



NATIONAL ASSOCIATION OF POSTAL SUPERVISORS

National Headquarters
1727 KING STREET, SUITE 400
ALEXANDRIA, VA 22314-2753
(703) 836-9660

September 25, 2026

Board Memo 035-2026: Revisions to Handbook M-41, Section 431, Keys

Executive Board,

NAPS has brought to the USPS its concerns regarding the Arrow Key Accountability as being a major issue with mail security and carrier safety. NAPS has been notified by the USPS that the M-41 has been updated to address some of NAPS concerns. As NAPS is the representative of Supervisors of Customer Service (SCS) it is imperative that EAS who supervise carrier operations, understand this process.

Arrow Lock keys are accountable items and must be turned in at the end of the tour of duty using either PS Form 1106 Arrow Key-Daily Accountable Log or use a Mobile Delivery Device (MOD) as directed by the management. At the end of each tour, should a key not be accounted for, The Office/Station should immediately notify their superior and the U.S. Postal Inspection Service.

Keeping a record of such notification is important as security of the mail and carrier safety is everyone's concern.

Please share this information with your membership.

Thank you, and be safe.

NAPS Headquarters



RECEIVED
SEP 21 2026

September 17, 2026

Certified Tracking Number:
9589 0710 5270 2076 9821 71

Charles Mulidore, President
National Association of Postal
Supervisors
1727 King Street, suite 400
Alexandria, VA 22314-2753

Dear Charles:

This notification serves as an update to the proposed revisions referenced in the August 12th correspondence regarding revisions to Handbook M-41 *City Delivery Carriers Duties and Responsibilities*, Section 261.2, Receipting for Accountable Items, and Section 431, Keys.

As a result of discussions between the parties, we have updated the proposed revisions. The final language changes are consistent with current processes related to the assignment of arrow keys.

Enclosed are the final versions of the following:

- A copy of Handbook M-41, Section 261.2, Receipting for Accountable Items, one with track changes and one without track changes.
- A copy of the final draft of Handbook M-41 Section 431, Keys, one with track and one without track changes.

Please contact Tim Brust at 202-268-2518 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

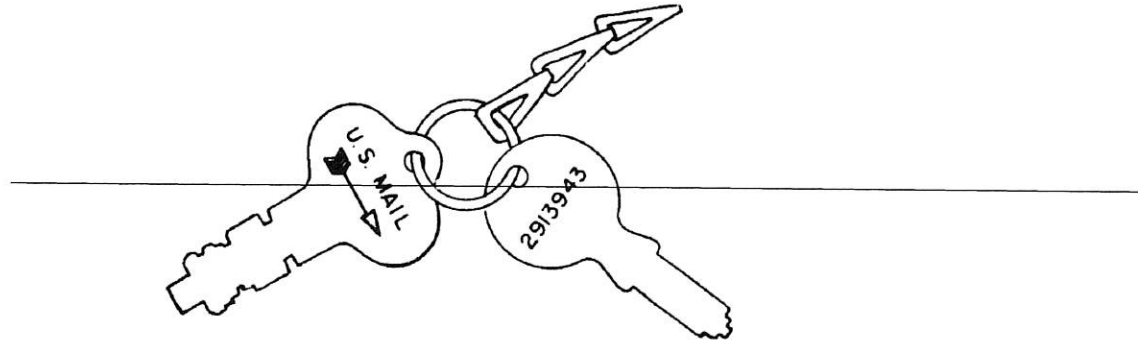
James Lloyd
Director
Contract Administration (NALC)

Enclosures

261.2 Receipting for Accountable Items

261.21 Keys:

A numbered check is issued to each employee. When you surrender the check, you will be given a set of Arrow and/or padlock, and/or truck keys. (In some instances, a signature is used in place of a numbered check.) The keys are on a chain which must be securely fastened to a belt or clothing. Keys must be returned at the end of the tour of duty. The two most common type of keys are pictured below:



Arrow Lock: Arrow Lock keys are accountable items. The keys are on a chain which must be securely fastened to a belt or clothing. All carriers must complete PS Form 1106 Arrow Key-Daily Accountable Log (as prescribed by the form) or use the Mobile Delivery Device (MDD) (or the equivalent) to scan assigned arrow keys in and out as directed by management. The carrier must maintain control of these Arrow Keys throughout the performance of their duties. Keys must be returned at the end of the tour of duty.



431 Keys

~~Turn in mail keys in exchange for assigned key check or signature clearance.~~

Arrow Lock keys are accountable items and must be turned in at the end of the tour of duty using either PS Form 1106 Arrow Key-Daily Accountable Log or use a Mobile Delivery Device (MDD) (or the electronic equivalent) as directed by the management.

261.2 Receipting for Accountable Items

261.21 Keys:

Arrow Lock: Arrow Lock keys are accountable items. The keys are on a chain which must be securely fastened to a belt or clothing. All carriers must complete PS Form 1106 Arrow Key-Daily Accountable Log (as prescribed by the form) or use the electronic Mobile Delivery Device (MDD) (or the equivalent) to scan assigned arrow keys in and out as directed by management. The carrier must maintain control of these Arrow Keys throughout the performance of their duties. Keys must be returned at the end of the tour of duty.



431 Keys

Arrow Lock keys are accountable items and must be turned in at the end of the tour of duty using either PS Form 1106 Arrow Key-Daily Accountable Log or use a Mobile Delivery Device (MDD) (or the electronic equivalent) as directed by the management.