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LABOR RELATIONS



June 29, 2021

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

Dear Mr. Wagner:

As a matter of general interest, the Postal Service has initiated a pilot test using non-career employees to load Sunday Amazon parcels into LLV/FFV vehicles prior to the assigned carrier reporting for work.

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 operational process for the CCA and RCA employees is as follows:

- The employee reports to the office and clocks onto the appropriate street operation (RCA employees complete PS Form 4240, *Rural Carrier Trip Report*)
- The employee retrieves parcels for the 1st route and load the 1st vehicle and repeats the same process for the 2nd, 3rd, and 4th routes.

This test was initiated in April and is being conducted at 81 postal facilities within the WestPac Area.

We have enclosed a list of the 81 test site locations and the Standard Work Instructions (SWI): *City Pre-Loading LLV/FFV Sunday Amazon* and *Rural Pre-Loading LLV/FFV Vehicle Sunday Delivery*.

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".

David E. Mills
Director
Labor Relations Policies and Programs





Enclosure

District	Office	Finance Number	Static or Dynamic
AZ-NM	ABQ-MANZANO STA - 340138	340138	Dynamic
AZ-NM	AZTEC PO - 340567	340567	Dynamic
AZ-NM	GIL-FIESTA CARRIER ANX - 033406	33406	Dynamic
AZ-NM	HOBBS PO - 343990	343990	Dynamic
AZ-NM	MARICOPA PO - 035069	35069	Dynamic
AZ-NM	MES-MAIN OFFICE STA - 035226	35226	Dynamic
AZ-NM	PHX-AHWATUKEE STA - 036371	36371	Dynamic
AZ-NM	QUEEN CREEK PO - 036845	36845	Dynamic
AZ-NM	SCO-MAIN OFFICE STA - 037665	37665	Dynamic
AZ-NM	TUC-MISSION STA - 038891	38891	Dynamic
California 1	LAKEPORT PO - 054134	54134	Dynamic
California 1	RED BLUFF PO - 056348	56348	Dynamic
California 1	RED BLUFF PO - 056348	56348	Dynamic
California 1	ROHNERT PARK PO - 051824	51824	Dynamic
California 1	SAN CARLOS PO - 056756	56756	Dynamic
California 2	CITRUS HEIGHTS PO - 051566	51566	Dynamic
California 2	COLFAX PO - 051692	51692	Dynamic
California 2	SAC-FORT SUTTER STA - 056691	56691	Dynamic
California 3	BAK-DOWNTOWN STA - 050472	50472	Dynamic
California 3	FRE-CLINTER STA - 052893	52893	Dynamic
California 3	LOMPOC PO - 054464	54464	Dynamic
California 3	MARINA PO - 054752	54752	Dynamic
California 3	MERCED PO - 054878	54878	Dynamic
California 3	NEWMAN PO - 055370	55370	Dynamic
California 3	PALMDALE PO - 055784	55784	Dynamic
California 3	RESEDA PO - 056420	56420	Dynamic
California 3	TULARE PO - 057950	57950	Dynamic
California 3	VAN-ENCINO BR - 058114	58114	Dynamic
California 4	ANAHEIM PO - 050222	50222	Dynamic
California 4	EL MONTE PO - 052442	52442	Dynamic
California 4	GLENDALE PO (CA) - 053012	53012	Dynamic
California 4	SAN JUAN CPISTRANO PO - 056846	56846	Dynamic
California 4	WEST COVINA PO - 058343	58343	Dynamic
California 4	YORBA LINDA PO - 058640	58640	Dynamic
California 5	ARTESIA PO - 050348	50348	Dynamic
California 5	DOWNEY PO - 052250	52250	Dynamic
California 5	LAX-ALAMEDA STA - 054502	54502	Dynamic
California 5	LAX-DOCKWEILER STA - 054511	54511	Dynamic
California 5	LAX-FOY STA - 054517	54517	Dynamic
California 5	LAX-MAR VISTA STA - 054543	54543	Dynamic

California 5	LBC-CARSON BR - 054115	54115	Dynamic
California 5	LBC-LOMA CARRIER ANX - 054119	54119	Dynamic
California 6	ADELANTO PO - 050030	50030	Dynamic
California 6	ENCINITAS PO - 052508	52508	Dynamic
California 6	SDC-SERRA MESA STA - 056752	56752	Dynamic
California 6	YUCAIPA PO - 058676	58676	Dynamic
CO - WY	ARV-INDIAN TREE STA - 070415	70415	Dynamic
CO - WY	AUR-HOFFMAN HEIGHTS STA - 070492	70492	Dynamic
CO - WY	BRIGHTON PO - 071044	71044	Dynamic
CO - WY	COS-TEMPLETON STA - 071815	71815	Dynamic
CO - WY	DEN-SULLIVAN STA - 072348	72348	Dynamic
CO - WY	LIT-KEN CARYL BR - 075584	75584	Dynamic
CO - WY	MONTROSE PO - 076354	76354	Dynamic
CO - WY	PARKER PO - 077020	77020	Dynamic
CO - WY	POWELL PO - 577334	577334	Dynamic
ID-MT-OR	BEAVERTON PO - 400688	400688	Dynamic
ID-MT-OR	BOZEMAN PO - 290990	290990	Static
ID-MT-OR	COTTAGE GROVE PO - 401888	401888	Dynamic
ID-MT-OR	HERMISTON PO - 403872	403872	Dynamic
ID-MT-OR	KALISPELL PO - 294572	294572	Static
ID-MT-OR	MC MINNVILLE PO - 405088	405088	Dynamic
ID-MT-OR	MERIDIAN PO - 155775	155775	Static
ID-MT-OR	OREGON CITY PO - 406432	406432	Dynamic
ID-MT-OR	POR-PIEDMONT STA - 406772	406772	Dynamic
NV-UT	BOUNTIFUL PO - 490850	490850	Dynamic
NV-UT	CARSON CITY PO - 311360	311360	Dynamic
NV-UT	HEN-SEVEN HILLS STA - 314082	314082	Dynamic
NV-UT	LAS-PARADISE VALLEY STA - 314894	314894	Dynamic
NV-UT	REN-WASHINGTON STA - 317290	317290	Static
NV-UT	SAL-COTTONWOOD BR - 497793	497793	Static
NV-UT	SPRINGVILLE PO - 498364	498364	Dynamic
NV-UT	WEST JORDAN PO - 499588	499588	Static
Washington	CHENEY PO - 541372	541372	Dynamic
Washington	KIRKLAND PO - 544144	544144	Static
Washington	MOSES LAKE PO - 545642	545642	Dynamic
Washington	PORT ORCHARD PO - 546762	546762	Dynamic
Washington	REN-HIGHLANDS STA - 547072	547072	Dynamic
Washington	SEA-WALLINGFORD STA - 547643	547643	Dynamic
Washington	SPO-REGAL STA - 548065	548065	Dynamic
Washington	SUN-CARRIER ANX - 548261	548261	Dynamic
Washington	TAC-UNIVERSITY PLACE BR - 548338	548338	Dynamic






Standard Work Instruction: City Pre Loading 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"> Carrier should move to operation 7240 on EBR 	<ul style="list-style-type: none"> Accountables/keys/scanner retrieval is conducted on office time.
	2. Clock to the street operation on EBR	<ul style="list-style-type: none"> Carrier should move to operation 7230 in EBR 	<ul style="list-style-type: none"> All Load Time is on street time
	3. Retrieve parcels from distribution area	<ul style="list-style-type: none"> Load should be leveled to prevent parcels from falling while moving equipment. Carrier will grab 1st route from the group. 	<ul style="list-style-type: none"> This eliminates damaging parcels Carrier will load 1st route, then 2nd route, then 3rd route, then 4th.
	4. Push parcels out to vehicle	<ul style="list-style-type: none"> Parcels should be taken directly to the postal vehicle to be loaded ensuring that no parcels fall out of equipment during travel. 	<ul style="list-style-type: none"> Employee must ensure that all parcels scheduled for delivery that day are loaded into the vehicle.


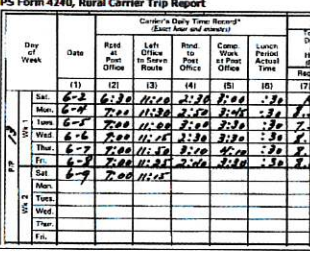


Standard Work Instruction: City Pre Loading LLV/FFV Vehicle **Sunday**

Amazon

	<p>5. Load front of vehicle</p>	<ul style="list-style-type: none"> • Scan each parcel prior to loading into vehicle • Load the lowest number associated with the parcels in the front of vehicle in order of turn by turn directions. 	<ul style="list-style-type: none"> • This organizes mail in a way that is efficient and easy to retrieve
	<p>6. Load vehicle</p>	<ul style="list-style-type: none"> • If parcels were thrown in Static, Utilize "Load Truck", Scan each parcel before loading into vehicle • If parcels were thrown in Dynamic Dynamic, load the parcels based on sequence number written on package by clerk. 	<ul style="list-style-type: none"> • This organizes mail in a way that is efficient and easy to retrieve
	<p>7. Push empty equipment and missorted parcels back into building</p>	<ul style="list-style-type: none"> • All missorted parcels must be brought to the location designated by the delivery unit manager. 	<ul style="list-style-type: none"> • This ensures that all parcels scheduled for delivery that day get sorted to the correct route.
	<p>8. Retrieve 2nd route parcels from distribution area</p>	<ul style="list-style-type: none"> • Load should be leveled to prevent parcels from falling while moving equipment. • Carrier will grab the next route from the group. 	<ul style="list-style-type: none"> • This eliminates damaging parcels • Carrier will load 1st route, then 2nd route, then 3rd route, then 4th. • Repeat loading process until all routes loaded.
	<p>9. Activate Copilot and head to delivery</p>	<ul style="list-style-type: none"> • Before depart to route, activate Co-pilot feature on MDD 	<ul style="list-style-type: none"> • Provides carriers with turn by turn direction for route






Standard Work Instruction: Rural Pre Loading LLV/FFV Vehicle Sunday Amazon



	Important Steps	Key Points	Reasons for Key Points
	1. Report to office at assigned time	<ul style="list-style-type: none"> Loader will have an earlier start time, early enough to have time to load their group of routes. Accountables, keys, scanner to be signed out for. 	<ul style="list-style-type: none"> Accountables/keys/ scanner retrieval is conducted in office.
	2. Fill PS Form 4240	<ul style="list-style-type: none"> Carrier will record the time in regards to: reported to office, left office to serve route, returned to PO, complete work at PO 	<ul style="list-style-type: none"> Carrier will accurately record time, which will then be inputted by supervisor.
	3. Retrieve parcels from distribution area	<ul style="list-style-type: none"> Load should be leveled to prevent parcels from falling while moving equipment. Carrier will grab 1st route from the group. 	<ul style="list-style-type: none"> This eliminates damaging parcels Carrier will load 1st route, then 2nd route, then 3rd route, then 4th.
	4. Push parcels out to vehicle	<ul style="list-style-type: none"> Parcels should be taken directly to the postal vehicle to be loaded ensuring that no parcels fall out of equipment during travel. 	<ul style="list-style-type: none"> Employee must ensure that all parcels scheduled for delivery that day are loaded into the vehicle.

Standard Work Instruction: Rural Pre Loading LLV/FFV Vehicle **Sunday**

Amazon

	<p>5. Load front of vehicle</p>	<ul style="list-style-type: none"> • Scan each parcel prior to loading into vehicle • Load the lowest number associated with the parcels in the front of vehicle in order of turn by turn directions. 	<ul style="list-style-type: none"> • This organizes mail in a way that is efficient and easy to retrieve
	<p>6. Load vehicle</p>	<ul style="list-style-type: none"> • If parcels were thrown in Static, Utilize "Load Truck", Scan each parcel before loading into vehicle • If parcels were thrown in Dynamic Dynamic, load the parcels based on sequence number written on package by clerk. 	<ul style="list-style-type: none"> • This organizes mail in a way that is efficient and easy to retrieve
	<p>7. Push empty equipment and missorted parcels back into building</p>	<ul style="list-style-type: none"> • All missorted parcels must be brought to the location designated by the delivery unit manager. 	<ul style="list-style-type: none"> • This ensures that all parcels scheduled for delivery that day get sorted to the correct route.
	<p>8. Retrieve 2nd route parcels from distribution area</p>	<ul style="list-style-type: none"> • Load should be leveled to prevent parcels from falling while moving equipment. • Carrier will grab the next route from the group. 	<ul style="list-style-type: none"> • This eliminates damaging parcels • Carrier will load 1st route, then 2nd route, then 3rd route, then 4th. • Repeat loading process until all routes loaded.
	<p>9. Activate Copilot and head to delivery</p>	<ul style="list-style-type: none"> • Before depart to route, activate Co-pilot feature on MDD 	<ul style="list-style-type: none"> • Provides carriers with turn by turn direction for route