

LABOR RELATIONS



May 24, 2024

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

Sent by email

RECEIVED
MAY 28 2024

Dear Ivan:

As a matter of general interest, the Postal Service has updated the City Carrier Flow Chart to reflect minor logistical changes for City Carrier units located in Sorting and Distribution Centers (S&DCs).

The flow chart provides updated information related to AM and PM office functions and will be distributed for carriers to place in their route books.

Enclosed is a copy of the S&D City Carrier Flow Chart and Stand-Up Talk (SUT) that will be shared with city carriers assigned to S&DC facilities.

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".

for James Lloyd
Director
Contract Administration (NALC)

Enclosures

Mandatory Stand-Up Talk

May 13, 2024

Sorting & Distribution Center (S&DC) City Carriers – Stand-Up Talk

This Stand-Up Talk must be presented to all S&DC city carriers by COB: Friday, May 17, 2024.

Target Audience: S&DC City Carriers

S&DCs are an integral part of the Postal Service's Delivering for America plan to create a best-in-class processing and delivery network. S&DCs will allow for easier standardization and management of operations while improving building and operating conditions for employees.

Due to the logistical changes required by the S&DCs, there will be minor changes in the office functions for the city carriers as well. I will be handing out copies and reviewing the City Carrier Flow Chart. This flow chart will facilitate streamlining of processes to ensure consistency amongst all employees within the S&DC.

In the AM, these changes include but are not limited to proceeding directly to designated key cabinet to obtain vehicle keys upon begin tour, retrieving blue hamper from designated area on Small Delivery Unit Sorter (SDUS) and proceeding directly to case, and placing blue hampers as close to the case as possible to facilitate loading trays and reduce walking back and forth.

For the PM office functions, these changes include but are not limited to proceeding to the PM Supervisor to verify all parcels are cleared, present any undelivered parcels, inform of any mail or scheduled collections that could not be completed and returning all equipment (push carts, blue hampers, satchels etc.) to its designated location.

Thank you for your time and dedication to the United States Postal Service.

[Please provide a copy SDC - City Carrier Flow Chart to all Delivery Employees]

CITY CARRIER FLOW CHART

Sorting & Distribution Centers (SDC)

FOLLOW POSTAL SAFETY REGULATIONS AT ALL TIMES:

Personal business, such as putting away coats and lunches, getting coffee, etc., must be done prior to clocking in. No lingering on premises before and after Begin and End Tours. **M-41 112.26**

AM OFFICE FUNCTIONS:

1. Report for duty in a clean and proper uniform and be prompt, courteous and obliging of your duties **M-41 112.25, 112.51**
2. Retrieve and set up your Mobile Delivery Device (MDD-TR). Clock in at scheduled Begin Tour (Operation + Route Number). Proceed directly to designated key cabinet to obtain vehicle keys **M-41 112.22**
3. When called to huddle, promptly attend Stand-Up Talks, and remain attentive
4. Conduct a proper inspection of your assigned vehicle **M-41 832.1**
Note: If necessary, complete Vehicle Repair Tag, PS Form 4565 **M-41 842.2**
5. Case loose and bundled flats first, then letters unless instructed otherwise by your supervisor
Cradle an armful of flats and pick up a solid handful of letters while placing mail directly into casing equipment. Do not curtail or delay mail at your case unless instructed by a supervisor
6. When instructed by supervisor, return all missorted mail and throwbacks, and complete sweep of distribution letter and flat cases in one trip. Promptly retrieve blue hamper from designated area on Small Delivery Unit Sorter (SDUS) and proceed directly to your case
7. Efficiently tray or case Small Parcels and Rolls (SPRs) within demonstrated performance or minimum 18/8/70 casing/pulldown standards. Limit double handling of parcels and avoid time wasting practices. Large SPRs that do not fit in the case are most efficiently handled as parcel **M-41 121.11, 121.12**
8. Leave/return for office break as scheduled (if applicable)
9. Complete PS Form 3996 Carrier-Auxiliary Control in advance of scheduled leaving time or no later than immediately following final receipt of mail, if necessary **M-41 131.41, M-41 131.42, M-41 131.43**
10. When the Accountable Cart arrives, sign for accountable items and obtain keys, where applicable. Acquire gas card from management (if necessary) **M-41 261**
11. Affix Change of Address System (COARS) labels onto PS Form 3982 **M-41 241**
12. After ALL Residual Mail and SPRS have been cased, endorse Postal Automated Redirection System (PARS), Flats Postal Automated Redirection System (FPARS), Computerized Forwarding System (CFS) and Remote Forwarding System (RFS)
13. When ready to pull down your route, take empty equipment, endorsed mail and misthrows to designated locations
14. Pull down route in delivery sequence, matching case labels
15. Place pulled mail directly into trays placed on the case ledge
16. Place blue hampers as close to the case as possible to facilitate loading trays and reduce walking back and forth
17. On Park and Loop and Walk Out routes, load first relay directly into satchel
18. Check case for sleepers **M-41 121.24**
19. Pull remaining mail from hot case, scan "HOT CASE MSP", and place hot case card in designated location for your route **M-41 291**
20. Ensure all work assigned for office operations is complete prior to moving to street operations for loading
21. Move to street operation and begin loading process
22. Preferable loading is completed in one trip
23. Return all blue hampers to their designated locations

****Note: Second trip may be necessary to prevent safety hazards and will be completed while already on Street Time to prevent multiple operation moves****

Street Functions:

Follow M-41 Chapter 8.81 Vehicle Regulations and Safety Practices at all times

24. If not previously completed, clock to street operation and assigned route
 25. Verify Delivery Point Sequence (DPS) mail at staging area and load onto your hamper. A three-point check of first, middle and last pieces of DPS trays is to be conducted to confirm mail belongs to your route
 26. Load all mail, including parcels (using the MDD-TR load truck feature), into vehicle **M-41 622.1**
 27. Return equipment (push carts, hampers, satchels etc.) to assigned area
 28. Place all package Misthrows, PARS and Forwards in designated container/location
 29. Scan MSP "DEPART TO ROUTE" barcode; enter correct vehicle mileage if assigned a government vehicle
 30. Follow your authorized line of travel on your assigned route
 31. Take lunch and breaks at authorized location as designated on PS 1564-A. **M-41 251**
 32. Complete all package scans, SPM samplings, and CPMS scans as required
 33. Separate undeliverable mail during delivery into the following categories: PARS / Hold Mail / UBBM / 3M / Other Undeliverable as addressed mail
 34. Return to the delivery unit immediately upon completion of assigned street duties **M-41 112.29**
 35. Unload vehicle
 36. Complete all assigned/required separations of all collected mail and parcels and notified parcels and empty equipment at designated location(s) **M-4142**
- **Note: In some offices this may be an office function ****
37. Enter building through designated doors and scan MSP "RETURN TO OFFICE" barcode; enter vehicle mileage into scanner

PM OFFICE FUNCTIONS:

ALL PM FUNCTIONS SHOULD BE CONDUCTED WITHIN "RED LINE" AREA UNLESS OTHERWISE INSTRUCTED BY YOUR SUPERVISOR

38. Proceed to PM Supervisor to: verify all parcels are cleared, and present any undelivered parcels, inform of any mail or scheduled collections that could not be completed, and any MyPO activity concerns. Any mail that is returned from the street must be identified (dog, blocked, closed, etc.) with a completed, Form 1571 and placed in appropriate container. The 1571 must be signed by the carrier and a supervisor. Do not take any mail back to your case in the PM without authorization of your supervisor **M-41 44**
39. Place undeliverable mail, PARS / Hold Mail / UBBM / 3M / Other Undeliverable as addressed mail in the proper designated areas **M-41 441**
40. Return accountable items and Arrow keys to the Accountable clerk for clearance **M-41 43**
41. Return all equipment (push carts, blue hampers, satchels etc.) to its designated location. Ensure automation labels are removed from and disposed from DPS trays. Ensure that all equipment is empty and turned upside down **M-41 112**
42. Promptly End Tour as scheduled and return MDD-TR scanner to designated location as prescribed by management **M-41 411**
43. Do not work overtime unless authorized by management

APPENDIX - CITY CARRIER FLOW CHART

Handbook M-41 City Delivery Carrier Duties and Responsibilities

- M-41 112.21** Obey the instructions of your manager.
- M-41 112.22** Report for work promptly as scheduled.
- M-41 112.25** Be prompt, courteous, and obliging in the performance of duties. Attend quietly and diligently to work and refrain from loud talking and the use of profane language.
- M-41 112.26** Do not report at cases or racks before tour of duty is scheduled to begin or linger about cases or racks after tour has ended.
- M-41 112.29** Return to the delivery unit immediately upon completion of assigned street duties and promptly clock in on arrival. A motorized carrier unloads his vehicle and then immediately records returning time.
- M-41 112.4** Conduct your work in a safe manner so as not to endanger yourself or others.
- M-41 112.51** Maintain a neat, clean, and generally creditable appearance.
- M-41 121.11** Route or case all classes of mail (exception, DPS mail will be cased only when management requires) in sequence of delivery along one or more established routes (see Exhibit 121.11 for maximum time allowances). The accurate and speedy routing of mail is one of the most important duties of a carrier; you must be proficient at this task.
- M-41 121.12** Time standards for carrier office work (see Exhibit 121.12) represent the minimum acceptable performance standards.
- M-41 121.24** Check cases, vehicle, and equipment to make certain that no mail has been left behind, or fallen into or behind cases, under shelves, etc.
- M-41 131.41** It is your responsibility to verbally inform management when you are of the opinion that you will be unable to case all mail distributed to the route, perform other required duties, and leave on schedule or when you will be unable to complete delivery of all mail.
- M-41 131.42** Inform management of this well in advance of the scheduled leaving time and not later than immediately following the final receipt of mail. Management will instruct you what to do.
- M-41 131.43** Complete applicable items on PS Form 3996, Carrier-Auxiliary Control, if overtime or auxiliary assistance is authorized in the office or on the street.
- M-41 251** Delivery Instructions (PS Form 1564-A...)
- M-41 261** Accountability Procedures
- M-41 291** Withdraw preferential mail from final case when leaving office on each trip. This mail is to be routed in delivery sequence as deliveries are made. Delivery Point Sequence mail will be withdrawn in accordance with local procedures.
- M-41 411** Non-PSDS Offices
- M-41 42** Disposition of Collected Mail
- M-41 432** Registered and Certified
- M-41 44** Undelivered Mail
- M-41 441** Processing Undelivered Mail
- M-41 622.1 Hamper System** - Parcels are distributed into hampers. Each hamper covers a prescribed area. The delivery employee sets up the parcels in order of delivery as he/she loads the truck.
- M-41 81** Vehicle Regulations and Safety Practices.
- M-41 812.1** Practice safety in the office and on the route.
- M-41 832.1** Inspect vehicle as described on Notice 76, Expanded Vehicle Safety Check for deficiencies, body damage, or inoperable items. See section 842 for reporting defects.
- M-41 842.2 Preparation of PS Form 4565** - Whenever a motor vehicle requires repairs, complete PS Form 4565