



August 19, 2020

RECEIVED
AUG 21 2020

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

Dear Brian:

This is in further reference to our July 31 notice concerning the delivery initiative Sortation Equipment Reconciliation (SER).

Please find enclosed a Guidebook outlining the SER initiative.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills", written over a circular blue stamp.

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosure

USPS

Post Office Sortation Equipment Reconciliation (SER) – (City Carrier) Guidebook





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INTRODUCTION

Purpose of Post Office Sortation Equipment Reconciliation (SER)

Due to continuing declines in cased volumes, as well as additional opportunities for right-sizing, we are renewing our efforts to minimize sortation equipment. Our aim is to reduce sortation equipment throughout Post Offices, nationwide, where possible. From a city delivery perspective, our goal is to reduce sortation equipment on as many routes as feasible to one, six shelf, evenly spaced 124 while continuing to provide efficient and effective service to our customers.

In order to do so, it is essential that we (Supervisors, Managers, Postmasters, and Operations Specialists) consult with our carriers to finalize the cell size changes. This is vital because carriers are expected to use their knowledge of their routes to effect delivery and can readily identify addresses that may require additional or less sortation space. Every postmaster, manager and supervisor has a responsibility to the organization to ensure that your delivery units are efficiently configured with sortation equipment minimized.

The advantages and benefits of this include but are not limited to the following:

- A leaner and safer work environment
 - Improved ergonomics
 - Remove clutter, congestion & waste
 - Reductions in physical footprints
 - Improved mail flow & productivity
- Space for our growing package volume
- Potential revenue opportunities via space utilization

By vigorously focusing on the efficiency of our operations, the Postal Service can continue to provide prompt, reliable, and affordable universal postal services for all Americans for years to come.



UNITED STATES
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MOU 00738

M 00738 indicates that 4 deliveries (curbside or other) may be included per separation.



M 00738

EMPLOYEE AND LABOR RELATIONS GROUP
Washington, DC 20260

JUL 8 1977

Mr. Thomas D. Riley
Assistant Secretary-Treasurer
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, NW
Washington, DC 20001

Re: C. Acox
New Orleans, LA
NC-S-5894/N5-DE-10699

Dear Mr. Riley:

On May 24, 1977, we met with you to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The matters presented by you as well as the applicable contractual provisions have been reviewed and given careful consideration.

Based on the evidence presented in this grievance, we find that normally when letter mail is correctly cased in accordance with instructions contained in the M-41 Handbook, Section 221, it should be in the proper delivery sequence when the carrier is prepared to pull the mail from the case and strap or tray out the relays.

However, in abnormal circumstances where sequence of delivery cannot be maintained during casing, the National Agreement, Article XLI, Section 3(I) anticipates that the required sequencing of letter mail will be accomplished in the office while traying or strapping out.

Therefore, the issues raised have been resolved and the grievance is closed.

Sincerely,

Michael J. Harrison
Michael J. Harrison
Labor Relations Department

NOTE: Carrier cases had three and four deliveries to a separation. Local management would not permit carriers to sequence mail in the office.



FUNCTION 2C – City Carriers

City Carrier Stand-Up Talk

In today's evolving mail environment, cased mail volume has steadily declined, which has created opportunities to right size our delivery units. As a result, we are renewing our attempts to minimize delivery unit sortation equipment nationwide. From a city delivery perspective, our goal is to convert as many city routes as possible to one, six shelf, evenly spaced 124 and provide efficient and effective customer service.

In order to do so, it is essential that we seek your valuable input as carriers, to finalize the cell size changes. This is vital because, as the expert on the route, you can readily identify addresses that may require additional or less sortation space. In order to complete this as planned, we will be starting carrier consultations soon regarding these changes to our carrier sortation equipment by obtaining your input.

- Some of the advantages and benefits are:
 - A leaner and safer work environment
 - Removal of clutter & congestion
 - Reductions in physical footprints
 - Improved mail flow
- Space for our growing package volume
- Creation of potential revenue opportunities via space utilization

Please recall, the only way that the Postal Service can continue to provide prompt, reliable, and affordable universal postal services for all Americans over the long-term is by vigorously focusing on the efficiency of our operations.



FUNCTION 2C – City Carriers

Management Standard Work Instructions:

AMS Provides
Updated Edit
Sheets

Conduct Carrier
Consultation to
Optimize Cell
Size Based Upon
Their
Knowledge

Optimize Floor
Layout Using
Lean Mail
Delivery (LMD)
Methodology

Install Case
Labels &
Remove Excess
Equipment,
Coordinate with
OPS

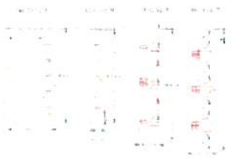
Key Points

Reasons for Key Points



- Obtain and Review Updated Address Management Systems (AMS) Edit Sheets
- Conduct Consultations With Carriers to Identify Optimal Cell Size Configurations
- Return Edit Sheets With Modifications to AMS
 - Order New AMS Case Labels

- Preliminary Changes Provided by AMS
- Carriers' Route Knowledge Must Be Utilized to Optimize Delivery Sortation Equipment
- Case Labels must be AMS Generated and Unaltered



- Create Drawings of New Floor Layout - Manual or Computer-Aided Design (CAD)
- Submit Work Orders to Realign Equipment and LMD Signage
 - Coordinate with District to Store Excess Equipment

- Reduced Equipment Creates:
 - Leaner & Safer Working Environment
 - Improved Ergonomics
 - Congestion Relief
 - Improved Mail Flow
 - Space for Growing Package Volume
 - Potential Revenue Opportunities
- Equipment & Signage must be Rearranged to Reflect New Set-up
 - Excess Equipment must be Removed and Stored off-site



- New AMS Route Labels are Installed
- PS Forms 3982 Updated to Match Each Row
- Confirm Accurate Route Placards are Placed on Remaining Equipment
- Hold Mail Staging Area - Clearly Established
- Certify Completion

- Correct Labels Support Accurate Delivery of Mail
- Proper Alignment of PS Form 3982 assists Change of Address Compliance
- Route Placards Needed to Identify Routes
- Proper Hold Mail Staging Area Eliminates Misdirection of Hold Mail
- Certification Confirms Process Completed Properly



Area / District & Local Management

Post Office Sortation Equipment Reconciliation (SER) Kickoff Recording:

Link:

https://usps.zoomgov.com/rec/share/6_wkL-Hf8lxOYq_wsE6DZvUTE6f7X6a80CAY-vAlnk6zZuLrWO4_Xrg2TYyojW6Q%20

Password: 9Z&i&!3%

Area Responsibilities:

- Adhere to Corporate Plan
- Direct and Track District Project Plan
 - Ensure Proper Reporting of Districts' Progress
 - Monitor the Consolidation and Storage of Excess Sortation Equipment
- Enforce Accountability
- Make Certain Cross Functional Resources are Available

City Carrier Timeline for number of routes to be reviewed per week

CITY DELIVERY ROUTE COUNTS - EXPECTED SORTING EQUIPMENT REDUCTIONS BY WEEK

AREA	8/14	8/21	8/28	9/4	9/11	9/18	9/25	10/2	CONCLUSION
CMA	732	1,202	1,600	1,600	1,600	1,600	1,600	1,334	11,269
EA	1,009	2,197	2,969	2,969	2,969	2,969	2,969	2,562	20,613
GLA	1,353	2,296	2,651	2,651	2,651	2,651	2,651	1,413	18,319
NEA	1,887	2,752	3,051	3,051	3,051	3,051	3,051	1,553	21,447
PA	1,359	2,188	2,543	2,543	2,543	2,543	2,543	1,388	17,650
SA	1,273	2,318	3,360	3,360	3,360	3,360	3,360	3,376	23,765
WA	1,410	2,481	3,052	3,052	3,052	3,052	3,052	1,985	21,136
NATIONAL	9,022	15,434	19,226	19,226	19,226	19,226	19,226	13,611	134,199



District & Local Management Responsibilities

District Responsibilities:

- Communicates Project Plan
- Ensures Corporate Core Requirements are Met
- Leads, Directs & Coordinates Roles & Responsibilities
 - Local Post Office / District Staff
- Provides Support / Feedback to Ensure Success
- Sets Focus, Expectations & Clarity Ensuring the Following:
 - Local Management Accountability
 - Cross Functional Resources are Available
- Facilitates creation of New Floor Layout - Manual or Computer-Aided Design (CAD)
- Identifies Suitable Storage Locations for Excess Equipment
- Coordinates Consolidation of Sortation Equipment
- Requires AMS to cell block all consecutive Centralized and CBU deliveries and minimize those cell sizes to no more than one inch where possible and needed
 - If additional cell reductions are needed, to reach the 227 cell count, set up Curb & Other deliveries at two deliveries per cell
 - $240 \text{ cells} - 7 \text{ 'CFS' cells} - 6 \text{ '3982'} = 227 \text{ cell count}$
- Also ensures carrier consultations are conducted and monitors reduction progress as needed

Operations Programs Support (AMS) Process:

1. Change case equipment to one 124 case with 6 shelves
2. Reduce the CFS section to 7"
3. In Delivery Point Maintenance window,
 - a) Remove row markers
 - b) Change cell sizes based on delivery requirement:
 - All 'Curb' and 'Other' deliveries will be combined into 2 deliveries per cell.
 - All 'CBU' and 'Centralized' deliveries will be combined into 1" per ZIP+4 or by individual box (whichever is smaller)
4. Send new Route Listing and Route Summary Reports

Local Unit Responsibilities:

- Conduct Communication with Employees (Stand Up Talk)
- Perform Carrier Consultations utilizing Address Management Systems (AMS) Updated Edit Sheets and finalize cell size reductions to align with optimize carrier sortation equipment
- Assist with the creation Drawings of New Floor Layout - Manual or Computer-Aided Design (CAD)
- Submit Work Orders to Realign Equipment and LMD Signage
 - Coordinate with District to Store Excess Equipment
- Require carriers to update PS Form 3982 Cards to Match Each Row
- Ensure Hold Mail Staging Area - Clearly Established
- Certify Completion



Management

Sortation Equipment Reconciliation (SER) Specifics:

Remember when...?

Before



And now...

After



Team,

As mentioned previously due to continuing declines in cased volumes, as well as additional opportunities for right-sizing, we are renewing our efforts to minimize sortation equipment. Our last major attempt at this was during the AMSOP process. Our aim this round is to reduce sortation equipment throughout Post Offices, nationwide, where possible. From a city delivery perspective, our goal is to reduce sortation equipment on as many routes as feasible to one, six shelf, evenly spaced 124 while continuing to provide efficient and effective service to our customers. In order to do so we broke down each City route and rated them for their potential to reduce sortation equipment after AMS applies this logic: 1) AMS cell blocked all consecutive Centralized and Cluster Box Unit (CBU) deliveries and minimized those cell sizes to no more than one inch where possible; 2) If additional cell reductions were needed, to reach the 227* count, AMS set up Curb & Other deliveries at two deliveries per cell.



*Please note: a six shelf 124 case with minimal CFS/Nixie separations provides 227 cells for carriers to work deliverable mail into (one cell per row is required for PS-Forms 3982, another 7 cells at minimum are utilized, either on the first or last row for carrier markups/forwards; 6 shelves TIMES 40 cells per shelf = 240 cells per 124 case, MINUS the six cells for PS-FORMS 3982, MINUS the other 7 cells for carrier markups & forwards = 227 cells).

Example of 7 minimum cells required on the case labels for CFS/Nixie mail

MACH	NON MACH	UTF	IA	NSN	ANK	CARR END
------	-------------	-----	----	-----	-----	-------------



See chart below, Column "Q" (TOTAL EQUIP) lists the existing total pieces of casing equipment while the numbers of cells presently in use are shown in Column "E" (CURRENT CELL COUNT). In addition, this data contains a column called (REVISED CELL COUNT), (See column "D"), which was computed utilizing the following logic: all consecutive centralized and Centralized Box Unit (CBU) deliveries were respectively cell blocked with cell size minimization. Then all Curb & Other deliveries were set up at no more than two deliveries per cell. Column "F" RECONCILED CELL COUNT depicts the lower of CURRENT CELL COUNT VS REVISED CELL COUNT. This is what we're asking to be done to reduce our cell sizes. Please note section 121.11 b of handbook M-39 states that the manager will select the most appropriate work method (Casing System) for each route.

A	B	C	D	E	F	Q	R	S
			REVISED	CURRENT	RECONCILED	TOTAL EQUIP	CATEGORY	CELLS TO ELIMINATE
ID	ZIP CODE	ROUTE	CELL COUNT	CELL COUNT	CELL COUNT	TOTAL EQUIP	CATEGORY	CELLS TO ELIMINATE
ZIP&ROUTE1	XXXXX	C001	218	377	218	2	A	Minimal to None
ZIP&ROUTE2	XXXXX	C002	250	375	250	2	B	23
ZIP&ROUTE3	XXXXX	C003	326	382	326	2	C	99
ZIP&ROUTE4	XXXXX	C004	420	464	420	2	D	73
ZIP&ROUTE5	XXXXX	C005	475	698	475	3	X	128
ZIP&ROUTE6	XXXXX	C102	378	488	378	1	ALREADY 1 PIECE	ALREADY 1 PIECE

As mentioned above, the utilization of 227 cells or less readily facilitates the deployment of one, six shelf 124. See column "R", (CATEGORY) above. Column "R" (CATEGORY) is determined by the numbers of cells identified in Column "F" RECONCILED CELL COUNT. (Recall Column "F" RECONCILED CELL COUNT is the lower of column "D" REVISED CELL COUNT versus column "E" CURRENT CELL COUNT). All routes showing a RECONCILED CELL COUNT less than or equal to 411 (CATEGORIES A – C) are expected to be converted into one piece of casing equipment (six shelf - 124), the others, showing a RECONCILED CELL COUNT greater than 412 will be reviewed for possible reduction to one piece but if not feasible, will be planned to be reduced to two pieces, at 6 shelves, (one – 124 & one – 143 [Wing Case]).



Management & AMS

Sortation Equipment Reconciliation (SER) Categories:

CATEGORY	RECONCILED CELL COUNT	GOAL
A	227 OR LESS	Convert to 1 piece (6 shelf 124)
B	228 - 300	Convert to 1 piece (6 shelf 124)
C	301 - 411	Convert to 1 piece (6 shelf 124)
D	412 - 450	Convert to 2 pieces (6 shelf 124 & 143)
X	451 OR MORE	Convert to 2 pieces (6 shelf 124 & 143)

AMS Edit Sheet

Case Equipment

Case	1	2	3	4	5	6	7	8	9	
Equip	124									
Mode	Ltrs									
Shelves	6									
Cells	240									
Totals										
Ltrs = 240										Both = 0
										Flats = 0

Allocated Case Cells

Row	1	2	3	4	5	6	7	Total	
Letter	39	39	39	39	39	30	0	225	Cat-A
Flat	0	0	0	0	0	0	0	0	
3982/CFS	1	1	1	1	1	8	0	13	
Assigned	0	0	0	0	0	0	0	0	(DelPt Blank Cells, Blank Strips, Lean Over Cells)
Insufficient	0	0	0	0	0	0	0	0	(Not enough space to fit next DelPt at the end of the case)
Used	40	40	40	40	40	38	0	238	
Unassigned	0	0	0	0	0	2	0	2	(All other blank cells)
Available	40	40	40	40	40	40	0	240	
UnDisplayed(L)	0	0	0	0	0	0	0	0	(Total overflowed cell count undisplayed on Letter Section)
UnDisplayed(F)	0	0	0	0	0	0	0	0	(Total overflowed cell count undisplayed on Flat Section)

Cat-A

(DelPt Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)

(Total overflowed cell count undisplayed on Flat Section)

Category A routes have a **RECONCILED CELL COUNT** of 227 or less and will be easily convertible into one piece of equipment, with Carrier Consultation. Category A routes, typically have little need for any cells to contain more than 2 "curbside" or "other" type deliveries. Column "S", **CELLS TO ELIMINATE** shows the numbers of cells that must be consolidated with other cells in order to reduce the equipment as planned. Category A routes will have minimal to no cells to consolidate and that verbiage is reflected in Column "S" as "minimal to none", however, there will be a need for manual manipulation to make the labels optimal for each route. Please recall the AMS system limitations mentioned above as they will have some affect. As of 7/10/20, the AMS data shows 63,155 (44%) of our 142,603 City Routes are classified as Category A.



Category B routes have a **RECONCILED CELL COUNT** of 228 – 300 and should be readily convertible into one piece of equipment, with Carrier Consultation, to identify opportunities for cell size reductions or specifics requiring additional consideration. Category B routes, will typically have a moderate need for some cells to contain more than 2 “curbside” or “other” type deliveries. If available, the preference is to minimize the numbers of cells with more than two curbside deliveries. Column “S”, **CELLS TO ELIMINATE** for Category B routes will show as many as 72 cells that must be consolidated with other cells in order to reduce the equipment as planned. As of 7/10/20, the AMS data shows 44,886 (31%) of our 142,603 City Routes are classified as Category B.

AMS Edit Sheet

Case Equipment									
Case	1	2	3	4	5	6	7	8	9
Equip	124								
Mode	Ltrs								
Shelves	6								
Cells	240								
Totals									
Ltrs = 240 Both = 0 Flats = 0									

Allocated Case Cells								
Row	1	2	3	4	5	6	7	Total
Letter	39	39	39	39	39	72	0	267
Flat	0	0	0	0	0	0	0	0
3982/CFS	1	1	1	1	1	8	0	13
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	0	0	0	0	0	0	0
Used	40	40	40	40	40	80	0	280
Unassigned	0	0	0	0	0	0	0	0
Available	40	40	40	40	40	40	0	240
UnDisplayed(L)	0	0	0	0	0	10	0	10
UnDisplayed(F)	0	0	0	0	0	0	0	0

CAT-B

(DelPt Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)
(Total overflowed cell count undisplayed on Flat Section)

Category C routes have a **RECONCILED CELL COUNT** of 301 – 411 and may be convertible into one piece of equipment, with intensive Carrier Consultation to identify opportunities for cell size reductions, any outliers or specifics requiring additional consideration. Category C routes, may have consistent needs for cells to contain more than 2 “curbside” or “other” type deliveries. If available, the preference is to minimize the numbers of cells with more than two curbside deliveries. Column “S”, **CELLS TO ELIMINATE** for Category C routes will show as few 74 cells and as many as 184 cells that must be consolidated with other cells in order to reduce the equipment into a six shelf 124. There may be some isolated instances where Category C routes cannot be adequately reduced into a six shelf 124 as desired and may need to go into 2 pieces of equipment (6 shelved 124 & 143). As of 7/10/20, the AMS data shows 22,751 (16%) of our 142,603 City Routes are classified as Category C.



Category D & X routes have a **RECONCILED CELL COUNT** above 411 and may be convertible into one piece or two pieces (124 & 143 both with six shelves), via meticulous Carrier Consultation to identify opportunities for cell size reductions, any outliers or specifics requiring additional consideration. Generally speaking, Category D & X routes, will have consistent need for cells to contain more than 2 "curbside or "other" type deliveries. If available, the preference is to minimize the numbers of cells with more than two curbside deliveries. Column "S", **CELLS TO ELIMINATE** for Category D & X routes were computed utilizing 2 pieces of equipment (6 shelved 124 & 143) but in some instances, these may be possible to reduce these to one piece also. As of 7/10/20, the AMS data shows 3,407 (2%) of our 142,603 City Routes are classified as Category D or X.

CITY CASING EQUIPMENT PIECES POTENTIALLY REMOVED					
AREA	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D	CATEGORY X
CMA	6,012	4,470	3,601	485	433
EA	7,632	9,271	6,235	667	527
GLA	11,430	8,807	3,459	175	69
NEA	14,979	7,127	2,408	185	303
PA	9,729	6,052	2,482	181	150
SA	10,149	9,181	9,656	1,449	1,149
WA	11,460	9,529	5,397	391	314
NATIONAL	71,391	54,437	33,238	3,533	2,945

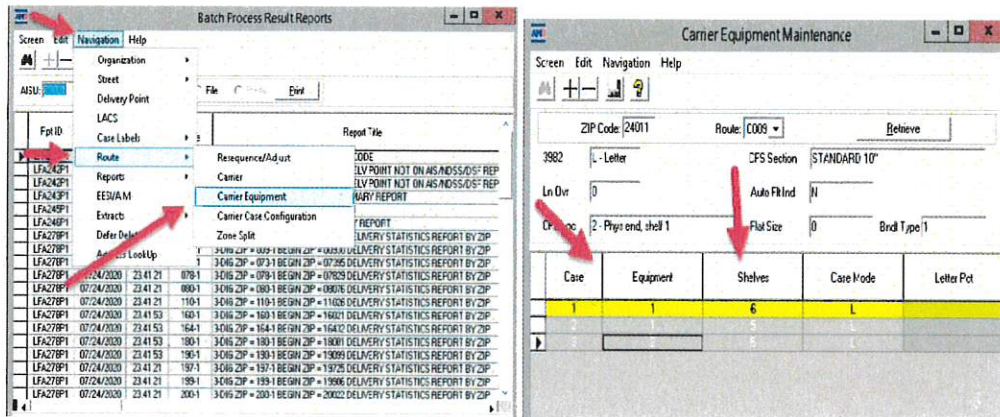
Data above is based upon Category A-C routes having all city carrier casing equipment reduced to one 6-shelf 124 and Category D & X to two pieces of equipment (6 shelved 124 & 143).

District Management (AMS Specifics)

Operations Programs Support (AMS) (SER) City Delivery Specifics: Update Equipment & CFS Section

1. Change case equipment to one 124 and 6 shelves

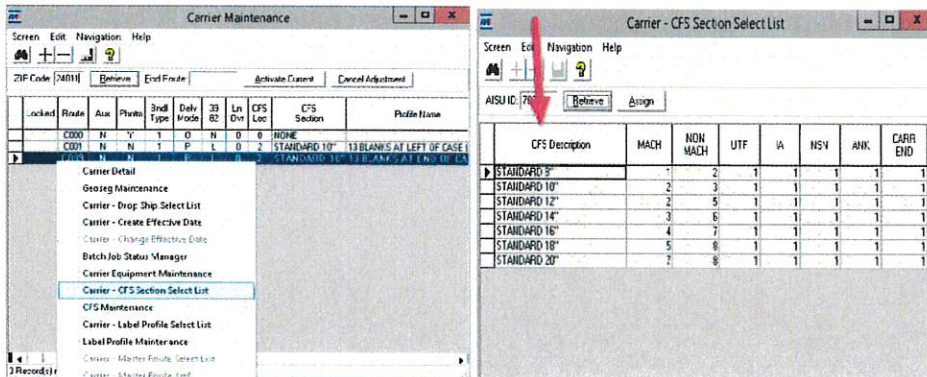
- Equipment - '1' = 124
- Equipment - '3' = 143



The screenshot shows two windows. The left window, 'Batch Process Result Reports', has a navigation pane with 'Reports' expanded and 'Carrier Equipment' selected. The right window, 'Carrier Equipment Maintenance', shows fields for ZIP Code (24011), Route (C009), and Beliefs. Below these are fields for L-Letter, CFS Section (STANDARD 10"), Auto Fill Ind, and Flat Size. A table at the bottom shows Case, Equipment, Shelves, Case Mode, and Letter Pot. The 'Equipment' field is highlighted with a red arrow pointing to the value '1'.

2. Reduce CFS Section to 7"

- CFS Section will be updated in Carrier Maintenance



The screenshot shows two windows. The left window, 'Carrier Maintenance', has a navigation pane with 'Carrier - CFS Section Select List' selected. The right window, 'Carrier - CFS Section Select List', shows a table with columns: CFS Description, MACH, NON MACH, UTF, IA, NSV, ANK, and CARR END. The table lists various CFS descriptions from STANDARD 9" to STANDARD 20". A red arrow points to the 'STANDARD 7"' row.

CFS Description	MACH	NON MACH	UTF	IA	NSV	ANK	CARR END
STANDARD 9"	1	2	1	1	1	1	1
STANDARD 10"	2	3	1	1	1	1	1
STANDARD 12"	2	5	1	1	1	1	1
STANDARD 14"	3	6	1	1	1	1	1
STANDARD 16"	4	7	1	1	1	1	1
STANDARD 18"	5	8	1	1	1	1	1
STANDARD 20"	7	8	1	1	1	1	1



District Management (AMS Specifics)

Operations Programs Support (AMS) (SER) City Delivery Specifics: Making Cell Size Changes

3b. Update cell sizes

- Delivery Requirements:
 - 'Curb' and 'other'
 - 2 deliveries per (1" cell)
- 'CBU' and 'Centralized'
 - Combine into 1" cell per ZIP+4 or
 - By Individual box (whichever is smaller)

Delivery Point Maintenance

Screen Edit Navigation View Options Help

ZIP Code: 24011 Route: C009 Retrieve Initial N Find Edit Seq Num:

2 - 24 E CAMPBELL AVE SE

Type	LACS	Seq Num	Edit Seq Num	Add Num	Secy Abbr	Apt/Rm	Pre	Street Name / Bldg Firm	Del Type	Del Usq	NSat	+4Lo	+4Hi	DP Code	Vac	Sort	Label Test	Dir
S	953	704		304				SAMS	D	B	2102	2102	04			2	WALKABOUT OUTFI	
F	953			304							2129	2129	99					
S	954			306					X	X	2102	2102	06			95		
H	955			306					X	X	2117	2117	99			96		
H	956	705		306	STE	A			C	B	2118	2118	73			1		
H	957	706		306	STE	B			C	B	2118	2118	74	Y		0		
H	958	707		306	STE	C			C	B	2118	2118	75			0		
H	959	708		306	STE	D			C	B	2118	2118	76			1		
H	960	709		306	STE	E			C	B	2118	2118	77			0		
H	961	710		306	STE	F			C	B	2118	2118	78			0		
S	962	711		302				PAPER ALLEY	D	B	2102	2102	02			1	LADIES AND LINEN	
F	962			302							2115	2115	99					
GS				101	199	U		KIRK	AVE	SE	1807	1807						
S	963	712		103					D	B	1807	1807	03			1		
GS				100	198	E		KIRK	AVE	SE	1808	1808						
S	964	713		100					D	B	1808	1808	00			1		
GS				200	290	C		MARKET	ST	SE	1802	1802						
S	965	714		216					D	B	1802	1802	16			1	CALHOUN & KIPP	
S	966	715		214					D	B	1802	1802	14			1	WASABI	
S	967	716		212					D	B	1802	1802	12			1	POLISHED	
S	968	717		210	STE	B			D	B	1802	1802	10			1	JACK BROWNS	
S	969	718		210	STE	A			D	B	1802	1802	10			1	SHADES	
S	970	719		208					D	B	1802	1802	08			1	GYPSY	
GS				101	199	D		MARKET	ST	SE	1401	1401						
S	871	720		101					D	B	1401	1401	01			2	GIFT NICHE	
S	872	721		105					D	B	1401	1401	05	Y		10		
S	873	722		107					D	B	1401	1401	07			1	ERNIES	

Tips:

1. Auto-fit –can help to get cells reduced into case. Manual overview is still needed.
2. You don't need the edit book to get started.
3. Offices can make revisions of cell sizes in WebEES.



Local Unit Specifics with District Management Oversight

Local Unit (SER) City Delivery Specifics:

- Conduct Communication with Employees (Stand Up Talk) see Page 5 Above
- Perform Carrier Consultations utilizing Address Management Systems (AMS) Updated Edit Sheets and Finalize Cell Size Reductions to Align with Optimize Carrier Sortation Equipment

Case Equipment									
Case	1	2	3	4	5	6	7	8	9
Equip	124								
Mode	Ltrs								
Shelves	6								
Cells	240								
Totals									
Ltrs = 240 Both = 0 Flats = 0									

Allocated Case Cells								
Row	1	2	3	4	5	6	7	Total
Letter	39	39	39	39	39	72	0	267
Fiat	0	0	0	0	0	0	0	0
3982/CFS	1	1	1	1	1	8	0	13
Assigned	0	0	0	0	0	0	0	0
Insufficient	0	0	0	0	0	0	0	0
Used	40	40	40	40	40	80	0	280
Unassigned	0	0	0	0	0	0	0	0
Available	40	40	40	40	40	40	0	240
UnDisplayed(L)	0	0	0	0	0	10	0	10
UnDisplayed(F)	0	0	0	0	0	0	0	0

(DelPt Blank Cells, Blank Strips, Lean Over Cells)
(Not enough space to fit next DelPt at the end of the case)

(All other blank cells)

(Total overflowed cell count undisplayed on Letter Section)

(Total overflowed cell count undisplayed on Flat Section)

Sheet above indicates that 40 additional cells need to be absorbed to fit the sortation equipment. Our carriers' knowledge must be utilized to address; it is essential that we seek their valuable input to finalize the cell size changes. Carriers are the experts on their routes and can readily identify addresses that may require additional or less sortation space. This includes routes where all deliveries seem to fit, we must ensure spacing is adequate. If needed review cell size needs on typical mail volume day to confirm spacing is appropriate.

After consultations are completed, return finalized edit sheets to AMS for case label generation.

- Assist with the creation Drawings of New Floor Layout - Manual or Computer-Aided Design (CAD)
- Submit Work Orders to Realign Equipment and LMD Signage
 - Coordinate with District to Store Excess Equipment
- Require carriers to update PS Form 3982 Cards to Match Each Row
- Ensure Hold Mail Staging Area - Clearly Established
- Certify Completion



SER Consolidated City Checklist

City (SER) Checklist

Sortation Equipment Reconciliation (SER) Checklist				
Steps	Task Name	Task Description	Task Owner	Date Completed
1	View SER kickoff presentation: https://usps.zoomgov.com/rec/share/6_wkL-Hf8lxOYq_wsE6DZvUTE6f7X6a80CAY-vAInk6zZuLrWO4_Xrg2TYyojW6Q%20 [Password 9Z&i&l3%]	Gain understanding of initiative	Area/District/ Local Unit	
2	Direct and track District project plan	Sets focus, expectations, clarity; ensuring proper reporting of progress, accountability and cross functional resources availability	Area	
3	Leads, directs and coordinates Roles and Responsibilities of MOPS, AMS & Local Units	Provides support / feedback to ensure success. Coordinates consolidation of sortation equipment.	Area/District	
4	Identify excess equipment storage locations and communicate to Delivery Units	Setup storage locations for excess equipment, conduct and disseminate communication plans for SER to Delivery Units	District	
5	Standard Work Instructions	Obtain, read and print the Standard Work Instructions (SWIs), share with appropriate employees and post as needed	Area/District/ Local Unit	
6	Stand-Up Talks	Deliver City Carrier Stand-Up Talk	District/Local Unit	
7	AMS applies preliminary cell size optimization logic	Have AMS cell block all consecutive centralized and CBU deliveries and minimize those cell sizes to no more than one inch where possible.	Area/District	
8	Acquire updated AMS Edit Sheet	Perform carrier consultations to optimize cell size configuration on (AMS) updated Edit Sheets, return edit sheets for new case labels	District/Local Unit	
9	Communicate to delivery units	Conduct and disseminate communication package to delivery units for SER. District management must also monitor reduction progress on a weekly basis and ensure reductions are occurring at a reasonable rate.	District	
10	Optimize floor layout	Obtain drawings of new floor layout - manual or Computer-Aided Design (CAD)	District/Local Unit	
11	Submit Work Orders to realign equipment and LMD signage	Coordinate with District to store excess equipment	District/Local Unit	
12	Implementation Preparation	Carriers update PS Form 3982 cards to match each row. Ensure Hold Mail staging area is established and clearly marked	District/Local Unit	
13	Certify completion	Ensure tracking mechanism is updated	District/Local Unit	
14	Post implementation and follow-up	Review and ensure cell size optimization, adjust where needed.	District	