

Third bundles

Letter carriers deliver different types of mail that are commonly referred to as bundles. The minimum bundles that we normally deliver on a daily basis are residual (cased) mail and Delivery Point Sequence (DPS) mail; however, some routes will also receive Flats Sequencing System (FSS) mail. Here is the difference:

- **Residual mail**—Mail sorted into delivery sequence by the letter carrier in the office. This bundle may contain both letter-size mail and flat mail.
- **DPS mail**—Letter-size mail that is sorted into delivery sequence by a machine.
- **FSS mail**—Flat-size mail that is sorted into delivery sequence by a machine. Not all routes receive FSS mail.

Letter carriers also receive additional bundles of mail that are supplied in delivery order by the mailer. They may or may not be addressed to the individual deliveries on the route. An addressed mailing that is in delivery order is called Walk Sequence Saturation (WSS) mail. If the mailing is not addressed, it is known as a simplified mailing.

These additional bundles of mail are handled differently, depending on a few variables:

- The number of bundles of mail to deliver.
- Whether they are park-and-loop or foot deliveries, or curblines/mounted/riding deliveries.
- The number of deliveries on the route receiving mail from the additional bundle.

Park-and-loop or foot deliveries

In 2007, NALC and USPS agreed in national-level settlement M-01663 that letter carriers will not be required to carry more than three bundles of mail on park-and-loop or foot deliveries by stating:

The parties agree that under no circumstances will city letter carriers on park and loop or foot deliveries be required to carry more than three bundles.

Since the first two bundles will normally be DPS and residual mail, the third bundle can be FSS, WSS or unaddressed mailings. WSS mail is prepared in the order of delivery by the mailer. M-01663 sets standards that WSS mail must meet in order to be carried as a third bundle and states in relevant part:

...city letter carriers on park and loop or foot deliveries who currently carry three bundles will continue to carry as a third bundle, within weight restrictions, Enhanced Carrier Route (ECR) and Periodicals walk sequenced letter or flat mailings (WSS) that have either 90% or more coverage of the total active residential addresses, or 75% or more of coverage of the total number of the active deliveries on a route.

Earlier this year, NALC and USPS furthermore agreed in national-level settlement M-01861 that the determining factor of whether a pre-sequenced addressed mailing meets the 90 percent/75 percent criteria would be as follows:

Each presequenced addressed mailing for a particular route that meets this criteria is identified with a label/indicia containing the ECRWSS endorsement. This label/indicia remains the determining factor of whether a presequenced addressed mailing on a particular route meets the above referenced criteria required to assign a city letter carrier on a park and loop or foot route to carry it as a third bundle within weight restrictions. Accordingly, if a presequenced addressed mailing for a particular route is identified with a different label/indicia (e.g. ECRWSH or ECRLOT), the bundle would not meet the subject criteria.

Therefore, if the pre-sequenced addressed mailing does not contain the “ECRWSS” endorsement on the address label, then it will not be carried as a third bundle on a park-and-loop or foot route.

Unaddressed mailings also count as one of the three bundles. Management can instruct letter carriers to put enough unaddressed mail pieces for the relay behind another bundle of mail, but that unaddressed mailing still counts toward the three bundle maximum on a park-and-loop or foot route. Any additional bundles exceeding the three-bundle limit that management instructs letter carriers to deliver must be merged by collating or casing the additional set(s) of mail into three bundles.

Curblines/mounted/riding deliveries

Section 322.12 of Handbook M-41, City Delivery Carriers Duties and Responsibilities is where letter carriers will find the work method for curblines/mounted/riding deliveries:

Any sequenced mailing received by a motorized curb delivery route shall be handled as separate bundles, unless the Delivery unit manager authorizes the casing and/or collating of the mailings.

This language gives management the right to instruct letter carriers to deliver more than three bundles of mail on a curblines/mounted/riding route. This same language also gives management the right to instruct letter carriers to case or collate this mail.

All bundles of mail on a curblines/mounted/riding route should be worked from the working tray in the vehicle with the addresses facing the carrier. There are several references in *Handbook M-41* (322.11, 322.22, 812.5) and one in *Handbook M-39* (125.1) that address this.

Flats Sequencing System (FSS) work methods

The work methods in FSS sites are no different from the ones explained above. The only difference is that FSS sites have three bundles every day. National-level settlement M-01697 is the authority on FSS work methods. This agreement makes it clear that letter carriers on park-and-loop or foot routes will not be required to carry more than three bundles (including when unaddressed mail is involved). It also provides that any collating work has to be done in the office when more than three bundles are present.