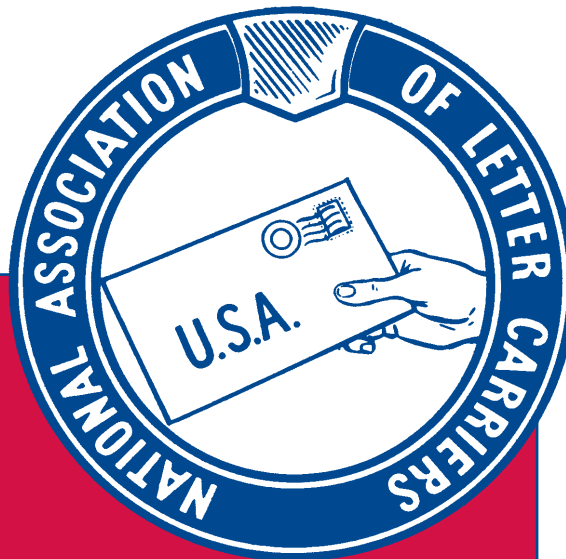
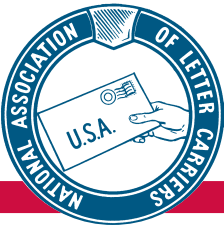


# NALC ROUTE PROTECTION PROGRAM





# National Association of Letter Carriers

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Dear NALC Activist:

A few weeks ago, we sent you a copy of Chapter 1 of the Route Protection Program, NALC's new educational resource material on route counts and inspections. At that time, we told you that additional chapters would follow to address other route evaluation and adjustment issues.

We have enclosed the new chapters, which were described in the Introduction sent with the first chapter. Chapter 2, *Route Examination and Adjustment for NALC Representatives*, provides additional information for NALC representatives who will assist and advise letter carriers through the inspection process. Chapter 3, *The Minor Route Adjustment Process*, describes management's use and misuse of the minor adjustment provisions in section 141 of the M-39 Handbook.

Also enclosed are some replacement pages for Chapter 1 containing a few minor corrections. Please replace the pages as described in the enclosure.

Additionally, we have sent you—and *every* letter carrier who is an NALC member—a Route Protection Program *Pocket Handbook*. Letter carriers can use the *Handbook* as a quick and convenient reference during the week of count and inspection.

We urge NALC activists at all levels to use these materials to ensure that letter carrier routes are fairly and accurately inspected, evaluated, and adjusted.

Sincerely,

William H. Young  
President

Fredric V. Rolando  
Director of City Delivery

# Chapter 2

## Route Examination and Adjustment for NALC Representatives

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## **A. Introduction**

NALC created this Route Protection Program to ensure that every letter carrier across the nation gets a fair shake in the route inspection and adjustment process. NALC representatives must learn the details of the route examination and adjustment process. You must learn to analyze the various management forms and to monitor all the route inspection procedures to effectively represent letter carriers.

So, in this Chapter of the Route Protection Program you will be learning a lot about the required forms and procedures. You are already familiar with the 1838-C Worksheet from Chapter One. Now you will learn about the other Count and Inspection forms and procedures. The term Count and Inspection is also referred to as route counts, mail counts, route examinations, etc.

This program contains much of the information you will need to monitor and enforce the route inspection and adjustment process effectively. However, keep in mind that

the only authoritative sources of information about route examinations are the National Agreement, related national settlements and arbitrations, the M -41 and the M -39 handbooks.

## **B. Overview**

As NALC representatives advising, educating and assisting letter carriers with route inspections and adjustments, it is important that you have a universal understanding of the process.

Management's responsibilities, as well as the components of the evaluation, do not begin and end with the week of inspection and subsequent adjustment. Management has year round responsibilities to maintain the routes as near to 8 hours as possible. NALC representatives must hold management accountable and grieve its failure to fulfill its responsibilities.

You may have been around long enough to remember when formal route counts and inspections were conducted every year.



Currently, management must complete at least annual route and unit reviews consisting of, at a minimum, an analysis of workhours, volumes, possible deliveries, and operating procedures. The purpose of these reviews is to verify adjustments that have been made, or need to be made.

Management must then conduct any necessary mail counts and route inspections.

Additionally, management must maintain the routes in reasonable adjustment between these annual reviews (See Chapter Three). With reasonably current route inspection data for the same carrier on the route, the minor route adjustment process may be an option when such adjustments are needed. However, absent current data for the same carrier, the mail count and route inspection process must be used for these adjustments.

Management must also conduct a mail count and route inspection if requested by a regular carrier when the carrier's route shows over 30 minutes of overtime or assistance on each of 3 days or more in a week, for any six consecutive week period.

While educating letter carriers on the inspection process, it is important that you explain how their work habits throughout the year impact the review and evaluations of their routes. Proper and consistent work methods year round are vital to receiving a fair route evaluation. Carriers must understand that their evaluated street time from a count and inspection may very well be based on a random analysis of their street times throughout the year.

Additionally, properly completed auxiliary assistance and overtime records (Forms 3996), as well as properly completed delayed and curtailed mail records (Forms 1571) are essential for accurate route reviews and evaluations.

When management does conduct mail counts and route inspections, it is important that you continuously monitor their actions for compliance with the M -39 & M -41 Handbooks.

As you review this chapter of the Route Protection Program, you will become familiar

with the rules and regulations regarding the pre-inspection period, the inspection itself, the evaluation and analysis of the data, the adjustment process, as well as the subsequent evaluation of the adjustments made. You will see that it is important not only to monitor the process, but also to recognize management's attempts to manipulate the system in order to satisfy an agenda that does not include fair evaluation of the routes.

This Route Protection Program concentrates on the inspection of Letter Routes. Specific information on the forms and procedures for Parcel Post & Combination Service Routes and Collection Routes are contained in the M -39 and M -41 Handbooks.

It is also important for shop stewards and other union representatives to understand conceptually how route times are evaluated.

For Letter Routes, office time and street time components of the total route time are evaluated separately. They are both determined from data collected in accordance with the Count and Inspection procedures in Chapter 2 of the M -39, but different methods are used for each.

The data is collected and analyzed using certain postal forms.

**1840-B** – Prior to the week of Count and Inspection, management completes Form 1840- B, reflecting the average street time of the regular carrier for 7 random weeks. Management will later average in the regular carrier’s street times for the week after Count and Inspection.

**1838-C** – Carriers count mail volumes and time periods spent performing specific activities, and record this data on Form(s) 1838-C each day of the Count (except for the day of Inspection when the route examiner completes the 1838-C).

**1838** – Management transfers the data from each 1838-C onto Form 1838 daily, calculating net office and street times as well as standard office times.

**3999** – On the day of inspection, management completes Form 3999, recording actual times spent delivering specific portions of the route.

**1840** – Management consolidates the daily data from Form(s) 1838 for each route onto form 1840, computing average actual office and street times of the regular carrier during the week of Count and Inspection.

Management then uses the data collected, computed, and consolidated on the forms to determine the evaluated office time and street time.

When office and street times are calculated, be sure that any auxiliary assistance provided to the regular carrier is included in the evaluated time. However, only in very unusual circumstances or emergencies, when excessive late delivery would result, should auxiliary assistance be granted to the regularly assigned carrier during the week of count.

The office time component of the evaluated route time is determined by selection of the lower of two calculations. Management does not get to choose. Rather, it is required to select the lower of the two. The two calculations are:

- 1). The average actual office time of the regular carrier during the week of Count and Inspection, minus the time spent counting the mail and completing the 1838-C (Line 23) and time, if any, spent waiting for mail and for activities not performed on a continuing basis (Line 22). Thus, this time is based on daily actual clock rings less hand-recorded Lines 22 and 23 times, all from the week of Count and Inspection.
  
- 2). The average standard office time of the regular carrier during the week of Count and Inspection. This time is calculated from the daily hand-recorded volumes and time entries during the week of Count and Inspection. Calculations are then made, using the counted volumes and times by applying formulas found in Chapter 2 of the M -39, including the 18 & 8 standards for casing letters and other size mail.

There is an exception to the requirement to use the lower of the two

times. If the regular carrier is older than 55 and/or has 25 or more years of continuous service, the actual average office time may be used, even if it is higher than standard (M -39 Section 242.214).

The street time component of the evaluated route time is determined by selection of one of two specific computations. Management chooses between the two. However, the manager's selection of the street time cannot be based on the sole criterion that a particular time is the lower, and it must explain its choice, in writing, on the reverse of Form 1840 (M -39 Section 242.322). The two computations are:

- 1). The average actual street time of the regular carrier during the week of Count and Inspection, plus any street auxiliary assistance. The regular carrier's time is based on actual clock rings from the week of Count and Inspection. Street auxiliary assistance is computed using the 3996 delivery area recorded by the carrier providing auxiliary street assistance, applied to the time spent by the regular carrier doing the same area as recorded on Form 3999 during the day of Inspection.

- 2). The average street time of the regular carrier for the 8 week period including the 7 random weeks and the week following the Count and Inspection, plus any street auxiliary assistance.

In this manner, each route is evaluated at a certain amount of time. It is important to understand how this process works. Regulations require management to adjust routes as close to 8 hours as possible. In order to achieve that result, routes must be fairly and correctly evaluated, because improperly evaluated routes necessarily mean improperly adjusted routes.

### **C. Prior to the Week of Count and Inspection**

There are important procedures that management is required to complete prior to the week of Count and Inspection. These procedures are largely found in Chapter 2 of the M -39 and in Chapter 9 of the M -41.

However, other procedures have been established by settlement agreements between the parties. Some require active participation



by the local union president, or designee, and some are done by management unilaterally.

Shop stewards and branch representatives must be familiar with these procedures and require management to comply with them.

The following must be completed prior to the week of Count and Inspection:

### **Steward Checklist**

- 1). Conduct Unit and Route Review
- 2). Share Results of the Unit and Route Review with the Union/Carriers
- 3). Schedule the Count and Inspection Period in Advance
- 4). Notify the Union of the Schedule
- 5). Complete Annual Leave Exclusion Procedures, if Applicable
- 6). Draw Lots for the 7 Random Weeks
- 7). Review and Analyze Carrier Control Forms (including 1840-B)
- 8). Review the Operating Procedures
- 9). Correct Unsatisfactory Conditions
- 10). Agree on Template
- 11). Conduct the Dry run
- 12). Post the Notice of Scheduled Count and Inspection
- 13). Post Carrier Schedule for Earlier Start Times for Week of Count
- 14). Ensure Adequate Count and Inspection Forms Supply

## 1. UNIT AND ROUTE REVIEW

On at least an annual basis, management is required to make a route and unit review consisting of an analysis of at least the following items (management may, but is not required to, review the items listed in M -39 Section 213):

- Scheduled reporting and leaving times relative to the arrival of the mail at the unit and transportation schedules
- Adequacy of carrier case equipment and condition of case labels
- Volume of preferential mail received prior to carrier leaving times
- Amount of missent/misthrown mail distributed to carriers
- Whether all approved segmentations of mail are efficient
- Handling of accountable and signature mail by carriers

- Carrier Route Book (1564A, 1564B,1621) and Forms 3982
- DPS handling procedures
- Workhours
- Volumes
- Possible Deliveries

## 2. SHARE RESULTS OF UNIT AND ROUTE REVIEW WITH UNION/CARRIERS

Management is required to share the results of the Unit and Route reviews with the local NALC President, or designee (M -39 Section 211.1 and Section 214). Branch presidents (or their designees) should remain alert to, and enforce, this requirement. If local management has not been doing at least annual Unit and Route Reviews, advise them of the requirement and compel them to begin doing so. If local management has been doing them but has not been sharing the results with the local union, advise them of that requirement and begin enforcing it. If Count and Inspections have

been scheduled, but no Unit and Route Review results have been shared, investigate and grieve if necessary.

The specific items that must be reviewed include processes that can have a significant impact on letter carriers' working conditions. For instance, casing equipment or labels may be inadequate or in poor condition. If so, the Unit and Route Review should bring the situation to management's attention in a formal way. Therefore, do not allow management to simply go through the motions and pretend that they are notifying the union of the results. Require management to actually perform the reviews and provide the results in a meaningful manner. This may involve written reminders from the branch president to the postmaster, or information requests, or even formal use of the grievance procedure. (See Sample Letter 1 in the appendix of this Chapter, page A - 1).

In addition to the requirement to share the results with the union president, management must share the results of the reviews with the regular carriers serving any routes that require adjustment (M -39 Section 211.1 and Section 214).

Branch officers should be aware that letter carriers were advised in Chapter 1 of the Route Protection Program that the Unit and Route Review constitutes an opportunity for them to discuss any unsatisfactory conditions with their managers. And, they were advised to contact their shop stewards if they are scheduled for Count and Inspections but management has not shared the results of the prior Unit and Route Review with them. Therefore, plan to use the required Unit and Route Reviews as an opportunity to influence management to correct unsatisfactory conditions. Doing so will benefit letter carriers as well as management.

### 3. SCHEDULE THE COUNT AND INSPECTION PERIOD IN ADVANCE

Management is required to determine the period selected for the Count and Inspection as far in advance as possible. To the extent possible, planning for the inspection should normally be completed before annual leave bidding begins in the unit (M -39 Section 211.2 and Section 211.4).

## 4. NOTIFY THE UNION

Management must notify the union of the advance schedule for the period selected for the Count and Inspection. If management later changes the period, the local union should be notified of the revised schedule as far in advance as practicable (M -39 Section 211.2).

As a general principle, it is in the union's interest to receive such notification in writing. While the language in M -39 Section 211.2 does not specify how the notification must be made, normal and customary business practice would call for written notification. If management gives only verbal notification, branch officers could consider documenting the notification by written request for confirmation. (See Sample Letter 2 in the appendix of this chapter, page A - 2).

## 5. ANNUAL LEAVE EXCLUSION PROCEDURES

Management may block out vacation time in order to perform route inspections provided that the dates in question are blocked out prior to vacation selection.

When management blocks out vacation time, an equivalent number of additional slots must immediately be made available for vacation selection.

Unless there is an agreement with the local union to do otherwise, the slots will be added to the number of slots required by the LMOU during the 30-day period immediately before or after the dates of the Count and Inspection. All advance commitments for granting annual leave must be honored except in serious emergency situations (M -01105).

## 6. DRAW LOTS FOR 7 RANDOM WEEKS

Within 4 weeks prior to the week of Count and Inspection, the local union representative will make a random drawing of numbered lots 1 through 4 to be used in determining the 7 random weeks to be selected for the 1840-B (M -39 Section 242.323). This is normally as simple as taking four pieces of paper, marking the first 1, the second 2, the third 3 and fourth 4, placing them in a hat, and then having the union president draw them one at a time.

The order in which the numbers are drawn becomes the random lots selection order.

Drawing random lots is important because the times thus developed may be used for street time evaluations and adjustments. After the random lot drawing, corresponding weeks in up to 7 months preceding the month of the Count (excluding June, July, August, and December) are selected. For example, if the random lot selection order is 2, 3, 1, 4 and the count week is in October 2005, you count back 7 months excluding June, July, August, and December. You then apply the selected order beginning with the “oldest” month as follows:

<u>Count Months Back</u>	<u>Month</u>	<u>Apply Selected Order</u>
(7)	Nov. 2004	2nd week
exclude	Dec. 2004	exclude
(6)	Jan. 2005	3rd week
(5)	Feb. 2005	1st week
(4)	Mar. 2005	4th week
(3)	Apr. 2005	2nd week
(2)	May 2005	3rd week
exclude	June 2005	exclude
exclude	July 2005	exclude
exclude	Aug. 2005	exclude
(1)	Sept. 2005	1st week
	Oct. 2005	Count month



**Note:** This rotation is applied even if less than 7 months are available by continuing into additional weeks of the previously “used” months. However, if only 2 or 4 months are available, the random lot number order must be reversed after the first four weeks are selected to avoid repetition of the weeks already chosen.

The first week of a month begins with the first Saturday of the month (M -39 Section 242.323c). If the count week falls in 2 months, the later month will be considered the count month for the purpose of selecting the 7 random weeks (M -39 242.323d). If the regular carrier was not serving the route on at least one of the days of a week so selected, the next available week in which the carrier so served at least 1 day shall be used for the 7 weeks period (M -39 Section 242.323d). The street times of the regular carrier and auxiliary street assistance provided on days the regular carrier worked during the seven weeks will later be averaged with the street times from the week after the Count and Inspection and recorded on the 1840-B.

## 7. REVIEW AND ANALYZE CARRIER CONTROL FORMS

Three or four weeks prior to the scheduled period of the Count, management is required to review and make an analysis of the following forms:

1571	Undelivered Mail Report
1813	Late Leaving and Returning Report
3996	Carrier Auxiliary Control
1840-B	Carrier Time Card Analysis
3968	Daily Mail Collection Record
3997	Unit Daily Record
3921	Daily Delivery Unit Volume Recording Worksheet

(M -39 Section 213 & Section 242.351)

Note: The required review of the 1840-B will necessarily be a partially completed 1840-B, containing only information from the 7 randomly

selected weeks. The 1840-B is not fully completed until data from the week after count is available. A 1840-B with entries for the 7 random weeks is found in the appendix of this chapter on pages A - 3 through 6.

## 8. REVIEW THE OPERATING PROCEDURES

All operations at the delivery unit must be reviewed (and any unsatisfactory conditions corrected – see below) before the commencement of the count. At a minimum, the review should include:

- Scheduled reporting and leaving times relative to the arrival of the mail at the unit and transportation schedules
- Adequacy of carrier case equipment and condition of case labels
- Volume of preferential mail received prior to carrier leaving times
- Amount of missent/misthrown mail distributed to carriers

- Whether all approved segmentations of mail are efficient
- Handling of accountable and signature mail by carriers
- Carrier Route Book (1564A, 1564B, 3982, 1621) and Forms 3982
- DPS handling procedures

(M -39 Section 214)

Note: The above list coincides with some of the items required in the Unit and Route Review (see pages 2 - 16 and 2 - 17).

## 9. CORRECT UNSATISFACTORY CONDITIONS

The language in M -39 Section 214 explicitly requires management to correct any unsatisfactory conditions that are identified by the review of operating procedures (M -39 Section 214).

Branch officials should remain alert for unsatisfactory conditions, such as inadequate carrier cases, inordinate amounts of missent/misthrown

mail, improper, incomplete, or outdated information in carrier route books, etc. Failures to correct such conditions should be investigated and grieved, if necessary.

Any operational changes affecting the entire unit must be placed into effect before the dry run, continue through the week of Count and Inspection and thereafter until conditions require further modifications (M -00745).

## 10. AGREE ON TEMPLATE OR OTHER MEANS TO VERIFY LETTER SIZE MAIL

The definition of letter size mail has not changed. It includes all mail that can be cased into the normal evenly spaced 6-shelf letter separation without bending or folding (M -41 Section 922.411 & M -39 Section 121.12).

In the past, when 6 shelf cases were the norm, it was a simple matter to determine if a mailpiece was letter size by placing it in a shelf. With the advent of 4 shelf and 5 shelf cases, that determination became more difficult.

The parties signed the Case Configuration Memo in 1992. It provides that in offices where mail is cased into 4 and/or 5 shelf cases, management must meet with the local union prior to the dry run training to determine an efficient means to verify mail of questionable size during the week of Count and Inspection. The memo suggests two possible methods to verify mail size – a measuring strip on each case, or the use of a template as a reference point. However, it does not restrict the local parties to the two methods suggested. They are free to agree to other methods (M -01306, pages 6-8 & 58).

This is another procedure that requires the active participation of the union. It is important because most trays of letter size mail include pieces that should be recorded as other size. Proper recording is important because counting other size mail as letter size mail will reduce a carrier's "Standard Office Time". As an example, 100 pieces of other size mail that is improperly recorded as letter size mail will result in a carrier being cheated out of 7 minutes of "Standard Office Time."

## 11. DRY RUN COUNT

The purpose of the dry run is to teach carriers how to accurately complete the Form 1838-C.

Management is required to review the count procedures with all carriers within the 21 day period prior to the start of the Count and Inspection. The dry run consists of several required elements:

- Issue the dry run materials, including sample items and Form 1838-C
- Provide an instruction period
- Provide a period for the carriers to enter the sample mail-count and time-used items on the 1838-C
- Review each completed dry run form for accuracy, error, and omissions
- Discuss and explain any inaccuracies, errors or omissions to the carrier involved
- When necessary, require a second completion of the form to assure that the carrier is thoroughly familiar with completing the 1838-C

(M -39 Section 217 and M -41 Section 917)

Since regulations require replacement carriers to count the mail and enter the data on the 1838-C in the same way as the regular carrier during the week of Count and Inspection (M -39 Section 221.132), all carriers should receive the dry run training.

## **12. POST NOTICE OF SCHEDULED COUNT AND INSPECTIONS**

A notice must be posted at the delivery unit in advance of the scheduled Count and Inspection, showing the beginning date of the count for each route and the day and date each route is scheduled for inspection. This notice must be posted at least five working days prior to the start of the Count and Inspection. If a decision is made to inspect on days other than the scheduled date, one day's advance notice must be given (M -39 Section 215.1 and M -41 Section 913).

## **13. POST CARRIER SCHEDULE SHOWING EARLIER START TIMES FOR WEEK OF COUNT**

Not later than the Wednesday preceding the count week, carrier schedules shall be posted for those routes requiring an earlier starting time to count the mail (M -39 Section 215.2). The Postal Service and the NALC have agreed that during the week of



inspection on the days when the carrier counts the mail, management may require a carrier not on the overtime desired lists to work overtime on his/her own route for the amount of time used to count the mail (M -41 Section 921.23 and M -01106). Moreover, the parties agree that, preceding the count week, carrier schedules shall be posted requiring an earlier start time to count the mail (M -01088).

#### 14. ENSURE ADEQUATE COUNT AND INSPECTION FORMS AND SUPPLIES

Management must ensure that enough mail Count and Inspection forms and other needed supplies are on hand (M -39 Section 212.2).

This requirement includes duplicate 1838-Cs, as required by M -39 Section 222.1.

#### SUMMARY

The postmaster or designee is responsible for seeing that advance preparations are made for mail counts and route inspections and that they are coordinated with all managers concerned (M -39 Section 212.1). Any failure by management to comply with the above procedures should result in grievance investigation. Every such investigation should

include an interview by the shop steward of the postmaster (or designee per M -39 Section 212.1) in order to hold the responsible person accountable. (See Sample Letter 3 in the appendix of this chapter, page A - 7).

Local union representatives should closely monitor the period before scheduled Count and Inspections to ensure management compliance. They should vigorously assert the union's right to participate in the random 7-week selection and in the letter size mail determination method. While the union has no obligation to remind management of its obligations, well-timed written communications to the local postmaster may assist in ensuring management compliance. If necessary, grievances must be filed protesting management non-compliance.

In any such grievances, give careful attention to the requested remedy. While the appropriate remedy will vary with the specific facts of each case, the general principles of formulating remedies remain the same in all cases. The remedy should:

- fix the problem
- fit the violation
- make the grievant whole
- be reasonable

In addition to the general principles, keep in mind the fundamental interest of the union is achieving fair 8 hour routes when formulating remedies in Count and Inspection grievances.

This may require creative remedy formulation because the impact of violations on route adjustments may not be evident until well after the grievance is filed and the settlement made.

For instance, where management has failed to provide dry run training to a regular carrier, for no good reason, and the Count week has started, the requested remedy might include:

- 1). Immediately provide dry run training, and provide the union a copy of the practice forms

- 2). Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it failed to provide dry run training to carrier prior to the Count and Inspection
- 3). Agree to cease and desist failing to provide dry run training in advance of Count and Inspections
- 4). Agree that this settlement is fully citable in any future hearing or proceeding
- 5). Agree that the union has full standing to argue any adverse effects of the failure to properly provide the dry run training on the evaluation and/or adjustment of the grievant's bid route, including in later grievances

This remedy is reasonable, fits the violation, fixes the problem, and protects the interest of the grievant and union in the ultimate adjustment of the route.

## **D. During the Week of Count and Inspection**

Management must comply with certain procedures and requirements during the week of Count and Inspection.

### **Steward Checklist**

- 1). Route Inspector Qualifications
- 2). Six Consecutive Days of Count
- 3). Use of Forms—Hand-held Computers
- 4). Carrier Counts and Records Mail
- 5). Replacement Carriers
- 6). No Changes to Normal Distribution
- 7). No Accumulation of Mail
- 8). Overtime
- 9). Auxiliary Assistance
- 10). Examiner Conduct and Responsibilities
- 11). Canceling the Mail Count
- 12). Inspecting on Days Other Than the Scheduled Date
- 13). 3999
- 14). Daily Completion of Forms to Detect Errors

## 1. ROUTE INSPECTOR QUALIFICATIONS

Any member of the management team may be used for the inspection of routes. However, station managers and delivery supervisors **must** be included as members of the route inspection team. All managers used must be thoroughly familiar with the inspection procedures and shall be held responsible for the accuracy and completeness of all data assembled by them and for its proper evaluation (M -39 Section 216.1 and Section 216.4).

Shop stewards should use the M -39 Section 216 language to hold managers accountable. Almost every grievance protesting a specific violation of Count and Inspection procedures should also include an argument that management has violated M -39 Section 216. For instance, if the route examiner instructs a letter carrier not to take a comfort stop, the shop steward would grieve the instruction and cite M -39 Section 232.1b (Route examiner must not suggest or forbid any rest or comfort stops). In addition, the shop steward would cite M -39 Section 216.1 arguing that this examiner was obviously not thoroughly familiar with that inspection procedure and should be held accountable for its failure(s). This M -39 provision allows the union to take a proactive approach in documenting the actions and practices of examiners who are not thoroughly familiar with the required procedures.

## 2. SIX CONSECUTIVE DAYS OF COUNT

The count of mail on all letter delivery routes, regular and auxiliary, must be for 6 consecutive delivery days. Routes with abbreviated or no delivery on Saturday are counted on 5 consecutive delivery days, exclusive of Saturday. It is not mandatory that mail counts begin on Saturday and continue through Friday so long as they are made on consecutive delivery days (M -39 Section 221.11 M -41 Section 921.21).

## 3. USE OF FORMS—HAND-HELD COMPUTERS

Hand-held computers may be used to input data from the Form 1838-C Worksheet and used to record office activities, mail volumes, possible delivery counts and street delivery times. Hand-held computers that are used on the day of inspection by the examiner must be synchronized with the carrier's time clock rings for begin tour, leave for street, return from street, and end tour, as appropriate (M -39 Section 221.123 and Section 221.124).

When hand-held computers are used on the day of inspection, manually completed Forms 1838, 3999, 3999-A, and 3999-X are not required. Rather, facsimiles (computer generated forms) will be produced instead.

When using hand-held computers on the day of inspection, the route examiner must still complete the 1838-C Worksheet(s) manually, except for line item elapsed time totals and mail piece count totals by category. The calculations remain the same as previously performed manually. These computer generated facsimiles must conform to M -39 procedures.

#### 4. CARRIER COUNTS AND RECORDS MAIL

The carrier counts and records the mail every day except on the day of inspection when the mail must be counted and recorded by a manager. When management performs the mail count the carrier serving the route, upon request, may verify the mail count (M -39 Section 221.131).

Chapter One of the Route Protection Program (page 1-38) contains discussion on the definitions of letter size and other size (flat) mail. It also contains information regarding joint selection of the method for determining mail size (see also pages 2 -27 and 2 -28 of this chapter).

NALC representatives must ensure that the agreed upon method is available for use by carriers and examiners. Stewards should also ensure that managers properly count the mail on the day of inspection.



Carriers who request to verify management's count of mail have the right to count each piece (M - 00814 & M -00536). Stewards should make every attempt to immediately investigate any discrepancies so that the correct mail count can be determined.

## 5. REPLACEMENT CARRIERS

Replacement carriers assigned to regular, full-, and part-time routes must count the mail and enter the data on the prescribed forms in the same way as the full-time carrier (M -39 Section 221.132 and M -41 Section 921.12).

While the data generated by a replacement carrier is recorded on the 1840, it is not used in the evaluation or adjustment of the route. On the 1840 the letter "R" is placed immediately to the left of the day(s) on which the route was served by a replacement carrier (M -39 Section 241.32).

## 6. NO CHANGES TO NORMAL DISTRIBUTION

There should be no changes in normal distribution procedures or clerical schedules during the period of

mail counts. The normal cutoff time for distribution should be observed (M -39 Section 221.133).

Additionally, operational changes affecting an entire unit should be effected no later than the dry run. They should remain in effect through the week of Count and Inspection and thereafter until conditions require further modifications (M -00745).

As an example, in a unit where carriers historically traveled to a designated location to sign for accountables, it would be improper for management to use a portable cart to bring the accountables to the carrier only during the week of Count and Inspection.

## 7. NO ACCUMULATION OF MAIL

There must be no accumulation of curtailed mail on the day preceding the beginning of the count, and no mail may be curtailed on the last day of the count except in EPM offices (M -39 Section 221.134, M -00258).

Carriers must not be allowed to case any mail upon their return to the office on the day preceding

the first day of the count period. However, if a carrier is regularly scheduled throughout the year to case mail on return from the street, the carrier must continue to do so during the count period. Carriers must not case any mail for delivery after returning from the street on the last day of the count period until they have clocked off the Form 1838-C Worksheet for the day except in EPM offices (M -39 Section 221.135).

All mail distributed to the carriers up to the normal established cutoff time will be delivered every day of the count week (M -39 Section 221.136, M -00258).

## 8. OVERTIME

If necessary, overtime may be used to enable the regularly assigned carrier to complete delivery during the days of the count week (M -39 Section 221.137).

The overtime provisions of Article 8 and the associated memorandums remain in full force and effect during the week of Count and Inspection except:

On the day during the week of inspection when the carrier is accompanied by a route examiner, management may require a carrier not on the OTDL to work overtime on his/her own route in order to allow for completion of the inspection.

On the other days during the week of inspection when the carrier counts mail, management may require a carrier not on the OTDL to work overtime on his/her own route for the amount of time used to count the mail (M -01106).

Absent these two exceptions, shop stewards should monitor and grieve, when appropriate, Article 8 violations that occur during the week of inspection.

## 9. AUXILIARY ASSISTANCE

Only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted the regularly assigned carrier during the week of the count (M -39 Section 221.138).

Therefore, auxiliary assistance should only be provided in these very unusual circumstances, or emergencies, or when required in order to comply with Article 8 (notwithstanding the two exceptions above).

## 10. EXAMINER CONDUCT AND RESPONSIBILITIES

The role of the examiner is to observe and accurately record data. Shop stewards should be alert for any behavior beyond this role.

The route examiner must inform the carrier he/she intends to make a fair and reasonable evaluation of the workload on the route and that in order to do so the carrier must perform the duties and travel the route in precisely the same manner as he/she does throughout the year. The examiner should impress the carrier with the fact management is just as anxious and desirous of obtaining an accurate count of mail and inspection of the route as the carrier is, so that a fair and equitable evaluation of the workload on the route may be made (M -39 Section 231.5).

The examiner must report before the carrier's scheduled reporting time. Sufficient mail must be counted before the carrier reports to avoid interfering with the carrier's normal routine (M -39 Section 231.3).

The route examiner must:

- Not set the pace for the carrier

- Not suggest or forbid any rest or comfort stops
- Not discuss with the carrier on the day of inspection the mail volume or evaluation of the route
- Make notations on the day of inspection on the appropriate form of all items that need attention, as well as comments on the day of inspection
- Make comments and suggestions clearly, and in sufficient detail for discussion with the carrier and for decision-making purposes. The manager who will actually discuss the results with the carrier must have enough facts and figures to reach a final decision on any necessary adjustments to the route (M -39 Section 232.1).

If the examiner rides in the same vehicle as the carrier, the examiner must inspect and determine that any temporary seat to be used during the route inspection is secure and safe and has seatbelts (M - 39 Section 231.2).

Seatbelts must be worn and the vehicle doors kept closed at all times the vehicle is in motion. The examiner must see that any temporary seat is removed at end of inspection (M -39 Section 231.2).

As previously explained on page 2 - 36, route examiners must be thoroughly familiar with the inspection procedures and shall be held responsible for the accuracy and completeness of all data assembled by them and for its proper evaluation. An important part of their responsibility is the accurate count of mail and recording of Line Items on the day of inspection.

One common error occurs on the day of inspection when the examiner removes the plastic wrap and/or straps in order to count the mail and fails to record a Line 15 entry.

Another common mistake is the improper designation of Line 21 Items as Line 22.

Yet another example, is when examiners count and record other size mail as letter size mail.

Examiner conduct is also discussed at length in Chapter One pages 1 -111 through 1 -115.

## 11. CANCELING THE MAIL COUNT

When the continuation of any inspection would serve no useful purpose, the inspection may be cancelled at management's discretion. A cancellation may apply to an entire delivery unit or to one or more routes of a group of routes being inspected.

Following are some items that could bring about consideration for cancellation:

- Natural disasters or extreme weather conditions
- Unscheduled extended absence of the full-time carrier coupled with the absence of a qualified replacement. (To the extent reasonable and practicable, the regular carrier assigned to the route shall undergo the inspection).
- Unrealistic mail volume, either abnormal or subnormal, which could prohibit a fair evaluation of the route
- Unavailability of public transportation where normally used by carriers



Any cancellation made must be discussed with the carrier concerned, giving the reasons. When the cancellation is for the entire unit, the discussion must be with the unit steward (M -39 Section 233).

During the discussion, the steward should at minimum inquire as to who made the decision to cancel, what criteria was relied on, what data was reviewed, and the rationale for concluding that continuing with the Count and Inspection would serve no useful purpose. The steward should ensure that this discussion is more than a simple notification.

If the cancellation is for less than the entire unit, the steward should investigate by interviewing the letter carriers serving the routes involved regarding their discussion with management. If the information reveals that there may not have been a valid reason to cancel the inspection, a further investigation should be conducted.

At a minimum, the investigation should include:

- Identification and interview of the deciding manager to obtain the specific reason(s) relied upon to cancel the Count and Inspection

- An evaluation of all data reviewed by the deciding official
- A review of additional relevant data
- Explanation of the rationale for concluding that the data reviewed, and criteria considered, resulted in the decision that continuing with the Count and Inspection would serve no useful purpose

## 12. INSPECTING ON DAYS OTHER THAN THE SCHEDULED DATE

A notice must be posted at the delivery unit in advance of the scheduled mail counts showing the day and date each route is scheduled for inspection. This notice must be posted at least 5 working days before the start of the count period. If a decision is made to inspect on days other than the scheduled date, 1 day's advance notice must be given (M -39 Section 215.1).

Letter carriers were advised in Chapter One to contact their shop steward if management changes the day of inspection without proper notice or if more than 1 day of inspection is scheduled.

Section 215.1 of the M -39 clearly indicates that the posted notice must show a *single* inspection day scheduled for each route. Therefore, if management in this posting *schedules* more than 1 day of inspection for a route, the steward should investigate and file a grievance if necessary.

However, as also indicated in section 215.1 of the M -39, there are circumstances which may require an inspection on days other than the scheduled day. If a decision is made to do so, the letter carrier must be given 1 day's advance notice. If a carrier does not receive the 1 day's advance notice, the steward should investigate and file a grievance if necessary.

Previously management took the position that it had the right to designate all 6 days as the day of inspection. The NALC disagreed and grieved. National Arbitrator Briggs agreed with the NALC and ruled that management *does not* have the right to inspect city delivery routes on all 6 days of a mail count and route inspection week.

National Arbitrator Briggs recognized that during the week of Count and Inspection, the letter carrier takes an active part counting the mail,

recording the data, and completing the Form 1838-C Worksheet. The role is reversed on the day of inspection with the examiner counting and recording all of the data.

Arbitrator Briggs stressed the importance of the letter carrier's active participation in mail counts, yet acknowledged that the M -39 contemplates both one-day and multiple-day inspections. Therefore, it is important for stewards to understand when an additional day of inspection may be required.

As an example, if during the route inspection, the supervisor notes that the letter carrier fails properly to finger mail or to take proper short cuts, and that those failures were sufficient enough to warrant a time adjustment for the route, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures to be used. One day's advance notice must be given.

Another example occurs when management is unable to complete the Form 3999 on the scheduled day of inspection because of the length of the route. In this example, management is required to provide the letter

carrier with 1 day's advance notice of the additional day selected to complete the day of inspection.

In addition, other situations may occur that require a decision to inspect on a day other than the scheduled date. For example, when a letter carrier becomes unexpectedly ill and is unavailable on the scheduled day of inspection, a different day must be scheduled (with 1 day's advance notice) instead of the originally scheduled day.

Regardless of whether or not management has provided the required 1 day's advance notice, stewards must consider the following. If management has already collected and recorded the "day of inspection" data for both the office and street functions of the assignment, another day of inspection should normally not be necessary. Nor should an additional "3999 day" be scheduled prior to the day of inspection. Any attempt to schedule and/or conduct another day of inspection, or an additional 3999, should be investigated and discussed with the manager. Unless there appears to be a valid reason for the additional "inspection day," a grievance may be necessary.

### 13. FORM 3999

As indicated in Chapter One, on the day of inspection the examiner follows the carrier on the route and records relevant data on Form 3999. A Form 3999 appears in the appendix of the chapter on page A - 8 and A - 9. The sample entries on the Form will be referenced later in this chapter.

The front of Form 3999 includes 26 questions with Yes/No check boxes that must be completed by the examiner.

No discipline may be issued, nor time deductions made, based solely on those checked boxes. The just cause provisions of Article 16 require more than a simple checkmark to support discipline. The M -39 requires far more than a simple checkmark in order to justify a time deduction.

The entries made on the 3999 and the purpose of the form are discussed in Chapter One of the Route Protection Program. Detailed instructions for completion of the form are found in the M -39 Section 234.

Stewards may find it necessary to review 3999s to ensure that the street time values entered on the reverse side of the 1840 to transfer territory are accurate. Additionally, the 3999 may contain examiner comments relevant to management's proposed adjustments to the base street time selected.

When requesting to review a Form 3999 stewards should also request any associated Form 3999-As. This form is an optional worksheet used by the examiner to tally the deliveries on each block (M -39 Exhibit 234.1 page 3). The information is later transferred to Form 3999.

#### 14. DAILY COMPLETION OF FORMS TO DETECT ERRORS

Letter carriers might not receive their duplicate copy of the day's 1838-C Worksheet until the next morning because the manager is required to review the form for errors and irregularities. Any errors or irregularities on the form must be discussed with the carrier before the next day's count so the mistake will not be repeated.

The Postal Service has acknowledged its obligation to timely provide carriers with copies of 1838Cs. In the national level arbitration on 6 day

inspections, Arbitrator Briggs noted that management testified to the following: *Management provides carriers with a copy of [1838-Cs] so they have an opportunity to correct any errors or dispute a management notation. (C-23767)*

The manager must complete all count forms daily and post from Form 1838 the time and volume items to Columns A through G and 1 through 7 on Form 1840 (M -39 Section 221.122).

Shop stewards should remain alert to violations of the M -39 Section 221.122. If a steward determines that management may have incorrectly identified an error on a Form 1838-C Worksheet, he/she should investigate and grieve when necessary. At a minimum the investigation must include obtaining copies of the 1838-C Worksheet, 1838 Summary, and 1840. In addition, the steward should interview not only the manager who made the determination, but also the letter carrier involved.

If the steward determines that **any** claimed error, correctly identified or not, was not discussed with the carrier involved, an additional grievance should be filed if appropriate.



If the steward determines that management is not completing and posting all forms daily as required, the steward should investigate and grieve if necessary.

Forms 1838-C are retained in the delivery unit while the carrier is on the street. A designated place should be provided to receive forms 1838-C on the carrier's completion of duty (M -39 Section 223.1 and M -41 Section 922.7).

## SUMMARY

The count-week procedures and requirements noted above are mandatory. Local union representatives should closely monitor the week of Count and Inspection to ensure management compliance.

Remember, each manager involved with the inspections must be thoroughly familiar with the required procedures and shall be held responsible for the accuracy and completeness of the data assembled and for its proper evaluation (M -39 Section 216.1). Any failure by management to comply with the above procedures should result in grievance investigation. Every such investigation

should include an interview by the shop steward of the responsible manager in order to hold that person accountable.

In any such grievances, keep in mind the fundamental interest of the union is achieving fair 8 hour routes.

This may require creative remedy formulation because the impact of violations on route adjustments may not be evident until well after the grievance is filed and the settlement made.

For instance, where management has refused to allow a carrier to count the mail, or to verify the manager's count on the day of inspection, the requested remedy might include:

- Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it refused to allow a carrier to count the mail, or to verify the manager's count on the day of inspection
- Agree to cease and desist such violations
- Agree that this settlement is fully citable in any future hearing or proceeding

- Agree that the union has full standing to argue any adverse effects of the violation on the evaluation and/or adjustment of the grievant's bid route

This remedy is reasonable, fits the violation, fixes the problem, and helps protect the interest of the grievant and union in the ultimate adjustment of the route.

## **E. Form 1838** *Carriers Count of Mail - Letter Carrier Routes (Mngt. Summary)*

### OVERVIEW

The data from the 1838-C Worksheet drives the route evaluation and adjustment process. Chapter One detailed how letter carriers complete Forms 1838-C on a daily basis. This section details how the data from the 1838-C is transferred to the Form 1838.

**Form 1838.** This is the form management uses to record the data from the 1838-C at the end of each day (M -39 Section 221.122).The main purpose of the form is to calculate the “Net Office Time”, “Standard Office Time”, minutes “Over” or “Under” Standard, and “Net Street Time”for each route everyday. This and other information is calculated using formulas provided for in the M -39.

Management instructions in the handbooks and in the field vary regarding which column to use to enter specific mail counts and minutes.

For instance, Form 1838 Summary has separate columns for Prior PM, 1-Trip, Today AM, 2-Trip, Today PM.

It is important that data is properly calculated and credited on the right day. For example, casing credit (Lines 1 and 2) must be credited on the day it is cased; pull down credit (Line 4) on the day that mail is pulled down; separation of mark up and carrier mark up on the day that it is marked up, etc.

The same holds true for sequenced mail (Line 6) when it is cased (Line 1 or 2). No matter how it is listed on the 1838, the important thing is that the casing time and pull down time is credited.

On the sample 1838, the AM mail cased is recorded in Column (b) Number of Pieces Today AM; the AM minutes used in Column (f) Minutes Today AM; the PM mail cased in Column (c) Number of Pieces Today PM; the Today PM minutes used in Column (g) Minutes Today PM; and the cased sequenced letters in Line 1. The PM cased mail will be listed in Column (a) Number of Pieces Prior PM on the 1838 the next day to ensure credit for strapping out (pull-down) time on the day it is pulled down.

## 1838 MANAGEMENT SUMMARY, STEP-BY-STEP INSTRUCTIONS

Please retrieve the two completed 1838-C Worksheets (used in Chapter One). They are found in the appendix at the end of this chapter, page A - 10 and A - 11. You will review how this information is accurately transferred from the two 1838-C Worksheets onto the 1838. To illustrate this, completed 1838 Summaries using the data from the two 1838-Cs from Chapter One are provided. Begin with:

**Identifying Information.** First, at the top of the 1838 Summary, make sure the post office, delivery unit,

and route number from the 1838-C Worksheet is entered correctly. Additionally, the ZIP code, and an EPM/CFS designation is listed.

**Mail Piece Count.** The various piece counts are entered in Columns (a), (b), and (c), and delivered pieces totaled in Column (d).

**Line 1 - Letter -Size Mail.** Make sure the correct total number of letter size pieces from the 1838-C Worksheet is transferred to the corresponding place on the Form 1838 Summary.

- **Entry.** The total AM piece count of letter-size mail in Line 1 on the 1838-C Worksheet is 1,476 pieces. So, “1476” is recorded in Line 1 (Letter size Mail) Column (b) “Today AM” of the 1838 Summary.
- **Entry.** The total AM piece count of letter size Marked-Up Carrier mail in Line 1 on the 1838-C Worksheet is 29. So, 29 is recorded in Line 1 (Letter size Mail Marked-Up Carrier) Column (b) “Today AM” of the 1838 Summary. Remember from Chapter One that 29 was the AM entry on the 1838-C Worksheet and 13 was the PM entry.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>														
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>						
Description			(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)				
Check Appropriate Block(s)			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Transportation		
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS	Router	Today AM	Today PM		Prior PM	Today AM	Today PM				Office Time	Auxiliary Assistance
				1	2	3	1	2	3					
1. Letter-Size Mail				1476	40	1385		82	3					
Marked-Up														
Carrier				29	13									
CFS				62	15									
2. Mail of All Other Sizes				866		832		109						
Marked-Up														
Carrier				10										
CFS				24										
3. Accountable and Signature Mail				16		14								
Marked-Up				2										
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34						
5. All Parcels Over 2 Lbs.				12		8								
Marked-Up				4										
Carrier														
CFS														
6. Sequenced Mail														
Letter-Sized														
Other-Sized				450		450								
7. Total Delivered Pieces			DPS Pieces	3162		5851								
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2					
9. 2nd-Class Marked-Up (Exclude form 3579)														
10. Mail with Form 3579 Attached														
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4					
12. Changes in Address Recorded				4				8						
13. Insured Receipts Turned In					3				1					
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3					
15. Withdrawing Mail								12						
16. Sequencing and Collating By-Pass Mail														
17. Actual Strapping Out Time														
18. Break (Local Option)								10						
19. Vehicle Inspection								5						
20. Personal Needs, etc.								5	2					
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7					
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)														
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3					
24. Totals (exclude Lines 22 and 23)								314	20					
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations											
			Lines	Mins.	Comments									
			16											
			17											

- **Entry.** The total AM piece count of letter size CFS mail in Line 1 on the 1838-C Worksheet is 62. So, 62 is recorded in Line 1 (Letter size Mail Marked-Up CFS) Column (b) “Today AM” of the 1838 Summary. Remember from Chapter One that 62 was the AM entry on the 1838-C Worksheet and 15 was the PM entry.
- **Entry.** The total PM piece count of letter size mail in Line 1 on the 1838-C Worksheet is 40 pieces. So, 40 is recorded in Line 1 (Letter size Mail) Column (c) “Today PM” of the 1838 Summary.
- **Entry.** The total PM piece count of letter size Marked-Up Carrier mail in Line 1 on the 1838-C Worksheet is 13. So, 13 is recorded in Line 1 (Letter size Mail Marked-Up Carrier) Column (c) “Today PM” of the 1838 Summary.
- **Entry.** The total PM piece count of letter size CFS mail in Line 1 on the 1838-C Worksheet is 15. So, 15 is recorded in Line 1 (Letter size Mail Marked-Up CFS Column (c) “Today PM” of the 1838 Summary.



United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)										
Post Office <i>Denver, Colorado</i>		Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>					Route No. <i>4713</i>					
Description		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)			
Check Appropriate Block(s)		Number of Pieces			Minutes			Street Time	Street	Other		
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS	Rouler	Prior PM	Today AM	Today PM	Today AM				Today PM	
			1 Trip	2 Trip	3 Trip	1 Trip	1 Trip	2 Trip	3 Trip			
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	12		82	3	Street Time	Street	Other
		CFS		29	13	12						
2. Mail of All Other Sizes	Marked-Up	Carrier		866				109		Street Time	Street	Other
		CFS		10								
3. Accountable and Signature Mail	Marked-Up	Carrier		16						Office Time	Relays	Waiting For
		CFS		2								
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Auxiliary Assistance	Block No.	Street Time
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12						Total Office Time	Hours	Minutes
		CFS		4								
6. Sequenced Mail	Letter-Sized	Carrier								Hours	Minutes	Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.
		Other-Sized		450		450						
7. Total Delivered Pieces		DPS Pieces		3162		5851				5	48	
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2			
9. 2nd-Class Marked-Up (Exclude form 3579)												
10. Mail with Form 3579 Attached												
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4			
12. Changes in Address Recorded				4				8				
13. Insured Receipts Turned In					3				1			
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3			
15. Withdrawing Mail								12				
16. Sequencing and Collating By-Pass Mail												
17. Actual Strapping Out Time												
18. Break (Local Option)								10				
19. Vehicle Inspection								5				
20. Personal Needs, etc.								5				
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7			
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)												
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3			
24. Totals (exclude Lines 22 and 23)								314	20	Verified By (Initials) Date <i>RHG</i>		
Comments					Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							
					Lines	Mins.	Comments					
					16							
					17							

Columns (d), (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

**Line 2 - Mail of All Other Sizes.** The total number of pieces from Line 2 of the 1838-C Worksheet, Mail of All Other Sizes, is transferred to the corresponding place on the Form 1838 Summary.

- **Entry.** The total AM piece count of Mail of All Other Sizes in Line 2 on the 1838-C Worksheet is 866 pieces. So, 866 is recorded in Line 2 (Mail of All Other Sizes) Column (b) “Today AM” of the 1838 Summary.
  
- **Entry.** The total AM piece count of Mail of All Other Sizes Marked-Up Carrier in Line 2 on the 1838-C Worksheet is 10. So, 10 is recorded in Line 2 (Mail of All Other Sizes Marked-Up Carrier) Column (b) “Today AM” of the 1838 Summary.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>														
Post Office			Delivery Unit and ZIP Code					Route No.						
Denver, Colorado			Sullivan Station - 80241					4713						
Description			(a)			(b)	(c)	(d)	(e)	(f)	(g)		(h)	
			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Relays	Street Time Waiting For	Other
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			Router	Prior PM	Today AM	Today PM		Prior PM	Today AM					
				1 Trip	2 Trip	3		1 Trip	2 Trip	3				
1. Letter-Size Mail					1476	40	1385		82	3				
Marked-Up			Carrier		29	13								
			CFS		62	15								
2. Mail of All Other Sizes					866		832		109					
Marked-Up			Carrier		10									
			CFS		24									
3. Accountable and Signature Mail					16		14							
Marked-Up					2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)					2317		2231		34					
5. All Parcels Over 2 Lbs.					12		8							
Marked-Up			Carrier		4									
			CFS											
6. Sequenced Mail														
			Letter-Sized											
			Other-Sized		450		450							
7. Total Delivered Pieces				DPS Pieces	3162		5851							
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)					45	13			5	2				
9. 2nd-Class Marked-Up (Exclude form 3579)														
10. Mail with Form 3579 Attached														
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)					45	13			12	4				
12. Changes in Address Recorded					4				8					
13. Insured Receipts Turned In						3				1				
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts									6	3				
15. Withdrawing Mail									12					
16. Sequencing and Collating By-Pass Mail														
17. Actual Strapping Out Time														
18. Break (Local Option)									10					
19. Vehicle Inspection									5					
20. Personal Needs, etc.									5	2				
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)														
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									26	7				
23. Counting Mail and Filling Out Form 1838-C Worksheet									45	3				
24. Totals (exclude Lines 22 and 23)									314	20				
Comments										Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations				
										Lines 16	Mins.	Comments		
										17				

- **Entry.** The total AM piece count of Mail of All Other Sizes Marked-Up CFS in Line 2 on the 1838-C Worksheet is 24. So, 24 is recorded in Line 2 (Mail of All Other Sizes Marked-Up CFS) Column (b) “Today AM” of the 1838 Summary.

Columns (d), (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

**Line 3 - Accountable and Signature Mail.** The total number of Accountable and Signature mail from Line 3 of the 1838-C Worksheet is transferred to the 1838 Summary.

- **Entry.** Here, the total Accountable and Signature Mail on the 1838-C Worksheet, Line 3, is  $6 + 1 + 7 + 2 = 16$ . So, 16 is recorded in Line 3 Column (b) “Today AM”.
- **Entry.** The total AM piece count of Accountable and Signature Mail Marked-Up in Line 3 on the 1838-C Worksheet is 2. So, 2 is recorded in Line 3 (Accountable and Signature Marked-Up) Column (b) “Today AM” of the 1838 Summary.

United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>			
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other				
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS		Router	Prior PM	Today AM 1 Trip	Today PM 2 Trip		Prior PM	Today AM 1 Trip	Today PM 2 Trip				
1. Letter-Size Mail	Marked-Up	Carrier		1476	40		1385		82				
		CFS		29	13								
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Office Time	Auxiliary Assistance	Block No.	Street Time Waiting For
		CFS		10									
3. Accountable and Signature Mail	Marked-Up	Carrier		16		4				Relays	Street Time	Transportation	Other
		CFS		2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34					
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Relays	Street Time	Transportation	Other
		CFS		4									
6. Sequenced Mail	Letter-Sized									Total Office Time			
		Other-Sized		450		450				Hours	Minutes		
7. Total Delivered Pieces			DPS Pieces 3162			5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.			
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	22			
9. 2nd-Class Marked-Up (Exclude form 3579)										Counting Mail and Filling Out Form 1838-C Worksheet			
10. Mail with Form 3579 Attached										23 48			
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	Net Office Time Used			
12. Changes in Address Recorded				4				8		Standard Office Time			
13. Insured Receipts Turned In					3				1	5 34			
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	Minutes Over Or Under Standard			
15. Withdrawing Mail										Over	Under	34	
16. Sequencing and Collating By-Pass Mail										Total Street Time			
17. Actual Strapping Out Time										5 30			
18. Break (Local Option)								10		Waiting Street Time			
19. Vehicle Inspection								5		Net Street Time Used			
20. Personal Needs, etc.								5		E	Under	30	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	Actual Aux. Time Used			
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										G			
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	Net Total Time Used			
24. Totals (exclude Lines 22 and 23)								314	20	F 10 30			
Comments		Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations											
		Lines	Mins.	Comments									
		16											
		17											

Column (d) will be discussed later as it deals with a calculation rather than the simple transfer of data.

**Line 4** will be discussed later as it deals with calculations rather than the simple transfer of data.

**Line 5 - Parcel Post Over 2 Pounds.** The number of parcels over 2 pounds is transferred from Line 5 on the 1838-C Worksheet.

- **Entry.** The number of Parcel Post Over 2 pounds is 12. So, 12 is recorded in Line 5 (All Parcels Over 2 Lbs) Column (b) “Today AM” of the 1838 Summary.
- **Entry.** The total Carrier Marked-Up All Parcels of over 2 lbs is 4. So, 4 is recorded in Line 5 Column (b) “Today AM” of the 1838 Summary.

**Line 6 - Sequenced Mail.** The total number of Sequenced and Collated Mail is transferred from Line 6 of the 1838-C.

- **Entry.** There were 450 pieces recorded as Sequenced and Collated Other Size AM in Line 6 of the 1838-C Worksheet. So, 450 is recorded in Line 6 (Sequenced Mail Other- Sized) Column (b) “Today AM” of the 1838 Summary.

United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>			
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other				
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS		Router	Prior PM	Today AM 1 Trip	Today PM 2 Trip		Prior PM	Today AM 1 Trip	Today PM 2 Trip				
1. Letter-Size Mail	Marked-Up	Carrier		1476	40		1385		82				
		CFS		29	13								
				62	15								
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109					
		CFS		10									
				24									
3. Accountable and Signature Mail	Marked-Up			16		14							
				2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)						2317		34					
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12									
		CFS		4		8							
6. Sequenced Mail	Letter-Sized												
	Other-Sized			450		450							
7. Total Delivered Pieces		DPS Pieces		3162		5851							
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2				
9. 2nd-Class Marked-Up (Exclude form 3579)													
10. Mail with Form 3579 Attached													
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4				
12. Changes in Address Recorded				4				8					
13. Insured Receipts Turned In					3				1				
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3				
15. Withdrawing Mail								12					
16. Sequencing and Collating By-Pass Mail													
17. Actual Strapping Out Time													
18. Break (Local Option)								10					
19. Vehicle Inspection								5					
20. Personal Needs, etc.								5	2				
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)													
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)								26	7				
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3				
24. Totals (exclude Lines 22 and 23)								314	20				
Comments											Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations		
											Lines 16	Mins.	Comments
											17		



**Line 7 - Total Deliverable Pieces.** The total number of DPS volume pieces is transferred from the 1838-C Worksheet to the 1838 Summary.

- **Entry.** The number of DPS Volume pieces found in Line 7(a) of the 1838-C Worksheet is 3,162. So, “3162” is recorded in Line 7 (Total Delivered Pieces) Column (a) of the 1838 Summary.

Column (d) will be discussed later as it deals with a calculation rather than the simple transfer of data.

**Line 8** will be discussed later because it does not involve transferring an entry from the 1838-C.

**Line 9 - Periodical (2nd Class) Marked-Up (Exclude Form 3579).** The total number of Carrier Marked-Up pieces, excluding pieces for which Form 3579 was prepared, is transferred from Line 9 on the 1838-C Worksheet.

- **No Entry.** There are no entries on the 1838-C Worksheet so there is no entry to transfer.



United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>			
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other				
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS		Router	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Total Number Pieces Minus Mark-Ups	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Street Time	Street	Relays	Other
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	Street	Relays	Other
		CFS		29	13								
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street Time	Street	Relays	Other
		CFS		10									
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time	Street	Relays	Other
		CFS		2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Office Time	Street	Relays	Other
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Auxiliary Assistance	Block No.	Street Time	Waiting For
		CFS		4									
6. Sequenced Mail	Letter-Sized			450		450				Total Office Time		Relays	Other
		Other-Sized							Hours	Minutes			
7. Total Delivered Pieces			DPS Pieces 3162			5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.			
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	22			
9. 2nd-Class Marked-Up (Exclude form 3579)										23		48	
10. Mail with Form 3579 Attached										23		48	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	5		00	
12. Changes in Address Recorded				4				8		5		34	
13. Insured Receipts Turned In					3				1	5		34	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	Over		Under	
15. Withdrawing Mail								12		C		D 34	
16. Sequencing and Collating By-Pass Mail										Total Street Time		5	30
17. Actual Strapping Out Time										Waiting Street Time			
18. Break (Local Option)								10		Net Street Time Used		5	30
19. Vehicle Inspection								5		E		5	30
20. Personal Needs, etc.								5	2	Actual Aux. Time Used			
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	G			
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										Net Total Time Used		10	30
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	F		10	30
24. Totals (exclude Lines 22 and 23)								314	20	Verified By (Initials)		Date RHG	
Comments						Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							
						Lines 16	Mins.	Comments					
						17							

**Line 10 - Mail With Form 3579 Attached.**

The number of marked-up pieces for which Form 3579 was prepared is transferred from section 10 on the 1838-C Worksheet.

- **No Entry.** There are no entries on the 1838-C Worksheet so there is no entry to transfer.

**Line 11** will be discussed later because it does not involve transferring an entry from the 1838-C.

**Line 12 - Change of Address Recorded.** The total number of change of addresses is transferred from Line 12 on the 1838-C Worksheet. This includes changes initiated by Forms 3575, 3546, 3575Z, etc.

- **Entry.** There were 4 change of addresses recorded. So, 4 is recorded in Line 12 Column (b), of the 1838 Summary.

Columns (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>									
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>	
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes		
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			1 Trip	2 Trip	3	1 Trip	2 Trip	3	
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3
		CFS		29	13				
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109	
		CFS		10					
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14			
		CFS		2					
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8			
		CFS		4					
6. Sequenced Mail	Marked-Up	Letter-Sized							
		Other-Sized		450		450			
7. Total Delivered Pieces			DPS Pieces	3162		5851			
8. Separating all Carrier Mark-Ups (lines 1,2,3, & 5)				45	13			5	2
9. 2nd-Class Marked-Up (Exclude form 3579)									
10. Mail with Form 3579 Attached									
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4
12. Changes in Address Recorded				4				8	
13. Insured Receipts Turned In					3				1
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3
15. Withdrawing Mail								12	
16. Sequencing and Collating By-Pass Mail									
17. Actual Strapping Out Time									
18. Break (Local Option)								10	
19. Vehicle Inspection								5	
20. Personal Needs, etc.								5	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3
24. Totals (exclude Lines 22 and 23)								314	20
Comments						Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations			
						Lines 16	Mins.	Comments	
						17			

**Line 13 - Insured Receipts Turned In.** The number of insured receipts turned in from Line 13 is transferred from the 1838-C Worksheet.

- **Entry.** Three insured receipts were turned in upon return from the street. So, 3 is recorded under Line 13 Column (c), "Today PM" of the 1838 Summary.

Columns (e), (f), and (g) will be discussed later as they deal with calculations rather than the simple transfer of data.

**Line 14 - Registered-Certified-COD-Customs and Postage Due-Keys-Form 3868-Signing For, Returning Funds and Receipts.** The total minutes of actual time spent on Line 14 is transferred from the 1838-C Worksheet to the appropriate AM and PM Columns on the 1838 Summary.

- **Entry.** The 1838-C Worksheets have two Line 14 entries, an AM entry of 6 minutes, and a PM entry of 3 minutes. The actual times of 6 and 3 are entered on the 1838 Summary. So, 6 is recorded in Line 14 Column (f) "Today AM" and 3 is recorded in Line 14 Column (g) "Today PM."

United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)										
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>						Route No. <i>4713</i>			
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Other
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM			
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS				1 Trip	2 Trip	3	1 Trip	2 Trip	3			
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	Street	Other
		CFS		29	13							
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Office Time	Relays	Transportation
		CFS		10								
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Auxiliary Assistance	Block No.	Street Time Waiting For
		CFS		2								
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34				
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8						
		CFS		4								
6. Sequenced Mail		Letter-Sized								Total Office Time		
		Other-Sized		450		450				Hours	Minutes	
7. Total Delivered Pieces			DPS Pieces	3162		5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.		
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	22		
9. 2nd-Class Marked-Up (Exclude form 3579)										Counting Mail and Filling Out Form 1838-C Worksheet		
10. Mail with Form 3579 Attached										23 48		
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	Net Office Time Used		
12. Changes in Address Recorded				4				8		Standard Office Time		
13. Insured Receipts Turned In					3				1	5 34		
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	Minutes Over Or Under Standard		
15. Withdrawing Mail								12		Over Under C D 34		
16. Sequencing and Collating By-Pass Mail										Total Street Time		
17. Actual Strapping Out Time										5 30		
18. Break (Local Option)								10		Waiting Street Time		
19. Vehicle Inspection								5		Net Street Time Used		
20. Personal Needs, etc.								5	2	E 5 30		
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	Actual Aux. Time Used		
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										G		
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	Net Total Time Used		
24. Totals (exclude Lines 22 and 23)								314	20	F 10 30		
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations									
			Lines 16	Mins.	Comments							
			17									

**Note:** the M -39 provides a “base minimum time” of 6 minutes for Line 14. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 9 minutes exceeds the base minimum of 6 minutes.

**Line 15 - Withdrawing Mail.** The total minutes of actual time spent on Line 15 is transferred from the 1838-C Worksheets.

- **Entry.** The 1838-C Worksheets have six Line 15 entries, showing the first entry of 3 minutes, the second of 1 minute, the third of 2 minutes, the fourth of 1 minute, the fifth of 4 minutes, and the sixth of 1 minute. All Line 15 functions were performed in the AM.

The actual time of 12 is entered on the 1838 Summary. So, 12 is recorded in Line 15 Column (f).

**Note:** The M -39 provides a “base minimum time” of 5 minutes for Line 15. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 12 minutes exceeds the base minimum of 5 minutes.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>											
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>			
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Other	
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM		Today PM
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			1 Trip	2 Trip	3	1 Trip	2 Trip	3			
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	
		CFS		29	13						
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street	
		CFS		10							
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time	
		CFS		2							
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Auxiliary Assistance	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Block No.	
		CFS		4							
6. Sequenced Mail	Letter-Sized	Carrier								Street Time Waiting For	
		CFS									
7. Total Delivered Pieces			DPS Pieces	3162		5851				Total Office Time	
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	Hours	
9. 2nd-Class Marked-Up (Exclude form 3579)										Minutes	
10. Mail with Form 3579 Attached										23	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	48	
12. Changes in Address Recorded				4				8		Net Office Time Used	
13. Insured Receipts Turned In					3				1	5	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	34	
15. Withdrawing Mail								12		Standard Office Time	
16. Sequencing and Collating By-Pass Mail										5	
17. Actual Strapping Out Time										34	
18. Break (Local Option)								10		Minutes Over Or Under Standard	
19. Vehicle Inspection								5		Over	
20. Personal Needs, etc.								5		Under	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	C	
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										D	
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	Total Street Time	
24. Totals (exclude Lines 22 and 23)								314	20	5	
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							Waiting Street Time	
			Lines 16	Mins.							
										E 5 30	
										Actual Aux. Time Used	
										F 10 30	
										Net Total Time Used	
										G	
										Verified By (Initials)	
										Date	
										RHG	



**Line 16 - Sequencing and Collating By-Pass Mail.** The time spent sequencing or collating By- pass mail is transferred from Line 16 on the 1838-C Worksheet.

- **No Entry.** There are no entries on the 1838-C Worksheet so there is no entry to transfer.

**Line 17 - Actual Strapping out Time.** Actual strapping out time is transferred from Line 17 on the 1838-C Worksheet. This Line is used only in limited circumstances.

M -39 Section 222.214b(3)(d) states, Line 17 is to be used on those motorized curb delivery routes where the majority of the case separations contain more than two addresses per separation. In these instances, the carrier records the actual time to place the mail in the exact sequence of delivery instead of 1 minute for each 70 pieces. Consistent with the efficiency of the operation mail must be placed in delivery sequence bundle(s) during strapping out. (Make no entry on Line 17 if Line 4 is used).



United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>						Route No. <i>4713</i>				
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Other	
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			Router	Prior PM	Today AM 1 Trip		Today PM 2 Trip	Prior PM	Today AM 1 Trip				Today PM 2 Trip
1. Letter-Size Mail	Marked-Up	Carrier			1476	40	1385		82	3	Street Time	Street	Other
		CFS			29	13							
2. Mail of All Other Sizes	Marked-Up	Carrier			866		832		109		Office Time	Relays	Transportation
		CFS			10	24							
3. Accountable and Signature Mail	Marked-Up	Carrier			16		14				Auxiliary Assistance	Block No.	Street Time Waiting For
		CFS			2								
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)					2317		2231		34		Hours	Minutes	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			12		8				Total Office Time		
		CFS			4						5	48	
6. Sequenced Mail	Marked-Up	Letter-Sized									Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.		
		Other-Sized			450		450						
7. Total Delivered Pieces			DPS Pieces				5851						
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)					45	13			5	2	Counting Mail and Filling Out Form 1838-C Worksheet		
9. 2nd-Class Marked-Up (Exclude form 3579)											23	48	
10. Mail with Form 3579 Attached											Net Office Time Used		
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)					45	13			12	4	5	00	
12. Changes in Address Recorded					4				8		Standard Office Time		
13. Insured Receipts Turned In						3				1	5	34	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts									6	3	Minutes Over Or Under Standard		
15. Withdrawing Mail											Over	Under	
16. Sequencing and Collating By-Pass Mail									12		C	D	34
17. Actual Strapping Out Time											Total Street Time		
18. Break (Local Option)									10		5	30	
19. Vehicle Inspection									5		Waiting Street Time		
20. Personal Needs, etc.									5		Net Street Time Used		
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)									26	7	E	5	30
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)											Actual Aux. Time Used		
23. Counting Mail and Filling Out Form 1838-C Worksheet									45	3	F	10	30
24. Totals (exclude Lines 22 and 23)									314	20	Net Total Time Used		
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations										
			Lines	Mins.	Comments								
			16										
			17										

- **No Entry.** There are no entries on the 1838-C Worksheet so there is no entry to transfer.

**Line 18 - Break (Local Option).** The office break time from the 1838-C is transferred to the 1838 Summary.

- **Entry.** The actual time from the 1838-C Worksheet Line 18 is transferred to Line 18 Column (f) on the 1838 Summary. So, 10 is recorded in Line 18 Column (f)

**Line 19 - Vehicle Inspection.** The total minutes of actual time spent on Line 19 is transferred from the 1838-C Worksheet.

- **Entry.** The 1838-C Worksheet has one Line 19 AM time entry of 5 minutes. So, 5 is recorded in Line 14 Column (f).

**Note:** The M -39 provides a “base minimum time” of 3 minutes for Line 19. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 5 minutes exceeds the base minimum of 3 minutes.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>										
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>		
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM	Today PM
Check Appropriate Block(s)			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS	Router	Prior PM	Today AM		Today PM	Prior PM	Today AM	Today PM
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	
		CFS		29	13					
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		
		CFS		10						
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				
		CFS		2						
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				
		CFS		4						
6. Sequenced Mail	Marked-Up	Letter-Sized								
		Other-Sized		450		450				
7. Total Delivered Pieces			DPS Pieces	3162		5851				
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	
9. 2nd-Class Marked-Up (Exclude form 3579)										
10. Mail with Form 3579 Attached										
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	
12. Changes in Address Recorded				4				8		
13. Insured Receipts Turned In					3				1	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	
15. Withdrawing Mail								12		
16. Sequencing and Collating By-Pass Mail										
17. Actual Strapping Out Time										
18. Break (Local Option)								10		
19. Vehicle Inspection								5		
20. Personal Needs, etc.								5		
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	
24. Totals (exclude Lines 22 and 23)								314	20	
Comments							Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations			
							Lines 16	Mins.	Comments	
Comments							17			

**Line 20 - Personal Needs, Etc.** The carrier automatically receives 5 minutes credit for personal needs.

- **Entry.** So, 5 is circled in Line 20 Column (f) AM.

See Chapter One Page 1 - 44 through 1 - 46 for a more detailed explanation of personal needs.

**Line 21 - Recurring Office Work Not Covered by Form (Use Comments Section).**

The total actual time spent on Line 21 functions is transferred from the 1838-C Worksheets.

- **Entry.** The 1838-C Worksheets have fourteen Line 21 entries, eleven of which were performed in the AM for a total of 26 minutes, and three of which were performed in the PM for a total of 7 minutes. So, 26 is recorded in Line 21 Column (f) "Today AM" and, 7 is recorded in Line 21 Column (g) "Today PM".

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>												
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>				
Description			(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other		
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM		Today PM	
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS				1 Trip	2 Trip		1 Trip	2 Trip	3			
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time		
		CFS		29	13							
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street		
		CFS		10								
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time		
		CFS		2								
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Relays		
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Auxiliary Assistance		
		CFS		4								
6. Sequenced Mail	Letter-Sized	Carrier								Block No.		
		CFS										
7. Total Delivered Pieces	Other-Sized	Carrier		450		450				Total Office Time		
		CFS								Hours	Minutes	
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.		
9. 2nd-Class Marked-Up (Exclude form 3579)										22		
10. Mail with Form 3579 Attached										Counting Mail and Filling Out Form 1838-C Worksheet		
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	23 48		
12. Changes in Address Recorded				4				8		Net Office Time Used		
13. Insured Receipts Turned In					3				1	Standard Office Time		
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	5 34		
15. Withdrawing Mail								12		Minutes Over Or Under Standard		
16. Sequencing and Collating By-Pass Mail										Over Under		
17. Actual Strapping Out Time										C 34		
18. Break (Local Option)								10		Total Street Time		
19. Vehicle Inspection								5		5 30		
20. Personal Needs, etc.								5		Waiting Street Time		
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	Net Street Time Used		
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)								5	2	30		
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	Net Office Time Used		
24. Totals (exclude Lines 22 and 23)								314	20	F 10 30		
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations								Verified By (Initials) Date <i>RHG</i>	
			Lines 16		Mins.		Comments					
			17									

**Note:** the M -39 provides a “base minimum time” of 9 minutes for Line 21. If the actual time exceeds the minimum, then the actual time is recorded. If not, then the base minimum time is recorded. In the example the total of 33 minutes exceeds the base minimum of 9 minutes.

**Note - Management Corrections.** Management may make corrections if a letter carrier has made entries on Line 21 that belong elsewhere. For instance, if a letter carrier recorded time counting mail under Line 21 instead of Line 23, the manager would mark it out on the 1838-C Worksheet, make the proper entry under Line 23, and initial the change on the 1838-C Worksheet. The corrected information would be transferred to the Form 1838 Summary.

**Line 22 - Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section).** The total minutes of actual time spent on Line 22 functions is transferred from the 1838-C Worksheet.

- **No Entry.** There are no entries on the 1838-C Worksheet so there is no entry to transfer.

**Line 23 - Counting Mail and Filling Out Form 1838-C Worksheet.** The total minutes of actual time spent on Line 23 functions is transferred from the 1838-C Worksheets.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>										
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>		
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Other
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM	
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			Router	1 Trip	2 Trip	3	1 Trip	2 Trip	3	Street Time
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street
		CFS		29	13					
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Transportation
		CFS		10						
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Relays
		CFS		2						
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Auxiliary Assistance
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Block No.
		CFS		4						
6. Sequenced Mail	Letter-Sized	Carrier								Street Time Waiting For
		CFS								
7. Total Delivered Pieces			DPS Pieces	3162		5851				Total Office Time
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	Hours
9. 2nd-Class Marked-Up (Exclude form 3579)										Minutes
10. Mail with Form 3579 Attached										48
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	5
12. Changes in Address Recorded				4				8		00
13. Insured Receipts Turned In					3				1	Standard Office Time
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	5
15. Withdrawing Mail								12		34
16. Sequencing and Collating By-Pass Mail										Minutes Over Or Under Standard
17. Actual Strapping Out Time										Over
18. Break (Local Option)								10		Under
19. Vehicle Inspection								5		34
20. Personal Needs, etc.										Total Street Time
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)										5
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)								26	7	30
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	Net Street Time Used
24. Totals (exclude Lines 22 and 23)								314	20	E 5 30
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							
			Lines 16	Mins.	Comments					
			17							



- **Entry.** The 1838-C Worksheets have eleven Line 23 entries, nine of which were performed in the AM for a total of 45 minutes, and two of which were performed in the PM for a total of 3 minutes. So, 45 is recorded in Line 23 Column (f) “Today AM” and, 3 in Line 23 Column (g) “Today PM”.

**Note - The Day of Inspection.** On the day of inspection, the route examiner counts the mail and fills out the 1838-C Worksheet. The only Line 23 entry would be the time spent by the carrier verifying management’s mail count – which is the carrier’s right.

There are three additional entries on the 1838 Summary that are taken from the 1838-C Worksheet.

**Total Office Time:** The total office time entered on the 1838 Summary in Column (h) is made in minutes. The total office time is calculated from the Clock Rings on the 1838-C Worksheet, which are in hundredths.

The 1838-C Worksheet Clock Ring section shows that the carrier had 5.50 AM Office Time (12.50 minus 07.00). The carrier also had .30 PM Office Time (18.80 minus 18.50). Adding the two times, 5.50 and .30 equals a “Total Office Time” of 5.80 in hundredths of an hour. The hundredths must be converted to minutes before the time is entered on the 1838 Summary.



United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>			
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other				
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS		Router	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Total Number Pieces Minus Mark-Ups	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Street Time	Street	Relays	Other
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	Street	Relays	Other
		CFS		29	13								
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street Time	Street	Relays	Other
		CFS		10									
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time	Street	Relays	Other
		CFS		2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Office Time	Street	Relays	Other
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Auxiliary Assistance	Block No.	Street Time	Waiting For
		CFS		4									
6. Sequenced Mail		Letter-Sized								Total Office Time		Relays	Other
		Other-Sized		450		450				Hours	Minutes		
7. Total Delivered Pieces			DPS Pieces 3162			5851				5	48	Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.	
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2			22	
9. 2nd-Class Marked-Up (Exclude form 3579)												23 48	
10. Mail with Form 3579 Attached												23 48	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4			5 00	
12. Changes in Address Recorded				4				8				Standard Office Time	
13. Insured Receipts Turned In					3				1			5 34	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3			Minutes Over Or Under Standard	
15. Withdrawing Mail								12				Over Under	
16. Sequencing and Collating By-Pass Mail												C D 34	
17. Actual Strapping Out Time												Total Street Time	
18. Break (Local Option)								10				5 30	
19. Vehicle Inspection								5				Total Street Time	
20. Personal Needs, etc.								5				Waiting Street Time	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								5				Net Street Time Used	
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)								26	7			E 5 30	
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3			Actual Axx. Time Used	
24. Totals (exclude Lines 22 and 23)								314	20			F 30	
Comments		Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations											
		Lines	Mins.	Comments									
		16											
		17											

The simple formula for converting hundredths of an hour to minutes is to multiply the hundredths by .6. Using the office time from the 1838-C Worksheet as an example:

80 multiplied by .6 equals 48.0 minutes.

- **Entry.** Total office time is 5:48.

**Total Street Time:** The total street time entered on the 1838 Summary in Column (h) is made in minutes. The total street time is calculated from the Clock Rings on the 1838-C which are in hundredths.

The 1838-C Worksheet Clock Ring section shows that the carrier had 5.50 Street Time (18.50 minus 12.50 minus .50 for lunch). The hundredths must be converted to minutes before the time is entered on the 1838 Summary.

The simple formula for converting hundredths of an hour to minutes is to multiply the hundredths by .6. Using the street time from the 1838-C Worksheet as an example:

50 multiplied by .6 equals 30.0 minutes.

- **Entry.** Total Street time is 5:30.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>															
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>							
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Transportation	Other		
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM					Today PM	
Check Appropriate Block(s)						Mark-Ups				Street Time	Street	Transportation	Other		
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS													
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	Street	Transportation	Other		
		CFS		29	13										
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street Time	Street	Transportation	Other		
		CFS		10											
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time	Street	Transportation	Other		
		CFS		2											
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier Mark-Ups)				2317		2231		34		Office Time	Street	Transportation	Other		
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Auxiliary Assistance	Block No.	Street Time	Waiting For		
		CFS		4											
6. Sequenced Mail	Marked-Up	Letter-Sized				450				Total Office Time		Hours	Minutes		
		Other-Sized		450			450			5	48				
7. Total Delivered Pieces			DPS Pieces	3162		5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.					
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	22 Counting Mail and Filling Out Form 1838-C Worksheet					
9. 2nd-Class Marked-Up (Exclude form 3579)										23 Net Office Time Used					
10. Mail with Form 3579 Attached										5 00					
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	Standard Office Time					
12. Changes in Address Recorded				4				8		5 34					
13. Insured Receipts Turned In					3				1	Minutes Over Or Under Standard					
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	Over Under					
15. Withdrawing Mail								12		C D 34					
16. Sequencing and Collating By-Pass Mail										Total Street Time					
17. Actual Strapping Out Time										5 30					
18. Break (Local Option)								10		Waiting Street Time					
19. Vehicle Inspection								5		Net Street Time Used					
20. Personal Needs, etc.								5	2	E 5 30					
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	Actual Aux. Time Used					
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										G Net Total Time Used					
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	F 10 30					
24. Totals (exclude Lines 22 and 23)								314	20	Verified By (Initials) Date RHG					
Comments						Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations									
						Lines 16	Mins.							Comments	
						17									

**Waiting Street Time.** If a carrier has recorded any street waiting time in the comments section of the Form 1838-C Worksheet, the time is transferred to the “Waiting Street Time” box on the 1838 Summary Column (h), and explained in the box found in the top section of Column (h) (M -39 Section 222.216g).

- **No Entry.** There are no “street waiting” comments on the 1838-C Worksheet so there is no entry to transfer.

The 1838-C Worksheets may now be set aside. At this point they are no longer needed for verification of the accuracy of the entries on the 1838 Summary.

Before you begin checking the calculations on the 1838 Summary you must ensure that any auxiliary assistance time used has been entered on the 1838 Summary.

Street time assistance should be taken from Form 3996; office time assistance should be taken from Form 1838-C prepared by the employee providing the assistance. Street assistance is indicated by (ST) and office time is indicated by (OT). The street and block numbers must be shown in the box found in the top section of Column (h) (M -39 Section 222.216i).

- **No Entry.** There was no auxiliary assistance provided so there is no entry.

United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>			
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other				
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS		Router	Prior PM	Today AM 1 Trip	Today PM 2 Trip		Prior PM	Today AM 1 Trip	Today PM 2 Trip				
1. Letter-Size Mail	Marked-Up	Carrier		1476	40		1385		82				
		CFS		29	13								
				62	15								
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109					
		CFS		10									
				24									
3. Accountable and Signature Mail				16		14							
	Marked-Up			2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34					
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8							
		CFS		4									
6. Sequenced Mail		Letter-Sized											
		Other-Sized		450		450							
7. Total Delivered Pieces			DPS Pieces 3162			5851							
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2				
9. 2nd-Class Marked-Up (Exclude form 3579)													
10. Mail with Form 3579 Attached													
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4				
12. Changes in Address Recorded				4				8					
13. Insured Receipts Turned In					3				1				
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3				
15. Withdrawing Mail								12					
16. Sequencing and Collating By-Pass Mail													
17. Actual Strapping Out Time													
18. Break (Local Option)								10					
19. Vehicle Inspection								5					
20. Personal Needs, etc.								5	2				
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7				
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)													
23. Counting Mail and Filling Out Form 1838-C Worksheet								45					
24. Totals (exclude Lines 22 and 23)								314	20				
Comments										Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations			
										Lines 16	Mins.	Comments	
										17			

### **1838 Summary-Verifying Line 7 and Column (d).**

The majority of the calculations on Form 1838 will directly impact the evaluated standard time of the route. However, Line 7 and Column (d) will not. They are used only to calculate the total number of delivered pieces. This total is not used to calculate the evaluated standard time of the route.

### **Column (d)-Total Number Pieces Minus Mark- Ups.**

In calculating the total delivered pieces for the day, only the Prior PM Column (a) and Today AM Column (b) entries are used. The Today PM Column (c) entries are calculated in the next day's "Total Delivered Pieces."

- **Entry–Column (d) Line 1.** There were 1,476 AM cased letters, minus 91 Marked- Up pieces (29 Carrier and 62 CFS) for a total of 1,385 letter size delivered pieces. So, "1385" is entered in Line 1 Column(d).
- **Entry–Column (d) Line 2.** There were 866 AM cased pieces of other size mail, minus 34 Marked-Up pieces (10 Carrier and 24 CFS) for a total of 832 other size delivered pieces. So, 832 is entered in Line 2 Column (d).

United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)											
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>			
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other				
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS		Router	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Total Number Pieces Minus Mark-Ups	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Street Time	Street	Relays	Other
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385	←	2	3	←			
		CFS		29	13			62	15				
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832	←	09					
		CFS		10				24					
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14							
		CFS		2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34					
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8							
		CFS		4									
6. Sequenced Mail		Letter-Sized								Total Office Time			
		Other-Sized		450		450				5	48		
7. Total Delivered Pieces			DPS Pieces 3162			5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.			
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	22			
9. 2nd-Class Marked-Up (Exclude form 3579)										23		48	
10. Mail with Form 3579 Attached										23		48	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4	5		00	
12. Changes in Address Recorded				4				8		5		34	
13. Insured Receipts Turned In					3				1	5		34	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	Minutes Over Or Under Standard			
15. Withdrawing Mail								12		Over	Under	34	
16. Sequencing and Collating By-Pass Mail										Total Street Time		5	30
17. Actual Strapping Out Time										Waiting Street Time			
18. Break (Local Option)								10		Net Street Time Used		5	30
19. Vehicle Inspection								5		Actual Aux. Time Used			
20. Personal Needs, etc.								5	2	Net Total Time Used		10	30
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	Verified By (Initials)			
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										Date			
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3				
24. Totals (exclude Lines 22 and 23)								314	20				RHG
Comments						Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							
						Lines 16	Mins.					Comments	
						17							



- **Entry–Column (d) Line 3.** There were 16 Accountable and Signature Mail pieces, minus 2 Marked-Up for a total of 14. So, 14 is entered in Line 3 Column (d).
- **Entry–Column (d) Line 4.** Line 4 is a sub- total of Column (d) Lines 1, 2, and 3. Add 1,385 plus 832 plus 14 for a total of 2231. So, “2231” is entered in Line 4 Column (d).
- **Entry–Column (d) Line 5.** There were 12 Parcels Over 2 lbs, minus 4 Marked-Up Carrier for a total of 8 delivered Parcels Over 2 lbs. So, 8 is entered in Line 5 Column (d).
- **Entry–Column (d) Line 6.** There were 450 pieces of Other-Sized Sequenced Mail. So, 450 is entered in Line 6 Column (d).
- **Entry–Column (d) Line 7.** The total of all delivered pieces in Line 7 Column (d) is calculated by adding the DPS pieces entered in Line 7 Column (a) (3162), the sub total entered in Line 4 Column (d) (2231), the entry in Line 5 Column (d) (8), and the entries in Line 6 Column (d) (450), for a total of 5851 (3162 plus 2231 plus 8 plus 450). So, 5851 is entered in Line 7 Column (d).



United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>														
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>						
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes							
			Router	Prior PM	Today AM 1 Trip		Today PM 2 Trip	Today PM 3	Prior PM	Today AM 1 Trip	Today PM 2 Trip	Today PM 3		
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS					1476	40	1385		82	3				
1. Letter-Size Mail	Marked-Up	Carrier			29	13	866	832	109					
		CFS			62	15								
2. Mail of All Other Sizes	Marked-Up	Carrier			10		16	14						
		CFS			24									
3. Accountable and Signature Mail		Marked-Up			2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier Mark-Ups)					2317		2231	4						
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			12	4	8							
		CFS												
6. Sequenced Mail		Letter-Sized					450	450						
		Other-Sized												
7. Total Delivered Pieces			DPS Pieces		3162		5851							
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)					45				5	2				
9. 2nd-Class Marked-Up (Exclude form 3579)														
10. Mail with Form 3579 Attached														
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)					45	13			12	4				
12. Changes in Address Recorded					4				8					
13. Insured Receipts Turned In						3				1				
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts									6	3				
15. Withdrawing Mail									12					
16. Sequencing and Collating By-Pass Mail														
17. Actual Strapping Out Time														
18. Break (Local Option)									10					
19. Vehicle Inspection									5					
20. Personal Needs, etc.									5	2				
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)									26	7				
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)														
23. Counting Mail and Filling Out Form 1838-C Worksheet									45	3				
24. Totals (exclude Lines 22 and 23)									314	20				
Comments										Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations				
										Lines 16	Mins.	Comments		
										17				

**Time Allowances for Carrier Office Work.**

These time allowances are found in both Exhibit 222.214a(4) of the M -39 Handbook, and Exhibit 121.12 of the M -41 Handbook (retrieve from page A- 12 in the appendix at the end of this chapter). The Exhibits indicate the time allowances for Lines 1, 2, 4, 8, 9, 10, 11, 12, and 13 that are used as part of the “Standard Office Time” calculations.

Before beginning, it is important to understand that the calculations entered in Columns (e), (f), and (g) will determine the “Standard Office Time” for the route each day. The minutes in Column (e) are calculated based on the piece counts from Column (a). The minutes in Column (f) are calculated based on the piece counts from Column (b). The minutes in Column (g) are calculated based on the piece counts from Column (c).

There are no Column (a) or (e) entries on the 1838 because there was no Prior PM cased mail from the previous work day.

United States Postal Service <b>Carrier's Count Mail-Letter Carrier Routes (Mngt. Summary)</b>												
Post Office <i>Denver, Colorado</i>				Delivery Code <i>Sullivan station - 8024</i>				Route No. <i>4713</i>				
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			Street Time	Street	Other	
		Router	Prior PM	Today AM		Today PM	Prior PM	Today AM				Today PM
Check Appropriate Block(s)		Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Other	
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS	Router	Prior PM		Today AM	Today PM	Prior PM				Today AM
1. Letter-Size Mail				1476	40	1385		82	3			
Marked-Up	Carrier			29	13							
	CFS			62	15							
2. Mail of All Other Sizes				866		832		109				
Marked-Up	Carrier			10								
	CFS			24								
3. Accountable and Signature Mail				16								
	Marked-Up			2								
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34				
5. All Parcels Over 2 Lbs.				12		8						
Marked-Up	Carrier			4								
	CFS											
6. Sequenced Mail												
	Letter-Sized											
	Other-Sized			450		450						
7. Total Delivered Pieces			DPS Pieces 3162			5851						
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2			
9. 2nd-Class Marked-Up (Exclude form 3579)												
10. Mail with Form 3579 Attached												
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4			
12. Changes in Address Recorded				4				8				
13. Insured Receipts Turned In					3				1			
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3			
15. Withdrawing Mail								12				
16. Sequencing and Collating By-Pass Mail												
17. Actual Strapping Out Time												
18. Break (Local Option)								10				
19. Vehicle Inspection								5				
20. Personal Needs, etc.								5	2			
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)												
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)								26	7			
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3			
24. Totals (exclude Lines 22 and 23)								314	20			
Comments										Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations		
										Lines 16	Mins.	Comments
										17		

- **Entry–Column (f) Line 1.** There were 1,476 Today AM cased letter size pieces. The time allowance for casing letter size mail is 18 pieces per minute. So, 82 (1,476 divided by 18 equals 82) is entered in Line 1 Column (f).
  
- **Entry–Column (g) Line 1.** There were 40 pieces of Today PM cased letter size mail. So, 3 (40 divided by 18 equals 2.22, rounding up) is entered in Line 1 Column (g).
  
- **Entry–Column (f) Line 2.** There were 866 Today AM cased other size pieces. The time allowance for casing other size mail is 8 pieces per minute. So, 109 (866 divided by 8 equals 108.25, rounding up) is entered in Line 2 Column (f).

**Line 4.** The time allowance for pulling down (strapping out) is 70 pieces per minute.

- If mail was cased in the Prior PM, and pulled down today, management divides the number of pieces in Line 4 Column (a)

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>													
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>					
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Other			
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM		Today PM		
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			Router	1 Trip	2 Trip	3	1 Trip	2 Trip	3	Street Time			
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	138	82	3	Street	Other			
		CFS		29	13								
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832	109		Street	Transportation			
		CFS		10									
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14			Office Time	Relays			
		CFS		2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier Mark-Ups)				2317		2231	34		Auxiliary Assistance	Block No.			
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8			Street Time	Waiting For			
		CFS		4									
6. Sequenced Mail	Letter-Sized	Carrier				450	450		Total Office Time				
		CFS							Hours	Minutes			
7. Total Delivered Pieces			DPS Pieces	3162		5851			Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.				
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13		5	2	22 Counting Mail and Filling Out Form 1838-C Worksheet				
9. 2nd-Class Marked-Up (Exclude form 3579)									23 48				
10. Mail with Form 3579 Attached									Net Office Time Used				
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13		12	4	5 00				
12. Changes in Address Recorded				4			8		Standard Office Time				
13. Insured Receipts Turned In					3			1	5 34				
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts							6	3	Minutes Over Or Under Standard				
15. Withdrawing Mail							12		Over Under				
16. Sequencing and Collating By-Pass Mail									C D 34				
17. Actual Strapping Out Time									Total Street Time				
18. Break (Local Option)							10		5 30				
19. Vehicle Inspection							5		Waiting Street Time				
20. Personal Needs, etc.							5		Net Street Time Used				
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)							26	7	E 5 30				
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									Actual Aux. Time Used				
23. Counting Mail and Filling Out Form 1838-C Worksheet							45	3	G				
24. Totals (exclude Lines 22 and 23)							314	20	F 10 30				
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							Verified By (Initials) Date <i>RHG</i>			
			Lines 16	Mins.								Comments	
			17										

by 70 and enters the minutes in Line 4 Column (e).

- Since Today AM mail is cased and pulled down the same day, management divides the number of pieces in Line 4 Column (b) by 70 and enters the minutes in Line 4 Column (f).
- If mail is cased Today PM, and for some reason also pulled down today, management divides the number of pieces of Line 4 Column (c) by 70 and enters the minutes in Line 4 Column (g). However, in most cases Today PM cased mail will not be pulled down until the next day, and it will be calculated as Prior PM Line 4 Column (a) and (e) for that day.
- **Entry–Column (b) Line 4.** There were 1,476 letter size, 866 other size, 16 accountable and signature, and 41 Marked-Up Carrier (29 letter size plus 10 other size plus 2 accountable and signature). So, 2317 (1,476 plus 866, plus 16 minus 41) is entered in Column (b) Line 4.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>									
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>	
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes		
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM
Check Appropriate Block(s)			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes		
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS	Router	1 Trip	2 Trip		3	1 Trip	2 Trip
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3
		CFS		29	13				
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109	
		CFS		10					
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14			
		CFS		2					
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8			
		CFS		4					
6. Sequenced Mail	Marked-Up	Letter-Sized							
		Other-Sized		450		450			
7. Total Delivered Pieces			DPS Pieces	3162		5851			
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2
9. 2nd-Class Marked-Up (Exclude form 3579)									
10. Mail with Form 3579 Attached									
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4
12. Changes in Address Recorded				4				8	
13. Insured Receipts Turned In					3				1
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3
15. Withdrawing Mail								12	
16. Sequencing and Collating By-Pass Mail									
17. Actual Strapping Out Time									
18. Break (Local Option)								10	
19. Vehicle Inspection								5	
20. Personal Needs, etc.								5	2
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3
24. Totals (exclude Lines 22 and 23)								314	20
Comments						Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations			
						Lines 16	Mins.	Comments	
						17			



- **Entry–Column (f) Line 4.** These 2,317 pieces are divided by 70. So, 34 (2,317 divided by 70 equals 33.1 rounding up), is entered in Column (f) Line 4.

**Line 8.** In order to calculate the time allowances for Line 8 Prior PM, Today AM, and Today PM (Columns (e), (f), and (g)), the total Carrier Mark-Ups from Lines 1, 2, 3, and 5 must first be totaled and placed in Columns (a), (b) and (c).

- **Entry–Column (b) Line 8.** Column (b) Today AM Marked-Up Carrier lists 29 letter size, 10 other size, 2 accountable and signature, and 4 parcels (29 plus 10 plus 2 plus 4). So, 45 is entered in Column (b) Line 8.
- **Entry–Column (c) Line 8.** The only mail in Column (c) Today PM Marked-Up Carrier were 13 letter size pieces. So, 13 is entered in Column (c) Line 8.
- **Entry–Column (f) Line 8.** The time allowance for separating Carrier Mark-Ups is 1 minute for every 10 pieces. There were 45 Today AM pieces in Column (b) Line 8. So, 5 is entered (45 divided by 10 equals 4.5 rounding up) in Column (f) Line 8.



United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)															
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>						Route No. <i>4713</i>							
Description		(a)		(b)		(c)		(d)		(e)		(f)		(g)		(h)	
Check Appropriate Block(s)		Number of Pieces		Total Number Pieces Minus Mark-Ups		Minutes		Street Time		Office Time		Auxiliary Assistance		Street Time		Other	
<input type="checkbox"/> EPM Route	<input checked="" type="checkbox"/> Non-EPM Route	<input checked="" type="checkbox"/> CFS	Router	Prior PM	Today AM	Today PM	3	Prior PM	Today AM	Today PM	3	Street	Street	Relays	Street Time	Waiting For	Other
1. Letter-Size Mail		Carrier		1476	40		1385		82	3							
Marked-Up		CFS		29	13												
				62	15												
2. Mail of All Other Sizes		Carrier		866			832		109								
Marked-Up		CFS		10													
				24													
3. Accountable and Signature Mail				16			14										
Marked-Up				2													
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317			2231		34								
5. All Parcels Over 2 Lbs.		Carrier		12			8										
Marked-Up		CFS		4													
6. Sequenced Mail		Letter-Sized															
		Other-Sized		450			450										
7. Total Delivered Pieces			DPS Pieces 3162				5851										
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13				5	2							
9. 2nd-Class Marked-Up (Exclude form 3579)																	
10. Mail with Form 3579 Attached																	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13				12	4							
12. Changes in Address Recorded				4					8								
13. Insured Receipts Turned In					3					1							
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts									6	3							
15. Withdrawing Mail									12								
16. Sequencing and Collating By-Pass Mail																	
17. Actual Strapping Out Time																	
18. Break (Local Option)									10								
19. Vehicle Inspection									5								
20. Personal Needs, etc.									5	2							
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)																	
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									26	7							
23. Counting Mail and Filling Out Form 1838-C Worksheet									45	3							
24. Totals (exclude Lines 22 and 23)									314	20							
Comments		Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations															
		Lines	Mins.	Comments													
		16															
		17															

- **Entry–Column (g) Line 8.** There were 13 Today PM pieces in Column (c) Line 8. So, 2 is entered (13 divided by 10 equals 1.3 rounding up) in Column (g) Line 8.

**Line 9 - Columns (e), (f), and (g).** The time allowance for periodicals marked up is 1 minute for each 2 pieces.

- **No Entry.** There are no entries from the 1838-C Worksheet to Columns (a), (b), or (c) Line 9 so there are no time entries in Columns (e), (f), and (g).

**Line 10 -Columns (e), (f), and (g).** The time allowance for mail with Form 3579 Attached is 2 minutes for each piece.

- **No Entry.** There are no entries from the 1838-C Worksheet to Columns (a), (b), or (c) Line 10 so there are no time entries in Columns (e), (f), and (g).

**Line 11.** In order to calculate the time allowances for Columns (e), (f), and (g) Line 11, the total mark ups in Line 11 (a), (b), and (c) must first be determined.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>											
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>			
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Other	
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM		Today PM
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			1 Trip	2 Trip	3	1 Trip	2 Trip	3			
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	
		CFS		29	13						
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street	
		CFS		10							
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time	
		CFS		2							
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Auxiliary Assistance	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Block No.	
		CFS		4							
6. Sequenced Mail	Letter-Sized	Carrier								Street Time Waiting For	
		CFS									
7. Total Delivered Pieces			DPS Pieces	3162		5851				Total Office Time	
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	Hours	
9. 2nd-Class Marked-Up (Exclude form 3579)										Minutes	
10. Mail with Form 3579 Attached										5	
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12		48	
12. Changes in Address Recorded				4				8		Net Office Time Used	
13. Insured Receipts Turned In					3				7	5	
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	00	
15. Withdrawing Mail								12		Standard Office Time	
16. Sequencing and Collating By-Pass Mail										5	
17. Actual Strapping Out Time										34	
18. Break (Local Option)								10		Minutes Over Or Under Standard	
19. Vehicle Inspection								5		Over	
20. Personal Needs, etc.								5	2	Under	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	C	
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										D	
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	Total Street Time	
24. Totals (exclude Lines 22 and 23)								314	20	5	
Comments			Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							Net Street Time Used	
			Lines 16 Mins.								
										Actual Aux. Time Used	
			17								
										Net Total Time Used	
										F 10 30	
										Verified By (Initials)	
										Date	
										RHG	

In order to determine the Line 11 entries in Columns (a), (b), and (c) Lines 9 and 10 are subtracted from Line 8 in each Column.

- **Entry–Column (b) Line 11.** Since there are no entries in Column (b) Lines 9 and 10 there is nothing to subtract from Column (b) Line 8. So, 45 (carried down from Column (b) Line 8) is entered in Column (b) Line 11.
- **Entry–Column (c) Line 11.** Since there are no entries in Column (c) Lines 9 and 10 there is nothing to subtract from Column (c) Line 8. So, 13 (carried down from Column (c) Line 8) is entered in Column (c) Line 11.
- **Entry–Column (f) Line 11.** The time allowance is one minute for each 4 pieces of marked up mail. So, 12 (45 divided by 4, equals 11.25 rounded up) is entered in Column (f) Line 11.
- **Entry–Column (g) Line 11.** Applying the same time allowance, 4 (13 divided by 4 equals 3.25 rounding up) is entered in Column (g) Line 11.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>											
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>			
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes				
			(a) Router	(b) Prior PM	(c) Today AM 1 Trip		(d) Today PM 2 Trip	(e) Today PM 3 Trip	(f) Today AM 1 Trip	(g) Today PM 2 Trip	(h) Other
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS					1476	40	1385		82	3	
1. Letter-Size Mail	Marked-Up	Carrier			29	13			82	3	Street Time
		CFS			62	15					
2. Mail of All Other Sizes	Marked-Up	Carrier			866				109		Street
		CFS			10	24					
3. Accountable and Signature Mail	Marked-Up	Carrier			16						Office Time
		CFS			2						
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier Mark-Ups)					2317		2231		34		Relays
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			12		8				Auxiliary Assistance
		CFS			4						
6. Sequenced Mail	Marked-Up	Letter-Sized									Block No.
		Other-Sized			450	450					
7. Total Delivered Pieces			DPS Pieces		3162		5851				Total Office Time
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)					45	13			5	2	Hours
9. 2nd-Class Marked-Up (Exclude form 3579)											Minutes
10. Mail with Form 3579 Attached											48
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)					45	13			12	4	5
12. Changes in Address Recorded					4				8		00
13. Insured Receipts Turned In						3				1	Standard Office Time
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts									6	3	5 34
15. Withdrawing Mail									12		Minutes Over Or Under Standard
16. Sequencing and Collating By-Pass Mail											Over
17. Actual Strapping Out Time											Under
18. Break (Local Option)									10		34
19. Vehicle Inspection									5		Total Street Time
20. Personal Needs, etc.											5 30
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)									26	7	Waiting Street Time
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)											Net Street Time Used
23. Counting Mail and Filling Out Form 1838-C Worksheet									45	3	E 5 30
24. Totals (exclude Lines 22 and 23)									314	20	Actual Aux. Time Used
Comments											G
											Net Total Time Used
											F 10 30
											Verified By (Initials)
											Date
											RHG
											Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations
											Comments

- **Entry–Column (f) Line 12.** The time allowance for each change of address recorded is 2 minutes. There were 4 change of addresses entered in Column (b) Line 12. So, 8 (4 multiplied by 2) is entered in Column (f) Line 12.
- **Entry–Column (g) Line 13.** The time allowance for Insured Receipts Turned in is 1 minute regardless of the number of receipts turned in. There were 3 receipts entered in Column (c) Line 13. So, 1 minute is entered in Column (g) Line 13.

### **Line 24-Totals**

Standard office time for the day is determined by adding together Columns (e), (f) and (g) in Line 24. In each of the Columns, Line 24 is calculated by adding the total minutes in Lines 1 through 21 (Lines 22 and 23 are not included).

- **Entry–Column (f) Line 24.** The total of Lines 1 through 21 Column (f) is 314 minutes. So, 314 (82 plus 109 plus 34 plus 5 plus 12 plus 8 plus 6 plus 12 plus 10 plus 5 plus 5 plus 26) is entered in Column (f) Line 24.

United States Postal Service		Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)										
Post Office <i>Denver, Colorado</i>		Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>					Route No. <i>4713</i>					
Description		Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Other	
		Router	Prior PM	Today AM		Today PM	Prior PM	Today AM				Today PM
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			1 Trip	2 Trip	3	1 Trip	2 Trip	3				
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3	Street Time	Street	Other
		CFS		29	13							
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109		Street Time	Street	Other
		CFS		10								
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14				Office Time	Street	Other
		CFS		2								
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34		Auxiliary Assistance	Block No.	Relays
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8				Street Time	Street	Other
		CFS		4								
6. Sequenced Mail	Letter-Sized									Total Office Time		Street Time
		Other-Sized		450		450				Hours	Minutes	
7. Total Delivered Pieces		DPS Pieces		3162		5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.		Street Time
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2	22 Counting Mail and Filling Out Form 1838-C Worksheet		
9. 2nd-Class Marked-Up (Exclude form 3579)										23 48		Street Time
10. Mail with Form 3579 Attached										Net Office Time Used		
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12		5	00	Street Time
12. Changes in Address Recorded				4				8		Standard Office Time		
13. Insured Receipts Turned In					3				1	5	34	Street Time
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3	Minutes Over Or Under Standard		
15. Withdrawing Mail								12		C	D 34	Street Time
16. Sequencing and Collating By-Pass Mail										Total Street Time		
17. Actual Strapping Out Time										5	30	Street Time
18. Break (Local Option)								10		Waiting Street Time		
19. Vehicle Inspection								5		Net Street Time Used		
20. Personal Needs, etc.								5	2	E	5 30	Street Time
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7	Actual Aux. Time Used		
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)										Net Total Time Used		
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	3	F	10 30	Street Time
24. Totals (exclude Lines 22 and 23)								314	20	Verified By (Initials) Date		
Comments		Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations										
		Lines	Mins.	Comments								
		16										
		17										



- **Entry–Column (g) Line 24.** The total of Lines 1 through 21 Column (g) is 20 minutes. So, 20 (3 plus 2 plus 4 plus 1 plus 3 plus 7) is entered in Column (g) Line 24.

### **Column (h) Entries.**

- **Entry-Column (h) “Standard Office Time”.** Columns (e), (f), and (g) Line 24 are added together. So, 5:34 (314 plus 20 equals 334 minutes–334 minutes equals 5 hours and 34 minutes) is entered in Column (h) “Standard Office Time”.
- **No Entry-Column (h) Item 22.** There are no entries in Columns (e), (f), and (g) Line 22. So, there is no entry.
- **Entry–Column (h) Item 23.** Calculated by adding together Columns (e), (f), and (g) Line 23. So, 48 (45 Column (f) plus 3 Column (g)) is entered in Column (h) Item 23.
- **Entry–Net Office Time Used.** Calculated by deducting Column (h) Items 22 and 23 from the “Total Office Time” entry in Column (h). So, 5:00 (5:48 minus :48) is entered in “Net Office Time Used” Column (h).



United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>														
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan station - 80241</i>					Route No. <i>4713</i>						
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes			Street Time	Street	Transportation	Other	
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			Router	Prior PM	Today AM 1 Trip		Today PM 2 Trip	3	Prior PM					Today AM 1 Trip
1. Letter-Size Mail	Marked-Up	Carrier			1476	40	1385		82	3	Street Time	Street	Transportation	Other
		CFS			29	13		62	15					
2. Mail of All Other Sizes	Marked-Up	Carrier			866		832		109		Street Time	Street	Transportation	Other
		CFS			10			24						
3. Accountable and Signature Mail	Marked-Up	Carrier			16		14				Office Time	Auxiliary Assistance	Block No.	Street Time Waiting For
		CFS			2									
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)					2317		2231		34		Hours	Minutes	Relays	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier			12		8				Total Office Time	Hours	Minutes	Relays
		CFS			4									
6. Sequenced Mail	Marked-Up	Letter-Sized									Hours	Minutes	Relays	Other
		Other-Sized			450		450							
7. Total Delivered Pieces			DPS Pieces		3162		5851				Deduct Items (Lines 22 & 23) Waiting For Mail (Office) and All Other Office Activities Not Performed on a Continuing Basis.			
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)					45	13			5	2	22 Counting Mail and Filling Out Form 1838-C Worksheet			
9. 2nd-Class Marked-Up (Exclude form 3579)											23 Net Office Time Used			
10. Mail with Form 3579 Attached											5 00			
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)					45	13			12		Standard Office Time			
12. Changes in Address Recorded					4				8		5 34			
13. Insured Receipts Turned In						3					Minutes Over Or Under Standard			
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts									6		Over Under			
15. Withdrawing Mail									12		C D 34			
16. Sequencing and Collating By-Pass Mail											Total Street Time			
17. Actual Strapping Out Time											5 30			
18. Break (Local Option)									10		Waiting Street Time			
19. Vehicle Inspection									5		Net Street Time Used			
20. Personal Needs, etc.									5		E 5 30			
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)									26	7	Actual Aux. Time Used			
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)											G Net Total Time Used			
23. Counting Mail and Filling Out Form 1838-C Worksheet									45	3	F 10 30			
24. Totals (exclude Lines 22 and 23)									314	20	Verified By (Initials) Date RHG			
Comments							Representative Time			8 and 17 Determined by Route and on Observations				
Lines 16							Mins.	Comments						
17														

**Minutes Over or Under Standard.** Calculated by comparing the “Net Office Time” entry in Column (h) with the “Standard Office Time” entry in Column (h). If the “Standard Office Time” is greater the difference is recorded in the “Under” Standard box. If, on the other hand, the “Net Office Time” is greater, the difference is recorded in the “Over” Standard Box.

- **Entry-Under Standard.** The total “Standard Office Time” is 5:34 and the Net Office Time is 5:00. So, 34 is entered in the “Under” Standard Box.
- **Entry-Net Street Time.** The Net Street Time in Column (h) is calculated by subtracting Waiting Street Time Column (h) from “Total Street Time” Column (h). So, 5:30 (there was no Waiting Street Time) is entered in “Net Street Time Used” Column (h).
- **Entry-Net Total Time Used.** The “Net Total Time Used” Column (h) is calculated by adding the “Net Office Time Used” Column (h) and “Net Street Time Used” Column (h). Actual Auxiliary Time Used

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>									
Post Office <i>Denver, Colorado</i>				Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>				Route No. <i>4713</i>	
Description		(a) Number of Pieces			(d) Total Number Pieces Minus Mark-Ups	(f) Minutes			(h) Other
		Router	(b) Prior PM	(c) Today AM		(e) Prior PM	(f) Today AM	(g) Today PM	
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS									
1. Letter-Size Mail	Marked-Up	Carrier	1476	40	1385		82	3	Street Time
		CFS		29		13			
2. Mail of All Other Sizes	Marked-Up	Carrier	866		832		109		Street
		CFS		10					
3. Accountable and Signature Mail	Marked-Up	Carrier	16		14				Office Time
		CFS		2					
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)			2317		2231		34		Relays
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier	12		8				Auxiliary Assistance
		CFS		4					
6. Sequenced Mail	Letter-Sized	Carrier							Block No.
		Other-Sized		450	450				
7. Total Delivered Pieces		DPS Pieces	3162		5851				Total Office Time
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)			45	13			5	2	Hours
9. 2nd-Class Marked-Up (Exclude form 3579)									Minutes
10. Mail with Form 3579 Attached									5
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)			45	13			12	4	00
12. Changes in Address Recorded			4				8		Standard Office Time
13. Insured Receipts Turned In				3				1	5
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts							6	3	34
15. Withdrawing Mail							12		Minutes Over Or Under Standard
16. Sequencing and Collating By-Pass Mail									Over
17. Actual Strapping Out Time									Under
18. Break (Local Option)							10		Total Net Time
19. Vehicle Inspection							5		5
20. Personal Needs, etc.							5		30
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)							26	7	Net Street Time Used
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									E
23. Counting Mail and Filling Out Form 1838-C Worksheet							45	3	30
24. Totals (exclude Lines 22 and 23)							314	20	Actual Aux. Time Used
Comments		Representative Time - Lines 16 and 17 Determined by Route Examiner - Based on Observations							
		Lines	Mins.	Comments					
		16							
		17							

is not included until transferred to Form 1840, and is explained later in the Route Protection Program. So, 10:30 (5:00 Net Office Time plus 5:30 Net Street Time) is entered as the Net Total Time in Column (h).

- **Entry–Verified by (*Initials*) Date.**  
The manager who verified all of the entries must initial and date the form.

The lower left hand side of the 1838 includes an area for examiner comments and the lower right hand side of the form includes space for Line 16 and 17 “Representative Time” and comments. For Lines 16 and 17 the examiner may determine additional “Representative Time” to be added to the fixed office time.

United States Postal Service <b>Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)</b>									
Post Office <i>Denver, Colorado</i>			Delivery Unit and ZIP Code <i>Sullivan Station - 80241</i>					Route No. <i>4713</i>	
Description			Number of Pieces			Total Number Pieces Minus Mark-Ups	Minutes		
			Router	Prior PM	Today AM		Today PM	Prior PM	Today AM
Check Appropriate Block(s) <input type="checkbox"/> EPM Route <input checked="" type="checkbox"/> Non-EPM Route <input checked="" type="checkbox"/> CFS			Router	1 Trip	2 Trip	3	1 Trip	2 Trip	3
1. Letter-Size Mail	Marked-Up	Carrier		1476	40	1385		82	3
		CFS		29	13				
2. Mail of All Other Sizes	Marked-Up	Carrier		866		832		109	
		CFS		10					
3. Accountable and Signature Mail	Marked-Up	Carrier		16		14			
		CFS		2					
4. Computing Cols. (a), (b), (c): Strapping out (Lines 1, 2 & 3 Minus Carrier MarkUps)				2317		2231		34	
5. All Parcels Over 2 Lbs.	Marked-Up	Carrier		12		8			
		CFS		4					
6. Sequenced Mail		Letter-Sized							
		Other-Sized		450		450			
7. Total Delivered Pieces			DPS Pieces	3162		5851			
8. Separating all Carrier, Mark-Ups (lines 1,2,3, & 5)				45	13			5	2
9. 2nd-Class Marked-Up (Exclude form 3579)									
10. Mail with Form 3579 Attached									
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)				45	13			12	4
12. Changes in Address Recorded				4				8	
13. Insured Receipts Turned In					3				1
14. Registered-Certified-COD-Customs-Post. Due-Keys Form 3868-Signing For, Returning Funds and Receipts								6	3
15. Withdrawing Mail								12	
16. Sequencing and Collating By-Pass Mail									
17. Actual Strapping Out Time									
18. Break (Local Option)								10	
19. Vehicle Inspection								5	
20. Personal Needs, etc.								5	
21. Identifying Recurring Office Work not Covered by This Form (Use Comments Section)								26	7
22. Waiting for Mail (Office) and All Other Office Activities Not Performed on Cont. Basis (Use Comments Section)									
23. Counting Mail and Filling Out Form 1838-C Worksheet								45	
24. Totals (exclude Lines 22 and 23)								314	20
Comments			Representative Time - Lines 16 and 17 Examined by Route Examiners - Based on _____ Minutes						
			Lines 16	Mins.					
			Lines 17	Mins.					

## Summary

The procedures for calculating and transcribing data from the 1838-C Worksheets to the 1838 Summaries are precise and mandatory. However, mistakes are commonly made by management. Therefore, shop stewards should carefully check the 1838 Summaries to ensure the accuracy and integrity of the data.

When mistakes are made, shop stewards should investigate and require correction of any errors. The investigation should include an interview of the manager who initialed the “verified by” Item on the 1838 Summary.

If management agrees to make the necessary correction(s), the shop steward should require written documentation of that agreement. Otherwise, grievances should be filed.

If grievances are necessary, careful attention should be given to the requested remedy. If management disputes the error, it is possible that an incorrect route evaluation and adjustment will be implemented by management prior to resolution of

the grievance. In such cases the requested remedy should be formulated with a consideration of the fact that an improper route adjustment may be implemented. An appropriate remedy, depending on the facts of the case, might include the following:

- Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it *[describe the error made by management on the 1838 Summary]*
- Agree to cease and desist making similar errors
- Agree that this settlement is fully citable in any future hearing or proceeding
- Agree that the union has full standing to argue any adverse effects of the error on the evaluation and/or adjustment of the grievant's bid route, including in later grievances

This remedy is reasonable, fits the violation, fixes the problem, and helps protect the interest of the grievant and union in the ultimate adjustment of the route.

## **F. Form 1840: Summary of Count and Inspection**

### Overview

The 1840 is the form that management is required to use to document the ultimate evaluated time and adjustment of a route.

Management is required to provide carriers with a copy of the 1840 in advance of, and discuss the information on the 1840 during, the consultation. Therefore, understanding the Form 1840 is critical.

Management is required to transfer the information from the 1838 Summary each day onto the 1840. Management summarizes all of the information collected during the count and inspection process on the Form 1840, "Summary of Count and Inspection."

A Form 1840 must be completed for each regular and auxiliary letter delivery route, summarizing the data from the Forms 1838 for each day of the count. The 1840 is a 2-sided form. The front is used to summarize data collected during the week of count, and record the route examiner's comments. The back of the 1840 is used to document and justify adjustments.



An 1840 must be prepared for each carrier technician covering the routes he or she served during the count week. If a full-time or part-time replacement carrier served a group of routes during the count week, a Form 1840 must be completed covering his or her performance (M -39 Section 241.2).

The Form 1840 includes all key information from the five or six Form 1838 Summaries, the Form 1840-B, and the Form 3999.

Data from the two Form 1838-C Worksheets that were completed in Chapter One has been transferred to a Form 1838 Summary, and checked for accuracy in the section above.

In order to illustrate an explanation of the Form 1840, the data from the 1838 Summary used in this Chapter has been transferred onto the Form 1840 and recorded as the Saturday entry. Entries have also been made on the 1840 for the other five days. Additionally, the different sections of the Form 1840 and the calculations are explained.

## Review of the Form 1840 - Front

Please retrieve the completed front side of Form 1840 found on page A - 13 of the appendix.

**Identifying information.** The top of the front side of the Form 1840 is used to identify the post office, delivery unit, carrier's name, route number, type of route, type of vehicle, the carrier's age, how long the carrier has been on the route, and the carrier's length of service. The information from the Form 1838 has been used.

**Date and days.** Below the identifying information at the far left, there is a box to record the inclusive dates of the count and inspection period. In addition, there are individual boxes for each day of the week. In this example, the count period began on a Saturday and ran for six consecutive delivery days. The date and days on the Form 1840 are consistent with the Form 1838 Summary.

Special notations appear to the left of the days of the week section. There is an "I" next to Tuesday, an "R" next to Wednesday, and a "T" next to Friday (M -39 Section 241.32).

I = Day of Inspection. Tuesday has an “I” because that was the day of inspection. Sometimes management will circle the day of inspection instead of placing an “I” next to the day.

R = Replacement. The “R” written next to Wednesday stands for replacement. On Wednesday the regular carrier was on leave and a replacement carrier cased and carried the route.

T = Carrier Technician. The capital “T” next to Friday means the Carrier Technician carried the route on that day.

**Time Entry Line - Columns A through G.** Columns A through G are used to calculate various times from the week of inspection.

Bracketed numbers. Entries in Columns A through E for days that the regular carrier was not on the route must be bracketed. In this example, the entries in Columns A through E have been bracketed for Wednesday, when a replacement carrier was on the route, and for Friday, when the Carrier Technician was on the route. As explained later, the bracketed entries in Columns A through E are excluded when calculating the totals and averages for Columns A through E.

**Office Time Line - Columns A through D.** The first four columns to the right of the day of the week – Columns A, B, C and D – are for recording office time. This data is transferred each day during the count from Form 1838 Summary. Note that the entries for Saturday are transferred from the Form 1838.

**Column A - Net Time Used.** This data comes directly from the “Net Office Time Used” from Form 1838 Column (h).

- **Entry.** Saturday Column A - 5:00, from the “Net Office Time Used” Column (h) Form 1838 Summary.

**Column B - Standard.** This data comes directly from the “Standard Office Time” Item in Column (h).

- **Entry.** Saturday Column B - 5:34, from the “Standard Office Time” Column (h) 1838 Summary.

**Columns C and D - Over Standard/Under Standard.** The data in Columns C or D is also taken from Column (h) of the 1838 Summary. If the

carrier's "Net Office Time Used" for that day is greater than "Standard Office Time", it is listed in the "Over" Item on the Form 1838 and transferred to Column C of the Form 1840. If the carrier's "Net Office Time Used" for that day is less than "Standard Office Time", it is listed in the "Under" Item on the Form 1838 and transferred to Column D on the Form 1840.

- **Entry.** Saturday Column D - :34 from the "Under" Item on Column (h) 1838 Summary.

**Column E - "Net Street Time Used".** The "Net Street Time Used" is transferred each day from Column (h) Form 1838. However, if auxiliary assistance was provided on the street that day, time must be added to the "Net Street Time" listed on the Form 1838 before transferring the time to Column E. Auxiliary assistance is an important issue here, and will be discussed in greater detail under the explanation in Column G.

- **Entry.** Saturday Column E - 5:30, from the "Net Street Time Used" Column (h).

**Column F - Net Total Time Used.** Unlike the other entries, Column F on the Form 1840 is not transferred from the “Net Total Time Used” Column (h). Rather, Column F is calculated simply by adding Column A and Column E for each day.

- **Entry.** Saturday Column F - 10:30. Note however, that the information recorded in Column F is not used for, nor does it have any effect on, the evaluated time or adjustment of the route.

**Column G - Actual Auxiliary Time Used.** As stated in the M -39 Section 221.138, only in very unusual circumstances or emergencies when excessive late delivery would result should auxiliary assistance be granted the regularly assigned carrier during the week of the count. However, when auxiliary assistance is provided, the time from the “Actual Auxiliary Time Used” Column (h) is transferred to Column G. Remember that any street time recorded here should be marked “ST,” and any office time should be marked “OT” (M -39 Section 241.35(f)).

**Street Auxiliary Assistance:** The actual time used by the carrier(s) who provided auxiliary assistance in the office and/or street is listed in Column G.

However, as indicated in the discussion of Column E, any street assistance provided must also be added to the “Net Street Time Used” that day in Column E (M -39 Section 241.35d). The street time added to Column E is not the time it took the assisting carrier to deliver the territory. Rather, the time the regular carrier used to deliver that same territory on the day of inspection is used. This time must be calculated by reviewing two forms:

The first is Form 3996, which must specify the territory delivered by the carrier who provided street assistance. So, it is essential during the count and inspection period that all carriers specify on Form 3996 the territory to be delivered as street assistance.

The second is Form 3999. Management determines from Form 3999 how long it took the regular carrier on the day of inspection to deliver the same territory delivered by the assisting carrier. The amount determined is then added to the “Net Street Time Used” in Column E.

So, if street auxiliary assistance is provided to the regular carrier, the entry under Column E for that day is not just the time transferred from the “Net Street Time Used” Column (h). Rather, it is the total of that time from the Form 1838 plus the time determined from the Form 3999 that the regular carrier used to deliver the same territory on the day of inspection.

To illustrate an example when street assistance is provided, suppose the “Net Street Time” on Form 1838 was 4:38, the assisting carrier’s street time was 1:39, and the regular carrier’s street time for the same territory on the day of inspection was 1:24. Column E would be entered as 6:02 (4:38 & 1:24), and Column G would be entered as 1:39.

**Office Auxiliary Assistance:** Unlike street auxiliary assistance, the instructions for Form 1840 calculations do not provide a specific method for including any office assistance provided during the week of inspection in the “Net Office Time”. Therefore, it is important to note any office auxiliary assistance entries in Column G on days the regular carrier was on the route. The Form 1838-C completed by the assisting carrier can then be used to amend the “Net Office Time” as appropriate.



**Totals and Averages.** At the bottom of Columns A through G there are rows for entering totals and averages. When averages are calculated, fractions are always rounded up.

It is important to know how these numbers are calculated. Not all the columns are calculated in the same manner. For example, as previously explained, the bracketed entries in Columns A through E are excluded when calculating the totals and averages for Columns A through E. When calculating totals and averages in Columns A through E, management uses only the data from the days when the regular carrier carried the route. The data for any other days – when a replacement or Carrier Technician carried the route – are left out.

On Form 1840, the totals and averages under Columns A through E are calculated for four days only – Saturday, Monday, Tuesday, and Thursday. Wednesday and Friday are excluded.

So, in the example, the Column A total is calculated by adding the “Net Office Time” used under Saturday, Monday, Tuesday, and Thursday.

The Column A average is calculated by dividing the total by 4, the number of days the regular carrier serviced the route.

- **Entry.** Total Column A is 17:26 (Sat. 5:00 plus Mon. 4:42 plus Tue. 4:07 plus Thu. 3:37).
- **Entry.** Average Column A is 4:22 (17:26 divided by 4).

Columns B and E are totaled and averaged in the same manner as Column A, using only the days serviced by the regular carrier.

- **Entry.** Total Column B is 18:58 (Sat. 5:34 plus Mon. 5:02 plus Tue. 4:30 plus Thu 3:52).
- **Entry.** Average Column B is 4:45 (18:58 divided by 4).
- **Entry.** Total Column E is 20:43 (Sat. 5:30 plus Mon. 5:10 plus Tue 5:03 plus Thu 5:00).

- **Entry.** Average Column E is 5:11 (20:43 divided by 4).

**Columns C and D - Special Procedure.** Columns C and D, “Over” Standard and “Under” Standard, may require a different method for figuring totals and averages. If the regular carrier was “Over” Standard each day, or “Under” Standard each day, there is no change – the average and total is figured the same as in Columns A, B and E. That is the case with this Form 1840, where the regular carrier was “Under” Standard each day.

However, there is a special procedure for figuring the average in Columns C and D when there are entries in both columns – the regular carrier was “Over” Standard on some days and “Under” Standard on other days:

Management totals each Column (C & D) on Form 1840, excluding the bracketed figures where the regular carrier did not carry the route.

Management subtracts the smaller total from the larger total. Next, management divides the remainder by the number of days the regular carrier was on the route, and rounds up.

The resulting average is entered either in the “Over” or “Under” box. If, for example, the larger total in the calculation above was in the “Over” Standard Column C, then the calculated average is the average time “Over” Standard, and would be entered in the average box for Column C. The average box for Column D would be left blank. If, however, the larger total in the calculation above was in the “Under” Standard Column D, then the calculated average is the average time “Under” Standard, and would be entered in the average box for Column D. The average box for Column C would then be left blank.

To illustrate, if the regular carrier was “Under” Standard on three days for a total of 45 minutes (Column D), and was “Over” Standard on the other two days for a total of 10 minutes (Column C), you would subtract 10 from 45, divide by 5, and the average would be 7 minutes “Under” Standard in Column D.

Unlike Columns A through E, entries in Columns F and G are not bracketed on days that the regular carrier did not serve the route. Rather, the entries for each day are used to calculate the totals

and averages in Columns F and G. As indicated on the Form 1840, the totals are for all six days, and the totals are divided by six days to obtain the averages.

**1840-B Average Street Time.** At the bottom of Column E there is a special box labeled “1840-B Average Street Time.” This is for entering the final average street time figure from the last page of the Form 1840-B, the 8 week analysis of street time. The box is there because management compares this average street time from the 8 week analysis, to the average “Net Street Time” used during the week of inspection, recorded just above in the “Averages” box in Column E.

**Miles Driven.** To the right of the time entries in Columns A through G is Column I, “Miles Driven”. Management lists the daily miles driven on the route, then totals and averages the six days. This information is not used to calculate the office or street time in the route inspection and adjustment process, but rather to indicate the miles driven during the week of inspection.

**Number of Pieces Delivered - Columns 1 through 7.** The Form 1840 also has a section to record the “pieces delivered” from the Forms 1838.

The piece counts on the Form 1840 are taken from the corresponding entries in Column (d), Lines 1, 2, 3, 5, 6 and in Column (a), Line 7 (DPS Pieces) on each Form 1838. Likewise, the total pieces delivered for each day on Column 7 of the Form 1840 is taken from Line 7 Column (d) on each Form 1838.

**Totals and averages.** There are no special rules for the totals and averages calculated under Number of Pieces Delivered. For all six days, each category of mail is totaled and averaged for the week.

**Not used in evaluation or adjustment.** The mail count section of the Form 1840 is not used to calculate the office or street times in the route inspection and adjustment process.

**Column H - Total and Possible Deliveries, Day of Inspection.** In Column H, at the bottom right-hand side of the Form 1840, management transfers the data from the Form 3999 filled out on the day of inspection. Totals for “Deliveries Possible” and “Deliveries Made” are transferred, as well as “New Construction” possible deliveries.

**Percent made.** Next, management calculates the percentage of possible delivery stops that were actually made on the day of inspection. Dividing the

deliveries made by the possible deliveries will result in the percent made.

**Not used in adjustment.** The possible deliveries section of the Form 1840 is not used to calculate the office and street times in the route inspection and adjustment process.

**Analysis of Office Work Functions and Actual Time Recordings.** On the bottom left side of the front of the Form 1840 is an analysis of the actual Line Items 14 through 23 used during the week of inspection. There are spaces to enter the actual total time used for each line item for each day of the inspection week. Additionally, management must record the representative time for Lines 16 & 17 transferred from Form 1838 on the day of inspection. This analysis serves two functions:

**Minor Route Adjustments:** Line 141.19a of the M - 39 handbook requires using the most recent Form 1840 to review the actual line item times used by the regular carrier during the week of inspection, when adjusting routes using the Minor Route Adjustment process.

**Representative Time:** Management determines a representative time, only for Lines 16 & 17, based on its observations. These determinations of time

and supporting comments are transferred from the bottom right side of the Form 1838 for the day of inspection.

**Note:** Management may not make any estimates of “representative time” for Lines 14, 15, 19, or 21. They may only determine “representative time” for Lines 16 & 17 as indicated above. Any proposed disallowances by management for Lines 14, 15, 19, or 21 must be supported by appropriate comments on Forms 1838 or 1840 or any attachments thereto. Comments such as “excessive time”, “too much time”, “adequate or sufficient for this function”, “used on the day of inspection”, “too slow pace”, and others similar thereto by themselves are not appropriate comments for the purpose of supporting any such adjustment. To be considered appropriate, those comments must set forth the reasons for the conclusion that less than the average actual time recorded is sufficient for the carrier to perform that function. In no event may the time for these functions be below the base minimum (M -39 section 222.214b).

The Form 1840, has no representative time assigned for Lines 16 & 17 as none was used. Note that the actual time used by the regular carrier for Lines 14, 15, 19, & 21 is averaged should the route later be adjusted using the minor route adjustment process as indicated above.



**Comments Line:** There is also a section on the bottom middle part of the front of Form 1840 for Route Examiner's office and street comments.

**Signatures and Dates:** At the very bottom of the front of Form 1840 is a place for the Route Examiner to sign and date the form. There is also a place for the Delivery Service Manager to sign and date the form, and to indicate the effective date of the adjustments.

## OFFICE, STREET, AND TOTAL TIME

### Office Time

Review the two average office time entries on the front of the Form 1840. Since the average “Net Office Time” of 4:22 is less than the average “Standard Office Time” of 4:45 for the week, 4:22 is properly selected as the evaluated office time for the route.

**Adjustments to Office Time:** The procedures necessary to make any adjustments to the line item entries have been discussed. With regard to the volume entries, no mail volume adjustments will be made to carrier office work unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (M -39 section 242.312). Absent allowable adjustments, the route is evaluated at the lower selected average office time as indicated above.

## Street Time

Review the two average street time entries on the front of the Form 1840, “Net Street Time Used” (5:11), and 1840-B Average Street Time (5:24). The manager will select one of these as the street time, and must explain in the Comments Line on the reverse of the Form 1840 (or attachments thereto) why the particular time was selected. The manager’s choice cannot be based solely on the selected time being the lower (M -39 Section 242.322).

**Adjustments to Street Time:** Management may attempt to adjust the street time due to identified improper practices, operational changes, or claims that certain days were not normal and should be excluded from the street time calculations. Any such time adjustments must be documented by appropriate comments on the reverse of Form 1840 or attachments thereto, and must be provided to the carrier at least one day prior to the consultation.

These time adjustments must then be discussed with the carrier at the route evaluation consultation. During the consultation, if the carrier notes the absence of such written documentation, the carrier

should initial and date the Form 1840 or attachment. If management does not supply the documentation, with a copy to the carrier, within one week, the time adjustment will be disallowed (M - 39 Sections 242.325, 345, 346, 347).

Management may not make a street time adjustment based on a carrier's failure to properly finger mail or to take proper short cuts. Rather, a reinspection will be made after the letter carrier has been instructed regarding the proper procedures (M -39 Section 242.344).

### **Total Time**

When reviewing the average times calculated on the front of the Form 1840, note that the sum of the average "Net Office Time Used" (4:22) and the average "Net Street Time Used" (5:11) does not equal the average "Net Total Time Used" (9:47). As discussed earlier, this is because the totals and averages for Columns "A" and for Columns "E" exclude the bracketed days, while the totals and averages for Column "F" include all days.

Therefore, the only way to calculate the total evaluated time of the route is to add the office time selected to the street time selected. The Form 1840 average "Net Office Time Used" of 4:22 was selected because it is lower than the "Standard

Office Time”, and the average “1840-B Average Street Time” of 5:24 was selected as explained by the manager on the back of Form 1840.

### **Review of the Form 1840 - Reverse**

Management must document the evaluated office and street time of the route, as well as the adjustments made, on the reverse side of Form 1840.

When management is transferring territory from one route to another, a tentative selection of the blocks that can be most efficiently transferred should be made, using a map of the territory (M -39 Section 243.311). In some areas, management may be using a digital mapping system to assist them with selecting the blocks that can be most efficiently transferred. The Carrier Optimal Routing (COR) system is an example. Regardless of which type of maps management uses, the provisions of the M -39 Section 243 must be followed. You must document management’s specific violations of the M -39 in the adjustment procedure, including its assignment of office and street times when transferring territory.

Retrieve the reverse side of the Form 1840 from the appendix of this chapter, page A - 14.

**Selected Office and Street Times:** In the upper left-hand corner of the form, management lists the office and street times selected for the route from the front of the Form 1840. The selected office time of 4:22 and street time of 5:24, for a total of 9:46, is entered. On the form, 1:46 is entered under "Relief", representing the workload transfer needed to adjust the route to 8 hours. If any or all of the relief is provided by use of a router, the appropriate time is entered under "Router" (M -39 Section 243.21). Additionally, if the route is evaluated at under 8 hours, the adjustment is made by transferring territory with the appropriate time under "Addition" (M -39 Section 243.22).

**Record of Office and Street Adjustments Made.** Starting with the "Relief" (R), Addition (A)" Column, the rest of the top of the form is for recording adjustments made to the route. This section is called "Record of Office and Street Adjustments Made". Instructions for completing this section appear in the M -39, Line 243.3.

The Relief (R) or Adjustment (A) Column is used to indicate whether the entry on that line is being added (A) to, or removed (R) from the route.

The next column is wide enough to enter the name of the street being transferred to or from the route.

The beginning and ending block numbers of the street to be transferred are entered in the next two columns.

The next two columns identify the “ZIP + 4 Sector/Segment” of the transferred territory.

The next column identifies the other route involved in the territory transfer.

The next column lists the number of possible deliveries for the block range being transferred on that line. This information is obtained from the Form 3999 completed on the day of inspection.

The next two columns list the office and street time associated with the block range on each line being transferred.

**Street time:** The time used to deliver the mail on each block is found on the reverse of the Form 3999 that was completed on the day of inspection. On the Form 3999, the actual time used for a block range is calculated from the time the carrier enters the block until they enter the next block.

Stewards must ensure that all street time associated with the transferred territory is included to accurately reflect the time allowance for the transferred segments. When entering the number of minutes needed to deliver the mail on each segment being transferred, consideration must also be given to the abilities of the carriers involved, possible changes in modes of transportation, elimination of unnecessary deadheading, and retracing (M -39 Section 243.317).

**Office time:** Whenever street time is transferred from one route to another, the associated office time must also be transferred. There is no way to know exactly how much office time goes with a specific block of transferred territory. The character of the route more or less governs the method of computing the office time for the territory being transferred.

There are several methods described in Line 243.316 of the M -39 handbook. The intent is to arrive at the most accurate time allowance for the transferred segment, thereby negating the need for corrective adjustments. Grievances regarding the office time assigned must document that the



selected method does not accurately reflect the associated office time.

The M -39 sets forth five ways for estimating the office time transferred (M -39 Section 243.316):

- 1). For the route from which territory is being transferred: If the deliveries on the route are similar in character, divide the average office time on Form 1840 by the total number of possible deliveries. Example: If the average office time is 120 minutes, and there were 400 possible deliveries, 120 divided by 400 equals .3 minutes per delivery. If the block range being transferred has 10 possible deliveries, the associated *office time* would be .3 times 10, or 3 minutes.
- 2). A second method is to divide the average office time on the Form 1840 by the average total time. Example: If the average office time is 165 minutes, and the average total time is 486 minutes, the office time percentage factor would be 34 percent.

That would mean the street time percentage factor would be 66 percent ( $100 - 34 = 66$ ). If the street time being transferred is 20 minutes, you first calculate the total time transferred by dividing 20 by .66, which equals 30 minutes. You then calculate the associated *office time* by either multiplying 30 minutes by 34 percent ( $30 \times 34$ ) or by subtracting 20 from 30 ( $30 - 20$ ), the result being 10 minutes.

- 3). The other 3 methods all involve using the hand-held computer to count the mail by Zip+4 sector/segment on the day of inspection. The number of mail-pieces delivered in each segment is calculated to determine the office time allowance for each segment transferred. The determination of office time allowance is then calculated based on the mail-pieces in the segment in one of three ways:
  - a). If the segment being transferred had 100 letters and 125 flats, you divide 100 by 18 (= 6), 125 by 8 (= 16), and 225 by 70 (= 3), for a total of 25 minutes ( $6 + 16 + 3$ ) for the office time allowance for the segment.

- b). Using the above calculations, you then multiply the 25 minutes by the percentage of “Standard Office Time” used during the week of inspection by the carrier who the segment is being *transferred from*. Example: If the carrier *losing* the territory used 80 percent of “Standard Office Time”, the office time allowance for the segment is 20 minutes (25 x.80).
- c). Using the same calculations again, instead multiply the 25 minutes by the percentage of “Standard Office Time” used during the week of inspection by the carrier who the segment is being *transferred to*. Example: If the carrier *gaining* the territory used 94 percent of “Standard Office Time”, the office time allowance for the segment is 24 minutes (25 x.94).

The last two columns identify the office time, street time, total time, router time, and possible deliveries of the route after it is adjusted. Notice that the deliveries, office time, and street time of all the territory transferred to and from the route are totaled below those three columns, calculating both the time values for each.

The adjusted Office Time in the right hand Hours and Minutes Column (3:33) is calculated by taking the selected Office Time from the left hand Hours and Minutes Column (4:22), adding any Office Time for New Construction (none), and then adding or deducting the total Office Time transferred (- :49) to or from the route (4:22 - :49 equals 3:33).

The adjusted Street Time in the right hand Hours and Minutes Column (4:25), is calculated by taking the selected Street Time from the left hand Hours and Minutes Column (5:24), adding any Street Time for New Construction (none), and then adding or deducting the total Street Time transferred (- :59) to or from the route (5:24 - :59 equals 4:25).

The Adjusted Route Total Time in the right hand Column (7:58) is then calculated by adding the adjusted Office Time (3:33) and Street Time (4:25).

If the adjustment involves use of router, the time is recorded below the adjusted total time.

The possible deliveries for the adjusted route are then calculated and entered in the next box. Box H on the front of the 1840 showed 450 possible deliveries. On the back of the 1840, the net deliveries transferred is (- 81). Therefore, the possible deliveries of the route after adjustment is entered as 369 (450 - 81).

The bottom half of the reverse of Form 1840 is titled "Comments" section. Notice that the "Comments" section on the form includes 5 sections to provide specific information.

The first section simply indicates whether the route takes both breaks on the street, or one in the office and one on the street.

The second section, pursuant to M -39 Section 242.321, indicates the base street time selected, and whether it is from the Form 1840 or from the Form 1840-B.

The third section records the street time selected for the adjustment. Normally, this is the same as the base street time selected, unless the base street time is adjusted where appropriate and so documented as discussed on page 2 - 137 and 2 - 138 (M -39 Sections 242.325, 345, 346).

The fourth section is listed as the “Reasons for selection of street time”. At a minimum, management must explain here (or on attachments to the 1840) the reasons for the base street time selection. The manager’s base street time selection from either the 8 week analysis on the Form 1840-B, or from the average on the Form 1840 cannot be based on the sole criterion that the particular time selected was the lower (M - 39 Section 242.322).

Additionally, in this section (or on attachments to the 1840), management must identify, and properly document any street time adjustments made to the base street time selected.

The fifth section is titled “Office method for transfer”. The five methods for determining the office time for territory transferred between routes (M -39 Section 243.316) is explained in detail on pages 2 - 143 through 2 -145.

Even though the reverse side of Form 1840 does not explicitly note an area to record the carriers consultation, the M -39 requires the consulting manger to record the carrier's comments on the Form 1840.

## Grievances

Form 1840 is the critical document used to:

- Summarize the data from the count and inspection process
- Record comments by the route examiner
- Document the selected street time and reasons for that selection
- Establish the final evaluated time of the route
- Note the comments and concerns of the regular carrier
- Record the specifics of any adjustment, etc.

Although the procedures for completing and processing Form 1840 are complex and voluminous, they are also mandatory.

Stewards must vigorously enforce those procedures because the 1840 is central to the end product of the Count and Inspection process – the evaluation and adjustment of a route.

Management errors regarding Form 1840 must be grieved when necessary. The large number of different possible grievances reflects the complexity of the 1840 process. For instance:

- Failure to transcribe daily from the 1838 to the 1840
- Incorrect transcription from the 1838
- Incorrect computation
- Unjustified and/or undocumented deductions
- Failure to explain reason for selection of street time



- Pre-textual reason for selection of street time
- Failure to provide copy (both sides) to carrier in advance of consultation
- Failure to record carrier comments and concerns voiced during consultation
- Attempt to require carrier to sign
- Failure to document specifics of adjustment
- Failure to consider and/or record times associated with new construction

The above list is by no means comprehensive. There are many other potential grievances relating to Form 1840.

If grievances are necessary, keep in mind the fundamental interest of the union in achieving fair eight hour routes. This may require creative remedy formulation.

For instance, where management has failed to properly record time associated with new construction, the requested remedy might include:

- Provide written acknowledgment, signed by the Postmaster, that the Postal Service violated the National Agreement when it failed to properly consider and/or record time associated with new construction
- Agree to immediately adjust the evaluated time by adding [x minutes]
- Agree that this settlement is fully citable in any future hearing or proceeding
- Agree that the union has full standing to argue any adverse effects of the failure to properly consider and/or record time associated with new construction on the adjustment of the grievant's bid route

This remedy is reasonable, fits the violation, fixes the problem, and helps protect the interest of the grievant and union in the ultimate adjustment of the route.

Ultimately, the union may have to grieve the final evaluated time of, and/or adjustment to, (or failure to adjust) a route.

In any such grievance, if prior grievances regarding Form 1838-C, 1838, 1840, or other procedures have been settled in line with the above suggestions, the steward will be able to argue the actual adverse effects of the violations on the evaluation and/or adjustment.

If prior grievances have been filed, but have not yet been adjudicated, the steward should specifically incorporate the arguments and grievance numbers in each of those prior grievances into any grievance protesting an incorrect evaluation and/or adjustment.

## **G. Form 1840-B: Eight Week Analysis**

Retrieve the completed 1840-B from the appendix in this chapter, page A - 15, A - 16 and A - 17. This is the same form reviewed earlier in this chapter. However, the week after inspection is now included, and the averages for the 8 weeks have been totaled.

Shop stewards should review the 1840-B and supporting documents (clock rings-TACS, Forms 3996, etc.) to ensure, at a minimum, the following:

- The weeks that are calculated match the chronology of the “random” lot drawing
- Only days that the regular carrier served the route are used
- The entries match the actual clock rings
- The average street times calculated on page 4 of the form include auxiliary assistance
- Auxiliary assistance to other routes (transfer time) is properly calculated

Page one of the 1840-B provides instructions on completing the form. Note that while the entries and totals are in hundredths (the same as clock rings), the averages and comparable day 1840 entries are in minutes.

Additionally, even though the form requires that 8 dates be listed for each separate day of the week, only those days served by the regular carrier will be averaged. As an example, the "Wednesday group" on page three includes the dates of all 7 random lot weeks and the week after inspection. On three of the Wednesdays, the Carrier Technician "T" served the route. On another day, a replacement "R" served the route. Therefore, only the entries and averages for the four days the regular served the route are used.

## H. Form 3999

Retrieve the Form 3999 from the appendix in this chapter, at page A - 8 and A - 9. The sample entries on the Form 3999 correspond to the territory transferred on the reverse side of the Form 1840 reviewed earlier.

Shop stewards should ensure that the actual time recorded for each block is entered correctly. As indicated on the Form 3999, the actual time used is the difference between the time entered a given block and the time entered in the succeeding block. For example, the "Time Enter Block" for 499 - 101 River Bend Way is 3:32 and the "Time Enter Block" for next block (100 - 498 River Bend Way) is 3:45. So, the "Actual Time Used" for 499 - 101 River Bend Way is 13 minutes (3:45 minus 3:32 equals :13).

Shop Stewards must ensure that the street time recorded on the reverse of the Form 1840 for the territory transferred includes all the associated street time (delivery, moves, relays, travel, etc.) on the Form 3999. This is especially

important if management is using a digital mapping system, such as COR, that does not accurately reflect the street times recorded on Form 3999.

The Form 3999 must be included in any grievance challenging route evaluations and adjustments.

## **I. Consultation**

Postal regulations require management to consult with the regular carrier regarding evaluation and adjustment of his or her assigned route. These consultations are mandatory. Management is not allowed to simply meet with the carrier and tell him or her what it came up with and what adjustment it intends to make. To consult means to seek an opinion as a guide to one's own judgment.

Shop stewards and branch representatives must be familiar with these procedures and require management to comply with them. Do not allow management to pretend to consult, with a wink and nod, and simply go through

the motions. Postal regulations are very explicit about what is required regarding consultations. They require management to do all of the following:

- **Consult within time constraints.**  
Management must place adjustments into effect within 52 calendar days of the completion of the count (M -39 Section 211.3). Management must complete all consultations within that 52 day window in a manner that allows full consideration of the carriers' comments and suggestions concerning the evaluation of the route and any proposed adjustments.
  
- **Provide documents in advance.**  
Management must give the carrier the following documents in advance of the consultation regarding the evaluation of the route:
  - a). Completed copies of Form 1838 at least 5 calendar days prior to consultation (M -39 Section 241.4, and M -41 Line 923.1).



b). Completed copy of front of Form 1840 at least one day prior to consultation. This completed copy must contain the following (M -39 Section 241.4, M -41 Line 923.1):

- 1). Totals and averages from Forms 1838
- 2). Day of inspection data
- 3). Examiner's comments
- 4). Analysis of office work functions
- 5). Time recordings

c). Partially completed copy of reverse of Form 1840 or attachments thereto, at least one day prior to consultation. It must contain the following:

- 1). All time disallowances (M -39 Section 242.347)
- 2). Related comments (M -39 Sections 242.345 -.347)

- **Discuss certain matters.** Management is required to discuss certain matters at:
  - a). The evaluation consultation - including:
    - 1). Mail volume (M -39 Section 232.1c)
    - 2). Evaluation of route (M -39 Section 232.1c)
    - 3). Any time adjustment to evaluated street time based on alleged improper practices or operational changes (M -39 Section 242.345)
    - 4). Any adjustment of evaluated street time based on a claim that conditions during 8 week time-card period or week of count were not normal so as to justify not including such day or days in base street time computation (M -39 Section 242.346)

b). The adjustment consultation (if management proposes relief or addition to your route)—including (M -39 Section 243.11):

1). The proposed relief or addition

2). The reasons for the proposed adjustment

3). Whether the carrier agrees or disagrees

4). The reasons the carrier agrees or disagrees

5). The comments and recommendations of the carrier

■ **Record the carrier's recommendations and comments.** Management must enter the following on the 1840 (M -39 Section 243.11):

a). The carrier's comments

b). The carrier's recommendations

- c). Whether the carrier agrees or disagrees with the proposed adjustments
  - d). The reasons for the carrier's agreement or disagreement
- **Refrain from requiring the carrier to sign anything.** Management is not allowed to require the carrier to sign a statement during the consultation(s) (M -39 Section 243.11a)
  - **Consult with the carrier a second time.** Management must hold a second consultation if adjustments are proposed (M -39 Section 243.11a)
  - **Consider the carrier's suggestions.** Management is required to consider the suggestions from the carrier serving the route (M -39 Section 243.11c)
  - **Permit notation of absence of documentation of street time disallowances.** If management attempts to adjust the carrier's street time due to

alleged improper practices, operational changes, or claimed abnormal conditions during the 8 week analysis, management must document it on the reverse of the 1840 and discuss it with the carrier during the consultation regarding the route evaluation

- **If management fails to so document**, the carrier has the right, during the consultation, to note the absence of such documentation by writing a notation on, and initialing and dating, the 1840 (M -39 Sections 242.345 and .346)
  
- **Disallow street time adjustments if documentation is not provided to carrier within 1 week of notation by carrier.** If the carrier makes a notation on the 1840, as noted above, about the absence of documentation supporting a management time disallowance, management has 1 week to supply such documentation to the carrier. If management fails to do so within 1 week, the time adjustment shall be disallowed (M -39 Sections 242.345 and .346)

- **Provide completed copy of reverse of 1840 promptly after consultation.**

Promptly after consultation, if the carrier requests that the reverse of his or her copy of form 1840 be completed, the carrier must immediately give the copy to the manager for completion and return no later than 7 calendar days (M -39 Section 243.11a)

Immediately after the week of Count and Inspection, stewards and branch officials should begin alerting the unit carriers to the consultation requirements so that they are fully informed about the procedures prior to the actual consultations. The branch should consider providing formal consultation training.

Since management is required to provide copies of Forms 1838 to carriers at least five days in advance of a consultation, stewards should encourage carriers to advise them as soon as possible after receipt of the 1838s. If the steward is able to review the 1838s prior to the consultation, so much the better. The steward may be able to alert the carrier to specific information that needs to be discussed at the consultation.

The carriers should be encouraged to request steward time if management violates any of the above procedures.

## **J. After the Adjustments**

As indicated in Chapter 3 of the Route Protection Program, management must review the latest Form 3998 when considering the need for minor route adjustments throughout the year. Form 3998, Unit Summary of City Delivery Assignments, is completed after a route adjustment. The purpose of the form is to compare:

- a). the number of routes and average daily workhour requirements disclosed as a result of the route inspection (before adjustments), with
- b). the number of routes and average daily workhour requirements disclosed by the resultant adjustments (after adjustments). Completion and use of the Form 3998 is explained in detail in Chapter 3 of the M - 39 Handbook.

As discussed before, management's responsibility does not end with placing the route adjustments in effect. After a route adjustment has been implemented, the manager must carefully study and analyze specific forms and records to ensure that the objective of adjusting routes to 8 hours has been met (M -39 Section 243.611). If the route is not adjusted properly, corrections must be made. In some cases, it may be necessary to conduct a special inspection (M -39 Section 243.68). Results of this review, which is required by M -39 Section 243.6, should be used to document management's failure to meet the objective of adjusting routes to 8 hours.

Additionally, when route adjustments or changes are implemented, management must complete a new Form 3999 to reflect the current authorized travel patterns and schedules, as well as the new length of the route by recording the correct mileage and travel times. This is the Form 3999 that is used in Line 141.19.b of the M -39 to determine "street time per possible delivery" if minor route adjustments are later performed.



## **K. Grievances**

Shop Stewards may have to file grievances on some of the issues covered in the steward checklists and throughout Chapter 2. It is extremely important to include all relevant documentation in the grievance file. Most route examination related grievances will require copies of at least the following items:

- a). Form 1838-C Worksheet for each day
- b). Form 1838 Summary for each day
- c). Form 1840, both front and back sides
- d). Form 1840-B (eight week analysis)
- e). Form 3999
- f). Route examiner's notes
- g). Carrier's statement of events
- h). Form 3996, when the dispute involves auxiliary assistance

## **L. Conclusion**

This completes Chapter Two of the Route Protection Program. This Chapter is designed to provide you with the tools you need to ensure all letter carriers receive fair inspections, evaluations, and adjustments of their assignments.

As local union representatives, you must educate the carriers, review the forms before and after the consultation, and challenge management violations. The letter carriers you represent depend on you to accomplish these tasks.

NALC stands ready to provide additional advice and support when you need it. Questions may arise as you assist the letter carriers in your installation and review the results of the route examinations. If the Route Protection Program and/or the M -39 and M -41 Handbooks do not provide the answers, contact your National Business Agent.

## M. Appendix—Chapter 2

The following pages are excerpts from handbooks and manuals.

<u>Appendix Contents</u>	<u>Appendix Page</u>	<u>Page of Reference</u>
Sample Letter 1	A - 1	2 - 18
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Form 1840-B (Seven random weeks only)	A - 3-6	2 - 25
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Form 1840-B (Completed)	A - 15-17	2 - 154

Sample Letter 1

March 15, 2005

Postmaster Gage Hamel  
112 Aspen Cir  
Pheasant Valley, MN 12345

Dear Gage,

Thank you for advising the union of the Route Count and Inspection scheduled for May 9 – 14, 2005 at the Main Office. Management is required to conduct at least annual Unit and Route Reviews and further required to share the results of those reviews with the local NALC president, as well as individual carriers serving routes that require adjustment.

I have not received information regarding a Unit and Route Review. Please provide the results of the Unit and Route Review that preceded this scheduled Count and Inspection.

In addition, this is my request to meet with you, or your designee, in order to draw lots to determine the 7-week analysis required in M -39 Section 242.323.

Finally, I am requesting to meet with you to determine an efficient means to verify letter size mail of questionable size during the week of Count and Inspection.

I realize that we are several weeks away from the scheduled Counts. However, these procedures must be accomplished prior to the dry run training, which must be finalized prior to the start of the Count week.

Thank you for your prompt attention to these requests.

Sincerely,

John Harrison, President  
NALC Branch 8531

Sample Letter 2

March 15, 2005

Postmaster Gage Hamel  
112 Aspen Cir  
Pheasant Valley, MN 12345

Dear Gage,

Yesterday, at the end of our Formal Step A meeting concerning an unrelated matter, you verbally informed me that full office Route Count and Inspections were scheduled for September 12 - 17, 2005 at the Main Office. I am requesting that you confirm this information.

Thank you for your prompt attention to this request.

Sincerely,

John Harrison, President  
NALC Branch 8531

## Instructions

### General

Select timecards or PSDS Carrier Report Printouts for carriers assigned to each route for a seven-week period prior to the count and inspection week per instructions in Sec. 242.323, Handbook M-39. Do not use weeks during the months of June, July, August, or December. Do not include time of leave replacement carriers. Special Instructions: For carriers serving two trips routes, use a separate Form 1840-B for each trip.

1. Group same day of the week together; all Saturdays, Mondays, Tuesdays, etc., and show the day of the month in the "Day of Week" column.
2. Enter the scheduled begin, return, and end times; the scheduled morning and afternoon office time; the scheduled street time, and the total time above each day of the week.
3. From the timecards or PSDS Carrier Report Printouts, enter the actual begin, leave, return and end times for each day. Only the days the regular carrier served the route are to be recorded on Form 1840-B.
4. Compute and record the morning and afternoon office time, street time, and total time used each day.
5. From Form 3996, enter the approved overtime and auxiliary assistance used each day, as indicated in Item K of the Form, less any travel time.
6. Enter the amount of time used to provide auxiliary assistance to other routes.
7. Enter the appropriate volume count by mail type.
8. Total the morning and afternoon office time, street time, overtime, and auxiliary assistance (office/street) for each day.
9. The eighth week to be recorded is the week following the week of count and inspection. The regular carrier must serve the route at least one day during this week, or the week is not to be recorded. No future weeks are to be used under any conditions.
10. Divide the total for each item by the number of days the assigned carrier worked on each group of Saturdays, Mondays, Tuesdays, etc.
11. From Form 1840, enter the street time, office time (AM & PM combined), total, and auxiliary assistance (office/street) used on the comparable day of the week during the count period. Circle in black the day of inspection total.

### Analysis

Before the count period:

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

After the count period:

1. Compare average time used on each day during analysis period with the same day during the count.
2. Determine whether office time and street time is more or less for comparable days. If the office time or street time during the count period is more than the analysis period, discuss with the carrier to determine the reason.
  - a. When the time used during the count and inspection period is substantially greater than the analysis period, the supervisor must compare the mail volume for the periods where available.
3. When the supervisor concludes that the time used during week of count and inspection does not truly represent the time required to serve the route as substantiated by the comparative analysis, appropriate corrective action must be taken.

**IMPORTANT:** In making this comparative analysis, be sure all factors are considered. Where the performance during the count period varied from that during the comparative period, include the comments of the carrier's supervisor in the space provided.

United States Postal Service		Post Office						Delivery Unit									
Carrier Time Card Analysis		Denver, Colorado						Sullivan Station - 80241									
Route No.		Carrier's Name				Period Used				Date							
4713		J. Hart				From 11-13-04 To 11-11-05				10-4-05							
Day of Week	Schedule	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.		Transfer Time	Delivery Volume			
											OFF	STR		Ltr	Flt	Seq	DPS
	11-13-04	Sat	7.00	11.68	4.68	17.63	5.45	17.84	.21	10.34	2.34			1363	817	450	3009
	1-15-05	Sat	T														
	2-5-05	Sat	7.00	11.84	4.84	16.95	4.61	17.20	.25	9.70	1.70	1.00		1404	821	450	3241
	3-26-05	Sat	7.00	11.70	4.70	16.48	4.28	16.70	.22	9.20	1.20	1.25		1381	804	450	3111
	4-9-05	Sat	T														
	5-21-05	Sat	T														
	9-3-05	Sat	7.00	11.91	4.91	17.20	4.79	17.50	.30	10.00	2.00	.75		1401	799	450	3184
		Sat															
TOTAL	Days																
Average																	
Comparable Day (Form 1840)																	
	Schedule		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00							
	11-15-04	Mon	8.00	12.52	4.52	18.20	5.18	18.50	.30	10.00	2.00			1165	913		3391
	1-17-05	Mon	8.00	12.41	4.41	17.99	5.08	18.23	.24	9.73	1.73			1071	862		3204
	2-7-05	Mon	8.00	12.61	4.61	18.19	5.08	18.45	.26	9.95	1.95			1193	870		3191
	3-28-05	Mon	R														
	4-11-05	Mon	8.00	12.60	4.60	17.40	4.30	17.63	.23	9.13	1.13	1.00		1171	881		3491
	5-23-05	Mon	R														
	9-5-05	Mon	8.00	12.74	4.74	17.50	4.26	17.75	.25	9.25	1.25	1.00		1302	940		3540
		Mon															
TOTAL	Days																
Average																	
Comparable Day (Form 1840)																	
	Schedule		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00							
	11-16-04	Tue	R														
	1-18-05	Tue	R														
	2-8-05	Tue	7.00	11.28	4.28	17.33	5.55	17.60	.27	10.10	2.10			1191	720	450	3159
	3-29-05	Tue	7.00	11.32	4.32	17.09	5.27	17.35	.26	9.85	1.85	.50		1203	736	450	3183
	4-12-05	Tue	7.00	11.01	4.01	16.63	5.12	16.85	.22	9.35	1.35			1073	704		3284
	5-24-05	Tue	R														
	9-6-05	Tue	7.00	11.64	4.64	17.44	5.30	17.68	.24	10.18	2.18	.50		1360	825	450	3312
		Tue															
TOTAL	Days																
Average																	
Comparable Day (Form 1840)																	

A - 5 NALC ROUTE PROTECTION PROGRAM - CHAPTER 2: ROUTE EXAMINATION & ADJUSTMENT FOR NALC REPS

Schedule	Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.		Transfer Time	Delivery Volume				
											OFF	STR		Ltr	Fit	Seq	DPS	
11-17-04	Wed	T																
1-19-05	Wed	8.00	12.26	4.26	17.82	5.06	18.04	.22	9.54	1.54				1021	844		3199	
2-9-05	Wed	T																
3-30-05	Wed	8.00	12.44	4.44	18.34	5.40	18.55	.21	10.05	2.05				1102	851		3341	
4-13-05	Wed	8.00	12.31	4.31	18.09	5.28	18.30	.21	9.80	1.80				1091	831		3329	
5-25-05	Wed	R																
9-7-05	Wed	T																
	Wed																	
TOTAL	Days																	
Average																		
Comparable Day (Form 1840)																		
Schedule		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00									
11-18-04	Thu	7.00	11.33	4.33	16.85	5.02	17.11	.26	9.61	1.61		.50		1104	720	450	3204	
1-20-05	Thu	7.00	11.42	4.42	16.45	4.53	16.70	.25	9.20	1.20		1.00		1151	731	450	3198	
2-10-05	Thu	7.00	11.25	4.25	17.25	5.50	17.48	.23	9.98	1.98				1091	721	450	3151	
3-31-05	Thu	T																
4-14-05	Thu	7.00	11.40	4.40	16.51	4.61	16.75	.24	9.25	1.25		1.00		1123	740	450	3206	
5-26-05	Thu	R																
9-8-05	Thu	7.00	11.52	4.52	17.08	5.06	17.38	.30	9.88	1.88		.50		1160	760	450	3231	
	Thu																	
TOTAL	Days																	
Average																		
Comparable Day (Form 1840)																		
Schedule		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00									
11-19-04	Fri	8.00	12.04	4.04	17.81	5.27	18.08	.27	9.58	1.58				1015	784		3183	
1-21-05	Fri	8.00	12.21	4.21	18.01	5.30	18.25	.24	9.75	1.75				1031	831		3171	
2-11-05	Fri	8.00	11.72	3.72	17.32	5.10	17.55	.23	9.05	1.05				998	770		3001	
4-1-05	Fri	8.00	12.15	4.15	17.99	5.34	18.25	.26	9.75	1.75				1041	801		3291	
4-15-05	Fri	8.00	12.32	4.32	18.02	5.20	18.25	.23	9.75	1.75				1101	791		3180	
5-27-05	Fri	R																
9-9-05	Fri	8.00	12.24	4.24	17.93	5.19	18.12	.19	9.62	1.62				1075	811		3083	
	Fri																	
TOTAL	Days																	
Average																		
Comparable Day (Form 1840)																		



WEEK OF COUNT AND INSPECTION				COMPOSITE WEEK	
From <b>10-29-05</b>		To <b>11-4-05</b>		Day of Week	Average Street Time
Random Lot Selection <b>2      3      1      4</b>				Saturday	
Random Weeks Beginning (Show Saturday dates for the first seven weeks selected and the date for the first delivery of the eighth week.)				Monday	
Week Number	Year	Month	Date	Tuesday	
1	2004	Nov	11-13-04		
2	2005	Jan	1-15-05	Wednesday	
3	2005	Feb	2-5-05		
4	2005	Mar	3-26-05	Thursday	
5	2005	Apr	4-9-05		
6	2005	May	5-21-05	Friday	
7	2005	Sep	9-3-05		
8	2005	Nov	11-5-05	TOTAL	
				Average Daily Street Time	
Comments					
Supervisor's Printed Name				Supervisor's Signature	
				Date	
PS Form 1840-B, November 1997, (Page 4 of 4)					

Sample Letter 3

March 15, 2005

Postmaster Gage Hamel  
112 Aspen Cir  
Pheasant Valley, MN 12345

Dear Gage,

Please advise me in writing whether you have designated an individual other than yourself to be responsible for seeing that advance preparations are made for mail counts and route inspections in accordance with M -39 Section 212.1. If so, please advise me of the name of that individual.

Thank you for your prompt attention to this request.

Sincerely,

John Harrison, President  
NALC Branch 8531

United States Postal Service  
**Inspection of Letter Carrier Route**

Office		Delivery Unit		Route No.		No. of Trips		Truck Type <input type="checkbox"/> LHD <input type="checkbox"/> RHD		Capacity		
Vehicle No.		Carrier's Name			ID No.		Age		Length of Service		Length of Service on Route	
Type of Route <input type="checkbox"/> Business <input type="checkbox"/> Curb Delivery <input type="checkbox"/> Res. <input type="checkbox"/> Mixed <input type="checkbox"/> Foot <input type="checkbox"/> Loop <input type="checkbox"/> Park & Loop <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorized <input type="checkbox"/> Dismount								Type of Transportation <input type="checkbox"/> Public <input type="checkbox"/> Drive Out <input type="checkbox"/> Vehicle <input type="checkbox"/> Contract				
<input type="checkbox"/> Non-EPM <input type="checkbox"/> EPM								P.S. <input type="checkbox"/>				

Description	Trip 1				Trip 2			
	Time	Elapsed Time	Odometer	Elapsed Miles	Time	Elapsed Time	Odometer	Elapsed Miles
End Garage								
End Office								
Arrive Office								
Trans- portation Board								
Last Delivery								
End Lunch								
Start Lunch								
First Delivery								
Trans- portation Board								
Leave Office								
Report Office								
Report Garage								
Totals								
Total All Trips *								
Public Transportation Schedule	Time Out		Time Return		Time Out		Time Return	

\* Minus lunch period and time spent waiting for mail.

Yes	No	Item	Yes	No	Item
		Does carrier wear regulation uniform and present a neat appearance?			Office Break Option
		Does carrier perform work and conduct himself or herself in a business-like manner?			Is vehicle capacity adequate?
		Is carrier's book up to date?			Does carrier operate the vehicle in a safe manner?
		Are address changes properly maintained on Form 3982?			Is the line of travel the safest possible?
		Are Forms 1776 and 1778 (Hazard and Dog Warning Cards) used?			Is the best mode of transportation used?
		Are computerized case labels used (C.L.A.S.S.)?			Are travel pattern, relay, and park points set up efficiently?
		Should case labels be replaced?			Is there compliance with postal regulations concerning mail receptacles?
		Is the carrier case and drawer free of personal effects and extraneous matter?			Does carrier take enough mail at each relay or park point?
		Does the carrier leave the case unnecessarily?			Does carrier finger mail between deliveries?
		Does the carrier talk unnecessarily with other employees?			Are collection receptacles properly maintained, anchored and schedules legible?
		Does the carrier have a sufficient supply of forms?			Does carrier take obvious short-cuts?
		Does the carrier have a valid driver's license?			Can changes be made to reduce travel time and deadheading?
		Is a last withdrawal of preferential mail made before leaving the office?			Is DPS mail taken directly to the street without casing?

Remarks

Route Inspected By (Signature and Title)

Day and Date







Exhibit 222.214a(4)  
**Time Allowances for Carrier Office Work**

<b>TIME ALLOWANCES FOR CARRIER OFFICE WORK</b>		<b>Pieces Per Minute</b>	
<b>Form 1838</b>		<b>1-Trip</b>	<b>2-Trip</b>
<b>Line No.</b>	<b>Work Function</b>		
1	Routing letter-size mail. ....	18	18
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.) ....	8	8
			<b>Minutes</b>
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute. ....		1
8	For each 10 pieces of all classes of mail separated for forwarding or return. ....		1
9	Periodicals marked up (for each 2 pieces handled for forwarding or return). ....		1
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter. ....		2
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Receptacle). ....		1
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982. ....		2
13	Insured receipts turned in. ....		1
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification). Base minimum allowance is 6 minutes. ....		*
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes. ....		*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)		
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)		
18	Break (local option).		
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes. ....		*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must not be changed.)		
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and of a continuing nature.) (Use "Comments" section.) Base minimum allowance is 9 minutes. ....		*
22	Waiting for mail (office) and all other office activities <u>not</u> performed on a continuing basis which are excluded in computing net office time. (Use "Comments" section.)		
23	Counting Mail and filling out Form 1838-C worksheet.		
<b>Note:</b> For piece items, grant the next higher allowance in minutes for fractional units. Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performed.			
* <u>Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838:</u>			
If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.			

United States Postal Service  
**Carrier Delivery Route -**  
**Summary of Count and Inspection**

Route No. 4713	<input type="checkbox"/> EPM Re. <input checked="" type="checkbox"/> Reg.	<input checked="" type="checkbox"/> Non-EMM <input type="checkbox"/> Aux.	No. of Trips 1	Post Office <i>Denver, Colorado</i>	Delivery Unit <i>Sullivan Station - 80241</i>	Carrier Name <i>J. Hart</i>
Inclusive Dates 10/29 To: 11/4	Type of Route <input type="checkbox"/> Foot <input type="checkbox"/> Bus. <input type="checkbox"/> Res. <input type="checkbox"/> Mixed <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorized <input type="checkbox"/> Curb Delivery <input type="checkbox"/> Park and Loop <input type="checkbox"/> Dismount		Type of Vehicle <input type="checkbox"/> LHD <input checked="" type="checkbox"/> RHD	Age 49	Length of Service 25 yrs. & 9 mos.	Length of Service on Route 10 years

Day	OFFICE TIME			Hrs. Mins	Net Street Time Used	Hrs. Mins	Net Total Time Used	Hrs. Mins	Actual Auxiliary Time Used	Miles Driven	NUMBER OF PIECES DELIVERED			DPS Mail	Total Pieces De-livered
	Net Time Used	Standard	Over-Standard								Letter Size	Mail of All Other Sizes	Account-able and Signature Mail		
Sat	5:00	5:34			5:30	10:30	1385	832	14	8	450	3162	5851		
Mon	4:42	5:02			5:10	9:52	1141	905	9	14		3420	5489		
Tues	4:07	4:30			5:03	9:10	1084	712	11	17		3291	5115		
Wed	(4:48)	(4:46)	(02)		(6:00)	10:48	990	859	10	22		2914	4795		
Thurs	3:37	3:52			5:00	8:37	814	623	3	19		2642	4101		
Fri	(4:16)	(4:28)			(5:25)	9:41	921	785	11	17		2871	4605		
Totals	17:26	18:58			20:43	58:38	6335	4716	58	97	450	18300	29956		
Averages	4:22	4:45			5:11	9:47	1056	786	10	17	75	3050	4993		

1840-B Average Street Time **5:24**

Analysis of Office Work Functions and Actual Time Recordings, Lines: **5** (Office and Street)

Day	14	15	16	17	18	19	21	22	23
5	9	12			10	5	33		48
M	8	11			10	5	30		40
T	8	10			10	5	31		0
W	(7)	(9)			(10)	(6)	(35)	(5)	(36)
Thu	6	8			10	5	28		32
F	(8)	(7)			(10)	(5)	(32)	(5)	(34)
Rep. Times	8	11			5	31			

Route Examiner's (Office and Street) **5:24**

Route Examiner and Date **11/15/05**

Delivery Service Manager (Signature and title) **D. Cassell, Mgr. Sullivan Station**

Date Adjustments Made **1/7/06**

*Carrier does an excellent job both in the office and on the street.*

H. Day of Inspection		Coverage	Possible Deliveries	Deliveries Made	Percent Made
Tip 1			450	450	100%
Tip 2					
New Const.					






A - 15 NALC ROUTE PROTECTION PROGRAM - CHAPTER 2: ROUTE EXAMINATION & ADJUSTMENT FOR NALC REPS

United States Postal Service						Post Office				Delivery Unit					
Carrier Time Card Analysis						Denver, Colorado				Sullivan Station - 80241					
Route No.		Carrier's Name				Period Used					Date				
4713		J. Hart				From 11-13-04		To 11-11-05			10-4-05		11-15-05		
Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.	Transfer Time	Delivery Volume			
Schedule	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00		OFF	STR	Ltr	Flt	Seq	DPS
11-13-04	Sat	7.00	11.68	4.68	17.63	5.45	17.84	.21	10.34	2.34		1363	817	450	3009
1-15-05	Sat	T													
2-5-05	Sat	7.00	11.84	4.84	16.95	4.61	17.20	.25	9.70	1.70	1.00	1404	821	450	3241
3-26-05	Sat	7.00	11.70	4.70	16.48	4.28	16.70	.22	9.20	1.20	1.25	1381	804	450	3111
4-9-05	Sat	T													
5-21-05	Sat	T													
9-3-05	Sat	7.00	11.91	4.91	17.20	4.79	17.50	.30	10.00	2.00	.75	1401	799	450	3184
11-5-05	Sat	T													
TOTAL	Days 4			19.13		19.13		.98	39.24	7.24	3.00	5549	3241	1800	12545
Average			4:47		4:47		:15	9:49	1:49		:45	1388	811	450	3137
Comparable Day (Form 1840)					5:30		5:00	10:30				1385	832	450	3162
Schedule	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00							
11-15-04	Mon	8.00	12.52	4.52	18.20	5.18	18.50	.30	10.00	2.00		1165	913		3391
1-17-05	Mon	8.00	12.41	4.41	17.99	5.08	18.23	.24	9.73	1.73		1071	862		3204
2-7-05	Mon	8.00	12.61	4.61	18.19	5.08	18.45	.26	9.95	1.95		1193	870		3191
3-28-05	Mon	R													
4-11-05	Mon	8.00	12.60	4.60	17.40	4.30	17.63	.23	9.13	1.13	1.00	1171	881		3491
5-23-05	Mon	R													
9-5-05	Mon	8.00	12.74	4.74	17.50	4.26	17.75	.25	9.25	1.25	1.00	1302	940		3540
11-7-05	Mon	8.00	12.81	4.81	17.61	4.30	17.85	.24	9.35	1.35	1.00	1311	991		3512
TOTAL	Days 6			27.69		28.20		1.52	57.41	9.41	3.00	7213	5457		20329
Average			4:37		4:42		:16	9:35	1:35		:30	1203	910		3389
Comparable Day (Form 1840)					5:10		4:42	9:52				1141	905		3420
Schedule	8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00							
11-16-04	Tue	R													
1-18-05	Tue	R													
2-8-05	Tue	7.00	11.28	4.28	17.33	5.55	17.60	.27	10.10	2.10		1191	720	450	3159
3-29-05	Tue	7.00	11.32	4.32	17.09	5.27	17.35	.26	9.85	1.85	.50	1203	736	450	3183
4-12-05	Tue	7.00	11.01	4.01	16.63	5.12	16.85	.22	9.35	1.35		1073	704		3284
5-24-05	Tue	R													
9-6-05	Tue	7.00	11.64	4.64	17.44	5.30	17.68	.24	10.18	2.18	.50	1360	825	450	3312
11-8-05	Tue	7.00	11.00	4.00	17.26	5.76	17.51	.25	10.01	2.01		1060	749	450	3805
TOTAL	Days 5			21.25		27.00		1.24	49.49	9.49	1.00	5887	3734	1800	16743
Average			4:15		5:24		:15	9:54	1:54		:12	1178	747	360	3349
Comparable Day (Form 1840)					5:03		4:07	9:10				1084	712		3291

NALC ROUTE PROTECTION PROGRAM - CHAPTER 2: ROUTE EXAMINATION & ADJUSTMENT FOR NALC REPS A - 16

Schedule	Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overtime Used	Auxiliary Asst.		Transfer Time	Delivery Volume				
											OFF	STR		Ltr	Flt	Seq	DPS	
11-17-04	Wed	T																
1-19-05	Wed	8.00	12.26	4.26	17.82	5.06	18.04	.22	9.54	1.54				1021	844		3199	
2-9-05	Wed	T																
3-30-05	Wed	8.00	12.44	4.44	18.34	5.40	18.55	.21	10.05	2.05				1102	851		3341	
4-13-05	Wed	8.00	12.31	4.31	18.09	5.28	18.30	.21	9.80	1.80				1091	831		3329	
5-25-05	Wed	R																
9-7-05	Wed	T																
11-9-05	Wed	8.00	12.25	4.25	18.05	5.30	18.30	.25	9.80	1.80				1053	861		3291	
TOTAL	Days	4		17.26		21.04		.89	39.19	7.19				4267	3387		13160	
Average				4:19		5:16		:13	9:48	1:48				1067	847		3290	
Comparable Day (Form 1840)						R 6:00		R 4:48	R 10:48					990	859		2914	
Schedule		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00									
11-18-04	Thu	7.00	11.33	4.33	16.85	5.02	17.11	.26	9.61	1.61		.50		1104	720	450	3204	
1-20-05	Thu	7.00	11.42	4.42	16.45	4.53	16.70	.25	9.20	1.20		1.00		1151	731	450	3198	
2-10-05	Thu	7.00	11.25	4.25	17.25	5.50	17.48	.23	9.98	1.98				1091	721	450	3151	
3-31-05	Thu	T																
4-14-05	Thu	7.00	11.40	4.40	16.51	4.61	16.75	.24	9.25	1.25		1.00		1123	740	450	3206	
5-26-05	Thu	R																
9-8-05	Thu	7.00	11.52	4.52	17.08	5.06	17.38	.30	9.88	1.88		.50		1160	760	450	3231	
11-10-05	Thu	7.00	11.75	4.75	17.93	5.68	18.25	.32	10.75	2.75				1152	812	450	3317	
TOTAL	Days	6		26.67		30.40		1.60	58.67	10.67		3.00		6781	4484	2700	19307	
Average				4:27		5:04		:16	9:47	1:47		:30		1131	748	450	3218	
Comparable Day (Form 1840)						5:00		3:37	8:37					814	623		2642	
Schedule		8.00	11.25	3.25	16.25	4.50	16.50	.25	8.00									
11-19-04	Fri	8.00	12.04	4.04	17.81	5.27	18.08	.27	9.58	1.58				1015	784		3183	
1-21-05	Fri	8.00	12.21	4.21	18.01	5.30	18.25	.24	9.75	1.75				1031	831		3171	
2-11-05	Fri	8.00	11.72	3.72	17.32	5.10	17.55	.23	9.05	1.05				998	770		3001	
4-1-05	Fri	8.00	12.15	4.15	17.99	5.34	18.25	.26	9.75	1.75				1041	801		3291	
4-15-05	Fri	8.00	12.32	4.32	18.02	5.20	18.25	.23	9.75	1.75				1101	791		3180	
5-27-05	Fri	R																
9-9-05	Fri	8.00	12.24	4.24	17.93	5.19	18.12	.19	9.62	1.62				1075	811		3083	
11-11-05	Fri	R																
TOTAL	Days	6		24.68		31.40		1.42	57.50	9.50				6261	4788		18909	
Average				4:07		5:14		:14	9:35	1:35				1044	798		3152	
Comparable Day (Form 1840)						T 5:25		T 4:16	T 9:41					921	785		2871	

A - 17 NALC ROUTE PROTECTION PROGRAM - CHAPTER 2: ROUTE EXAMINATION & ADJUSTMENT FOR NALC REPS

WEEK OF COUNT AND INSPECTION				COMPOSITE WEEK	
From <b>10-29-05</b>		To <b>11-4-05</b>		Day of Week	Average Street Time
Random Lot Selection <b>2      3      1      4</b>				Saturday	<b>5:32</b>
Random Weeks Beginning (Show Saturday dates for the first seven weeks selected and the date for the first delivery of the eighth week.)				Monday	<b>5:12</b>
Week Number	Year	Month	Date	Tuesday	<b>5:36</b>
1	2004	Nov	11-13-04	Wednesday	<b>5:16</b>
2	2005	Jan	1-15-05		
3	2005	Feb	2-5-05	Thursday	<b>5:34</b>
4	2005	Mar	3-26-05		
5	2005	Apr	4-9-05	Friday	<b>5:14</b>
6	2005	May	5-21-05		
7	2005	Sep	9-3-05		
8	2005	Nov	11-5-05	TOTAL	<b>32:24</b>
				Average Daily Street Time	<b>5:24</b>
Comments					
Supervisor's Printed Name				Supervisor's Signature	
					
				Date	

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