

A. Letter size	B. Sector Segment	C. Flats, mags, etc	D. Parcels	E. Boxholders	F. Accountables	G. COD, Customs Due	
18 letter = 1 min	22.5 letters = 1 min	10 = 1 min	2= 1 min	25= 1 min	1= 4 min 28 sec	1=5 min 58 sec	
6 1/8 or less width 3/8 or less thick	Must be worked on Machine	Label orientation Is relevant	Rigid article exceeds 5" h, 18" L, 1 9/16 W	All simplified Address mail must not	Include Signature Confirmation		
Letters, cards, etc	6 1/8 or less width	Non rigid items	Directs = 1 parcel	Exceed the number			
Detached cards with Specific addresses	SS scheme must be In place 30 days	Cased with other mail	Credit for 2 <sup>nd</sup> delivery	Of families or boxes	Include acct. found In DPS and SS		
Do not include acct.	Prior to count	CD in magazine is Usually a flat	Addressed samples	Samples w/out Specific address			
Include MMM mail From DPS	Do not include acct.		Postage due parcel Double credit				
L. DPS Letters	M. Money orders	N. Letters/Flats coll.	H. Postage due	I. COA	J. Marked up	K. Form 3821	
30 = 1 min	1 = 3.5 min	25 = 1 min	1 = 1 min	1= 15 sec or 2 min	4=1 min	2 min each	
End of run Reports used	Verified by Supervisor Daily	Do not break Bundles	Bundles = 1 Postage due parcel Double credit	2 min 3575, 3575z, 3546 15 sec for COA Yellow sticker(col R)	<b>See below*</b>	1 per each COD delivered Double credit For intermediate office	
6 1/8 or less		Do not include Collected mail from Collection box or CBU	O. Parcels coll.	P. Acct. collected		Q. Loading	R. Other suitable
MMM mail is Not deducted from This column			If more than 2 Separations Extra time in Column R	1= 4 min	1= 2 min	Actual time	Actual time
Multiple runs of DPS Only 1 counted as DPS 2 <sup>nd</sup> run counted as SS				<b>*see below</b>	<b>*see below</b>	Loading vehicle	<b>*see below</b>
						Parcels should not Be curtailed to keep Carrier from making 2 trips to load	
S. Reserved	T. Return Receipts	U. Dismounts	V. Dismount distance	W. Counting time	X. Waiting Time	X. Intermediate offices	
	4 = 1 min	18 = 1 min	352 ft = 1 min	Actual time	Actual time	Number of intermediate Offices served daily	
	L route only Using firm book	Number of dismounts Daily		Spent counting and Verifying mail	Waiting for mail	Y. Locked Pouches	
				Min and sec	Min and sec	Daily weight rounded to Nearest whole number	

**Column J. Marked up**

**All markups are bundle credit except, deceased, No record mail, and other pieces requiring individual markup as required by management...**

### **Possible Column R entries**

Retrieval of DPS, Accountables, Parcel Hamper if over 50 ft (round trip)  
Retrieval of arrow key if no other accountables  
Time to place hold mail in designated location if not at case  
If management requires waiting for scans to be cleared at the end of the day  
Actual riffling time for DPS, including MHTS( pulling DPS errors)  
Time to travel to throwback and forwarding area  
Saturday office close out  
Time for changes to edit book  
Answering customers questions  
1 min. per day for setup & retrieval of scanner  
18 seconds per scan for delivery confirmation(including new SCAN form presented with carrier pickup parcels)  
Weekly safety and service talks  
Time for collecting mail from blue collection box  
Time for unlocking and relocking gates in gated communities  
Time for atypical dismounts: elevators, stairs, difficult doors, etc  
NON L carrier: time to purchase stamp stock ONLY at INTERMEDIATE office  
More than 2 separations to deposit collected mail  
Time to put “notice left” parcels on designated shelf if required by management  
Carrier pickup events (90 seconds each)  
Carrier pickup parcels (9 seconds each)  
COA yellow stickers (15 sec. each)

### **O. Ordinary & Insured parcels accepted**

(1) Enter in this column the number of ordinary and insured parcels accepted on the route  
(a) Parcels that require the carrier to weigh, rate and affix postage, or  
(b) Parcels weighing more than 2 pounds for which postage has been prepaid (excluding carrier pickup parcels)  
(2) Do not enter obvious letter and flatsize mail, including film packs, etc whether the carrier affixes postage or not. Count presacked parcels for which postage has been computed as one parcel for each sack. Do not credit parcels that a customer refuses or are not deliverable. Carriers must weigh, rate, and affix postage if management provides the necessary scales and rate charts. However, if the necessary equipment is not made available credit for a parcel collected is still given. NOTE: The carrier cannot be required to stand in the lobby to purchase stamps or weight parcels...  
Ref: Step 4 H4R-4K-C 33298  
Oskaloosa, IA 52577 (Pg 89)

### **P. Registered and Certified accepted**

Record in this column the number of registered and certified articles accepted on the route. Do not include those articles returned when the PS 3849 has been left for the customer. Time credit for No response-notice left items is included in the time factor for delivery. Credit is given for certified and registered letters that are received from rural mailboxes and business customers when the carrier completes ANY of the following:  
1. The rural carrier weighs, rates and affixes postage to the article, which may involve assistance from the clerk. If the carrier accepts payment for the service from the customer and presents the article to a clerk, who weighs and affixes postage, the carrier is still entitled to credit under Col. P  
2. The rural carrier postmarks the receipt, which may involve assistance from a clerk.

3. The rural carrier endorses and issues a receipt via form 3800 or 3896, which may involve assistance from a clerk.
4. If the rural carrier does NOT complete item 1, 2 or 3 above, the route will be provided credit under Column N or 0 for registered or certified articles collected.