12. Change of Address Recorded							
13. Insured Receipts Turned In							
Enter Line Number		DPS Volume Pieces: (7a)					
In Explanation Column		To be added in line 7a on PS Form 1838					
		Comments					
Registered-Certified-COD-Customs Postage Due Form 3800-signing for, returning funds and receipts.	14						
Withdrawal of mail	15						
Sequencing and collating By-Pass Mail	16						
Actual Strapping out time	17						
Break (local option)	18						
Vehicle inspection	19						
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						
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the mail office time (Use Comment section)	22						
Counting mail and filling out form 1838 worksheet	23						
				23		7:21	10
				15		7:11	3
				23		7:08	1
				21a		7:07	2
				19		7:05	5
				Begin Here		7:00	
				TOTAL			
				Time Clock Rings			
				E			
				R			
				L			
				B			
				E			
				R			
				L			
				B		07.00	
				From		To	
Signature of Carrier(or Examiner)				Day of Week <i>Sat</i>		Date <i>10/29/05</i>	
I certify the above information recorded by me is correct.				Hog		Hapl	

PS Form 1838-C, November 1997

21a Pick up scanner

Exercise

- 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

1-45

Page 1

Post Office		Delivery Unit		Form No.				
Denver, Colorado		Sullivan Station		4713				
AM		PM		Actual Time Entries				
1. Letter Size	700		Carrier Marked-Up	CFS	EXPLANATION	TIME GUARD	WRITE IN TIME	ELAPSED TIME
2. Mail of All Other Sizes		632						
3. Accountable and Signature Mail								
Registered/Certified								
COD/Customs								
Postage Due								
Express Mail								
5. All Parcel Post over 2 lbs.								
6. Sequenced and Collected								
Letter Size								
Other Size								
8. 2nd-Class Marked up (exclude Form 3579)								
10. Mail with Form 3579 attached								
12. Change of Address Recorded								
13. Insured Receipts Turned In								
Enter Line Number In Explanation Column		LINE		DPS Volume Pieces: (7a) To be added in line 7a on PS Form 1838		19 Begin Here		
Registered-Certified-COD-Customs Postage Due-Form 3579-signing for, returning funds and receipts		14		Comments		TOTAL		
Withdrawal of mail				21a Pick up scanner		Time Clock Rings		
Sequencing and collating By-Phase Mail				21b Safety talk		E		
Actual Strapping out time		17				R		
Break (local option)		18				L		
Vehicle Inspection		19				B		
Office Work not covered by form (work functions must be identified and approved as being necessary and of a contributing nature) (use Comments Section)		21				E		
Waiting for mail (office) and other office activities not performed on a contributing basis which are excluded in computing the net office time (use Comments section)		22				R		
Counting mail and filling out form 1838 worksheet		23				L		
Signature of Carrier(or Examiner)				Day of Week		Date		
				Sat		10/29/05		
				Hog		Hapt		
						Lunch		
						B		07.00
						Form		To

Exercise

- 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

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet Page 1					
Post Office <i>Denver, Colorado</i>		Delivery Unit <i>Sullivan Station</i>		Route No. <i>4713</i>	
AM		PM		Actual Time Entries	
1. Letter Size	700 25		Carrier Marked-Up	CFS	EXPLANATION
2. Mail of All Other Sizes	632 10				
3. Accountable and Signature Mail					
Registered/Certified					
COO/Customs					
Postage Dues					
Express Mail					
5. All Parcel Post over 2 lbs.					
6. Sequenced and Collected					
Letter Size					
Other Size					
9. 2nd-Class Marked up (exclude Form 3579)					
10. Mail with Form 3579 attached					
12. Change of Address Recorded					
13. Insured Receipts Turned In					
23					2:48
15					2:47
21c					2:46
21b					2:37
18					2:30
23					2:00
15					7:21
23					7:11
21a					7:07
19					7:05
					7:00
TOTAL					
Time Clock Rings					
E					
R					
L					
B					
E					
R					
L					
B					07.00
Lunch					
From					To

Enter Line Number In Explanation Column	LINE	DPS Volume Pieces: (7a) To be added in line 7a on PS Form 1838	Comments
Registered-Certified-COO-Customs Postage Due-Form 3868-signing for, returning funds and receipts.	14		
Withdrawal of mail	15		
Sequencing and collecting By-Post Mail	16		
Actual Strapping out time	17		
Break (local option)	18		
Vehicle inspection	19		
Office Work not covered by form (work functions must be identified and approved as being necessary and of a contributing nature) (use Comments Section)	21		
Waiting for mail (office) and other office activities not performed on a contributing basis which are excluded in computing the mail office time (use Comment section)	22		
Counting mail and filing out form 1838 worksheet	23		

21a Pick up scanner
21b Safety talk
21c Throwback case

PS Form 1838-C, November 1997

I certify the above information recorded by me is correct.

Day of Week *Sat* Date *10/29/05* ☒ High ☐ High

Signature of Carrier (or Examiner)

Exercise

- 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

United States Postal Service		Carrier's Count Mail - Letter Carrier Routes Worksheet		Page 1		
Post Office Denver, Colorado		Delivery Unit Sullivan Station		Route No. 4713		
AM		PM	Carrier Marked-Up	CFS	Actual Time Entries	
1. Letter-Size					EXPLANATION TIME WRITE IN ELAPSED TIME	
700					E	
25					B	
200					E	
450 sequenced					B	
2. Mail of All Other Sizes					E	
632					E	
10					E	
190					E	
3. Accountable and Signature Mail					E	
Registered/Certified 6					23	10:22 1
COD/Customs 1					14	10:21 6
Postage Dues 7					21d	10:02 2
Express Mail 2					23	10:00 10
5. All Parcel Post over 2 lbs.					15	9:50 2
6. Sequenced and Collected					23	9:48 1
Letter Size					15	9:47 1
450					21c	9:46 1
Other Size					21b	9:37 7
9. 2nd-Class Marked up (exclude Form 3579)					18	9:00 10
10. Mail with Form 3579 attached					23	7:21 10
12. Change of Address Recorded					15	7:11 3
13. Insured Receipts Turned In					23	7:08 1
Enter Line Number		DPS Volume Pieces: (7a)			21a	7:07 2
In Explanation Column		To be added in line 7a on PS Form 1838			19	7:05 5
Comments					19	7:00
Registered/Certified-COD-Customs Postage Due-Form 3800-signing for, returning funds and receipts		14			TOTAL	
Withdrawal of mail		15			Time Clock Rings	
Sequencing and collecting By-Pass Mail		16			E	
Actual Shipping out time		17			R	
Break (local option)		18			L	
Vehicle inspection		19			B	
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			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 Comment section)		22			R	
Counting mail and filling out form 1838 worksheet		23			L	
Signature of Carrier (or Examiner)					B 07.00	
I certify the above information recorded by me is correct.		Day of Week Sat		Date 10/29/05	Lunch	
					From To	

Exercise

- 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.

United States Postal Service **Carrier's Count Mail - Letter Carrier Routes Worksheet** *Page 1*

Page 1

Post Office		Delivery Unit		Hours No.	
Denver, Colorado		Sullivan Station		4713	
AM		PM		Actual Time Entries	
1. Letter-Size	700 25 200 450 sequenced 91 10		Carrier Marked-Up	CFS	EXPLANATION
					TIME GUIDE
					WRITE IN TIME
					ELAPSED TIME
					15 E 11:06 1
					B 11:05
					23 B 11:05 15
					E 11:50
					B 10:49 1
					21g E 10:49
					B 10:47 2
					21f E 10:47
					B 10:45 2
					21e E 10:22 1
					B 10:21
					23 E 10:21 6
					B 10:15
					14 E 10:02 2
					B 10:00
					21d E 10:00 10
					B 9:50
					23 E 9:50 2
					B 9:48
					23 E 9:48 1
					B 9:47
					15 E 9:46 1
					B 9:46
					21c E 9:46 1
					B 9:45
					21b E 9:37 7
					B 9:30
					18 E 9:00 10
					B 8:50
					23 E 7:21 10
					B 7:11
					15 E 7:11 3
					B 7:08
					23 E 7:08 1
					B 7:07
					21a E 7:07 2
					B 7:05
					19 E 7:05 5
					B 7:00
Enter Line Number In Explanation Column		DPS Volume Pieces: (7a) To be added in line 7a on PS Form 1838		TOTAL	
		3,162		Time Clock Rings	
Comments				E	
				R	
				L	
				B	
				E	
				R	
				L	
				B 07:00	
Signature of Carrier(or Examiner)		Day of Week		Date	
		Sat		10/29/05	
		Hog		Hopl	
		From		To	

1-71

Post Office <i>Denver, Colorado</i>		Delivery Unit <i>Sullivan Station</i>		Actual Time Entries 4713					
AM		PM		Carrier Marked-Up	CFS	EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
1. Letter-Size							E		
							B		
							E		
							B		
2. Mail of All Other Sizes							E		
							B		
							E		
							B		
3. Accountable and Signature Mail							E		
Registered/Certified							B		
COD/Customs							E		
Postage Due							B		
Express Mail							E		
5. All Parcel Post over 2 lbs.							B		
							E		
6. Sequenced and Collated							B		
Letter Size							E		
							B		
Other Size							E		
							B		
9. 2nd-Class Marked up (exclude Form 3579)							E		
							B		
10. Mail with Form 3579 attached							E		
							B		
12. Change of Address Recorded							E		
							B		
13. Insured Receipts Turned In							E	11:15	4
							B	11:11	
							E	11:11	4
							B	11:07	
Enter Line Number In Explanation Column		DPS Volume Pieces: (7a) To be added in line 7a on PS Form 1838		21th		Begin Here	E	11:07	1
Comments							B	11:06	
Registered-Certified-COD-Customs Postage Due-Form 3800-signing for, returning funds and receipt.							TOTAL		
Withdrawal of mail		15		21th Retrieve parcel tub		Time Clock Rings			
Sequencing and collating By-Plane Mail		16				E			
Actual Shipping out time		17				R			
Break (local option)		18				L			
Vehicle inspection		19				B			
Office Work not covered by form (work functions must be identified and approved as being necessary and of a contributing nature) (Use Comments Section)		21				E			
Waiting for mail (office) and other office activities not performed on a contributing basis which are excluded in computing the net office time (Use Comments section)		22				R			
Counting mail and filling out form 1838 worksheet		23				L			
Signature of Carrier (or Examiner)						B			
I certify the above information recorded by me is correct.		Day of Week Sat		Date 10/29/05		Hog. Hapt.		Lunch	
						From		To	

1-73

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 Marked-up	CFS

**Carrier FOT and
MARK-UP Tracking Sheet**

Carrier Markups

							BREAK DOWN													
Week Day	Data Day	Line 9	Line 10	CFS	Misthrows	UBBM	Deceased	No Mail Receptacle	Refused	Temporarily Away	Unclaimed	Vacant	Sub Total	Attempted Not Known	Insufficient Address	No Such Number	No Such Street	Unable To Forward	Sub Total	Total
							DEC	NMR	REF	TA	UNC	VAC		ANK	IA	NSN	NSS	UTF		Minutes
SAT																				
MON																				
TUE																				
WED																				
THUR																				
FRI																				
																	TOTALS		0	
																	AVERAGE		#DIV/0!	

United States Postal Service		Carrier's Count Mail - Letter Carrier Routes Worksheet				Page 1		
Post Office <i>Denver, Colorado</i>		Delivery Unit <i>Sullivan Station</i>		Route No. <i>4713</i>				
AM		PM		Carrier Marked-Up	CFS	Actual Time Entries		
1. Letter-Size						EXPLANATION	TIME GUIDE	ELAPSED TIME
700				29	62	15	E 11:06	1
25				13	15		B 11:05	
200							11:05	
450 sequenced				42	77	23	10:50	15
91							11:50	
10							10:49	
1,476							10:47	
							10:45	
2. Mail of All Other Sizes						21g	10:22	1
632							10:21	
10						21f	10:15	2
190				10	24		10:02	
16						21e	10:00	2
18							10:00	
866							9:50	10
3. Accountable and Signature Mail						23	9:50	2
Registered/Certified				2			9:48	
6						14	9:47	1
COD/Customs							9:47	
1						21d	9:46	1
Postage Dues							9:45	
7						21c	9:37	7
Express Mail							9:30	
2						18	9:00	10
5. All Parcel Post over 2 lbs.				4		23	7:21	10
12							7:11	
6. Sequenced and Collated						15	7:08	3
Letter Size							7:08	
						23	7:07	1
450						21a	7:05	2
Other Size							7:05	
						19	7:00	5
9. 2nd-Class Marked up (exclude Form 3579)								
10. Mail with Form 3579 attached								
4								
12. Change of Address Recorded								
13. Insured Receipts Turned In				3				
Enter Line Number		DPS Volume Pieces: (7a)		To be added in line 7a on PS Form 1838		3,162		
In Explanation Column		LINE		Comments		TOTAL		83
Registered-Certified-COD-Customs		14		21a Pick up scanner		Time Clock Rings		
Postage Due-Form 3579 signing for, returning funds and receipts.				21b Safety talk		E		
Withdrawal of mail		15		21c Throwback case		R		
Sequencing and collating Fly-Post Mail		16		21d Workload - 3996		L		
Actual Strapping out time		17		21e Bring mail to window caller		B		
Break (local option)		18		21f Replenish forms		E 18.80		
Vehicle inspection		19		21g Check DPS mail		R 18.50		
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				L 12.50		
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comments section)		22				B 07.00		
Counting mail and filling out form 1838 worksheet		23				Lunch		
Signature of Carrier (or Examiner)		I certify the above information recorded by me is correct.		Day of Week		Date		
<i>J. Hart</i>				Sat		10/29/05		
				Hog. Hopt.		From 14.00 To 14.50		

United States Postal Service **Carrier's Count Mail - Letter Carrier Routes Worksheet** *page 2*

Page 2

Post Office <i>Denver, Colorado</i>		Delivery Unit <i>Sullivan Station</i>		Carrier's Count with Letter Carrier Routes Worksheet		Route No. <i>4713</i>			
AM		PM		Carrier Marked-Up	CFS	Actual Time Entries			
1. Letter-Size						EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
							E		
							B		
2. Mail of All Other Sizes									
						23	E	6:46	2
							B	6:44	
						21o	E	6:44	2
							B	6:42	
3. Accountable and Signature Mail									
Registered/Certified						23	E	6:39	
COD/Customs							B	6:38	1
Postage Due							E	6:38	
Express Mail						21n	B	6:36	2
5. All Parcel Post over 2 lbs.							E	6:36	
						14	B	6:33	3
							E	6:33	
6. Sequenced and Collated						21m	B	6:30	3
							E	12:29	
Letter Size						21l	B	12:27	2
							E	12:27	
						15	B	12:26	1
							E	12:26	
Other Size						21k	B	12:23	3
							E	12:08	
9. 2nd-Class Marked up (exclude Form 3579)						21j	B	12:06	2
							E	12:06	
						21l	B	12:05	1
							E	11:50	
10. Mail with Form 3579 attached						23	B	11:48	2
							E	11:36	
12. Change of Address Recorded						23	B	11:35	1
							E	11:15	
						23	B	11:11	4
							E	11:11	
13. Insured Receipts Turned In						15	B	11:07	4
							E	11:07	
						21n	B	11:06	1
Enter Line Number In Explanation Column		LINE		DPS Volume Pieces: (7a) To be added in line 7a on PS Form 1838		21n Begin Here		TOTAL	
Registered-Certified-COD-Customs Postage Due-Form 3579-signing for, returning funds and receipts		14		Comments				34	
Withdrawal of mail		15		21n Retrieve parcel tub				Time Clock Rings	
Sequencing and collating By-Plane Mail		16		21i Trip to CFS, throwback case, waste location				E	
Actual Shipping out time		17		21j Verify hold mail				R	
Break (local option)		18		21k Place unaddressed flats behind each bundle				L	
Vehicle inspection		19		21l Scan hot case, load DPS				B	
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (see Comments Section)		21		21m Handle collection mail and undeliv. parcels				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 Comments section)		22		21n Return equipment, complete 1571				R	
Counting mail and filling out form 1530 worksheet		23		21o Throwback case				L	
Signature of Carrier (or Examiner)				Day of Week		Date		Hopt.	
<i>J. Hart</i>				Sat		10/29/05		Lunch	
I certify the above information recorded by me is correct.								From To	