

How to approach p.m. office duties

In some locations, supervisors instruct letter carriers to complete their assigned p.m. office duties within a pre-determined amount of time. *Handbook M-41, City Delivery Carriers Duties and Responsibilities*, specifies what duties letter carriers should perform as p.m. office functions after clocking back in from the street. Those duties are as follows:

42 Disposition of Collected Mail

Place the mail collected on designated table or in receptacles.

43 Clearance for Accountable Items

431 Keys

Turn in mail keys in exchange for assigned key check or signature clearance.

432 Registered and Certified

432.1 Give finance clerk all undeliverable articles and Forms 3849 and/or 3811 for each registered and certified delivery.

432.2 Complete Form 3821 showing the number of receipts and undeliverable articles returned to the clerk. Ensure that any accountable items found in the DPS mail are added to the total accountable pieces included on the form. If form is properly completed, clerk will sign and return it to you. This is your receipt, keep it for a 2-year period.

432.3 Enter the date of delivery and your signature in the spaces provided on Form 3849 — if you didn't do this when you delivered the article. Deposit Form 3849 in the designated receptacle or give it to the finance clerk for clearance.

433 Insured Mail

Put all Forms 3811 which were requested by senders of insured mail in designated places. Complete Form 3849 as specified for registered and certified mail.

434 CODs

434.1 Surrender to clearance clerk COD tags and the money for all delivered COD parcels. Return all undelivered CODs for clearance.

434.2 If Form 3821 is used at your office, verify the entries after clerk has entered the amount of funds and the number of parcels accounted for. Carrier must place original of Form 3821 in locked receptacle provided and keep the duplicate for 3 months from last day of month issued. (Clerk may not do this.)

434.3 If Form 3821 is not used at your office, clerk will initial and return delivery employee coupon to you. Keep this coupon for 2 years.

435 Customs Duty Mail

435.1 Turn in to cage clerk Customs Forms 3419 and money collected for all custom duty mail.

435.2 After the clerk has entered the amount of funds and the number of parcels on Form 2944, verify the entries. Sign

on line opposite the clerk's name.

435.3 Place first copy of Form 2944 in locked receptacle provided and keep second copy for 3 months from last day of issuance.

436 Postage Due

436.1 Return all undeliverable postage due mail and funds collected on postage due mail delivered.

436.2 The clearance clerk will sign Form 3584 if postage-due collected and returned articles agree with amount shown on Form 3584. You will be reimbursed for the amount due on the returned articles if you paid for the postage due articles in cash.

44 Undelivered Mail

441 Processing Undelivered Mail

Follow procedures listed in part 24 to process forwardable and undeliverable mail (1) that you didn't process before leaving the office and/or (2) that you picked up on route. After processing, place this mail in throwback case, as explained in part 24.

442 Completing Form 1571

442.1 After return from trip, obtain Form 1571, Undelivered Mail Report, from unit manager.

442.2 Add any mail which was not delivered but was returned to the office.

442.3 Sign the form and give it to a unit manager.

“Handbook M-41 specifies what duties letter carriers should perform as p.m. office functions after clocking back in from the street.”

There is no set time in which the above duties must be performed. These duties are equally as important as morning office or street duties. If letter carriers are not allowed to perform these duties on office time in the afternoon, a shop steward or branch officer should be notified so he/she can investigate and, if appropriate, file a grievance citing a violation of the above-referenced language from *Handbook M-41* via Article 19 of the National Agreement.

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