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JUL 26 2021

LABOR RELATIONS



July 23, 2021

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

Faxed

Dear Mr. Wagner:

This is in reference to our June 29 general interest notification advising that the Postal Service initiated a pilot test using non-career employees to load Sunday Amazon parcels into LLV/FFV vehicles prior to the assigned carrier reporting to work.

You were advised that during the test City Carrier Associate (CCA) and Rural Carrier Associate (RCA) employees are being scheduled to report for work and assigned to load parcels into vehicles for four routes each. The test was initiated in April and was being conducted at 81 postal facilities within the WestPac Area.

In order to gather data from site locations in other parts of the country, the Postal Service intends to expand the test to facilities in the Atlantic, Central and Southern Areas. The test will begin in the additional site locations on Sunday, July 25.

We have enclosed a list of the 220 test site locations, Standard Work Instruction (SWI): *City Carrier Deliverer LLV/FFV Vehicle Sunday Amazon* and *Rural Carriers Deliverer LLV/FFV Vehicle Sunday Amazon* and a revised Standard Work Instruction : *City Pre-Loading LLV/FFV Sunday Amazon* and *Rural Pre-Loading LLV/FFV Vehicle Sunday Amazon*.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", with a stylized flourish at the end.

David E. Mills  
Director  
Labor Relations Policies and Programs

Enclosures

Region	District	Office	Will Perform Pilot (Y/N)
Atlantic	CONNECTICUT	SHELTON PO	Y
Atlantic	CONNECTICUT	ELMWOOD STA	Y
Atlantic	CONNECTICUT	MURPHY STA	Y
Atlantic	CONNECTICUT	SEYMOUR PO	Y
Atlantic	CONNECTICUT	AVON PO	Y
Atlantic	DE-PA2	COLLEGEVILLE PO	Y
Atlantic	DE-PA2	PHOENIXVILLE PO	Y
Atlantic	DE-PA2	HAWLEY PO	Y
Atlantic	DE-PA2	PHI-HUNTING PARK STA	Y
Atlantic	DE-PA2	SAYRE PO	Y
Atlantic	DE-PA2	COATESVILLE PO	Y
Atlantic	DE-PA2	MILFORD PO	Y
Atlantic	DE-PA2	DOVER PO	Y
Atlantic	DE-PA2	FLEETWOOD PO	Y
Atlantic	DE-PA2	PHI-BOULEVARD STA	Y
Atlantic	MA-RI	GLOUCESTER PO	Y
Atlantic	MA-RI	EAST LONGMEADOW PO	Y
Atlantic	MA-RI	MIDDLEBORO PO	Y
Atlantic	MA-RI	BOS-ROXBURY STA	Y
Atlantic	MARYLAND	JOPPA PO	Y
Atlantic	MARYLAND	BAL-HAMPDEN STA	Y
Atlantic	MARYLAND	OAKLAND PO	Y
Atlantic	MARYLAND	FROSTBURG PO	Y
Atlantic	MARYLAND	WDC-LAMOND-RIGGS STA	Y
Atlantic	MARYLAND	CAMBRIDGE PO	Y
Atlantic	MARYLAND	MIDDLETOWN PO	Y
Atlantic	ME-NH-VT	AUBURN PO	Y
Atlantic	ME-NH-VT	LISBON PO	Y
Atlantic	ME-NH-VT	WILLISTON PO	Y
Atlantic	NEW JERSEY	NEWARK PO	Y
Atlantic	NEW JERSEY	PENNSVILLE PO	Y
Atlantic	NEW JERSEY	SOMERS POINT PO	Y
Atlantic	NEW JERSEY	PARSIPPANY PO	Y

Atlantic	NEW JERSEY	BARNEGAT PO	Y
Atlantic	NEW JERSEY	CRANFORD PO	Y
Atlantic	NEW JERSEY	ASBURY PARK PO	Y
Atlantic	NEW JERSEY	PT PLEASANT BEACH PO	Y
Atlantic	NEW JERSEY	UNION CITY PO	Y
Atlantic	NEW JERSEY	PERTH AMBOY PO	Y
Atlantic	NEW JERSEY	FAIR LAWN PO	Y
Atlantic	NEW JERSEY	PASSAIC PO	Y
Atlantic	NEW JERSEY	OAK RIDGE PO	Y
Atlantic	NEW YORK 3	WATERLOO PO	Y
Atlantic	NEW YORK 3	GLOVERSVILLE PO	Y
Atlantic	NEW YORK 3	TARRYTOWN PO	Y
Atlantic	NEW YORK 3	HOPEWELL JUNCTION PO	Y
Atlantic	NEW YORK 3	WATERLIET PO	Y
Atlantic	NEW YORK 3	LATHAM PO	Y
Atlantic	NEW YORK 3	ORCHARD PARK PO	Y
Atlantic	NEW YORK 3	CARMEL PO	Y
Atlantic	NEW YORK 3	LARCHMONT PO	Y
Atlantic	NORTH CAROLINA	HEN-CARRIER ANX	Y
Atlantic	NORTH CAROLINA	HILLSBOROUGH PO	Y
Atlantic	NORTH CAROLINA	CLT-PLAZA STA	Y
Atlantic	NORTH CAROLINA	WEAVERVILLE PO	Y
Atlantic	NORTH CAROLINA	CLT-MINT HILL STA	Y
Atlantic	NORTH CAROLINA	CHAPEL HILL PO	Y
Atlantic	NORTH CAROLINA	TAYLORSVILLE PO	Y
Atlantic	NORTH CAROLINA	MOCKSVILLE PO	Y
Atlantic	NORTH CAROLINA	CLT-DOWNTOWN STA	Y
Atlantic	NORTH CAROLINA	STATESVILLE PO	Y
Atlantic	NORTH CAROLINA	KANNAPOLIS PO	Y
Atlantic	NORTH CAROLINA	BREVARD PO	Y
Atlantic	NORTH CAROLINA	SUMMERFIELD PO	Y
Atlantic	NORTH CAROLINA	WAYNESVILLE PO	Y
Atlantic	NORTH CAROLINA	NORTH WILKESBORO PO	Y
Atlantic	NORTH CAROLINA	KERNERSVILLE PO	Y

Atlantic	PENNSYLVANIA 1	LEWISBURG PO	Y
Atlantic	PENNSYLVANIA 1	BETHEL PARK PO	Y
Atlantic	PENNSYLVANIA 1	COLUMBIA PO	Y
Atlantic	PENNSYLVANIA 1	DU BOIS PO	Y
Atlantic	PENNSYLVANIA 1	GREENVILLE PO	Y
Atlantic	PENNSYLVANIA 1	GIRARD PO	Y
Atlantic	PENNSYLVANIA 1	HERSHEY PO	Y
Atlantic	PENNSYLVANIA 1	BROWNSVILLE PO	Y
Atlantic	PENNSYLVANIA 1	HUNTINGDON PO	Y
Atlantic	VIRGINIA	CULPEPER PO	Y
Atlantic	VIRGINIA	RICHMOND PO	Y
Atlantic	VIRGINIA	NWP-DENBIGH STA	Y
Atlantic	VIRGINIA	MARION PO	Y
Southern	LOUISIANA	ABBEVILLE PO	Y
Southern	TEXAS 2	ALICE PO	Y
Southern	AR-OK	ALTUS PO	Y
Southern	GEORGIA	ATL-BROADVIEW STA	Y
Southern	GEORGIA	ATL-CENTRAL CITY CARRIER	Y
Southern	GEORGIA	ATL-DORAVILLE BR	Y
Southern	AR-OK	BENTON PO	Y
Southern	LOUISIANA	BOSSIER CITY PO	Y
Southern	LOUISIANA	BREAUX BRIDGE PO	Y
Southern	LOUISIANA	BROUSSARD PO	Y
Southern	LOUISIANA	BTR-WOODLAWN STA	Y
Southern	SOUTH CAROLINA	CAE-FOREST ACRES BR	Y
Southern	SOUTH CAROLINA	CAM-KING HAIGLER STA	Y
Southern	LOUISIANA	CARENCRO PO	Y
Southern	GEORGIA	CARTERSVILLE PO	Y
Southern	LOUISIANA	CHALMETTE PO	Y
Southern	SOUTH CAROLINA	CHS-JAMES ISLAND BR	Y
Southern	SOUTH CAROLINA	CHS-ST ANDREWS STA	Y
Southern	GEORGIA	CLARKESVILLE PO	Y
Southern	FLORIDA 2	COCOA PO	Y
Southern	GEORGIA	DAWSONVILLE PO	Y

Southern	FLORIDA 3	DEE-CARRIER ANX	Y
Southern	FLORIDA 1	DLT-PINES BR	Y
Southern	GEORGIA	DOUGLAS PO	Y
Southern	GEORGIA	DUBLIN PO	Y
Southern	GEORGIA	EATONTON PO	Y
Southern	AL-MS	FLORENCE PO	Y
Southern	TEXAS 2	FRIENDSWOOD PO	Y
Southern	GEORGIA	GREENSBORO PO	Y
Southern	GEORGIA	HAHIRA PO	Y
Southern	FLORIDA 2	HAINES CITY PO	Y
Southern	LOUISIANA	HARVEY PO	Y
Southern	LOUISIANA	HAUGHTON PO	Y
Southern	GEORGIA	HINESVILLE PO	Y
Southern	GEORGIA	JASPER PO	Y
Southern	LOUISIANA	JENNINGS PO	Y
Southern	GEORGIA	JESUP PO	Y
Southern	LOUISIANA	LEESVILLE PO	Y
Southern	GEORGIA	LILBURN PO	Y
Southern	AR-OK	LIT-MAIN OFFICE STA	Y
Southern	TEXAS 1	LITTLE ELM PO	Y
Southern	GEORGIA	MAR-WEST OAK CARRIER ANX	Y
Southern	FLORIDA 1	MARY ESTHER PO	Y
Southern	FLORIDA 2	MEL-SUNTREE BR	Y
Southern	FLORIDA 3	MIA-DORAL BR	Y
Southern	GEORGIA	MIDLAND PO	Y
Southern	GEORGIA	MOULTRIE PO	Y
Southern	AR-OK	NLR-PARK HILL STA	Y
Southern	LOUISIANA	NOR-BYWATER STA	Y
Southern	LOUISIANA	NOR-CARROLLTON STA	Y
Southern	FLORIDA 2	PARRISH PO	Y
Southern	TEXAS 2	PASADENA PO	Y
Southern	FLORIDA 1	PORT ORANGE	Y
Southern	TEXAS 3	SAN MARCOS PO	Y
Southern	FLORIDA 2	SARASOTA PO	Y

Southern	GEORGIA	SENOIA PO	Y
Southern	AR-OK	SILIAM SPRINGS PO	Y
Southern	SOUTH CAROLINA	SMV-OAKBROOK STA	Y
Southern	FLORIDA 2	SPT-MAIN POST OFFICE STA	Y
Southern	TEXAS 1	SULPHUR SPRINGS PO	Y
Southern	TENNESSEE	TULLAHOMA PO	Y
Southern	FLORIDA 2	VER-VERO BEACH MAIN PO	Y
Southern	TEXAS 2	VIDOR PO	Y
Central	IA-NE-SD	ELKHORN PO	Y
Central	IA-NE-SD	CDR-NORTHEAST STA	Y
Central	IA-NE-SD	JOHNSTON PO	Y
Central	IA-NE-SD	IOWA CITY PO	Y
Central	ILLINOIS 1	MOUNT PROSPECT PO	Y
Central	ILLINOIS 1	CHI-GRAND CROSSING CARRIE	Y
Central	ILLINOIS 1	CHI-ROGER P MCAULIFFE STA	Y
Central	ILLINOIS 1	PARK RIDGE PO	Y
Central	ILLINOIS 1	HUNTLEY PO	Y
Central	ILLINOIS 1	CHI-CLEARING STA	Y
Central	ILLINOIS 1	MCHEMRY PO	Y
Central	ILLINOIS 1	VILLA PARK PO	Y
Central	ILLINOIS 1	CHI-MT GREENWOOD STA	Y
Central	ILLINOIS 2	LA GRANGE PO	Y
Central	ILLINOIS 2	DEC-MEMORIAL STA	Y
Central	ILLINOIS 2	GENESE PO	Y
Central	ILLINOIS 2	EFFINGHAM PO	Y
Central	ILLINOIS 2	BATAVIA PO	Y
Central	ILLINOIS 2	PARK FOREST PO	Y
Central	INDIANA	LA PORTE PO	Y
Central	INDIANA	MISHAWAKA PO	Y
Central	KS-MO	WENTZVILLE PO	Y
Central	KS-MO	BRA-HOLLISTER CARRIER ANX	Y
Central	KS-MO	STL-UNIVERSITY CITY BR	Y
Central	KS-MO	STL-CLAYTON BR	Y
Central	KS-MO	ARNOLD PO	Y

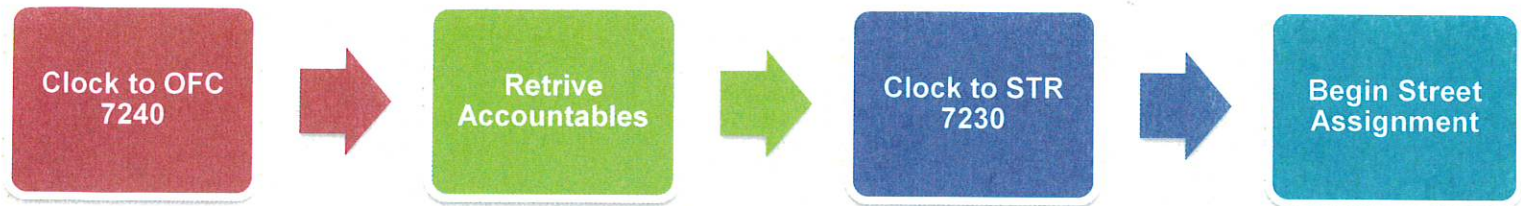
Central	KS-MO	DE SOTO PO	Y
Central	KS-MO	HILLSBORO PO	Y
Central	KS-MO	PLATTE CITY PO	Y
Central	KS-MO	WAYNESVILLE PO	Y
Central	KS-MO	OZARK PO	Y
Central	KY-WV	MURRAY PO	Y
Central	KY-WV	GLASGOW PO	Y
Central	KY-WV	WINCHESTER PO	Y
Central	KY-WV	NICHOLASVILLE PO	Y
Central	KY-WV	BLUEFIELD PO	Y
Central	KY-WV	SPRINGFIELD PO	Y
Central	KY-WV	CAMPBELLVILLE PO	Y
Central	KY-WV	GRAFTON PO	Y
Central	MICHIGAN 1	FARMINGTON PO	Y
Central	MICHIGAN 1	SOUTH LYON PO	Y
Central	MICHIGAN 1	DET-GROSSE POINTE BR	Y
Central	MICHIGAN 1	SOUTHFIELD PO	Y
Central	MICHIGAN 1	BRIGHTON PO	Y
Central	MICHIGAN 1	HIGHLAND PO	Y
Central	MICHIGAN 1	TEMPERANCE PO	Y
Central	MICHIGAN 2	PETOSKEY PO	Y
Central	MICHIGAN 2	KZO-WESTWOOD BR	Y
Central	MICHIGAN 2	COLDWATER PO	Y
Central	MICHIGAN 2	ALPENA PO	Y
Central	MICHIGAN 2	CALEDONIA PO	Y
Central	MICHIGAN 2	KALAMAZOO PO	Y
Central	MICHIGAN 2	VICKSBURG PO	Y
Central	MICHIGAN 2	GAYLORD PO	Y
Central	MICHIGAN 2	HOWELL PO	Y
Central	MN-ND	MOUND PO	Y
Central	MN-ND	GRAND RAPIDS PO	Y
Central	MN-ND	KASSON PO	Y
Central	MN-ND	WEST FARGO PO	Y
Central	MN-ND	MOORHEAD PO	Y






Central	MN-ND	CANNON FALLS PO	Y
Central	MN-ND	NEW ULM PO	Y
Central	MN-ND	STP-NEW BRIGHTON BR	Y
Central	OHIO 1	AURORA PO	Y
Central	OHIO 1	AKR-FIRESTONE PARK STA	Y
Central	OHIO 2	PORTSMOUTH PO	Y
Central	OHIO 2	DAY-HUBER HEIGHTS BR	Y
Central	OHIO 2	CAMBRIDGE PO	Y
Central	OHIO 2	MIAMISBURG PO	Y
Central	OHIO 2	MIDDLETOWN PO	Y
Central	OHIO 2	MAD-SOUTHSIDE STA	Y
Central	WISCONSIN	OREGON PO	Y
Central	WISCONSIN	FOND DU LAC PO	Y
Central	WISCONSIN	PEWAUKEE PO	Y
Central	WISCONSIN	FORT ATKINSON PO	Y
Central	WISCONSIN	BURLINGTON PO	Y
Central	WISCONSIN	DE PERE PO	Y



# Standard Work Instruction: City Carrier Deliverer LLV/FFV Vehicle



## Sunday Amazon



	Important Steps	Key Points	Reasons for Key Points
	1. Clock to the office operation on EBR	<ul style="list-style-type: none"> <li>Carrier should move to operation 7240 on EBR</li> </ul>	<ul style="list-style-type: none"> <li>Accountables/keys/scanner retrieval is conducted on office time</li> </ul>
	2. Retrieve Accountables/Keys/Scanner	<ul style="list-style-type: none"> <li>Carrier will sign out for any accountables/keys/scanner needed for delivery</li> <li>Setup scanner</li> </ul>	<ul style="list-style-type: none"> <li>Sign out for accountables and upon return sign them back in</li> </ul>
	3. Clock to the street operation on EBR	<ul style="list-style-type: none"> <li>Carrier should move to operation 7230 in EBR</li> </ul>	<ul style="list-style-type: none"> <li>Carrier is to head directly to vehicle as route was preloaded</li> </ul>
	4. Report to assigned route/vehicle	<ul style="list-style-type: none"> <li>Carrier is to directly head over to assigned route/vehicle</li> <li>Vehicle has already been Pre Loaded by sequence number</li> </ul>	<ul style="list-style-type: none"> <li>Packages already pre loaded based on delivery sequence order, no need to rearrange</li> </ul>
	5. Activate Copilot and head to delivery	<ul style="list-style-type: none"> <li>Before depart to route, activate Co-pilot feature on MDD</li> </ul>	<ul style="list-style-type: none"> <li>Provides carriers with turn by turn direction for route</li> </ul>

## Standard Work Instruction: City Carrier Deliverer LLV/FFV Vehicle

### Sunday Amazon

	6. On Street Delivery	<ul style="list-style-type: none"><li>• Use Co-Pilot or turn-by-turn directions</li><li>• Deliver to the mailbox when the item will fit inside and to the doorstep/secure location when it will not</li><li>• Move promptly between deliveries</li></ul>	<ul style="list-style-type: none"><li>• If an error in GPS routing is found, notate and report to management</li><li>• Scan packages at point of delivery</li></ul>
	7. Return to Office	<ul style="list-style-type: none"><li>• Return to office upon completion of delivery</li><li>• Ensure vehicles are returned to assigned parking spot and is free of all packages Notify Hub personnel of any undelivered packages</li><li>• Return scanner and keys to designated location</li><li>• Carrier will record the time in regards to: reported to office, left office to serve route, returned to PO, complete work at PO</li></ul>	<ul style="list-style-type: none"><li>• Ensure all packages are accounted for and nothing left behind</li><li>• Return all accountables</li></ul>



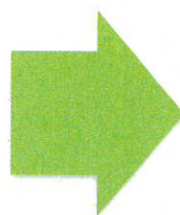
# Standard Work Instruction: Rural Carriers Deliverer LLV/FFV Vehicle

## Sunday Amazon


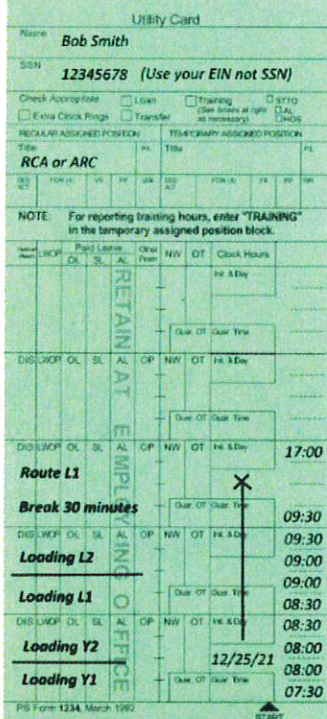

Report to OFC at assigned time



Retrieve accountables







Begin Street Assignment

	Important Steps	Key Points	Reasons for Key Points
	1. Report to office at assigned time	<ul style="list-style-type: none"> <li>Report as scheduled, do not start earlier than assigned time</li> <li>Obtain assignment</li> </ul>	<ul style="list-style-type: none"> <li>Accountables/keys/scanner retrieval is conducted in office</li> </ul>
	2. Fill PS Form 1234	<ul style="list-style-type: none"> <li>Carrier will record the time in regards to: reported to office, left office to serve route, returned to PO, complete work at PO</li> </ul>	<ul style="list-style-type: none"> <li>Carrier will accurately record time, which will then be inputted by supervisor</li> </ul>
	3. Retrieve Accountables/Keys/Scanner	<ul style="list-style-type: none"> <li>Carrier will sign out for any accountables/keys/scanner needed for delivery</li> <li>Setup scanner</li> </ul>	<ul style="list-style-type: none"> <li>Sign out for accountables and upon return sign them back in</li> </ul>

# Standard Work Instruction: Rural Carriers Deliverer LLV/FFV Vehicle

## Sunday Amazon






	4. Report to assigned route/vehicle	<ul style="list-style-type: none"> <li>Carrier is to directly head over to assigned route/vehicle</li> <li>Vehicle has already been Pre Loaded by sequence number</li> </ul>	<ul style="list-style-type: none"> <li>Packages already pre loaded based on delivery sequence order, no need to rearrange</li> </ul>
	5. Activate Copilot and head to delivery	<ul style="list-style-type: none"> <li>Before depart to route, activate Co-pilot feature on MDD</li> </ul>	<ul style="list-style-type: none"> <li>Provides carriers with turn by turn direction for route</li> </ul>
	6. On Street Delivery	<ul style="list-style-type: none"> <li>Use Co-Pilot or turn-by-turn directions</li> <li>Deliver to the mailbox when the item will fit inside and to the doorstep/secure location when it will not</li> <li>Move promptly between deliveries</li> </ul>	<ul style="list-style-type: none"> <li>If an error in GPS routing is found, notate and report to management</li> <li>Scan packages at point of delivery</li> </ul>
	7. Return to Office and complete PS Form 1234	<ul style="list-style-type: none"> <li>Return to office upon completion of delivery</li> <li>Ensure vehicles are returned to assigned parking spot and is free of all packages Notify Hub personnel of any undelivered packages</li> <li>Return scanner and keys to designated location</li> <li>Carrier will record the time in regards to: reported to office, left office to serve route, returned to PO, complete work at PO</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all packages are accounted for and nothing left behind</li> <li>Return all accountables</li> </ul>



# Standard Work Instruction: City Carrier Pre Loader LLV/FFV Vehicle



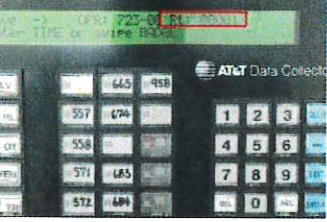



## Sunday Amazon



	Important Steps	Key Points	Reasons for Key Points
	1. Clock to the office operation on EBR	<ul style="list-style-type: none"> <li>Carrier should move to operation 7240 on EBR</li> <li>Loader will have an earlier start time, early enough to have time to load their group of routes</li> <li>Accountables, keys, scanner to be signed out for</li> </ul>	<ul style="list-style-type: none"> <li>Accountables/keys/scanner retrieval is conducted on office time</li> </ul>
	2. Clock to the street operation on EBR and enter Route number	<ul style="list-style-type: none"> <li>Carrier should move to operation 7230 in EBR, with the route number matching the X Route number (Example X2 – 00002, X10 – 00010)</li> </ul>	<ul style="list-style-type: none"> <li>All Load Time is on street time</li> <li>Ensures proper load time is allocated to the route</li> </ul>
	3. Retrieve parcels from distribution area	<ul style="list-style-type: none"> <li>Load should be leveled to prevent parcels from falling while moving equipment</li> <li>Carrier will grab 1<sup>st</sup> route from the group</li> </ul>	<ul style="list-style-type: none"> <li>This eliminates damaging parcels</li> <li>Carrier will load 1<sup>st</sup> route, then 2<sup>nd</sup> route, then 3<sup>rd</sup></li> </ul>
	4. Push parcels out to vehicle	<ul style="list-style-type: none"> <li>Parcels should be taken directly to the postal vehicle to be loaded ensuring that no parcels fall out of equipment during travel</li> </ul>	<ul style="list-style-type: none"> <li>Employee must ensure that all parcels scheduled for delivery that day are loaded into the vehicle</li> </ul>
	5. Load front of vehicle first	<ul style="list-style-type: none"> <li>Load the lowest number associated with the parcels in the front of vehicle in order of turn by turn directions</li> <li>If parcels were thrown in Static, Utilize "Load Truck", Scan each parcel before loading into vehicle. Load based on sequence number</li> <li>If parcels were thrown in Dynamic Dynamic, load the parcels based on sequence number written on package by clerk</li> </ul>	<ul style="list-style-type: none"> <li>This organizes mail in a way that is efficient and easy to retrieve</li> <li>When front of vehicle is full, continue load in back</li> </ul>

# Standard Work Instruction: City Carrier Pre Loader LLV/FFV Vehicle



## Sunday Amazon

	6. Load vehicle	<ul style="list-style-type: none"> <li>If parcels were thrown in Static, Utilize "Load Truck", Scan each parcel before loading into vehicle. Load based on sequence number</li> <li>If parcels were thrown in Dynamic Dynamic, load the parcels based on sequence number written on package by clerk</li> </ul>	<ul style="list-style-type: none"> <li>This organizes mail in a way that is efficient and easy to retrieve</li> </ul>
	7. Push empty equipment and missorted parcels back into building	<ul style="list-style-type: none"> <li>All missorted parcels must be brought to the location designated by the delivery unit manager</li> </ul>	<ul style="list-style-type: none"> <li>This ensures that all parcels scheduled for delivery that day get sorted to the correct route</li> </ul>
	8. Clock to next route number in assigned group	<ul style="list-style-type: none"> <li>Carrier should move to operation 7230 in EBR, with the route number matching the X Route number (Example X2 – 00002, X10 – 00010)</li> </ul>	<ul style="list-style-type: none"> <li>This ensures proper load time is allocated to the route</li> </ul>
	9. Retrieve 2 <sup>nd</sup> route parcels from distribution area	<ul style="list-style-type: none"> <li>Load should be leveled to prevent parcels from falling while moving equipment</li> <li>Carrier will grab the next route from the group</li> </ul>	<ul style="list-style-type: none"> <li>This eliminates damaging parcels</li> <li>Carrier will load 1<sup>st</sup> route, then 2<sup>nd</sup> route, then 3<sup>rd</sup> route</li> </ul>
	10. Repeat Loading Process for routes 2 and 3	<ul style="list-style-type: none"> <li>Carrier will grab the 3<sup>rd</sup> route from the group and load their own vehicle</li> <li>Load should be leveled to prevent parcels from falling while moving equipment</li> </ul>	<ul style="list-style-type: none"> <li>3<sup>rd</sup> Route is Loader's route that the carrier will deliver</li> </ul>
	11. Activate Copilot and head to delivery	<ul style="list-style-type: none"> <li>Before depart to route, activate Co-pilot feature on MDD</li> </ul>	<ul style="list-style-type: none"> <li>Provides carriers with turn by turn direction for route</li> </ul>



## Standard Work Instruction: City Carrier Pre Loader LLV/FFV Vehicle


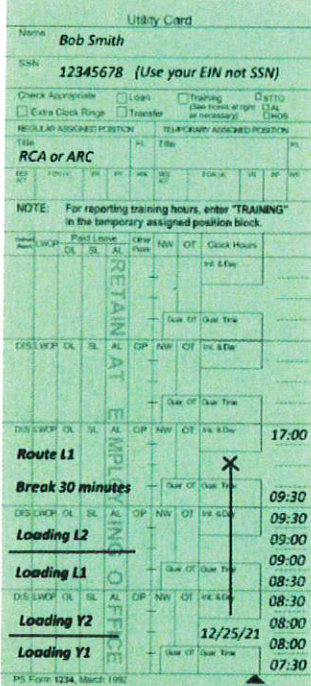

### Sunday Amazon

	12. On Street Delivery	<ul style="list-style-type: none"><li>• Use Co-Pilot or turn-by-turn directions</li><li>• Deliver to the mailbox when the item will fit inside and to the doorstep/secure location when it will not</li><li>• Move promptly between deliveries</li></ul>	<ul style="list-style-type: none"><li>• If an error in GPS routing is found, notate and report to management</li><li>• Scan packages at point of delivery</li></ul>
	13. Return to Office	<ul style="list-style-type: none"><li>• Return to office upon completion of delivery</li><li>• Ensure vehicles are returned to assigned parking spot and is free of all packages Notify Hub personnel of any undelivered packages</li><li>• Return scanner and keys to designated location</li><li>• Clock End Tour promptly</li></ul>	<ul style="list-style-type: none"><li>• Ensure all packages are accounted for and nothing left behind</li><li>• Return all accountables</li></ul>

# Standard Work Instruction: Rural Carriers Pre Loader LLV/FFV Vehicle

## Sunday Amazon








	Important Steps	Key Points	Reasons for Key Points
	1. Report to office at assigned time. BT within 15 minutes of clerk DUT	<ul style="list-style-type: none"> <li>Loader will have an earlier start time, early enough to have time to load their group of routes</li> <li>Accountables, keys, scanner to be signed out for</li> </ul>	<ul style="list-style-type: none"> <li>Accountables/keys/scanner retrieval is conducted in office.</li> </ul>
	2. Fill PS Form 1234	<ul style="list-style-type: none"> <li>Will record load time</li> <li>Carrier will record the time in regards to: reported to office, left office to serve route, returned to PO, complete work at PO</li> </ul>	<ul style="list-style-type: none"> <li>Carrier will accurately record time, which will then be inputted by supervisor.</li> <li>Ensures proper load time allocated to each route</li> </ul>
	3. Retrieve parcels from distribution area	<ul style="list-style-type: none"> <li>Load should be leveled to prevent parcels from falling while moving equipment.</li> <li>Carrier will grab 1<sup>st</sup> route from the group</li> </ul>	<ul style="list-style-type: none"> <li>This eliminates damaging parcels</li> <li>Carrier will load 1<sup>st</sup> route, then 2<sup>nd</sup> route, then 3<sup>rd</sup> route</li> </ul>








# Standard Work Instruction: Rural Carriers Pre Loader LLV/FFV Vehicle

## Sunday Amazon

	4. Push parcels out to vehicle	<ul style="list-style-type: none"> <li>Parcels should be taken directly to the postal vehicle to be loaded ensuring that no parcels fall out of equipment during travel.</li> </ul>	<ul style="list-style-type: none"> <li>Employee must ensure that all parcels scheduled for delivery that day are loaded into the vehicle.</li> </ul>
	5. Load front of vehicle first	<ul style="list-style-type: none"> <li>Load the lowest number associated with the parcels in the front of vehicle in order of turn by turn directions</li> <li>If parcels were thrown in Static, Utilize "Load Truck", Scan each parcel before loading into vehicle. Load based on sequence number</li> <li>If parcels were thrown in Dynamic Dynamic, load the parcels based on sequence number written on package by clerk</li> </ul>	<ul style="list-style-type: none"> <li>This organizes mail in a way that is efficient and easy to retrieve</li> <li>When front of vehicle is full, continue load in back</li> </ul>
	6. Load vehicle	<ul style="list-style-type: none"> <li>If parcels were thrown in Static, Utilize "Load Truck", Scan each parcel before loading into vehicle. Load based on sequence number</li> <li>If parcels were thrown in Dynamic Dynamic, load the parcels based on sequence number written on package by clerk</li> </ul>	<ul style="list-style-type: none"> <li>This organizes mail in a way that is efficient and easy to retrieve</li> </ul>
	7. Push empty equipment and missorted parcels back into building	<ul style="list-style-type: none"> <li>All missorted parcels must be brought to the location designated by the delivery unit manager</li> </ul>	<ul style="list-style-type: none"> <li>This ensures that all parcels scheduled for delivery that day get sorted to the correct route</li> </ul>
	8. In the Remarks section, record starting and end time for loading the next route in assigned group	<ul style="list-style-type: none"> <li>Will record load time</li> </ul>	<ul style="list-style-type: none"> <li>Ensures proper load time allocated to each route</li> </ul>

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	<p>9. Retrieve 2<sup>nd</sup> route parcels from distribution area</p>	<ul style="list-style-type: none"> <li>• Load should be leveled to prevent parcels from falling while moving equipment</li> <li>• Carrier will grab the next route from the group</li> </ul>	<ul style="list-style-type: none"> <li>• This eliminates damaging parcels</li> <li>• Carrier will load 1<sup>st</sup> route, then 2<sup>nd</sup> route, then 3<sup>rd</sup> route</li> <li>• Repeat loading process until all routes loaded</li> </ul>
	<p>10. Repeat Loading Process for routes 2 and 3</p>	<ul style="list-style-type: none"> <li>• Carrier will grab the 3<sup>rd</sup> route from the group and load their own vehicle</li> <li>• Load should be leveled to prevent parcels from falling while moving equipment</li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Route is Loader's route that the carrier will deliver</li> </ul>
	<p>11. Activate Copilot and head to delivery</p>	<ul style="list-style-type: none"> <li>• Before depart to route, activate Co-pilot feature on MDD</li> </ul>	<ul style="list-style-type: none"> <li>• Provides carriers with turn by turn direction for route</li> </ul>
	<p>12. On Street Delivery</p>	<ul style="list-style-type: none"> <li>• Use Co-Pilot or turn-by-turn directions</li> <li>• Deliver to the mailbox when the item will fit inside and to the doorstep/secure location when it will not</li> <li>• Move promptly between deliveries</li> </ul>	<ul style="list-style-type: none"> <li>• If an error in GPS routing is found, notate and report to management</li> <li>• Scan packages at point of delivery</li> </ul>
	<p>13. Return to Office and complete PS Form 1234</p>	<ul style="list-style-type: none"> <li>• Return to office upon completion of delivery</li> <li>• Ensure vehicles are returned to assigned parking spot and is free of all packages Notify Hub personnel of any undelivered packages</li> <li>• Return scanner and keys to designated location</li> <li>• Carrier will record the time in regards to: reported to office, left office to serve route, returned to PO, complete work at PO</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all packages are accounted for and nothing left behind</li> <li>• Return all accountables</li> </ul>