Revisions to the M-41 after April 5, 2001
Source: Postal Bulletins
Handbook M-41 Revision: Carrier Release Program Changes

Effective February 24, 2011, we will revise Handbook M-41, City Delivery Carriers Duties and Responsibilities, section 322.3, to standardize the language and procedures for the Carrier Release Program. The changes authorize delivery personnel to leave parcels in unsecured locations when the parcel bears the “Carrier — Leave If No Response” endorsement.

Handbook M-41, City Delivery Carriers Duties and Responsibilities

322.311 When the Carrier Is Authorized to Leave Parcels

[Revise items a and c as follows:]

a. Uninsured parcels or parcels that do not require a signature may be left in an unprotected location such as a stairway or uncovered porch when the mailer participates in the Carrier Release Program by endorsing the parcel “Carrier — Leave If No Response” or the addressee has given written directions for an alternate delivery location. PS Form 3849, Delivery Notice/Reminder/Receipt, with the “It Is Located: ______” block completed, must be left in the mail receptacle notifying the addressee of the mail left in the authorized alternate location.

b. When someone is not usually available to receive parcels. If no one is available to receive the parcel, the carrier knows that someone at the address is not usually available to receive parcels, or the parcel is insured, requires a signature, or is not part of the Carrier Release Program, complete and leave PS Form 3849 (see Exhibit 322.312) after the first attempt. When the carrier does not know if someone is usually available to receive parcels, PS Form 3849 should be left after the first attempt if the parcel is insured, requires a signature, or is not part of the Carrier Release Program. Endorse the parcel near the address, showing the reason for nondelivery, e.g., “No Response,” date delivery was attempted, and the carrier’s initials and route number. Upon returning to the office, deposit the parcel in the designated place for undelivered parcels.

We will incorporate this revision into the next printed version of Handbook M-41 and into the online update available on the Postal Service™ PolicyNet website:

- Go to http://blue.usps.gov.
- Under “Essential Links” in the left-hand column, click PolicyNet.
- On the PolicyNet page, click HBKs.

(The direct URL for the Postal Service PolicyNet website is http://blue.usps.gov/cpim.)

— Outbound Parcels,
Domestic Products, 2-24-11
Handbook M-41, City Delivery Carriers Duties and Responsibilities

2 Office Time — Preparation

23 Data Collection of Special Services Mail

232 At Delivery Point

232.1 Delivery Events

[Revise 232.1 to read as follows:]

At delivery point, scan/enter mailpiece or firm sheet barcode, and enter other appropriate information into the data collection device as required and instructed. If required, collect all customer signatures and printed names on PS Form 3849, Delivery Notice/Reminder/Receipt. The delivery address should be recorded on the barcoded side of PS Form 3849. Scan the barcode on PS Form 3849 after obtaining recipient signature and printed name. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location.

3 On Route

33 Delivery of Special Services Mail

331 General

[Revise 331 to read as follows:]

When delivering special services mail, make every reasonable effort to deliver; ring the bell or knock on the door in order to make hand-to-hand delivery to addressee, except for Waiver of Signature articles. You may tell or show the addressee the name and address of sender and the amount of the charges to be collected if COD, Customs, or postage due. You may not, however, surrender the mail for examination or for any other purpose until all charges have been paid and/or a receipt has been signed if required. For Waiver of Signature articles, carriers will sign the PS Form 3849 to document delivery of the article to the addressee mail receptacle or other secure location. When the article cannot be delivered, you must leave a notice that bears the
POLICIES, PROCEDURES, AND FORMS UPDATES

d. Deliver minimum fee unnumbered insured and Delivery Confirmation articles the same as any ordinary mail. No receipt is needed.
e. See subchapter 23 for appropriate scanning procedures.

We will incorporate these revisions into the next printed versions of the POM, Handbook PO-610, Handbook PO-603, and Handbook M-41 and also into the online updates, available on the Postal Service PolicyNet Web site:

- Go to http://blue.usps.gov.
- Under “Essential Links” in the left-hand column, click References.
- Click either Manuals or HBKs.

(The direct URL for the Postal Service PolicyNet Web site is http://blue.usps.gov/cpinm.)

They are also available on the Postal Service Internet:
- Go to www.usps.com.
- Click About USPS & News, then Forms & Publications, then Postal Periodicals and Publications, and then either Manuals or Handbooks.

— Expedited Operations,
   Expedited Shipping, 8-14-08
Handbooks

Handbook M-41 Revision: Duration of Address Changes

In an effort to ensure that the Postal Service™ properly handles change-of-address information, the following change is being made to Handbook M-41, City Delivery Carriers Duties and Responsibilities, under section 241.3, Purpose and Duration of Form 3982. Section 241.32, Duration, has been updated to match the instructions on the current version of PS Form 3982. Future releases of Handbook M-41 will reflect this change.

Please ensure that all city delivery employees are aware of this change and of the proper handling procedures for PS Form 3982.

Handbook M-41, City Delivery Carriers Duties and Responsibilities

241.3 Purpose and Duration of Form 3982

241.32 Duration
241.321 Address changes entered on Form 3982 are good for 18 months and should be lined out 6 months from the end of the month in which the change becomes effective. The exception is temporary changes, which are canceled when a customer returns or at the expiration of 1 year. After the deadline, line out the expired order so that the change is still legible.

We will incorporate this revision into the next printed version of Handbook M-41 and into the next online update, available on the Postal Service PolicyNet Web site:

- Go to http://blue.usps.gov.
- Under “Essential Links” in the left-hand column, click on References.
- On the PolicyNet page, click on HBKs.

(The direct URL for the Postal Service PolicyNet Web site is http://blue.usps.gov/cpim.)

— Delivery Operations,
Delivery, 3-27-08