

MIARAP Local Conditions Checklist

Use this checklist to determine whether any of these apply to your route or the routes in your zone. If so notate about how much time is needed and or how many of the items that apply.

Items that may affect office time or may require additional Fixed Office Time (FOT).

Are all label issues resolved?

Are all travel issues resolved?

Are all sequence issues resolved and is the route being carried the way it is on the case?

Is mail volume being properly recorded? In offices where the instruction is to case the coverage you must insure the coverage is included in the cased mail count.

Does the carrier track and keep count of daily volume?

Are 1571's being completed (to include being signed by supv) for all mail left behind, including coverages, spurs, parcels, samples, markup mail?

Where management has authorized casing DPS did they get a count on such mail?

Is the office complying with the Step 4 on third bundle coverage and if so, which routes are casing or collating, how many days in a week, how long does it take? In offices where the instruction is to case the coverage you must insure the coverage is included in the cased mail count.

Does or did mail get pulled (due to waiting) and not get counted?

Are small parcels and spurs counted?

Are parcels counted?

Is there waiting time for mail, parcels, accountables or any combination of these?

Is the carrier casing DPS or collating coverages or lining out (breaking the bundles in the office and then bundling it out by swing) coverages while waiting?

Are there any street functions being done on office time?

Are carriers recording their own clock rings / "moves" on their assignment or for all office auxiliary provided off their assignment?

Are there any "ghost" codes being used?

Are the carriers doing their markups in the afternoon upon their return on office time, and are they getting credit for such footage? 3996's

Are 3996's being completed used for all office assistance on routes, including when rehabs case on routes?

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- Additional time for Special notice cards used? (1 minute per 18)
- Additional time for walkout routes that require additional FOT for preparation?
- Additional time required for accountables? Business routes for accountable, etc
- Additional time needed for park and loop routes (including mixed routes with park and loop sections), to cut straps of coverages if the route collates or cases?
- Additional time to pull out the tabs of empty equipment (now mandatory in most offices)
- Additional time for the carriers to count the parcels (done in some offices).
- Additional time for Scanner set up
- Additional time for scanning arrived at delivery unit for del-cons or arrival to route scans
- Additional time to update Redbook.
- Additional time for AMS correction (address corrections sent by AMS to the route of a number that doesn't match their records) Need to know if the vacant deliveries are now being delivered compared to last adjustments
- Additional time for replenishment of satchel supplies
- Additional time for apartment routes to fill out "MLNA" cards etc
- Additional time for Dog warning cards (1 minute per 18).
- Additional time for Steward Duties (grievances, revised schedules (3189), other recurring duties).
- Additional time for Collating.
- Additional time for a route that has relay boxes.
- Additional time for pickup service mail wherein the carrier is now giving that mail to the service because there are insufficient clerks in the office to do it
- Additional time for PO Box mail where the carrier separates the mail and delivers it to the PO Box section or Firm directs
- Additional time for pulling flats from tubs and stacking them safely (due to the shortage of clerks some offices just leave tubs by the route which would be unsafe)
- Additional time for Training.
- Additional time for routes that need more than one hamper run to load their truck

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___ Additional time for the safety captains in the unit to do the walk through the office & also time for them to fill out their weekly peg audit safety reports

___ Additional time to update dog and special warning records

Additional time for any and all medical conditions which may cause a carrier to work in a manner which might extend his office time but usually reduces street time (and example would be a weight limitation he/she cannot carry over so the carrier sets up a swing in the office with more attention to detail than a normal park and loop which usually creates a street saving)

___ Additional time for carriers stamping each letter deceased, refused, vacant, temporarily away or no mail receptacle, remember the PARS separations are only for machinable mail, the non-machinable mail must be stamped and we get 10 pieces per minute if you have to write on, or circle on every piece.

___ Additional time for carriers stamping every mark up flat

___ Additional time for general housekeeping if the office has no or limited janitorial service

___ Additional time for washup time if local covers it

Street Time Issues

Street time is loading and unloading your vehicle, pushing the empty hamper back to the office to its designated place, when you do get back to the office and finish unloading your vehicle going thru the outgoing mail is also on street time.

___ Are carriers clocking out to the street at the right time, or are they loading while on office time due to multiple loads.

___ Are carriers clocking back in from street to office at the right time, or are they clocking back in and unloading their mail?

___ Are carriers doing their markups or outgoing mail on the street, which would be improper, or doing them upon their return to the office, after clocking back in to the office, as they should.

___ If a carrier takes lunch in the office before going to the street, are they clocking out to the street time first, since it is not suppose to be done on office time. Overtime carriers that hurry and come back in to make it back by 5 or 6 o'clock are losing 30 minutes of street time by clocking back off the street and taking their lunch when they get back. You need to make sure their lunch is on street time.

___ Are 3996s being completed for all street auxiliary provided & received?

___ Are carriers doing their own clock rings / "moves" for all street assistance worked off their assignment? Are carriers clock rings after overtime or pivoting remembering to clock back to their route so their route receives the travel time and not putting it on 99 time.

___ Are there any "ghost" codes being used?

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___ Do the clock rings reflect, after completing the pivot, that the carrier is back to their own route as they should, or do they reflect “99” time, which is improper.

___ Is there untracked assistance for delivering accountable, parcels, picking up parcels, etc.?

You must make sure that the routes get the travel back to the office plus the unloading of the vehicle and going thru the outgoing mail on the route.

Has the carrier kept up with the nonstats (vacants) and are they now filled up? This is important and most carriers do not keep up with the nonstats/vacant. Why are they important, it is important when doing route evaluations and adjustments because they are moved for no time, no office time or no street time? It is important to keep nonstats up because they are not getting credit for that delivery; if they are not vacant anymore then they need to update their Redbooks.

___ If the route has a router/hand-off is it getting it every day or is the carrier being asked to carry some or all of it?

Issues specific to 3999's (one day street inspections)

In the Santa Ana District there is an agreement that the carrier will be given a copy of the 3999, before and after editing and both copies will be sent to the local branch.

You need to look at what day of the week the 3999 was conducted and is this the most average day of the week? What was the volume like, the weather, and any other conditions that could make that day something other than an average day.

___ Did the employer give the carrier a copy of the 3999 and did the employer conduct a consultation with the carrier on the results of the 3999? The carrier inspected has a right to a copy of the 3999, and has a right to know and discuss the results. Did the inspector sign and date the 3999?

___ Did the employer take deductions? The employer has no right to take deductions on a one day walk (3999). If the employer believes the carrier did something improper and there is time to capture by correcting such deficiencies management can only instruct the carrier on such and conduct another one day walk (3999) to validate such alleged savings.

___ Did the employer instruct the carrier to cut mail (including coverages) on the day of the 3999? This is clearly improper.

___ If the route has a router/hand-off is it getting it every day or is the carrier being asked to carry some or all of it?