

# MEMO

To the Branch 2184 Leadership Council, May 29, 2020



Mark Judd  
Walt McGregory  
Joe Golonka  
Jackie McGregory  
Cathy Tondreau  
Jim Powell  
Scott Watts  
Michele Szafran  
Gloria Warthen  
Felicia Davis  
Leonard Zawisa  
Kris Shaw  
Mark Owen  
Bryon Hendricks  
Melvin MacDonald  
Darryl Clay  
Symone Coleman  
Yvonne Jackson  
Denise Viola  
Lillian Bogosian  
Chris Biegalski  
Phil Ashford  
Scherrie Lacey  
Dave Reise  
Erik Venzke  
Joshua Nagy  
Elizabeth Bays  
Valerie Watkins  
Jennifer Rake  
Tamara Bosman  
Diego Forshaw  
Kristie Nelson  
Keith Benedict  
Scott Horn  
Tracy Mitchell  
Nakia Whitfield  
Katrina Jones  
Ananias Epps  
John Hite  
Ramon Robinson  
Tyler Haverstick  
Paul Bordine  
Mike Tredway  
Danita Smith

With the Memorial Day weekend and the unofficial start of summer occurring within an otherwise unprecedented environment for our Branch, the NALC, and the Postal Service, this will begin with a review of current matters and potential future events and their status as of now. First, on the Branch level, we continue to conduct our internal meetings (Steward meetings and Executive Board meetings) via teleconference. This will continue indefinitely, until and if Branch President Mark Judd and our leadership team determines that there is a viable and safe manner of conducting on site meetings again.

With the cancellation of the June monthly membership meeting and the July/August break in membership meetings, the next scheduled monthly meeting is Wednesday, September 2. We have a few months to monitor the situation as it pertains to possibly "reopening" the Branch office for such matters, and Mark will make informed decisions about this and other events when it becomes necessary to do so.

Regarding other Branch 2184 autumn events such as our MDA fundraisers, it is unlikely that the "Fill the Satchel" event will be conducted in its customary manner. Perhaps some other form of alternative fundraiser can be substituted. Because of this, our annual cannister drive which takes place during later August and early September – and which WILL take place in each of our stations, has become especially important, even critical in a year where our customary MDA fundraising efforts have been severely hampered by the pandemic.

Regarding other annual autumn season events, as of this date no decision has been made regarding the annual Michigan AFL-CIO Labor Day March in Detroit which will take place in Detroit on Monday, September 7 unless cancelled. The State AFL-CIO will make that decision. The annual NALC Region 6 (K.I.M. Region) Educational Training event conducted by National Business Agent Troy Clark's office is still scheduled for the Columbus Holiday weekend, Saturday, October 10, through Monday October 12 at the Eagle Crest Conference Center in Ypsilanti. It is possible that some revisions in format or agenda could occur. Troy along with his Regional Administrative Assistants David Mudd and Kyle Inosencio will be providing updated information about the K.I.M. Training during the course of the summer.

Regarding the now cancelled NALC National Convention that had been scheduled in Honolulu, Hawaii August 16-21, Branch 2184 delegates that had planned to attend the convention and whose names are filling slots on some station vacation boards have two choices. First, they can still take the week off but they must use annual leave, not LWOP, because this is no longer a union convention week and thus Article 24, section 2 provisions would not apply.

Alternatively, they can cancel the week, which MUST then be posted for bid in the same manner as all cancelled weeks from the vacation boards. Stewards, please monitor this closely where it is applicable. Delegates choosing to cancel the week are encouraged to do so in a timely manner. The union still "owns" these weeks as part of our negotiated leave program. Of note, in some instances the names of convention delegates were listed as "over and above" the number allowed off for that week. In such instances there would not be a posting of the week required.

The next NALC National Convention is scheduled for August 8-12, 2022 in Chicago, Illinois. Subsequent NALC National Conventions have been scheduled for August 5-9, 2024 in Boston, Massachusetts, and August 3-7, 2026 in Los Angeles, California. The next Michigan State Association of Letter Carriers (MISALC) convention is scheduled for spring, 2021.

The Branch has been advised by National Business Agent Troy Clark's office that any OWCP claim for a COVID-19 related exposure, where a letter carrier has initiated a claim based on a belief that a positive COVID-19 diagnosis was directly related to their employment – i.e. caused by an exposure that occurred as a result of their letter carrier duties, will be handled by NALC Regional Administrative Assistant David Mudd and Regional Workers Compensation Assistant Anita Lewallen. Please advise the Branch office ASAP if you are aware that a NALC member in your station has initiated a COVID-19 related OWCP claim, and we will advise the Business Agent's office who will then contact the member directly.

One of the many things delayed because of the COVID-19 pandemic has been the National Contract Interest Arbitration process to resolve the NALC/USPS impasse for a new Collective Bargaining Agreement. The term of the current Contract expired on September 20, 2019, although its provisions remain in effect until a new Contract becomes effective – either through agreement with the Postal Service (not likely) or the issuance of National Arbitrator Dennis Nolan's award, which is the all but certain outcome. Toward that end, the NALC and the USPS have tentatively rescheduled new Interest Arbitration hearing dates with Arbitrator Nolan in September, October, and November this year. If the process is not further delayed, there could potentially be an Interest Arbitration award issued sometime early in 2021.

Management will sometimes attempt to obstruct or delay filling a union information request by improperly claiming that it should be directed or sent to another location such as a USPS District office. This situation most commonly occurs with (but is not limited to) union investigations of management's conduct involving employee injury claims and related matters. However, Article 31, section 3 of the Contract directly states that "requests for information relating to purely local matters should be submitted by the local Union representative to the installation head or designee." It does not matter if management claims that the requested information is allegedly not available locally. ALL union information requests related to our investigation of any possible grievance involving management and one or more letter carriers should always be submitted directly to local management. Stewards should immediately advise the union office and initiate the appropriate Article 17/31 grievances if management attempts to claim otherwise or if they refuse to accept or fill a union information request for any reason.

The recent Memorial Day holiday was the first scheduled USPS holiday since the Presidents Day holiday on February 17. The period between these two holidays is always the longest gap between any two holidays of the year. Following the three "summer holidays" (Memorial Day, Independence Day, and Labor Day), there is a cluster of seven holidays in a period of just over four months, beginning with the Columbus Day holiday in October and ending with the Presidents Day holiday in February. This would be a good time to review holiday scheduling requirements and procedures in our Branch 2184 Local Memorandum of Understanding (LMOU) as well as the JCAM Article 11 discussion.



## Memo

**To: All Branch 2184 Stewards**

**From: Mark Judd, Walt McGregory, and Joe Golonka**

**Date: 06/05/2020**

**Re: Proper Coding of Parcel Post delivered by City Carriers**

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Region 6 NALC National Business Agent Troy Clark has advised the Branches in our region to monitor the proper coding of time spent by city letter carriers doing "parcel runs" and related activities involving the handling and delivery of parcel post outside of the time normally spent while delivering their assignments. There have been numerous instances where letter carriers have been improperly instructed to use LDC 23 Codes (such as 7330 or 7340) when doing this work. **These codes are specifically and ONLY for use on actual Parcel Post Routes, which are fulltime letter carrier bid assignments and that were once relatively common many decades ago, especially in large cities.**

Troy has advised us that at this time there are NO currently existing Parcel Post Routes anywhere within NALC Region 6, which is the States of Kentucky, Indiana, and Michigan. Thus, the use of LDC 23 Codes for parcel delivery should NEVER be occurring anywhere in this region. Instead, the usual city letter carrier LDC codes of 21 (office time) and 22 (street time) should always be used. **Please see the attached "Contract Talk" article from the August 2017 *Postal Record* by the NALC Contract Administration Unit and use it for reference as needed.** Also see M-01885 from the NALC Materials Reference System (MRS).

The only LDC 23 Code that should ever be used by a letter carrier is for Express Mail Delivery (7670) and then only if a city carrier has been dispatched to deliver Express Mail separately from his/her regular delivery duties.

It is imperative that all work performed by City Letter Carriers is properly coded as City Letter Carrier work. Failing to do this will provide a false and (perhaps intentionally) misleading analysis of USPS city carrier work and the actual time used to perform it.

Finally, the above does not apply to parcel delivery work performed on Sundays by CCAs or by career regulars, which should be coded under LDC 24.

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# Proper recording of auxiliary assistance and labor distribution codes

**I**n its accounting system, the Postal Service uses various labor distribution codes (LDCs) to identify employee duty assignments and to associate the many work functions to the proper operation. On May 10, NALC received notification from the Postal Service of a recently developed document entitled “Guidelines for the Use of LDC 23 and LDC 24.” These guidelines made some changes to the LDCs used in the city letter carrier craft and clarified the proper use of these codes.

Prior to these changes, the following LDCs were used to differentiate among city letter carrier craft functions:

- LDC 21—office time.
- LDC 22—street time.
- LDC 23—time not directly attributed to office or street time.

As the Postal Service states in the guidelines, the use of LDC 23 has often been used by USPS managers as a catchall LDC for any time that could not be directly attributed to office, street or collection hours. When quantities of time could not be assigned to other functional LDCs, or when units did not want to attribute the hours to LDC 21 (office time) or LDC 22 (street time), the hours were assigned to LDC 23, which is known as “Other City Delivery” hours.

**Proper recording of work hours is very important for a few reasons.** First, it allows the Postal Service to determine the true costs of the delivery of the various items assigned to routes. Second, it accounts for the time spent casing and delivering the route so that letter carriers are properly credited for the work associated to their assignment, even when they are receiving auxiliary assistance. This is especially important during route evaluations and adjustments because improper crediting of time could have a major impact on the route’s evaluation. If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.

Although LDCs 21 and 22 have remained unchanged, the guidelines clarify that LDC 23 should only be used for time spent actually delivering a dedicated parcel post route, time spent performing the duties of a relay route or combination route, or time spent by a letter carrier transporting mail from one office to another. This code should also be used when a carrier is delivering Priority Mail Express.

LDC 23 should never be used when a route is receiving auxiliary assistance via parcel help, even if the assistance is being provided by a carrier who normally performs the duties of a parcel post route. The guidelines state:

## Parcel Post

Time spent on Office functions by bid carriers or their replacements on routes designated as Parcel Post Routes should be transferred to Operation Number 7340 in LDC 23. Time spent loading and delivering the parcels on these routes should be attributed to Operation Number 7330 in LDC 23.

Auxiliary assistance given to city delivery routes by dedicated Parcel Post routes, even if the assistance given was to relieve the route by delivering parcels, is not part of LDC 23. That assistance is still part of the carrier’s Street Time and is part of the carrier’s route time. It must, therefore, be attributed to LDC 22.

The same goes for any other carrier who is providing auxiliary assistance to a route by delivering parcels. The letter carrier providing this assistance should record this time on LDC 22. This is important so that the time spent delivering these parcels is properly recorded.

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**“If a route receives auxiliary assistance and this time is coded under the wrong LDC, the data will not reflect a true representation of the time worked on the route, therefore resulting in a negative effect on the evaluation.”**

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**While there is a relationship between LDCs and operation codes that are entered into the Time and Attendance Control System (TACS) on the badge reader, it is important not to confuse the two.** When a carrier enters an operation number into the reader and swipes their badge, the TACS code entered determines which LDC the work will be assigned to.

For example, if a carrier on a residential motorized route needs auxiliary assistance and management has another carrier deliver parcels to provide that assistance, the carrier providing the assistance clocks to TACS operation code 721 on that route. Their time would  
*(continued on next page)*

## Contract Administration Unit

Brian Renfroe, Executive Vice President  
Lew Drass, Vice President  
Christopher Jackson, Director of City Delivery  
Manuel C. Peralta Jr., Director of Safety and Health  
Ron Watson, Director of Retired Members

# Proper recording of auxiliary assistance and LDCs (continued)

then be coded under LDC 22, which is the correct code and means the time spent by the carrier providing assistance would be credited to the correct route. However, if the carrier providing assistance clocks to, or is moved

by management to, a TACS code that is covered under LDC 23 or LDC 24, the time would not be credited to the correct route.

In addition to clarifying how LDC 22 and LDC 23 should be used, the Postal Service also created LDC 24 to be used to track the work performed during Sunday parcel delivery and Fresh grocery delivery. The TACS codes associated with LDC 24 are 723 for Sunday parcel street time, 724 for Sunday parcel office time, 725 for Fresh street time, and 726 for Fresh office time. These codes should only be used when carriers are engaged in these duties.

**The table at left lists** each operation number to which letter carriers should be clocked to when performing the corresponding duties described for each.

If a route is being provided street auxiliary assistance to deliver parcels, shop stewards should ensure that this time is being coded properly under LDC 22 and not another code, such as Sunday Parcel delivery or Parcel Post. Contract enforcers should remain diligent at monitoring these codes.

“Guidelines for the Use of LDC 23 and LDC 24” has been placed in NALC’s Materials Reference System (MRS) on the NALC website. The document, labeled M-01885, can be found at [nalc.org/mrs](http://nalc.org/mrs).

| LDC | Operation Number | Description                    |
|-----|------------------|--------------------------------|
| 21  | 354              | Standby-Delivery Service       |
| 21  | 613              | Stewards-Carriers              |
| 21  | 622              | Travel-Delivery Services       |
| 21  | 632              | Meeting Time-Delivery Services |
| 21  | 714              | VIM Route-Office               |
| 21  | 716              | 2-Trip Business-Office         |
| 21  | 718              | 1-Trip Business-Office         |
| 21  | 720              | Residential Foot-Office        |
| 21  | 722              | Residential Motor-Office       |
| 21  | 724              | 2-Trip Mixed Foot-Office       |
| 21  | 726              | 2-Trip Mixed Motor-Office      |
| 21  | 728              | 1-Trip Mixed Foot-Office       |
| 21  | 730              | 1-Trip Mixed Motor-Office      |
| 21  | 744              | PM – Carrier Office Time       |

| LDC | Operation Number | Description               |
|-----|------------------|---------------------------|
| 22  | 715              | 2-Trip Business-Street    |
| 22  | 717              | 1-Trip Business-Street    |
| 22  | 719              | Residential Foot-Street   |
| 22  | 721              | Residential Motor-Street  |
| 22  | 723              | 2-Trip Mixed Foot-Street  |
| 22  | 725              | 2-Trip Mixed Motor-Street |
| 22  | 727              | 1-Trip Mixed Foot-Street  |
| 22  | 729              | 1-Trip Mixed Motor-Street |

| LDC | Operation Number | Description            |
|-----|------------------|------------------------|
| 23  | 733              | Parcel Post-Street     |
| 23  | 734              | Parcel Post-Office     |
| 23  | 735              | Relay-Street           |
| 23  | 736              | Relay-Office           |
| 23  | 737              | Combination-Street     |
| 23  | 738              | Combination-Office     |
| 23  | 739              | Carrier Drivers-Street |
| 23  | 740              | Carrier Drivers-Office |
| 23  | 767              | Express Mail Delivery  |

| LDC | Operation Number | Description          |
|-----|------------------|----------------------|
| 24  | 723              | Sunday Parcel-Street |
| 24  | 724              | Sunday Parcel-Office |
| 24  | 725              | Fresh-Street         |
| 24  | 726              | Fresh Office         |



## Memo

**To: All Branch 2184 Stewards**

**From: Mark Judd, Walt McGregory, Joe Golonka**

**Date: 06-05-2020**

**Re: Independence Day Holiday Schedule Issues**

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With the approach of the Independence Day holiday on Saturday July 4, questions have already been raised about holiday scheduling for that week. These concerns have been made worse by an error on the popular color-coded calendars, which shows Friday, July 3 as "Independence Day – Observed." Although that is true for the most of the Federal government, it is NOT the case with USPS employees, especially those that have rotating NS days, such as all career fulltime regular carriers within Branch 2184.

The occurrence of a USPS holiday on a Saturday creates some unique scheduling issues, especially for career regular employees whose NS day is coincident with the holiday. Article 11, Section 5.B of the Contract states that *"When an employee's scheduled non-work day falls on a day observed as a holiday, the employee's scheduled work day preceding the holiday shall be designated as that employee's holiday."*

It is this language which gives us the expression "designated holiday." Normally a "designated holiday" is the regular workday immediately preceding the holiday, i.e. a fulltime regular carrier with a Monday non-scheduled day that is also a holiday has the preceding Saturday as their "designated holiday."

However, because of the rotating non-scheduled days assigned to all fulltime career letter carriers in Branch 2184, the designated holiday for the those with Independence Day as their non-scheduled day is not the immediately preceding USPS work day (Friday, July 3) but instead is Thursday, July 2, per the provisions of Article 11, section 5.B. Thus, the "holiday schedule" day will be Thursday, July 2 and not Friday, July 3. All other aspects of holiday scheduling, including our Branch's negotiated "pecking order" for scheduling both holiday volunteers as well as non-volunteers remains the same.

Finally, a reminder that the Overtime Desired List is not considered in any manner when formulating a holiday schedule. Instead, negotiated holiday scheduling order (Item #13 of our Branch 2184 LMOU) is used. However, if additional work hours are necessary (beyond 8 hours) on the day of the holiday schedule itself, the ODL should be utilized in the Contractually required manner if this work is assigned to fulltime career carriers.

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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

**Re: Signing Overtime Lists – COVID-19**

Due to the potential effects of the COVID-19 pandemic on staffing levels, the parties agree to the following regarding any full-time employee who did not, for whatever reason, sign the overtime lists during the two week period for doing so as outlined in Article 8.5.A of the National Agreement.

The installation head and branch president or their designees may mutually elect to develop a sign-up process that allows full-time employees who previously did not, or could not, place their names on either the overtime desired list or work assignment list for the second or third quarter of the 2020 calendar year.

Processes agreed upon under the terms of this agreement do not terminate local procedures agreed upon pursuant to the terms of the December 4, 2013, March 31, 2014, April 1, 2015, May 20, 2016, or 2016-2019 NALC-USPS National Agreement, Memoranda of Understanding *Re: Signing Overtime Lists*. On the expiration of this agreement, such previously agreed upon local procedures will commence, will remain in effect, and may only be modified by mutual agreement of the local parties or through the local implementation process.

The parties further agree that once a local process is developed pursuant to the terms of this memorandum, it may only be modified by mutual agreement of the local parties, however it will automatically be terminated upon the expiration of this agreement.

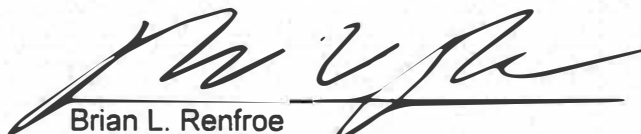
The parties will revisit this issue immediately prior to this MOU's expiration to determine if extension is appropriate.

This MOU will expire July 15, 2020.



David E. Mills  
A/Manager  
Labor Relations Policies and Programs  
United States Postal Service

Date: 5/19/2020



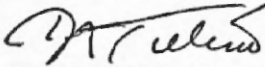
Brian L. Renfroe  
Executive Vice President  
National Association of Letter Carriers,  
AFL-CIO

Date: 5/19/2020

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

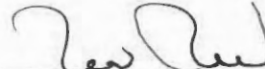
The following Memoranda of Understanding between the United States Postal Service and the National Association of Letter Carriers (NALC) have been extended through July 17, 2020. The parties agree to meet and discuss these Memoranda of Understanding prior to July 17 to determine whether or not further extension is appropriate.

- Re: Temporary Use of the Employee and Labor Relations Manual (ELM) 432.53, City Letter Carriers (7:01 Rule)
- Re: Temporary Additional Paid Leave for CCAs
- Re: Temporary Expanded Sick Leave for Dependent Care During COVID-19
- Re: Temporary Workplace Changes to Promote Social Distancing – COVID-19
- Re: Temporary Carrier Assistants – COVID-19



Doug A. Tulino  
Vice President Labor Relations  
United States Postal Service

Date: 5-19-2020



Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date: 5-19-20



June 3, 2020

Mr. Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, NW  
Washington, DC 20001-2144

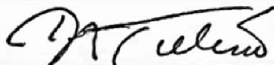
Re: Q16N-4Q-C 19225372  
Class Action  
Washington, DC 20260-4101

Dear Mr. Rolando:

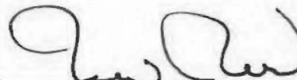
The issue in this case is whether the testing of Consolidated Casing is permissible under Article 34 or otherwise violates the collective bargaining agreement. The parties agree to the following resolution of this matter, as follows:

1. Management will select 31 of the 62 current case consolidation test sites and those 31 test sites will be returned to their original route structure by July 31, 2020.
2. The remaining 31 test sites will continue through November 27, 2020. The Task Force established by the Memorandum of Understanding, *Re: City Delivery Task Force* will begin analyzing data from the test sites by July 20, 2020 to determine its application to future testing. Absent joint agreement by the parties to either continue the test or to jointly conduct alternative testing in these sites, the test sites will be returned to their original route structure by January 22, 2021.
3. It is agreed that there will be no further expansion of this Case Consolidation Test.
4. When test sites are returned to their original structure, carriers will be given the opportunity to return to their pre-test bid assignments and schedules. However, the number of assignments that exceed the number of assignments created under the test will remain vacant until the routes are evaluated and adjusted in accordance with #5 below. The local parties will jointly work through the transition and contact the appropriate NALC National Business Agent (NBA) and USPS Area Manager, Labor Relations (AMLR), or their designees, for guidance on any unresolved issues. The assignments selected to remain vacant will be auxiliary, no bid, or junior assignments, and no assignments will be eliminated before the routes are evaluated and adjusted in accordance with #5 below.
5. All routes from the test sites will be evaluated and adjusted as necessary beginning in January 2021 by either a joint route evaluation and adjustment process or the traditional route evaluation and adjustment process in accordance with Chapter 2 of Handbook M-39.
6. All data collected from the Case Consolidation Test will be shared and made available to the Task Force established by the Memorandum of Understanding, *Re: City Delivery Task Force* for review and discussion regarding its application to future testing of alternate methods and procedures related to city delivery functions.
7. Grievances related to the Case Consolidation Test pending at any step of the Dispute Resolution Process as of the date of this settlement or future grievances not resolved at Formal Step A will be sent directly to the appropriate NALC NBAs and USPS AMLRs, or their designees. The parties at the area/regional level will jointly determine if such grievances will be closed as a result of this resolution or processed. Additionally, the NBAs and AMLRs (or designees) will oversee the local parties' transition of returning test sites to their original structure.

The above-referenced agreement constitutes a full and complete settlement of the Case Consolidation Test. This agreement is made without prejudice to the parties' position in this or any other matter and may only be cited to enforce its terms.



Doug A. Tulino  
Vice President, Labor Relations  
U.S. Postal Service



Fredric V. Rolando  
President  
National Association of Letter Carriers,  
AFL-CIO

Date: 6-3-20



## Memo

**To: All Branch 2184 Stewards**

**From: Michele Szafran and Joe Golonka**

**Date: 06/05/2020**

**Re: "Statements" requested by USPS management following Letter Carrier injuries**

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Following a letter carrier's notification to management that they have incurred a job-related traumatic injury, typically the first response from management is "I need you to write a statement." Not an inquiry about the need for medical evaluation or treatment, not an inquiry about the well-being of the carrier, and not any of the other steps required of management following the report of an injury as detailed in the Employee and Labor Relations Manual (ELM) sections 544 and 545 – for example, advising them of their right to medical evaluation and/or treatment from a physician of their choice. No, typically the only thing that management is concerned about is getting that statement.

Unfortunately, many carriers are erroneously led to believe that such "statements" are necessary for the filing of an OWCP claim. However, there has never been any requirement or provision within the Federal Employees Compensation Act for injured employees to provide the employing agency with supplemental "statements" as a condition of initiating an OWCP claim. In fact, everything that USPS management needs to know about the details of an employee injury already appears on OWCP Form CA-1, lines 9 through 14, "Description of Injury." Management's actual intent with this practice is a not so subtle attempt to find a way to try to discredit the injured carrier or their OWCP claim.


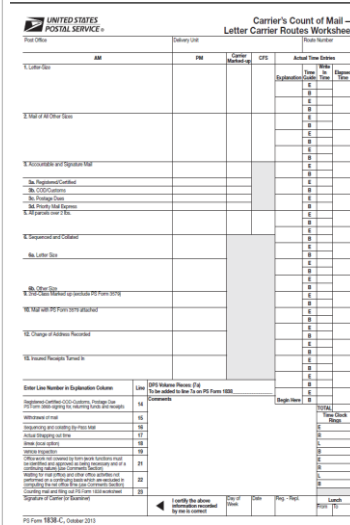

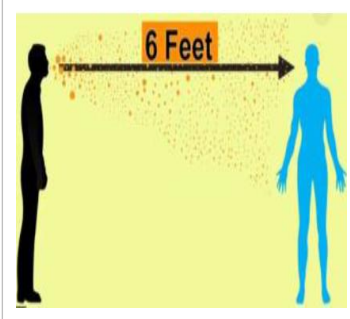
So, what is an injured carrier to do if requested or instructed to write a supplemental statement after reporting an injury? A mere request to write such a statement can be and should be ignored. However, a specific instruction from management to write a supplemental statement should be complied with, as it is within management's scope of authority to give instructions, even improper instructions. However, if such an instruction is given, the injured employee should merely provide exactly the same information that was provided on the CA-1, no more and no less.

In summary, supplemental statements for the employing agency are NOT required as a condition of initiating a traumatic injury claim. However, management's fishing expeditions need not be problematic for an injured letter carrier. It's simply a matter of "need to know." All that management needs to know is provided by injured employee through the employee's completion and submission of OWCP Form CA-1. Injured carriers should keep it simple and remain focused on what matters – reporting the injury, completing a CA-1, seeking medical treatment if needed/desired from a physician chosen by the employee, and providing medical documentation in support of the claim if work loss occurs or restrictions on regular work duties are necessary.

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|                             |   |             |
|-----------------------------|---|-------------|
| Standard Work Instructions: | Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 1838-C | Tracking:   |
| Purpose:                    | To limit the exposure of COVID-19 for Letter Carriers & Examiners                             |             |
| Updated on:                 | 6-2-2020  | Version 1.0 |

|                           |                                     |                |                                   |
|---------------------------|-------------------------------------|----------------|-----------------------------------|
| Go to HQ COVID-19 Website | Maintain at Least 6 ft. Separations | Use Proper PPE | Respiratory Etiquette and Hygiene |
|---------------------------|-------------------------------------|----------------|-----------------------------------|

|   | Steps  | Key Points   |
|---|--|--|
|   | <p>Visit the HQ COVID-19 Website:</p> <p><a href="#">Link to Site</a></p>  | <ul style="list-style-type: none"> <li>The official source of USPS COVID-19 information can be found on the USPS Blue Page</li> </ul>  |
|    | <p>Establish designated areas to maximize social distancing and eliminate obstructed views:</p> <ul style="list-style-type: none"> <li>On a daily basis, all available mail will be counted prior to carrier reporting</li> <li>Office personnel will place letters, flats and SPRs on case ledge, floor or other staging area(s) established prior to start of count</li> <li>Ensure a 6 ft. marker is placed outside of the time clock, distribution cases and carrier cases</li> <li>Examiner will retrieve and count parcels in a separate designated area</li> </ul> <p>Examiners will remain at least 6 ft. away from the carriers at all times in the office; this includes:</p> <ul style="list-style-type: none"> <li>Clock ring activities</li> <li>Vehicle inspections</li> <li>Driver's License Checks</li> <li>Service/Safety Talks</li> <li>Withdrawal of mail from distribution</li> <li>Monitoring carriers at the carrier case</li> <li>Retrieving accountable items</li> </ul> | <ul style="list-style-type: none"> <li>Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained</li> <li>Use disposable gloves and other PPE, as applicable</li> <li>Observations must be achieved from a safe distance of at least 6 ft. between the examiner and the carrier, when possible</li> <li>Require carriers to place any mail withdrawn/retrieved in designated staging area</li> <li>Avoid direct hand-to-hand contact of the mail and/or inspection related documents with the carrier</li> </ul> |


|                             |   |             |
|-----------------------------|---|-------------|
| Standard Work Instructions: | Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 1838-C | Tracking:   |
| Purpose:                    | To limit the exposure of COVID-19 for Letter Carriers & Examiners                             |             |
| Updated on:                 | 6-2-2020  | Version 1.0 |

|                           |                                    |                |                                   |
|---------------------------|------------------------------------|----------------|-----------------------------------|
| Go to HQ COVID-19 Website | Maintain at Least 6 ft. Separation | Use Proper PPE | Respiratory Etiquette and Hygiene |
|---------------------------|------------------------------------|----------------|-----------------------------------|

|  | Steps   | Key Points   |
|--|---|--|
|  | <p><b>RECOMMENDATION:</b> When handling mail and/or inspection-related documents, usage of disposable gloves by the carrier and examiner is highly recommended</p> <ul style="list-style-type: none"> <li>When coming and/or going to/from common areas or break(s), all employees should wash hands and/or use hand sanitizer</li> </ul> | <ul style="list-style-type: none"> <li>Regularly wash hands or use hand sanitizer; this includes before and after break(s)</li> <li>Practice good respiratory etiquette and hygiene</li> </ul> |

|                             |   |             |
|-----------------------------|---|-------------|
| Standard Work Instructions: | Standard Work Instruction For Maintaining Social Distancing While Conducting a PS Form 3999 | Tracking:   |
| Purpose:                    | To limit the exposure of COVID-19 for Letter Carriers & Examiners                           |             |
| Updated on:                 | 6-2-2020  | Version 1.0 |

|                           |                                    |                |                                   |                       |
|---------------------------|------------------------------------|----------------|-----------------------------------|-----------------------|
| Go to HQ COVID-19 Website | Maintain at Least 6 ft. Separation | Use Proper PPE | Respiratory Etiquette and Hygiene | Practice Safe Driving |
|---------------------------|------------------------------------|----------------|-----------------------------------|-----------------------|

|  | Steps   | Key Points   |
|--|---|--|
|    | Visit the HQ COVID-19 Website: <a href="#">Link to Site</a>   | <ul style="list-style-type: none"> <li>The official source of USPS COVID-19 information can be found on the USPS Blue Page</li> </ul>  |
|    | <p>Examiners will remain at least 6 ft. away from the carrier at all times in the office, including during:</p> <ul style="list-style-type: none"> <li>Clock ring activities</li> <li>DPS / FSS retrieval</li> <li>Vehicle load &amp; unload</li> <li>Retrieving and returning empty equipment</li> </ul>                         | <ul style="list-style-type: none"> <li>Comply with social distancing at all times</li> <li>Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained</li> <li>Practice good respiratory etiquette and hygiene</li> <li>Sanitize DCD before and after use</li> </ul>          |
|    | <p>Examiners will remain at least 6 ft. away from the carrier at all times on the street; this includes:</p> <ul style="list-style-type: none"> <li>Mail delivery</li> <li>Relay / Reloading</li> <li>Accountable delivery</li> <li>Package delivery</li> <li>MSP / CPMS scan &amp; collection</li> <li>Lunch / breaks</li> </ul> | <ul style="list-style-type: none"> <li>Observations, notes and DCD entries can be made from a 6 ft. distance</li> <li>Examiner and carrier will wear face coverings in accordance with local ordinances and when social distancing cannot be maintained</li> </ul>   |
| <br> | If a vehicle is needed, examiner must utilize a separate vehicle  | <ul style="list-style-type: none"> <li>Examiner and carrier are prohibited from being in the same vehicle</li> <li>Wear seatbelts at all times</li> <li>While vehicle is in motion, examiners must operate vehicle safely, professionally, and without distraction</li> <li>Do not attempt to utilize the DCD or take notes while driving</li> </ul> |

# Mandatory Stand-Up Talk

**June 5, 2020**



## Employee safety during public demonstrations

The security of our employees, facilities, vehicles and the U.S. Mail is of the utmost importance to the U.S. Postal Service and the U.S. Postal Inspection Service. Postal employees are always reminded to be aware of their surroundings to protect themselves and each other. Vigilance is especially important during times like these, where large numbers of people may be in the streets, in front of buildings, and along your routes. You can do your part by following these important security guidelines:

### KEEP YOURSELF SAFE

- Be aware of your surroundings and think about situations where you may be at risk.
- If you see suspicious activity around a postal facility or postal vehicle, leave the area and find someplace safe. Call 9-1-1 when it's safe to do so. Then call your supervisor, who will call Postal Inspectors.
- Jot down any details you can remember, such as a description of the suspect and direction of travel.

### KEEP YOUR FACILITY SECURE

Even when you are not on the street, you should take certain precautions to keep you, your fellow employees, and your postal facility safe.

- Report any suspicious activities to a supervisor, who will contact the Inspection Service.
- ALL employees must display their USPS photo ID.
- Always challenge strangers and un-badged visitors.
- Secure entry points and dock doors when not in use.
- Ensure alarms and camera systems are operational.
- Secure security gates each night with a case-hardened padlock.
- Secure unattended vehicles at all times. Immediately report stolen or vandalized vehicles to a supervisor, who will contact the Inspection Service.
- Ensure both front and rear GSA- or P-tags are accounted for daily.
- Empty trailers should be locked at all times.
- Maintain a current master key inventory of all accountable keys.
- Ensure all keys are accounted for and secured at the end of every day.
- Secure all accountable mail in a locked security container (safe).
- Secure Postal Money Orders and cash drawers at the end of the day.
- Follow proper closing procedures for retail counter line.

Taking these steps will reduce the likelihood of harm to yourself and others. Thank you.