



June 29, 2018

Mr. Brian Wagner
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

CERTIFIED MAIL: 7016 1370 0002 3014 6724

Dear Brian:

The Postal Service is proposing revisions to Sections 223.23 and 535.1 of Handbook PO-603, *Rural Carrier Duties and Responsibilities*. The primary purpose for this revision is to eliminate the practice of marking parcels to alert carriers utilizing Employer provided vehicles that there is an item that cannot be cased.

Additionally, Section 535.1, Column 16, has been changed to reflect that the actual time for loading an Employer provided vehicle will include the time for arranging parcels in accordance with the current Load Truck SOP. When using a privately owned vehicle, the actual time shown for loading the vehicle must not include time for arranging parcels in delivery sequence.

We have enclosed copies of the current and revised versions of the appropriate handbook sections.

If you should have questions, please contact Henry Bear.

Sincerely,

A handwritten signature in cursive script that reads "Cathy M. Perron".

Cathy M. Perron
Manager
Contract Administration (NRLCA)

Enclosures

2 Office Work of Rural Carriers

21 Reporting for Duty

223.23 Flats and Odd-Size Pieces

Case flat mail and odd-size pieces that fit in the same separation as letter mail. Generally, case these items after letter-size mail. If management approves, such items may be cased before letter-size mail if this does not delay the redistribution of missorted preferential mail or hinder the efficient casing of letter mail. Place parcels or odd-size pieces that do not fit in the separations on the case ledge and sort into sequence of delivery. When using a privately owned vehicle (POV) Aa letter may be reversed in the proper separation, or some other method may be used, to alert you that there is a parcel or odd-size article that cannot be cased for that address. When a Postal Service provided vehicle is used (GOV) it is not necessary to reverse a letter to alert you that there is a parcel or odd-size piece for that address.

5 Inspection, Count, and Adjustment of Rural Routes

535 Mail Count Forms

535.1 PS Form 4239

16. Column 16 — Load Vehicle

Enter the time spent transferring mail from the carrier's work area to the vehicle. This time should include taking mail from the work area to the vehicle, placing mail in the vehicle, and returning the equipment to a designated location. Postmasters or supervisors must observe the loading operation daily to ensure that carriers operate efficiently.

Include only the time required to place mail in gurneys or hampers in loading time if mail cannot be placed in the conveyance during strap out. In offices where the carrier does not normally withdraw all mail

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Include only the time required to place mail in gurneys or hampers in loading time if mail cannot be placed in the conveyance during strap out. In offices where the carrier does not normally withdraw all mail for the route, the required final withdrawal from the designated