



April 15, 2019

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



Fax / First Class

Dear Brian:

This is to advise you that the Postal Service intends to test restructured city letter carrier assignments by using modified letter carrier case configurations.

Testing is tentatively scheduled to begin on May 18 in the Annandale, Virginia Post Office and continue for up to one year. After evaluating the initial site for a sufficient period, we plan to incrementally expand test sites. A list of planned test sites is enclosed.

The subject test will involve restructuring city letter carrier assignments by, to the extent practical, separating office duties, including but not limited to casing, from street duties. This test may also impact duty assignments held by clerk and maintenance craft employees.

We have enclosed copies of the stand-up talks which will be provided to employees in Annandale on April 16.

Testing of this initiative is now tentatively scheduled to begin on May 18.

Please contact Mike Faber at extension 8620 if you have any questions regarding this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policies and Programs

Enclosures

Area (EDW)	District (EDW)	Facility (EDW)
CAPITAL METRO	ATLANTA PFC	OLD NATIONAL
CAPITAL METRO	ATLANTA PFC	ROSWELL, MPO
CAPITAL METRO	ATLANTA PFC	INDUSTRIAL
CAPITAL METRO	ATLANTA PFC	GAINESVILLE, ANNEX
CAPITAL METRO	BALTIMORE PFC	BROOKLYN CURTIS BAY
CAPITAL METRO	BALTIMORE PFC	HIGHLANDTOWN
CAPITAL METRO	BALTIMORE PFC	CUMBERLAND
CAPITAL METRO	BALTIMORE PFC	COLUMBIA
CAPITAL METRO	CAPITAL PFC	Gaithersburg MPO
CAPITAL METRO	CAPITAL PFC	Southwest Station (03/24)
CAPITAL METRO	CAPITAL PFC	Friendship (16)
CAPITAL METRO	CAPITAL PFC	Silver Spring MPO
CAPITAL METRO	CAPITAL PFC	Anderson MPO
CAPITAL METRO	GREATER SOUTH CAROLINA PFC	Calvin St MPO
CAPITAL METRO	GREATER SOUTH CAROLINA PFC	East Bay STATION
CAPITAL METRO	GREATER SOUTH CAROLINA PFC	Cayce/West Columbia MPO
CAPITAL METRO	GREENSBORO PFC	Winston-Salem, Main Office
CAPITAL METRO	GREENSBORO PFC	GSO, Main Office
CAPITAL METRO	GREENSBORO PFC	RAL, Brentwood
CAPITAL METRO	GREENSBORO PFC	Burlington
CAPITAL METRO	MID-CAROLINAS PFC	Jax - Brynn Marr
CAPITAL METRO	MID-CAROLINAS PFC	Fay - Tokay
CAPITAL METRO	MID-CAROLINAS PFC	Cit - Oakdale
CAPITAL METRO	NORTHERN VIRGINIA PFC	22003 ANNANDALE, MPO
CAPITAL METRO	NORTHERN VIRGINIA PFC	22207 ARLINGTON
CAPITAL METRO	RICHMOND PFC	Seapines
CAPITAL METRO	RICHMOND PFC	Regency Unit 1
CAPITAL METRO	RICHMOND PFC	Fort Eustis

CAPITAL METRO	RICHMOND PFC	Petersburg
EASTERN	APPALACHIAN PFC	Parkersburg, Main Post Office
EASTERN	APPALACHIAN PFC	Roanoke Carrier Annex
EASTERN	APPALACHIAN PFC	Clarksburg, Main Post Office
EASTERN	APPALACHIAN PFC	Bristol Main Post Office
EASTERN	CENTRAL PENNSYLVANIA PFC	Hazleton, MAIN POST OFFICE
EASTERN	CENTRAL PENNSYLVANIA PFC	Williamsport, MAIN POST OFFICE
EASTERN	CENTRAL PENNSYLVANIA PFC	Bethlehem Airport Branch
EASTERN	KENTUCKIANA PFC	LOU-MARTIN LUTHER KING
EASTERN	KENTUCKIANA PFC	LOU-IROQUOIS
EASTERN	KENTUCKIANA PFC	EVN-RIVER CITY
EASTERN	KENTUCKIANA PFC	NEW ALBANY, MAIN POST OFFICE
EASTERN	NORTHERN OHIO PFC	Station A, 44102
EASTERN	NORTHERN OHIO PFC	Ytown, 44501-11
EASTERN	NORTHERN OHIO PFC	West Toledo, 43612
EASTERN	NORTHERN OHIO PFC	Rocky River, 44116
EASTERN	OHIO VALLEY PFC	Marion
EASTERN	OHIO VALLEY PFC	Dunbar
EASTERN	OHIO VALLEY PFC	Gahanna
EASTERN	OHIO VALLEY PFC	Fairborn
EASTERN	PHILADELPHIA METROPOLITAN PFC	Drexel Hill, MAIN POST OFFICE
EASTERN	PHILADELPHIA METROPOLITAN PFC	Ft Washington, MAIN P.O.
EASTERN	PHILADELPHIA METROPOLITAN PFC	Ambler, MAIN POST OFFICE
EASTERN	PHILADELPHIA METROPOLITAN PFC	Langhorne, MAIN POST OFFICE
EASTERN	SOUTH JERSEY PFC	Point Pleasant Beach, MPO
EASTERN	SOUTH JERSEY PFC	Marlton
EASTERN	SOUTH JERSEY PFC	CAMDEN CARRIER ANNEX
EASTERN	SOUTH JERSEY PFC	Toms River, MAIN POST OFFICE
EASTERN	TENNESSEE PFC	KNO-NORTHWEST CARRIER ANX
EASTERN	TENNESSEE PFC	MEMPHIS: DESOTO/FRONT
EASTERN	TENNESSEE PFC	MEMPHIS: EAST/LAMAR STATION

EASTERN	TENNESSEE PFC	KINGSPORT MAIN OFFICE
EASTERN	WESTERN NEW YORK PFC	CHARLOTTE STATION
EASTERN	WESTERN NEW YORK PFC	EASTSIDE STATION
EASTERN	WESTERN NEW YORK PFC	Lancaster
EASTERN	WESTERN NEW YORK PFC	WEBSTER
EASTERN	WESTERN PENNSYLVANIA PFC	MC KEESPORT
EASTERN	WESTERN PENNSYLVANIA PFC	CANONSBURG
EASTERN	WESTERN PENNSYLVANIA PFC	BETHEL PARK
EASTERN	WESTERN PENNSYLVANIA PFC	MC KNIGHT
GREAT LAKES	CENTRAL ILLINOIS PFC	GALESBURG, MAIN POST OFFICE
GREAT LAKES	CENTRAL ILLINOIS PFC	PEORIA PERSIMMON ANNEX
GREAT LAKES	CENTRAL ILLINOIS PFC	TRI CITY CARRIER ANNEX
GREAT LAKES	CENTRAL ILLINOIS PFC	WOODRIDGE BRANCH
GREAT LAKES	CHICAGO PFC	HARWOOD HEIGHTS
GREAT LAKES	CHICAGO PFC	OTIS GRANT COLLINS STATION
GREAT LAKES	DETROIT PFC	FENKELL STATION
GREAT LAKES	DETROIT PFC	STRAITHMOOR STATION
GREAT LAKES	DETROIT PFC	LINCOLN PARK, MAIN POST OFFICE
GREAT LAKES	DETROIT PFC	MADISON HTS CARRIER ANNEX
GREAT LAKES	GATEWAY PFC	DECATUR, MEMORIAL STATION
GREAT LAKES	GATEWAY PFC	Jennings
GREAT LAKES	GATEWAY PFC	Est Louis, MPO
GREAT LAKES	GATEWAY PFC	DANVILLE, MAIN POST OFFICE
GREAT LAKES	GREATER INDIANA PFC	DIPLOMAT STATION
GREAT LAKES	GREATER INDIANA PFC	GARY MPO
GREAT LAKES	GREATER INDIANA PFC	MARION PO
GREAT LAKES	GREATER INDIANA PFC	TERRE HAUTE MAIN POST OFFICE
GREAT LAKES	GREATER MICHIGAN PFC	Grr-Wyoming
GREAT LAKES	GREATER MICHIGAN PFC	Benton Harbor, MPO
GREAT LAKES	GREATER MICHIGAN PFC	Lan-SW Carrier Anx
GREAT LAKES	LAKELAND PFC	Evanston

GREAT LAKES	LAKELAND PFC	Park Ridge
GREAT LAKES	LAKELAND PFC	Appleton
GREAT LAKES	LAKELAND PFC	Hampton Station
NORTHEAST	ALBANY PFC	UTICA GMF
NORTHEAST	ALBANY PFC	COLVIN/ELMWOOD STATION
NORTHEAST	ALBANY PFC	NISKAYUNA STATION
NORTHEAST	ALBANY PFC	GMF CARRIER STATION
NORTHEAST	CONNECTICUT VALLEY PFC	Chicopee, MAIN POST OFFICE
NORTHEAST	CONNECTICUT VALLEY PFC	MANCHESTER, MAIN POST OFFICE
NORTHEAST	CONNECTICUT VALLEY PFC	TAUNTON
NORTHEAST	CONNECTICUT VALLEY PFC	WALLINGFORD, MAIN POST OFFICE
NORTHEAST	GREATER BOSTON PFC	Wellesley Hills
NORTHEAST	GREATER BOSTON PFC	Fitchburg
NORTHEAST	GREATER BOSTON PFC	Peabody
NORTHEAST	GREATER BOSTON PFC	Roxbury
NORTHEAST	LONG ISLAND PFC	WEST ISLIP, MAIN POST OFFICE
NORTHEAST	LONG ISLAND PFC	DEER PARK, MAIN POST OFFICE
NORTHEAST	LONG ISLAND PFC	PATCHOGUE, MAIN POST OFFICE
NORTHEAST	NEW YORK PFC	BAYCHESTER, STATION
NORTHEAST	NEW YORK PFC	FORDHAM, STATION
NORTHEAST	NEW YORK PFC	VILLAGE
NORTHEAST	NORTHERN NEW ENGLAND PFC	BIDDEFORD, BRANCH
NORTHEAST	NORTHERN NEW ENGLAND PFC	BANGOR, ANNEX
NORTHEAST	NORTHERN NEW ENGLAND PFC	Pine Street Sta
NORTHEAST	NORTHERN NJ PFC	New Brunswick, Annex
NORTHEAST	NORTHERN NJ PFC	Mahwah, MPO/Ramsey
NORTHEAST	NORTHERN NJ PFC	Clifton, MAIN POST OFFICE
NORTHEAST	NORTHERN NJ PFC	Saddle Brook, STATION
NORTHEAST	TRIBORO PFC	MIDWOOD STATION
NORTHEAST	TRIBORO PFC	GREAT NECK MPO
NORTHEAST	TRIBORO PFC	SOUTH OZONE PARK STATION

NORTHEAST	TRIBORO PFC	KENSINGTON STATION
NORTHEAST	WESTCHESTER PFC	PORT CHESTER, MAIN POST OFFICE
NORTHEAST	WESTCHESTER PFC	POUGHKEEPSIE MAIN
NORTHEAST	WESTCHESTER PFC	MONSEY, MAIN POST OFFICE
NORTHEAST	WESTCHESTER PFC	YONKERS MAIN, MAIN POST OFFICE
PACIFIC	BAY-VALLEY PFC	SAN JOSE BAYSIDE STATION
PACIFIC	BAY-VALLEY PFC	SAN JOSE BERRYESSA STATION
PACIFIC	BAY-VALLEY PFC	FREMONT, IRVINGTON STATION
PACIFIC	BAY-VALLEY PFC	CAMPBELL, MAIN POST OFFICE
PACIFIC	LOS ANGELES PFC	Sunset Station
PACIFIC	LOS ANGELES PFC	REDONDO BEACH
PACIFIC	LOS ANGELES PFC	Bicentennial Station
PACIFIC	LOS ANGELES PFC	LB LOMA STA
PACIFIC	SACRAMENTO PFC	ROSEVILLE
PACIFIC	SACRAMENTO PFC	Sac - Town and Country
PACIFIC	SACRAMENTO PFC	Sac - Colonial
PACIFIC	SACRAMENTO PFC	Fre - Woodward Park
PACIFIC	SAN DIEGO PFC	RIV - MAIN
PACIFIC	SAN DIEGO PFC	William Taft
PACIFIC	SAN DIEGO PFC	REDLANDS
PACIFIC	SAN DIEGO PFC	HILLCREST
PACIFIC	SAN FRANCISCO PFC	San Mateo, MAIN POST OFFICE
PACIFIC	SAN FRANCISCO PFC	Eureka, MAIN POST OFFICE
PACIFIC	SAN FRANCISCO PFC	San Rafael, MAIN POST OFFICE
PACIFIC	SAN FRANCISCO PFC	San Carlos, MAIN POST OFFICE
PACIFIC	SANTA ANA PFC	Brookhurst, STATION
PACIFIC	SANTA ANA PFC	PICO RIVERA, MPO
PACIFIC	SANTA ANA PFC	Laguna Niguel, MPO
PACIFIC	SANTA ANA PFC	Brea, MAIN POST OFFICE
PACIFIC	SIERRA COASTAL PFC	GLENDALE, GRAND CENTRAL STA
PACIFIC	SIERRA COASTAL PFC	CANOGA PARK, WINNETKA

PACIFIC	SIERRA COASTAL PFC	VAN NUYS, SHERMAN OAKS STATION
SOUTHERN	SIERRA COASTAL PFC	SANTA CLARITA MAIN POST OFFICE
SOUTHERN	ALABAMA PFC	BHM-WOODLAWN, STN
SOUTHERN	ALABAMA PFC	TUS-SKYLAND, STATION
SOUTHERN	ALABAMA PFC	GAD-MPO
SOUTHERN	ALABAMA PFC	MOB-PRICHARD, STN
SOUTHERN	ARKANSAS PFC	72204 LR Asher
SOUTHERN	ARKANSAS PFC	71601 PB MPO
SOUTHERN	ARKANSAS PFC	72404 Jonesboro
SOUTHERN	DALLAS PFC	75217 Pleasant Grove
SOUTHERN	DALLAS PFC	75211 Beverly Hills
SOUTHERN	DALLAS PFC	75051 Grand Prairie, MPO
SOUTHERN	DALLAS PFC	75006 CARROLLTON, MPO
SOUTHERN	FORT WORTH PFC	AMA, MAIN POST OFFICE
SOUTHERN	FORT WORTH PFC	WF, MORNINGSIDE STATION
SOUTHERN	FORT WORTH PFC	FTW, RIDGLEA STATION
SOUTHERN	FORT WORTH PFC	FTW, POLYTECHNIC STATION
SOUTHERN	GULF ATLANTIC PFC	JAX. GATEWAY, ANNEX
SOUTHERN	GULF ATLANTIC PFC	SAVANNAH, MAIN OFFICE
SOUTHERN	GULF ATLANTIC PFC	ALBANY, MAIN OFFICE
SOUTHERN	GULF ATLANTIC PFC	PENSACOLA EASTHILL, STATION
SOUTHERN	HOUSTON PFC	BEAUMONT, SOUTH END STATION
SOUTHERN	HOUSTON PFC	PORT ARTHUR, MAIN POST OFFICE
SOUTHERN	HOUSTON PFC	A6-NORTH SHEPHERD, STATION
SOUTHERN	HOUSTON PFC	A4-FLEETWOOD, STATION
SOUTHERN	LOUISIANA PFC	BATON ROUGE, ISTROUMA STATION
SOUTHERN	LOUISIANA PFC	SHREVEPORT, HUNTINGTON
SOUTHERN	LOUISIANA PFC	ALEXANDRIA, MARTY THIELS STA
SOUTHERN	LOUISIANA PFC	MARRERO, MAIN POST OFFICE
SOUTHERN	MISSISSIPPI PFC	GULFPORT, EAST STATION
SOUTHERN	OKLAHOMA PFC	NORTHSIDE TULSA

SOUTHERN	OKLAHOMA PFC	WESTSIDE OKC
SOUTHERN	OKLAHOMA PFC	SOUTHEAST OKC
SOUTHERN	OKLAHOMA PFC	ENID MAIN POST OFFICE
SOUTHERN	RIO GRANDE PFC	HARLINGEN-MPO
SOUTHERN	RIO GRANDE PFC	BROWNSVILLE-MPO
SOUTHERN	RIO GRANDE PFC	CC-PORTAIRS
SOUTHERN	RIO GRANDE PFC	EL PASO-YSLETA
SOUTHERN	SOUTH FLORIDA PFC	CORAL SPRINGS, BRANCH
SOUTHERN	SOUTH FLORIDA PFC	OLYMPIA HEIGHTS, BRANCH
SOUTHERN	SOUTH FLORIDA PFC	COUNTY LINE, ANNEX
SOUTHERN	SOUTH FLORIDA PFC	WPB - City Place Station
SOUTHERN	SUNCOAST PFC	CASSELBERRY MAIN OFFICE
SOUTHERN	SUNCOAST PFC	ORL - LEE VISTA ANNEX
SOUTHERN	SUNCOAST PFC	ORANGE CITY
SOUTHERN	SUNCOAST PFC	ORL - SOUTH CREEK BRANCH
WESTERN	ARIZONA PFC	Goodyear Main Office
WESTERN	ARIZONA PFC	Sun City West
WESTERN	ARIZONA PFC	AMF STATION ABQ
WESTERN	ARIZONA PFC	Sierra Adobe
WESTERN	CENTRAL PLAINS PFC	WIC-CHISHOLM STATION
WESTERN	CENTRAL PLAINS PFC	HUTCHINSON MAIN POST OFFICE
WESTERN	CENTRAL PLAINS PFC	GRAND ISLAND MAIN POST OFFICE
WESTERN	CENTRAL PLAINS PFC	WIC-DELANO
WESTERN	COLORADO/WYOMING PFC	LIT Main Office
WESTERN	COLORADO/WYOMING PFC	COS Antares Station
WESTERN	COLORADO/WYOMING PFC	Westminster Main Office
WESTERN	COLORADO/WYOMING PFC	DEN Westwood Station
WESTERN	DAKOTAS PFC	Grand Forks, MPO
WESTERN	DAKOTAS PFC	Butte Main
WESTERN	HAWKEYE PFC	Burlington
WESTERN	HAWKEYE PFC	Fort Dodge

WESTERN	HAWKEYE PFC	Des Moines University Place
WESTERN	HAWKEYE PFC	Waterloo 50701
WESTERN	MID-AMERICA PFC	WALDO
WESTERN	MID-AMERICA PFC	BROOKRIDGE
WESTERN	MID-AMERICA PFC	GRIESEMER
WESTERN	MID-AMERICA PFC	HICKMAN MILLS
WESTERN	NEVADA-SIERRA PFC	LV Huntridge, Station
WESTERN	NEVADA-SIERRA PFC	LV King, Station
WESTERN	NEVADA-SIERRA PFC	NLV Meadow Mesa, Station
WESTERN	NEVADA-SIERRA PFC	Sparks Vista, Station
WESTERN	NORTHLAND PFC	St. Paul, Vadnais Hgts Shorevw
WESTERN	NORTHLAND PFC	Savage, Burnsville Br
WESTERN	NORTHLAND PFC	St. Paul, Industrial Station
WESTERN	NORTHLAND PFC	Mpls, Nokomis Station
WESTERN	PORTLAND PFC	PDX-LENTS DCU
WESTERN	PORTLAND PFC	PDX-KENTON
WESTERN	PORTLAND PFC	LONGVIEW
WESTERN	PORTLAND PFC	EUGENE-SOUTHSIDE
WESTERN	SALT LAKE CITY PFC	TWIN FALLS PIONEER, STATION
WESTERN	SALT LAKE CITY PFC	OGDEN MOUNT OGDEN STA
WESTERN	SALT LAKE CITY PFC	SIC DOWNTOWN STATION
WESTERN	SALT LAKE CITY PFC	OREM MOUNTAIN SHADOWS STA
WESTERN	SEATTLE PFC	SPO Shadle Garland, STATION
WESTERN	SEATTLE PFC	Sea Westwood, STATION
WESTERN	SEATTLE PFC	Sea Columbia, STATION
WESTERN	SEATTLE PFC	Everett, MAIN POST OFFICE



City Carrier Stand-Up Talk

The United States Postal Service is facing one of the most difficult challenges in its history. Letter and Flat volume has decreased by 7 billion pieces since 2014. This decline has created the need to explore new ways of reducing costs, improving efficiency, and increasing usable workspace within our delivery units. Your office has been chosen to participate in the consolidated casing initiative.

This initiative separates the traditional city letter carrier assignment into two separate components: "Office Caser/Carrier" and "Street Carrier". All routes in the unit will reduce cell sizes for all deliveries. Routes are then combined into casing groups which minimizes casing equipment and increases available floor space.

Office Caser/Carrier Responsibilities:

- Casing and withdrawal of manual mail* including small parcels and rolls (SPRs) and Hot Case mail
- Sequencing mail for park and loop deliveries, according to local policy
- Scanning the MSP Hot Case bar code*
- Loading cased mail into the conveyance used for parcel distribution
- Processing undeliverable and return mail, with input from supervisors and Street Carriers
- Placing COA labels on PS Form 3982 for all routes within an assigned casing group, per the unit's SOP
- Preparing Hold mail requests, per the unit's SOP
- Maintaining Edit/Redbooks, DSMART, WebEES and eUARS information with communication/Input from Street Carriers, as per management instructions*

**For all routes assigned within a casing group*

Street Carrier Responsibilities:

- Delivery: 7 hours and 45 minutes, including two street breaks (office tasks will be significantly reduced)

AM Office responsibilities:

- Retrieving accountable/special service items, keys/Voyager card and Mobile Delivery Device (MDD) per office SOP, from cage or accountable cart
- Retrieving conveyance equipment for assigned route and clocking to the appropriate street operation
- Retrieving DPS, FSS and committed sequenced sets
- Loading vehicle/return conveyance equipment (such as a hamper) to designated location



Clerk Stand-Up Talk

The United States Postal Service is facing one of the most difficult challenges in its history. Letter and Flat volume has decreased by 7 billion pieces since 2014. This decline created the need to explore new ways of reducing costs, improving efficiency, and increasing usable workspace within our delivery units. Your office has been chosen to participate in the consolidated casing initiative.

This initiative separates the traditional city letter carrier assignment into two separate components; "Office Casing/Carrier" and "Street Carrier". All routes in the unit will reduce cell sizes for all deliveries. Routes are then combined into casing groups which minimizes casing equipment and increases available floor space.

How does this affect a Distribution Clerk?

Changes may vary based on office size and existing set up. Some examples may include:

- Adjusting clerk schedules to align with earlier mail arrival
- Staging mail for multiple route casing groups
 - Cased mail
 - NLM letters and flats
 - Sequenced sets