



M-00603

EMPLOYEE AND LABOR RELATIONS GROUP

Washington, DC 20260

December 4, 1975

Mr. Gustave J. Johnson
Director, City Delivery Division
National Association of Letter
Carriers, AFL-CIO
100 Indiana Avenue, N. W.
Washington, D. C. 20001

Dear Mr. Johnson:

Enclosed is the information referred to in Attachment 2 to our letter of November 10, 1975, which reflects the position of the USPS on the questions raised during the National Joint City Delivery Committee meeting of October 29-30, 1975. If you find any inconsistencies in the material, please contact me.

The material in response to Agenda Item 12 is currently being finalized and will be submitted to the NALC under separate cover as handbook changes on or before December 10, 1975.

Section 280, Item L, is not being amended to include the word "disapproved" at this time. We are deferring this change until Form 3996, Carrier Auxiliary Control, is next scheduled for stock replenishment.

As a point of information in reviewing your report of the City Delivery Committee Meeting as set out in the December issue of the Postal Record, an inconsistency was noted in the USPS position on Agenda Item 2A. The last sentence in the first column on page seventeen was not included with our position paper furnished with our letter of November 10, 1975. If this sentence were deleted, the USPS position would then be properly stated.


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Thank you sincerely for your cooperation and assistance in making what I feel was a very productive and meaningful City Delivery Committee meeting.

Sincerely,


J. G. Merrill

Acting Director
Office of Grievance Procedures
Labor Relations Department

Miscellaneous Item A:

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Inquiry as to where letter carriers carry the "Consumer Service Card," Form PS 4314

USPS Response:

Foot and park and loop carriers should normally carry Form 4314 in the pocket of their satchel. Since motorized carrier may have a mixture of different types of delivery, they have the option of either carrying the forms in the pocket of their satchel or in a suitable container in their vehicle. A suitable container for a vehicle could be a P-51 envelope.

Office of Delivery and Collection
November 1975
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Miscellaneous Item B:

What is the definition of a "thin flat."

USPS Response:

From an operational standpoint, we do not feel it would be in the best interest of the NALC or the USPS to attempt a definition which would have to be applied on a nationwide basis. Local managers are in the best position to determine what is or is not a "thin flat" based upon an examination of the mail in question.

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Miscellaneous Item C:

Clarify the clarification of mail samples furnished by the NALC.

USPS Response:

The attached four pieces of mail submitted by the NALC during the Joint City Delivery Meeting of October 28 and 29, 1975.

The NALC asked that we determine whether the items are classified as catalogs.

The items from the Wisconsin Cheeseman and Spencer Gifts are considered catalogs. Both of the items have 24 or more pages, 22 of which are printed and provide a complete enumeration of items arranged systematically with descriptive details. Therefore, the items should be recorded under Item 2 (mail of all other sizes) on Form 1838.

The items from the 3 Jacks Curoosity Shoppe and Stop and Shop Supermarkets are not considered catalogs. While the piece of mail from the 3 Jacks Curoosity Shoppe provides a complete enumeration of items arranged systematically with descriptive details, it has less than 24 pages. While the Stop and Shop piece of mail has 24 or more pages, 22 which are printed, it does not provide a complete enumeration of items arranged systematically with descriptive details. Therefore, both items should be counted as letters.

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Miscellaneous Item D:

Clarify the handling of "sequenced thin flats" on foot routes.

USPS Response:

One Bundle System

"Sequenced thin flats" shall not be cased but taken out for delivery as a second bundle. Management will direct the method to be used when two or more mailings are involved.

Two Bundle System

"Sequenced thin flats" should be collated with the other non-sequenced flat mail. Management will direct the method to be used when two or more mailings are involved.

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Miscellaneous Item E:

Clarify regarding the handling of Congressional "patron mailing" and multiple mailing of this type.

USPS Response:

Mail without a specific address should not be cased, since there is no possibility of misdelivery and there is no prescribed sequence of delivery. These items can be handled without treating them as a third bundle. For example:

By placing them on the bottom of regular letter mail bundles and working from ends, or by carrying them separately in the satchel and working them there. Normally, only one such mailing should be carried at one time.

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Miscellaneous Item F:

Clarify whether a carrier counts or estimates mail reported on Form 1571.

USPS Response:

A carrier should estimate the volume of mail to be reported on Form 1571.

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Miscellaneous Item G:

Is a temporary change order (Form 3575) null and void after one year?

USPS Response:

A temporary change of address order is good for a limited time and shall not exceed one year. Normally, the beginning and expiration dates are specified. The original order should be cancelled when the addressee returns to the old address or moves to another permanent address within the specified period.

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