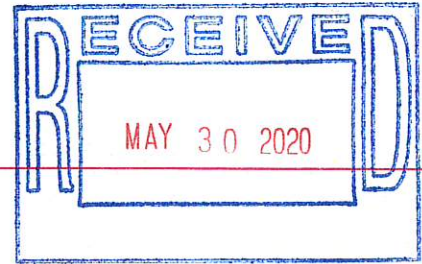


LABOR RELATIONS



May 28, 2020

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

Dear Brian:

As a matter of general interest, the Postal Service has issued Standard Work Instructions (SWI) for the proper handling of the PS Form 3811, Domestic Return Receipt when being delivered to the Sender.

In an effort to increase the scanning percentage of the PS Form 3811, the Postal Service has developed the enclosed Standard Work Instructions for the Delivery and Sampling Processes. The SWI outlines the proper handling methods for the scanning and delivery of the PS-Form 3811 when returning the forms to the Sender.

When an employee scans a PS Form 3811 for an address with a Sampling Request, the employee will receive an alert on their scanner to verify that the receipt has a signature (or other endorsement).

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".

David E Mills  
Manager  
Labor Relations Policies and Programs

Enclosure

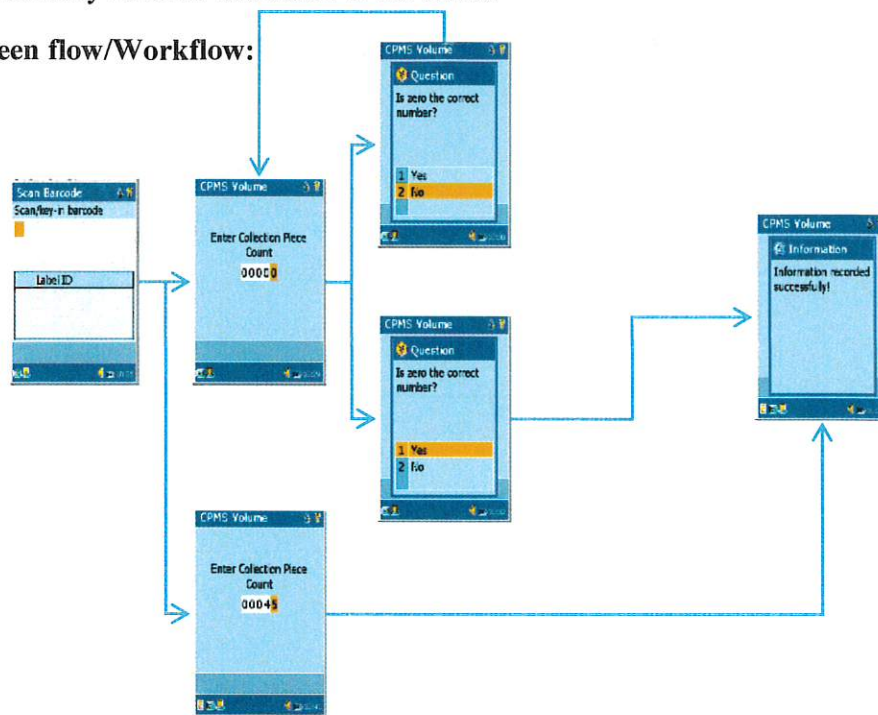
## Stand-Up Talk Volume Density Test May/June 2020

### Background:

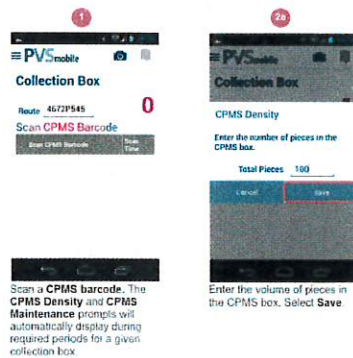
A volume density test will begin on Saturday, May 30, 2020 for one day. The test will resume on Saturday, June 6<sup>th</sup> and will continue consecutively through Saturday, June 20<sup>th</sup>. Collectors will be prompted to enter a volume count each time a Collection Point Management System (CPMS) barcode is scanned.

Conversion charts are to be used in judging volumes, eliminating the need to physically count every piece. An actual piece count is required if the collection point has less than 1" (inch). Small parcels will need to be manually counted and added to the count.

### IMD/MDD Screen flow/Workflow:



### PVS Screen flow/Workflow:



**There are 2 ways the collector can measure volumes:**

- The “Flat-tub” method, exchange an empty flat tub for the one in the box (after ensuring that no mail is still in the box).

Volume	Letters	Flats	50/50 Mix
1"	25	10	18
2"	50	20	35
3"	75	30	53
4"	100	40	70
5"	125	50	88
6"	150	60	105
7"	175	70	123
8"	200	80	140
9"	225	90	158
10"	250	100	175
11"	280	105	193

- The “Pincher” method, primarily used when retrieving bundles that have been dropped into collection boxes or staged in trays. We recommend using the scanner as an aid in measuring. There are slight variances for the MDD, IMD and PVS scanners.

Volume	Letters	Flats	50/50 Mix
1"	19	10	14
2"	38	19	29
3"	57	29	43
4"	76	38	57
5"	95	48	71
6"	114	58	86
7"	132	67	100
8"	151	77	114
9"	170	86	128
10"	189	96	143
11"	208	105	157

**MDD, 2" BKSP to edge; 1" edge of 5 to edge of Device**



**IMD, 2" = edge of "G" to edge of device; 1" edge of "D" to edge of**



**PVS Scanner: Edge of # 1 to edge of \ (back slash)**

