



FIVE FUNCTIONS PERFORMED WITHOUT WRITING ANYTHING DOWN

1. **Casing Mail.** This time is determined by the number of pieces worked
2. **Endorsing Mail (Mark-ups)** This time is determined by the number of pieces actually endorsed.
3. **Entering Changes of address (COA's)** this figure is actually determined by the number of COA's actually entered.
4. **Pulling down the route for delivery.** this time is determined by the number of deliverable pieces actually pulled down.
5. **Taking Personal time** (toilet, locker, etc.,) You are given a base minimum of 5 minutes daily.

TYPICAL LINE 21 ACTIVITIES

Performing window caller service Replenishing forms - once a week Travel to and from the throwback case (mishrows and markups) Verifying hold mail - once a week Official communications (address searches, govt. check holds) Returning empty equipment Taking CFS mail to designated area Reviewing mail returned from CFS Checking direct bundles for mishrows

| Line Item | Work Commonly performed Under this Line Item | Base Min. |
|-----------|---|-----------|
| 14 | Used when obtaining, signing for and clearing accountable mail, keys, etc., or completing portions of PS form 3849 in the office | 6 min. |
| 15 | Used when withdrawing mail from distribution cases, hampers, sack, trays or other equipment | 5 min |
| 16 | Used when collating, sequenced mailings. May not include in route evaluation if not performed more than times weekly. If mail is strapped out on line 16 then credit should not be given for strap out on line 4. | |
| 17 | Used only where the majority of case separations contain more than two addresses per separation. If line 17 is used make no entry on line 4. | |
| 18 | Office break (Local Option) | 10 |

| | | min |
|----|---|-------|
| 19 | Used to inspect vehicles. Not used when no vehicle is required. | 3 min |
| 20 | Personal time (used for hanging up coats raingear, ect., | 5 min |
| 21 | Necessary work of a reoccurring nature and not covered by a specific item line explanation line is needed. | 9 min |
| 22 | Waiting form all or any other activity that is not recurring and necessary for completion of the assigned duties. explanation is required in comments section of 1838-C | |
| 23 | Used for time spent counting mail and filling out form 1838-C | |

Line Item Guidelines

Line 14. Record total time used. Time should begin when carrier checks out accountable mail from clerk and ends when carrier has performed all operations related to accountable mail, including , placing mail in case.

Lines 15 and & 19. (Withdrawing mail): If no time is used, base time of 5 minutes will not be given; however, you may ask to change standard time on 1838 and explain in Comments section that carrier was given this time, though he did not use it. This can be explained to carrier when reviewing count with him or her. If no time is used on line 19 (vehicle inspection) no base time will be given.

Line 18. Only if office break option is chosen. Note: do not record on 1838-C This time will be given on line 18 on 1838.

- **Line 21:** (recurring office work) The following are acceptable line 21 items agreed upon be the NALC and the USPS:

Safety talks

Forms pouch replenishment

Authorized Union Steward functions

Trips to throwback case

Counting out 3rd bundles of simplified mailing for relays

Quality control review for CFS

Any other function you observe carriers doing which you feel may be of a continuing nature. If in doubt you should discuss with route examination leader or with unit

manager to determine if, in fact, the carrier performs this function and is necessary and of a continuing nature. If it is determined the carrier is performing a function which is not necessary and of a continuing nature this function will be placed on line 22. T-6"s should be given time on line 21 to review recent orders entered on 3982's.

Line 22: Record communications in regards to route examination with carrier by examiner or unit manager on this line. Also, any activities which are not performed on a continuing basis and are not reoccurring or necessary. i.e., leaving carrier case to discuss with another carrier something not pertaining to an official function of his duties; too many trips to the throwback case; too many trips to the breakroom for coffee (discuss with unit manager to determine station policy.) Each entry on line 21 and 22 should be noted with a carrier comment.

Route Adjustment Notes

- Before management makes any major changes they should do a full count.
 - M39 141.19 is the cite to get them to comply before making a major change.
 - If management wants to make a change based on projected savings they should do a full count.
 - If they are trying to implement 6 & 2 they should do a full count.
 - There is no definition to what constitutes a major change.
 - Management must give 5 working days notice and a proposed date. They frequently have the carrier report early.
 - Must give on 5 day notice if there is a change in the schedule.
 - Dry run must be within 21 days prior to the count.
 - Count is 6 consecutive days. One day management counts the mail. (They may count it more than 1 day.)
 - Shouldn't have curtailed mail before or after the count.,
 - Shouldn't do anything different on the day or week of count. (Including routing flats if you usually don't.)
 - Read bulletin boards at least one day of the count.
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Filling out the 1838-C

- 1. Vehicle inspection-Make sure to complete entries on form within time noted so there is no lost time-No less than 1 minute for any function.
- 2. Fill out form (Name, etc.) -line 23. Don't pad line 23 items.
- 3. Withdraw mail-line 15-break bundles, unwrap shrink wrap, etc. Usually prepare everything before you start casing If management is counting make sure you keep track of line 15 items.
- 4. Count all of the mail-line 23

Usually count 100 letters and then stand one up

Letter size mail is what fits between the narrowest shelf

If 5 or 4 shelf cases then should find a case with 6 shelves and measure and agree on height

Catalogs with 24 pages (includes front and back page) are flats

If you have router assistance and you believe the count is wrong you may verify the count

If router throws but doesn't sequence you pull them out, count them and get credit for throwing and routing

There is no entry on 1838-C for casing mail as it will be the leftover time.

The NALC's position is that the only acceptable case is a 6 shelf cast and VFC with less than 6 shelves should be discontinued prior to a route inspection. Can enforce this if we want but don't have to is Edgemon's position.

- VFC or 2 pass mail does not change the standards. (18 & 8)
- 5 minutes of personal time is given automatically. If you use more than this you should note it and get actual time.
- There is no entry for office break as it is included automatically.
- If they tell you to count break as line 21 or something it should be grieved.
- Some examples of line 21 items include: window caller, replenishing forms, steward time, vacation hold mail, returning empty equipment, commitment, route reconstruction, pink cards.-Some of these line 21 items have been agreed upon by the USPS and NALC and some haven't.-If you normally do any of these items at least once a week then you should do them during week of count.
- If you normally go out to parcel hamper and get SPRs during office time then it should be counted under line 21 or 15.
- If you normally have a 20 minute safety talk during a week and on count week it is only 10 minutes then it is an operational change and should be grieved.
- A parcel is defined as over 2 lbs or bigger than a shoe box.
- If they usually consider more than these as parcels then they should on count week also.
- Going to the cage is line 14. Write up 3849s at the same time on line 1 4.
- If you have less than 3 sets of presequenced flats per week then this time will be deducted from the count.
- No line 16 if you have VFC and don't do collating.
- If you mark up the top piece of CMU bundle then it is counted as 1 markup.
- Verify hold mail in line 21. (Check every piece in hold mail to catch any mail that is supposed to be returned in a certain number of days.) Do this at least weekly. If you find mail to be sent back then it is counted as a markup.
- Pull down time is not entered on form.
- If hot case is just picked up on the way out it could be counted as line 15 or not counted at all if it is on your way out. Whatever was picked up at hot case

- should be counted and entered on the form when you get back.
 - Don't let them make you use line 17 instead of the automatic times unless there is some exception.
 - Unusual occurrences during the day should go in the comment section.
 - Leave a blank space on the form between clocking out on street and clocking back in from street.
 - On a line 23 before going home sign form, fill in lunch period, etc.
 - If this is an EPM office then there would be additional entries.(You get 1 minute for every 70 pieces pulled down. Make sure the PM volume is recorded properly, for correct pulldown credit)
 - Filling out 3996 is a line 21 item.
 - If LMU calls for a separate washup time it should be line 21.
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Street Time

- Examiner shouldn't supervise you but only observe you.
 - If they walk in front of you don't let them set your pace.
 - Shouldn't suggest or forbid a comfort stop.
 - Don't finger mail while driving, etc.
 - Examiner shouldn't instruct you to cross a lawn. (Even though you are usually supposed to cross lawns unless customer has requested otherwise.)
 - They should make these notations as a separate street observation.
 - The lunch break is the last box before you begin lunch and the next box after lunch.
 - You are supposed to make note of valuable mail before lunch and then recheck it when you come back.
 - On the 3999 to make a deduction in your street time they have to document it.
 - There should be an explanation if the mileage is substantially different.
 - The information on the 3999 is used for the transfer of territory.
 - For adjustment purposes they will use whichever office time was lower (standard or actual).
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CONSULTATION

- Carrier has a right to the 1838 and 1840 and a consultation before an adjustment.
- The 1838 should be given to the carrier 5 days in advance of the consultation and the 1840 should be given one day in advance.
- The consultation is supposed to be an exchange of ideas not just management telling you how it is going to be.
- Consultation cannot be held any sooner than 1 week after the count (no language as to the maximum).
- On the 1840 the carrier's comments should be entered. Carriers have a right to any documentation used to deduct time.
- Carrier cannot be required to sign any statements.
- They don't have to allow a Union rep during the consultation but the carrier

can ask.

PART II

- The 3999 is for the regular carrier.
- If receiving auxiliary assistance be specific on block, street, etc. Across the top of form 1838 the a,b,c,d are pieces and e,f,g is minutes.
- Always round up when figuring maximum time allowance.
- To get strapping out time you add #4 across.
- Filling out hold slips, 3-way cards or MLNA cards could go under line 12 or line 21.
- Lines 14,15,19,21 have a base minimum. If you use less than the base you still get the base. If you use more you get actual time.
- If your office gets extra smoke breaks they should be added to personal needs.
- Carrier has absolute right to count every piece of mail.
- Standard office time is line 24.
- The street time is the total time minus 30 minutes for lunch.
- Net total time used is A & E.
- Carrier may work OT on count day even if not on the ODL or WAL but they can't be required to. NALC feels it is OK so that the inspection is accurate.
- If the M-39 and M-41 differ then the M-39 is controlling. <In manual in Chapter 2, page 5, Form 3999 8 week analysis should be 1840B. The average street time is for 8 random weeks prior to inspection.
- December, June, July and August are excluded.
- The numbers are drawn out of a hat.
- A different week of each month is drawn.
- The Union picks the numbers.
- 8th week is week of inspection.
- If a week is picked that a Carrier is on leave or something it is just dropped. A new week is not drawn.
- Frequently any auxiliary assistance during the 8 weeks is just lost. This usually happens due to 3996s and 3971s not being filled out.
- On the 1840 the (T) is the T-6.
- In column E you only count days that the regular did the work.
- If there is a fraction you round up.
- F is the total of A & E.
- E includes what time it would have taken you even if auxiliary assistance is less (or more).
- On C & D to get the average you total each column of regular days. Subtract the smaller # from the larger #.
- Management cannot make deductions on assumed savings.
- On the bottom of the sample 1840 the time savings and VFC savings deductions are inappropriate.
- They can re-inspect later if they think there has been a change.
- They have to explain or document why they used base street time from 1840 B instead of the time from the count week. Management has to justify why they used the lower figure.

1840 B

- The street time on the 1840 B may not properly reflect the actual street time. Growth or other reasons that the route may have changed. 1840 figures may not reflect auxiliary assistance.
- Documentation has to be supplied to the carrier and has to be provided within 1 week after consultation. If this doesn't happen they can't make a deduction.
- The most current 1838 should be used.
- Remind carriers to request the final, completed 1840.
- Should get all of the documentation, including the forms, route examiner's comment's, etc.
- Should case and carry all of the mail every day during count week. (Unless it is an extreme emergency.)
- If grievances are necessary should grieve each route separately. (Unless they failed to do a dry run on several routes for example.)
- Cite BOP where appropriate. "No less than what was agreed upon at the Regional level."
- If a route adjustment is being grieved and is at Step 3 or above and it is determined that the carrier is actually doing the route in 8 or less hours it will probably not be pursued.
- If the National hasn't come out with something for the carriers then we should make copies of the conclusions in Chapter 1 and/or 2.
- If management starts using a new computer rather than the usual forms, etc. we should let Edgemon's office know.
- A one day count should be basically the same as a week count. 24 hours advance notice or within 15 minutes after the beginning of tour. .

Back to [[The Carrier Connection](#)]