

MEMO

To the Branch 2184 Leadership Council, March 9, 2021



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This Leadership Council Memo will begin as usual with an administrative update. Although some progress has been made with curbing the COVID-19 pandemic and vaccination efforts are ongoing, we are still some time away from being able to return to something that resembles "normalcy," at the Branch level and on the larger scale. Thus, until further notice we will continue to conduct all of our regularly scheduled internal meetings – steward meetings, executive board meetings, and monthly membership meetings, via teleconference. The one exception will be a special membership meeting called by Branch President Walter McGregory on Sunday, May 23 for the specific purpose of conducting nominations for Branch 2184 elections for the 2021 – 2023 term of office.

Convention delegates, if you are planning to participate in the nomination and election of officers for the Michigan State Association of Letter Carriers (MISALC), which will take place via WEBEX on Sunday, April 11, please notify the Branch 2184 office no later than Wednesday, March 10, and provide your phone number and email address. A reminder that there will be a caucus of participating Branch 2184 delegates via teleconference at 2:00 p.m. on Sunday, March 28. This year's scheduled MISALC convention was canceled.

We were advised during a NALC Region 6 teleconference that this year's NALC Food Drive will not be held on Saturday, May 8, as originally scheduled. It is possible that the Food Drive will be conducted on a date to be determined later this year. Details about the Food Drive and if/how it will be conducted this year should be forthcoming soon.

During the same teleconference we were advised that the results of the ratification ballot for the proposed 2019-2023 NALC/USPS Contract will be announced as soon as the end of this week. It is widely expected that the new Collective Bargaining Agreement will be approved by the active NALC membership. We will be discussing some of the new and changed contract language during steward meetings during the forthcoming months.

Pay raises (two 1% contractual increases and two COLAs) for active carriers will become effective at the beginning of the next full pay period following ratification. **CCA conversions to career PTF status for those that meet the 24 months of relative standing in their USPS installation must take place within 60 days of the ratification date. Stewards, please monitor this closely.**

Members should be advised to be patient regarding the calculation and payment of retroactive pay, as this will likely take at least a few months to complete. As before, the retroactive pay will come as an adjustment in a future paycheck. However, the retroactive pay and consequently larger gross amount of that check will NOT cause letter carriers to be pushed into a higher tax bracket, as the retroactive pay will be taxed separately from the regular pay for that pay period, with its own additional set of deductions.

The Branch has received an important and favorable decision from the Dispute Resolution Step B parties regarding a grievance where a CCA from the Monroe installation was involuntarily "loaned" for more than nine months to two other installations (first Inkster and then Dearborn Heights) within our Branch, both of them a considerable distance from the CCA's home installation. This resulted in considerable additional expense to the CCA, including their leased vehicle.

Management in this situation was found to be in violation of a December 2013 National level Memorandum of Understanding (M-01827), specifically part 1, which states "CCAs will normally work in their employing post office but may be assigned to work in another post office in the local travel area within the same district *on an occasional basis* (the assignment may be for a partial day or for several consecutive days, depending on local circumstances)." The Step B parties found that the amount of time that the CCA had been loaned exceeded what is considered "on an occasional basis." Stewards, please monitor closely the loaning of CCAs either to or from your installation, and be prepared to investigate and initiate grievances when this exceeds an "occasional" basis.

Branch President Walt McGregory has instituted the following policy for Branch 2184's formal Step A designees, which is effect until further notice. Whenever a grievance file is mailed to the Step B Dispute Resolution Team, you must also contact the union office afterwards and notify Walt, EVP Mark Judd, VP Jackie McGregory, or Joe Golonka. At that time, we will need to know when the Branch's copy of the grievance file will be dropped off or mailed.

Additionally, a reminder for all stewards that at least once a month the Branch office should be provided copies of ALL grievance settlements from your stations. If there were no grievances, this should also be reflected on your individual station grievance logs. Thank for your assistance with both of these policies.

A reminder that it is absolutely critical that stewards in all of our stations closely monitor the existence of any residual vacancies (posted vacant assignments for which there were no bids) in your stations. **We simply cannot allow these assignments to go unfilled when this occurs.** During the past several years the National parties negotiated a series of Memorandums of Understanding (MOUs) pertaining filling fulltime regular opportunities in the City Carrier Craft. The last of these was also carried forward into the 2016-2019 National Agreement, but is more commonly known as M-01876 in the NALC Materials Reference System (MRS). These MOUS have set forth a very specific set of steps that management MUST follow to fill residual vacancies. **Given the opportunity, management can and will "sit on" residual vacancies. We can't give them that opportunity to begin with.**

As is customary, the February Postal Record contained the annual listing of contributors to the Letter Carrier Political Fund (LCPF). Branch 2184 did well, but we can and we should do a whole lot better, especially given the seriousness of what is at stake for us politically. Special recognition goes to our top active member contributors, who are Gloria Warthen, John Hite, Paula Hall, Beth Bays, and Karen Regentik. Among our retired members, David Marshall led the way, followed by Joe Golonka and Mark Judd.

Postal management has a long and sordid habit of failing to pay Continuation of Pay (COP) to letter carriers that have incurred job-related traumatic injuries and who are fully or partially disabled for work during the first 45 calendar days of work loss following the injury. Although this management failure occurs with many injured carriers, it is particularly a problem with CCAs, who are typically not paid or are improperly paid. Letter carriers and other postal employees that have irregular work schedules (such as CCAs and PTFs) have their COP calculated differently than fulltime regular career employees. CCAs do NOT just receive their two or four-hour reporting guarantee if unable to work due to a job-related traumatic injury. Stewards, please read the article from NALC Assistant to the President for injury compensation Kevin Card from the March 2014 Postal Record and which accompanies this month's steward meeting documents.

Effective March 12, 2021, the American Rescue Plan Act (Act) provides employees with up to 600 hours of paid Emergency Federal Employee Leave (EFEL). This leave is available to employees beginning on March 12, 2021, and continuing through September 30, 2021—or until the funding established in the Emergency Federal Employee Leave Fund (Fund) for reimbursement is exhausted. The leave is available to eligible employees who are unable to work due to one of eight qualifying reasons as summarized in the chart below:

Emergency Federal Employee Leave	
Qualifying Reasons	Leave Eligibility
<p>An employee is entitled to take EFEL related to COVID-19 if the employee is unable to work because the employee:</p> <ol style="list-style-type: none"> 1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19. 2. has been advised by a health care provider to self-quarantine due to concerns related to COVID-19. 3. is caring for an individual who is subject to such an order as in (1) or has been so advised as in (2). 4. is experiencing COVID-19 symptoms and seeking a medical diagnosis. 5. is caring for the employee's son or daughter if the school or place of care of the son or daughter has been closed, requires or makes optional a virtual learning instruction model, requires or makes optional a hybrid of in-person and virtual learning instruction models, or if the child care provider of the son or daughter is unavailable, due to COVID-19 precautions. 6. is experiencing any other substantially similar condition. 7. is caring for a family member with a mental or physical disability or who is 55 years of age or older and incapable of self-care, without regard to whether another individual other than the employee is available to care for such family member, if the place of care for such family member is closed or the direct care provider is unavailable due to COVID-19. 8. is obtaining immunization (vaccination) related to COVID-19 or is recovering from any injury, disability, illness, or condition related to such immunization. 	<ul style="list-style-type: none"> • All career and non-career employees, regardless of tenure, are immediately eligible for EFEL. • Full-time Employees can receive up to 600 hours of paid EFEL, capped at \$2,800 per pay period. • Part-time Employees can receive up to the proportional equivalent of 600 hours, capped at a proportional equivalent of \$2,800 per pay period.
	<p>Other Considerations</p> <ul style="list-style-type: none"> • EFEL does not count as creditable service toward an employee's retirement benefits. • Employees cannot contribute to Thrift Savings Plan (TSP) while on EFEL.

As a reminder, the Postal Service provides an essential federal government service as part of the nation's critical infrastructure. Therefore, postal employees are generally not subject to Federal, State, or local quarantine or isolation orders related to COVID-19, so employees will generally not be eligible to use EFEL for qualifying reason (1) above. Additionally, no substantially similar condition has been identified that would qualify an employee to use leave for qualifying reason (6) above.

We are continuing to work the issues associated with implementation of these new leave requirements, and we anticipate receiving additional guidance from the Office of Personnel Management (OPM), which will administer the Fund, in the coming weeks. In the interim, employees seeking to use EFEL should submit a PS Form 3971 indicating for which of the eight qualifying reasons they must take leave, and employees must affirmatively state that they are unable to work because of the qualifying reason.

For now, this leave should be managed and tracked within the Enterprise Resource Management System (eRMS). Timekeepers will be instructed to enter the interim hours code 086-21 in eRMS for all employees, and then verify the Administrative Leave is entered in the appropriate timekeeping system using either hours code 086-21 for City or DACA Code O for Rurals. For immediate reference, attached is the timekeeping quick reference table.

We will update you with additional instructions and guidance as our processes for managing this new leave are developed and implemented. We ask that you share this information with your teams as soon as possible, given that this leave will become available on March 12.

Emergency Federal Employee Leave (EFEL)				
Employee Type	eRMS Leave Code/Reason Code	Timekeeping System (RMSS/TACS)	Description	Comments
Rural Carrier	086-21	DACA O - for 1314A use OL block	Pandemic Relief 2021	Used when requested for scenarios 1-8 of EFEL, up to \$2,800.00 per Pay Period
All Other	086-21	086-21	Pandemic Relief 2021	Used when requested for scenarios 1-8 of EFEL, up to \$2,800.00 per Pay Period
UPDATED 3/11/2021				

CCAs, continuation of pay and wage-loss compensation



**Kevin
Card**

This winter's weather has taken a toll on many letter carriers. Record cold and snow increase the potential for on-the-job injuries. While longtime letter carriers have the experience and cold-weather gear to deal with unusual cold and snow, our newest city carrier assistants (CCAs) often do not. There is concern that CCAs may be getting injured and are not reporting injuries or filing claims.

CCAs are protected by the Federal Employees Compensation Act (FECA), just like their career counterparts. FECA protection exists from the first day a CCA begins his or her employment with the Postal Service, be it a "shadow" day, orientation or classroom instruction. Newly hired CCAs

should be advised of their FECA rights and protections at orientation and during on-the-job training.

Due to the nature of their employment, CCAs in their 90/120-day probationary period may be reluctant to file claims for on-the-job injuries. Failing to file a claim in a timely manner can lead to multiple problems in getting a claim accepted, while failing to seek medical treatment for a traumatic injury can lead to lifelong disabilities. Branch officers should support CCAs injured on the job and assist in the timely submission of claims.

When filing a claim for a traumatic injury, workers can choose between continuation of pay (COP) and sick or annual leave. COP is almost always the best option. As CCAs do not have any sick leave and accrue annual leave slowly, COP sometimes is the only option. Proper computation of COP and wage-loss compensation (WLC) for CCAs has been problematic in some cases.

In some districts, the Postal Service has simply paid CCAs COP hours equal to their minimum call-in guarantee. That is inconsistent with OWCP regulations and thus constitutes a contractual violation that should be grieved. While the computation of COP and wage-loss compensation is relatively straightforward for career employees with set work schedules, it is more complex for employees like CCAs who work variable hours, with few or no guarantees.

OWCP has addressed the issue of how to calculate COP and wage-loss compensation for Postal Service CCAs, in FECA Bulletin (FB 13-03). The bulletin provides OWCP claims examiners and agency injury compensation specialists with guidance for determining CCA COP and wage-loss compensation.

It is important to understand that the Postal Service pays COP (but it is required to pay it in accordance with OWCP regu-

lations), while OWCP pays WLC (but bases it on certification by the Postal Service of employee pay rates and hours worked).

The formula that OWCP requires agencies (including the Postal Service) to use to calculate COP is different than the formula OWCP uses to calculate WLC, for employees with no set work hours such as CCAs. In addition, there are separate formulas for determining WLC for employees who have worked in the CCA position for 11 months or more, versus those CCAs who have worked in the position for less than 11 months. The three formulas are described below.

The method for calculating COP weekly pay for CCAs is found at 20 CFR 10.216(b)(2): Calculate the total pay earned by the employee during the one-year period prior to date of injury (excluding overtime), divided by the number of weeks worked by the employee during that one-year period (a partial workweek counts as an entire week). Because CCAs were first hired in February 2013, many CCAs have worked in the CCA position for less than one year. In those cases, COP will be calculated on CCA time of less than one year.

The method for calculating wage-loss compensation weekly pay for CCAs depends on how long the CCA has been employed as a CCA. There are two possible methods:

- **If the employee has not worked 11 months or more in the CCA position:** WLC is calculated in accordance with 5 USC 8114(d)(2) as follows: Total pay (excluding overtime) for the year prior to date of injury for an employee in the same (or neighboring) facility who did work 11 months or more in either TE or CCA positions. If there is more than one such employee, the one who worked the most hours in the year must be used. Divide that total by 52 weeks to calculate weekly wage-loss compensation.
- **If the employee has worked 11 months or more in the CCA position:** WLC is calculated in accordance with 5 USC 8114(d)(1) as follows: total pay earned by the employee during the one-year period prior to the date of injury (excluding overtime) divided by 52 weeks.

Branch contract enforcers should initiate grievance investigations for any CCA getting less than 40 hours of COP or WLC, including Article 17 information requests. Necessary documents will include the payroll journals for the year prior to injury, Form 50s, CA-7s, and the documentation the Postal Service used to determine their COP or provided to OWCP to determine WLC amounts.

Grievances should be filed whenever the Postal Service pays COP inconsistent with OWCP regulations detailed above, or when it provides incorrect or incomplete salary and work hour information to OWCP.

If either party determines sixty days after an initial adjustment is made pursuant to the MOU Re: FSS Implementation that a route(s) is not properly adjusted and there is no locally agreed upon adjustment formula, then the route(s) will be adjusted in accordance with the provisions of Handbook M-39. This refers to a traditional six day count and inspection conducted pursuant to Chapter 2 of Handbook M-39

Any grievance currently held for this case will be discussed to determine whether any issues remain in dispute. Such cases will, as appropriate, either be closed or processed in accordance with Article 15.Step B or Article 15.4.B.5.

CARRIER OPTIMAL ROUTING (COR) SETTLEMENT Q01N-4Q-C 05022605 (M-01661)

After reviewing this matter, the parties agree to the following:

The Carrier Optimal Routing (COR) process is a management tool to assist with the adjustment of letter carrier routes pursuant to Chapter 2 of Handbook M-39. **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.**

Should the Postal Service develop COR for use in the minor route adjustment process, related components of the COR program or application of the COR process will be consistent with the specific minor route adjustment formula in Section 141.19 of Handbook M-39. Local parties that have established, by mutual agreement, an alternate route adjustment method may also use applications of COR consistent with their alternate route adjustment process.

To facilitate the practical application of this understanding, when transferring territory the back of the PS Form 1840 will indicate, by sector segment, any change in street credit from the actual street time used in sector-segment on PS Form 3999; including all relay, travel, allied time, etc. Any such adjustment to the carrier's actual street time must be documented and explained by appropriate comments on the reverse of PS Form 1840. Additionally, any time adjustment to the base street time, which must be selected pursuant to M-39 Section 242.321, will be documented and explained under the comments section on the reverse of PS Form 1840. Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during carrier consultation. The actual time should be taken from the Inspection PS Form 3999, unless a new pattern is created during the route adjustment process. If a new travel pattern has been created, the new times must be validated.

Notwithstanding any disputes regarding documentation of and/or justification for time adjustments made, the intent of the previous paragraph is for the letter carrier to be made aware of any proposed time adjustment to the carrier's base street time and/or to the street time of the territory being transferred. Time adjustments for territory being transferred will be by sector-segment, including all relay, allied, parcels, accountables, etc. Any time adjustment to a carrier's base street time must comply with the M-39 Section 242.345 through 242.347.

Any grievance held pending a decision on this case will be resolved consistent with the principles of this agreement.

Date July 30, 2007

The terms of this settlement became effective September 11, 2007 with the ratification of the 2006-2011 National Agreement.

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

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

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

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

121.33 **Curblin Routes**

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

122 **Scheduling Carriers**

122.1 **Establishing Schedules**

122.11 Consider the following factors in establishing schedules:

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

122.12 Post all schedules and keep them up to date.

122.2 **Carriers' Leaving Schedules**

122.21 **Establishing Leaving Schedule**

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

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

122.22 **Maintaining Leaving Schedule**

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

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

122.3 **Authorizing Overtime and Auxiliary Assistance**

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

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

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

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

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

123 Providing Relay Service

123.1 General

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

- 131.37 Where an unaddressed merchandise sample received for delivery with address card is too large for a customer's mailbox, leave it outside of the box provided adequate protection is afforded:
- In case of a sample too large for delivery into approved apartment house receptacle, deposit in rack underneath the boxes or on a nearby table or other location provided by building management.
 - If outside mailbox delivery is made, use a rubber band to hold sample and address card together.
 - Whenever delivery is not accomplished, complete and leave Form 3849, *Delivery Notice/Reminder/Receipt*, and return sample and card to delivery unit.
- 131.38 Arrange with business firms to make delivery at or near the front door. Do not accept keys to private buildings and offices, except as provided in part A.1.3 of Publication 17, *Apartment House Mail Receptacles, Regulations, and Instructions*.
- 131.39 Make deliveries to all floors of office and business buildings if there is an elevator and if the offices are open to receive the mail or if a door slot is provided:
- If there is no elevator, make deliveries to the first floor; make deliveries to the second floor if it is occupied primarily by business offices and if the service is requested.
 - Do not withdraw service previously inaugurated in order to comply with these instructions. For VIM installations, follow local instructions.

131.4 Reporting Requirements

- 131.41 It is your responsibility to verbally inform management when you are of the opinion that you will be unable to case all mail distributed to the route, perform other required duties, and leave on schedule or when you will be unable to complete delivery of all mail.
- 131.42 Inform management of this well in advance of the scheduled leaving time and not later than immediately following the final receipt of mail. Management will instruct you what to do.
- 131.43 Complete applicable items on Form 3996, *Carrier-Auxiliary Control*, if overtime or auxiliary assistance is authorized in the office or on the street.
- 131.44 Report on Form 1571 all mail undelivered — including all mail distributed to the route but not cased and taken out for delivery. Estimate the number of pieces of mail.
- 131.45 Do not curtail or eliminate any scheduled delivery or collection trip unless authorized by a manager, in which case you must record all facts on Form 1571.
- 131.46 Before you leave the office, enter on Form 1571 the mail curtailed; when you return, add any mail which was not delivered and which was returned to the office. Follow any special local procedures set up to identify errors and corrective actions for mail returned because it was out of sequence.

28 Carrier-Auxiliary Control

Prepare Form 3996, *Carrier-Auxiliary Control* (see exhibit 28) as follows:

- a. *Items C, D, and E.* Enter the date (C); route number and name (D); lunch place and time, if applicable (E).
- b. *Item F.* Place an X in the space below the number indicating the case shelf containing the mail for which assistance is being requested. The bottom shelf of the letter separations is designated No. 1. When assistance is required for less than a full shelf of mail, enter the portion of shelf in fractions. The portion should be identified as follows: L 1/2, R 1/4; M 1/2; (L-Left, R-Right, M-Middle of the shelf).
- c. *Items G, H, and I.* Indicate if keys and/or carfare are required and if there is accountable mail for delivery on the route.
- d. *Item J.* Show the reason in detail for requesting assistance. The phrase "Heavy Mail" is not suitable explanation. (Omit reason for requesting assistance during the Christmas period.)
- e. *Item K.* Under *Estimated Work*, the carrier must enter the estimated hours and minutes of the amount of assistance being requested.
- f. Present form to manager.
- g. *Item L — Auxiliary Assistance.* If assistance is approved the manager shall initial Form 3996 and return it to the carrier for completion of route information.
- h. *Overtime.* If overtime is approved, the manager shall initial the form and enter near his initials the amount of overtime in minutes. After advising the carrier, the form is then deposited in a designated place for use later when the timecard or printout is verified.
- i. *Street Assistance.* When street assistance is approved, the regular carrier shall complete the additional sections of the form as follows.
- j. *Item M.* Show transportation information as indicated.
- k. *Item N.* Indicate the delivery starting point and the blocks on each street to be delivered.
- l. *Item O.* List the points where relays will be found.
- m. *Item P — Carrier Assistant.* Before leaving, enter name and time beginning and ending office work if auxiliary assistance is given in office. Enter begin and end travel to time for street assistance. Enter the begin and end delivery time used to actually deliver all of the assistance. *After completing actual assistance*, enter the begin and end travel from time in the appropriate spaces. Deposit the form in designated place or give it to the manager.

Exhibit 28

United States Postal Service										
Carrier - Auxiliary Control										
A. Delivery Unit <i>Atlantic St... Station</i>					B. Telephone <i>268-5684</i>		C. Date <i>11/12/97</i>			
D. Carrier's Name and Route No. <i>J Long 0105</i>					E. Lunch Place and Time					
F. Indicate entire or portion of the case shelves covering mail to be given as street auxiliary assistance Consider the bottom shelf as number 1.							G. Keys Required? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
1	2	3	4	5	6	H. Carfare Required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
				<i>R 112</i>	X	I. Accountable Mail? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				
J. Reason For Use of Auxiliary <i>2 Sets of sequenced mail and day after holiday and Saturday business mail for closed business.</i>										
K. Estimated Work		L. Management Action. Check and initial all appropriate actions.								
Hours	Minutes	Auxiliary Assistance			Hours	Minutes	Overtime		Hours	Minutes
<i>1</i>	<i>30</i>	Approved <input checked="" type="checkbox"/> <i>T.G.</i>			<i>1</i>	<i>30</i>	Approved <input type="checkbox"/>			
		Disapproved <input type="checkbox"/>					Disapproved <input checked="" type="checkbox"/> <i>T.G.</i>			
M. Transportation (If drive-out, show parking location(s) on reverse)										
Transportation Mode to and from route:		Postal owned: <input checked="" type="checkbox"/>		Drive-out: <input type="checkbox"/>		Contract: <input type="checkbox"/>		Public: <input type="checkbox"/>		
N. Starts Delivery at: <i>550 Grove St.. apartment house</i>					* Collect mail from all collection boxes on your part of the route, unless instructed otherwise.					
Deliver <i>562-551 Grove St..</i>					Collection boxes locations:					
<i>545-548 Grove St..</i>					1 <i>550 Grove St..</i>					
<i>780-779 Bedford St..</i>					2 <i>780 Bedford St..</i>					
<i>781-783 Bedford St..</i>					3					
					4					
					5					
					6					
O. Find Relays At:										
1 <i>Grove St.. and Bedford St..</i>					4					
2 <i>780 Bedford St..</i>					5					
3					6					
P. Assistance Completed By (Carrier Name and regular route number if assigned): <i>L. Cantoo 0122</i>										
Office Time		Street Time						Total Auxiliary Time <i>1:45</i>		
Begin Time	Time Used	Begin Travel To	Begin Delivery	Begin Travel From	Travel To <i>:10</i>					
		<i>2:45</i>	<i>2:55</i>	<i>4:20</i>	Delivery <i>1:25</i>					
End Time		End Travel To	End Delivery	End Travel From	Travel From <i>:10</i>					
		<i>2:55</i>	<i>4:20</i>	<i>4:30</i>	Total Street <i>1:45</i>					

PS Form 3996, November 1997