



LABOR RELATIONS

UNITED STATES POSTAL SERVICE  
475 L'ENFANT PLAZA SW  
WASHINGTON DC 20260-4100

Mr. Lawrence G. Hutchins  
Vice President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue NW  
Washington DC 20001-2197

Re: HON-NA-C 19021  
Q90N-4Q-C 94029377  
Washington, DC 20260-4140

Dear Mr. Hutchins:

On June 16, 1994, William Young and Samuel Pulcrano met in prearbitration discussions of the above captioned cases.

The issue in these cases is whether the changes effective March 8, 1994, to the M-39 and M-41 Methods Handbooks (regarding the implementation of Delivery Point Sequencing) violated Article 19 of the National Agreement.

As a result of the discussions, it was mutually agreed that the following identified provisions of the M-39 Handbook would be revised to read as follows:

#### CHAPTER 1

##### 116.4 Receipt of Morning Close-Out Dispatch

When mail is distributed elsewhere for a delivery unit, the morning close-out dispatch is typically very light and is received loose in trays or tied in bundles. If mail is trayed separately and is identified for each route, it should be taken to the carriers' cases. Otherwise, carriers may obtain it from a central point, except that Delivery Point Sequence mail will be handled in accordance with the DPS procedures established for the unit.

### 121.11 Casing Systems

a. On Non-Delivery Point Sequence (Non-DPS) Routes, there are three basic casing systems used for casing and preparing mail for delivery: One-Bundle, Two-Bundle, and Modified Two-Bundle. The system(s) that best meets the requirements of the unit should be used. However, for efficiency and economy, some degree of uniformity should be maintained. Use of the most advantageous system, including the proper use of all authorized equipment, is required.

b. On Delivery Point Sequence (DPS) Routes, the proper use of all authorized equipment is required. The local manager and union designee will jointly select the most efficient work method possible from the options listed and in accordance with the Memorandum of Understanding regarding this subject. Under Delivery Point Sequencing, the following are approved work methods for handling residual letter mail:

Case residual letters in the same separations with vertically cased flat mail, pull down and carry as a single bundle.

Case residual letter mail separately into delivery sequence order, pull down and carry as a composite (third) bundle.

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## Chapter 2

### 210 ADVANCE PREPARATIONS

211.3 In selecting the count period, remember that all route adjustments must be placed in effect within 52 calendar days of the completion of the mail count, and no major scheme changes should be made between the period November 15 and January 1. Exceptions must be approved by the district manager in accordance with the Memorandum of Understanding dated July 21, 1987, related to Special Count and Inspection--City Delivery Routes. The local union will be notified promptly of any exception(s) granted.

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**218 ESTIMATING AN OFFICE TIME FOR DPS PLANNING PURPOSES**

When Delivery Point Sequencing is to be implemented in a delivery unit, the following methodology will be used to estimate the impact on the affected city delivery routes:

- a. Determine the percentage of letter-sized mail targeted to be received in DPS order on the date when the adjustments will be implemented;
- b. Multiply percentage determined in step "a" by the average letter-sized mail received during the week of count and inspection (from PS Form 1840, column 1) to determine the number of letters for each route, targeted to be received in DPS order;
- c. Divide letters targeted to be received in DPS order (as determined in step "b") by 18;
- d. Divide letters targeted to be received in DPS order (as determined in step "b") by 70;
- e. Add results of steps "c" and "d" to determine estimated impact;
- f. For routes where the carrier was under standard time during the week of count and inspection, multiply results of step "e" by percentage of standard office time used during the week of count and inspection; the result is the estimated impact.

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**242.3 Evaluating the Route****.31 Office Time**

.311 Under normal conditions, the office time allowance for each letter route shall be fixed at the lesser of the carrier's average time used to perform office work during the count period, or the average standard allowable office time.

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## 243.6 Evaluation of Adjustments

### .61 General Requirements

.614 Under Delivery Point Sequencing (DPS), within 60 days of implementing the planned adjustments for future automated events, the parties will revisit those adjustments to ensure that routes are as near to 8 hours daily as possible. If it is determined that the route(s) are not properly adjusted, the adjustments will be made in accordance with the September 1992 Memoranda of Understanding.

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The parties further agreed that all of the other provisions of the M-39 and M-41 effective March 8, 1994, would remain as published in the March 31, 1994, Postal Bulletin, except that as identified above, Section 242.311 has been changed back to the original language that existed prior to the March 31 Postal Bulletin and the new language that had been added to Section 242.311 is now included in a new Section 218.

The parties agree that one final issue remains unresolved in case number Q90N-4Q-C 94029377. That issue is whether the March 8, 1994, revisions to the M-39 should have contained language defining "reasonably current" in Section 141.19 for the purposes of making minor adjustments. It is agreed that only the above specific issue may be scheduled for arbitration under this grievance number.

This agreement shall be considered full and final settlement of national case number H0N-NA-C 19021 and all issues in case number Q90N-4Q-C 94029377, except for the Section 141.19 issue indicated in the above paragraph. The parties at the national level also agree that all local grievances pertaining to the matters resolved above that are timely filed and pending at any step of the grievance procedure shall be resolved by the local and area level parties by applying the language that has been agreed to in this agreement. If there are grievances filed concerning the issuance of the March 8, 1994, changes to the M-39 and M-41 Methods Handbooks which do not involve the specific language contained in this agreement, then these grievances are closed at their current step of the grievance procedure. As a result, the only grievances that should remain unresolved are those timely grievances filed and still pending that specifically pertain to the M-39, Section 141.19 issue described in the above paragraph. These grievances shall be held in abeyance until that issue is resolved.

Please sign and return the enclosed copy of this decision as your acknowledgment of agreement to settle case number Q90N-4Q-C 94029377 in part as indicated above and withdrawing case number H0N-NA-C 19021 from the pending national arbitration listing.

Sincerely,



Anthony J. Vegliante  
Manager  
Grievance and Arbitration  
Labor Relations  
U.S. Postal Service



Lawrence G. Hutchins  
Vice President  
National Association of  
Letter Carriers, AFL-CIO

Date: 7/20/94