

LABOR RELATIONS



November 28, 2023

Mr. Ivan Butts
President
National Association of Postal Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

RECEIVED
DEC 0 2 2023

Dear Ivan:

As a matter of general interest, the Postal Service has created PS Form 1106 *Arrow Key – Daily Accountable Log*. This new form will be used when electronic means is not available to memorialize the current process of daily arrow key assignment and accountability.

Enclosed is a copy of the form and standard work instructions.

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

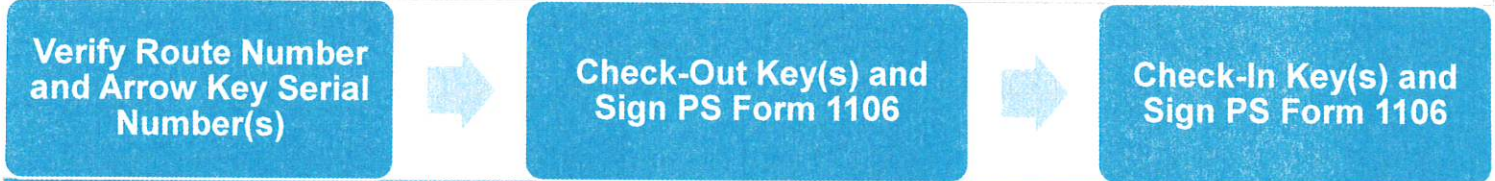
Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

James Lloyd
Director
Contract Administration (NALC)

enclosures

Standard Work Instructions:	Arrow Key Daily Accountable Log - Using PS Form 1106	Delivery Strategy and Policy
Purpose:	To ensure letter carriers properly use PS Form 1106, enhancing security of Arrow Keys. <u>For use only when the 24-hour Arrow key process is not available</u>	
Creation:	August 2023	Version 1



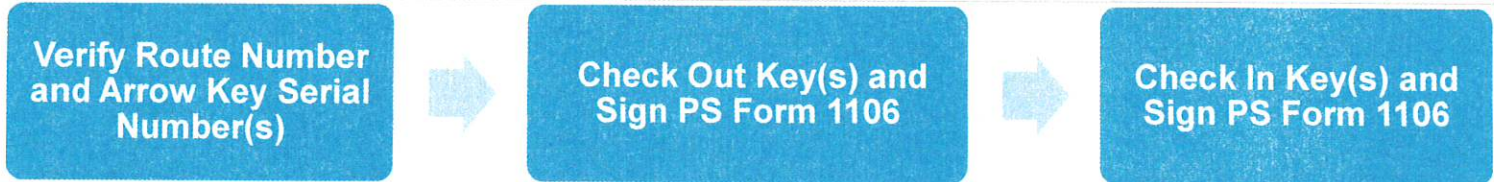
Visual	Important Steps	Key Points	Reasons for Key Points
--------	-----------------	------------	------------------------

	<ul style="list-style-type: none"> Identify and verify route number on PS Form 1106 Identify and verify Arrow Key serial number on PS Form 1106 	<ul style="list-style-type: none"> Identify route and Arrow Key serial number(s) Verify the numbers are accurate <u>before</u> accepting key(s) 	<ul style="list-style-type: none"> Ensures enhanced accountability of Arrow Keys
--	---	---	---

<table border="1"> <thead> <tr> <th colspan="2">Sign-Out Section (Check-Out Keys)</th> </tr> <tr> <th>Clerk/Manager Signature</th> <th>Carrier Signature</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Sign-Out Section (Check-Out Keys)		Clerk/Manager Signature	Carrier Signature															<ul style="list-style-type: none"> Check-Out key(s) Place signature in "Sign-Out Section" under "Carrier Signature" of PS Form 1106 	<ul style="list-style-type: none"> Legibly sign first and last name upon receipt of key(s) 	<ul style="list-style-type: none"> Ensures enhanced accountability of Arrow Keys
Sign-Out Section (Check-Out Keys)																					
Clerk/Manager Signature	Carrier Signature																				

<table border="1"> <thead> <tr> <th colspan="2">Sign-In Section (Check-In Keys)</th> </tr> <tr> <th>Carrier Signature</th> <th>Clerk/Manager Signature</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Sign-In Section (Check-In Keys)		Carrier Signature	Clerk/Manager Signature															<ul style="list-style-type: none"> Check-In key(s) Place signature in "Sign-In Section" under "Carrier Signature" of PS Form 1106 	<ul style="list-style-type: none"> Legibly sign first and last name upon return of key(s) 	<ul style="list-style-type: none"> Ensures enhanced accountability of Arrow Keys
Sign-In Section (Check-In Keys)																					
Carrier Signature	Clerk/Manager Signature																				

Standard Work Instructions:	Arrow Key Daily Accountable Log - Using PS Form 1106	Delivery Strategy and Policy
Purpose:	To ensure letter carriers properly use PS Form 1106 when electronic means of signing for arrow keys is not available	
Creation:	August 2023	Version 2



Visual	Important Steps	Key Points	Reasons for Key Points
	<ul style="list-style-type: none"> Identify and verify route number on PS Form 1106 Identify and verify Arrow Key serial number on PS Form 1106 	<ul style="list-style-type: none"> Identify route and Arrow Key serial number(s) Verify the numbers are accurate before accepting key(s) 	<ul style="list-style-type: none"> Ensures enhanced accountability of Arrow Keys
	<ul style="list-style-type: none"> Check Out Key(s) Place signature in "Sign-Out Section" under "Carrier Signature" of PS Form 1106 	<ul style="list-style-type: none"> Legibly sign first and last name upon receipt of key(s) 	<ul style="list-style-type: none"> Ensures enhanced accountability of Arrow Keys
	<ul style="list-style-type: none"> Check In Key(s) Place signature in "Sign-In Section" under "Carrier Signature" of PS Form 1106 	<ul style="list-style-type: none"> Legibly sign first and last name upon return of key(s) 	<ul style="list-style-type: none"> Ensures enhanced accountability of Arrow Keys



Arrow Key — Daily Accountable Log

Office Name: _____ ZIP Code: _____ Today's Date: _____

Pre-filled Information		Sign-Out Section (Check-Out Keys)		Sign-In Section (Check-In Keys)		
#	Route # <small>(C000, R000)</small>	Serial #	Clerk/Manager Signature	Carrier Signature	Carrier Signature	Clerk/Manager Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Certification Manager Signature	
Certification Manager Name	