

STANDARD OPERATING PROCEDURES FOR LETTER CARRIERS LINCOLN PARK MI 48146

January 5, 2007



A.M. OFFICE

1. Clock in at your scheduled reporting time in a clean, serviceable, complete uniform.
2. Obtain your vehicle keys, perform your vehicle inspection and notify your supervisor of any deficiencies along with the vehicle tag completely filled out.
3. Proceed directly to your assignment and attend to your work quietly, diligently, and use approved efficient work methods and practices. Display a willing attitude and put forth a conscientious effort in developing skills to perform assigned duties. Be courteous and obliging in performance of duties. Refrain from loud talking and the use of profane language. Keep your work area neat and free from extraneous or personal items.
4. Case your 1st class flats and periodicals (2nd class) and then your 1st class letter mail followed by any remaining mail unless instructed to curtail by the supervisor. You must adhere to your demonstrated % to standard.
5. At 9:00 AM, if a clerk has not been around to pick up mishthrows, take the mishthrows to the throwback case and retrieve your hamper.
6. Case residual mail, sign for accountable items and prepare to tie out your route.
7. Process COA's Mark-ups, UBBM (two bundle system), vacation holds, etc.
8. On the way out to your vehicle, take your mark-ups, COA's, DPS information, and empty equipment to the designated areas. Leave appropriately endorsed UBBM including excess bundles of sequenced mail at the case.
9. Pull your hot case, pick up your scanner, and swipe your vehicle card and your timecard. **Proceed to the DPS staging area and retrieve DPS mail – DO NOT TIE OUT INDIVIDUAL BUDDLES.**
10. **DPS mail will not be cased, individual pieces fingered or manipulated in any manner**, unless explicitly directed by your supervisor in extraordinary circumstances. You may randomly check two or three areas of each tray during loading to ensure tray is tagged properly for your route.
11. **Go to your vehicle and load it properly. Proceed directly to your assigned route.**
12. **You must adhere to your base street time.** Do not deviate or change break or lunch locations without **prior** authorization. Deliver the mail in AMS database sequence (in redbook order). Lunch must be taken within six (6) hours of begin tour and both breaks must be completed within eight (8) hours of begin tour.

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P.M. OFFICE

1. Maintain appropriate fuel level in vehicle – no less than $\frac{1}{4}$ tank.
2. Park your vehicle in the designated location, bring in all our collection mail and equipment. Do not leave **anything** in the vehicle.
3. Deposit all equipment, collection mail and **Aviation Security Mail** properly and in the designated location. Proceed to **DPS** error case and process accordingly.
4. Swipe your time and vehicle cards and enter accurate mileage. Proceed to the accountable cage area, turn in all accountable items, and return any necessary items to your case.
5. Proceed to the timeclock and ring out for the day at your designated time. Leave the work area immediately.

TED SIMS
POSTMASTER
LINCOLN PARK, MI 48146-9998