



UNITED STATES POSTAL SERVICE  
 4750 E. WASHINGTON BLVD  
 WASHINGTON, DC 20024-7000  
 TEL: (202) 268-6990  
 FAX: (202) 268-6999

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 TEL: (202) 268-6990  
 FAX: (202) 268-6999

March 15, 1991

MEMORANDUM FOR FIELD DIVISION GENERAL MANAGERS/POSTMASTERS

SUBJECT: Vertical Flat Casing

In January 1990 the Postal Service and the National Association of Letter Carriers signed a Memorandum of Understanding agreeing to jointly implement Vertical Flat Casing (VFC). At that time, detailed implementation instructions were issued (Vertical Flat Casing-Information and Guidelines) and joint presentations were made in all regions. Since then we have become aware of a few issues that need clarification.

There has been discussion concerning the 15 minutes per route savings attributed to Vertical Flat Casing in the budget process. This national average savings projection is not applicable at the individual route level. As you may recall from the Corporate Delivery Plan, two engineering studies documented that VFC savings potential from individual routes would vary due to a number of factors including the type and number of possible deliveries, flat mail volume, etc. While certain routes will save more than the average, others will save less, and a number will not even be converted to VFC. In the aggregate, the in office savings from VFC should approximate 15 minutes per route. These factors must be taken into consideration when evaluating the savings potential from individual routes within a unit.

Prior to the start of FY 91, all VFC related equipment requisitions were prioritized and matched against manufacturing capabilities in an effort to support the VFC implementation plan. At that time, it was determined that at least through A/P 05 some requisitions were going to be back ordered. Since that time, there were some unavoidable delays due to manufacturing difficulties creating additional back order situations. We anticipate that at the present supply rate all current back orders should be met by the end of Quarter III.



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The Vertical Flat Casing agreement did not commit the Postal Service or the National Association of Letter Carriers to any changes to carrier casing equipment other than the "strip & clip" modifications that allow for the VFC casing configurations to be put into place. There is no agreement or approval to cut-off case legs, weld brackets to the inside of cases, bolt additional shelves to the top of cases, etc. These types of equipment modifications are not part of the Vertical Flat Casing guidelines. Managers, supervisors and letter carriers should not make modifications to equipment that are inconsistent with those identified in the VFC implementation guidelines.

Please ensure that this information is immediately conveyed to the appropriate functional areas and delivery units.



Allen Kane