

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS, AFL-CIO**

**Re: Temporary 2 into 1 Casing Process – Peak Season**

The parties agree to the following guidelines regarding the implementation and use of the 2 into 1 casing process to temporarily reclaim floor space to accommodate peak season delivery volumes. The 2 into 1 casing process is a system in which two city delivery routes with different start times will share carrier casing equipment to prepare mail for delivery.

The parties agree the 2 into 1 casing process will only be implemented in sites jointly selected by the national parties. The 2 into 1 casing process will begin no earlier than October 30, 2021 and will conclude no later than January 22, 2022.

The parties have developed these guidelines to minimize the impact to city carriers, city routes, and delivery operations.

In offices where the national parties agree the 2 into 1 casing process will be implemented, the rules outlined in this agreement will be followed.

- The national parties (or their designees) will determine the number of routes necessary to be combined using the 2 into 1 casing process to achieve the agreed upon reclamation of floor space. However, the local branch president (or their designee) and local postmaster (or designee) may jointly choose to include more routes beyond the minimum number of routes identified by the national parties.
- Actual casing equipment and procedures will remain consistent with the provisions found in Handbook M-41, *City Carriers Duties and Responsibilities* and Handbook M-39, *Management of Delivery Services* unless modifications are agreed upon by the national parties.
- Prior to implementation of the 2 into 1 casing process, all casing equipment designated for removal under this agreement will be stored in a location/facility mutually agreed upon by the local parties. If the local parties are unable to agree on a storage location/facility, the issue will be forwarded to the national parties for resolution.
- Each full-time letter carrier route included in a 2 into 1 casing combination shall be assigned a jointly determined specific start time pursuant to this agreement. Unless the local branch president (or their designee) and local postmaster (or designee) mutually agree to a different method of selection, the regular letter carriers assigned within each casing combination shall select, by seniority, whether their assignment has the early or normal start time.
- Carrier technician assignments will maintain the current component routes. However, start times will be consistent with the new start time for the regular carrier.

Each carrier will be responsible for changing case labels and any other necessary case configuration changes. Prior to beginning casing activities, each carrier will remove case labels and install labels for their assignment. Case labels will be left on the casing equipment once pull down is complete.

The local branch president (or their designee) and local postmaster (or designee) will consider the following criteria when implementing this agreement:

- Mail volume;
- Make-up of the route (e.g., business, residential, or mixed);
- Number of deliveries
- Number of necessary cells and shelves

- Configuration and number of pieces of necessary casing equipment;
- Seniority of regular carriers assigned to the routes;
- Distribution activities and Up-Time;
- Needs of the service and employee(s);
- Local conditions, and;
- Any other relevant information.

The local branch president (or their designee) and local postmaster (or designee) will determine each of the following using the identified considerations above:

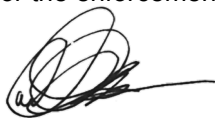
- Which two routes will be combined into one carrier case;
- Number and configuration of pieces of casing equipment to be used for each route combination;
- Start times for each route in each combination. One month after implementation, the local branch president (or their designee) and local postmaster (or designee) will review the start times and jointly make adjustments as necessary.

All city delivery routes in offices temporarily changed under this agreement will be returned to their prior case configuration no later than January 22, 2022. Route start times, casing equipment, case shelf configuration, etc. will be reinstated to the exact conditions in place prior to implementation of this agreement. Changes to case configuration and/or equipment may only be made by mutual agreement of the local branch president (or their designee) and local postmaster (or designee).

Implementation of the 2 into 1 casing process does not constitute a route adjustment, change in bid assignment, or change in start times which would require routes to be posted for bid. In accordance with the provisions of Section 434.6 of the *Employee and Labor Relations Manual*, any carrier assigned a start time different than the regular start time of their bid assignment shall receive out-of-schedule pay. Use of the 2 into 1 casing process is not intended to change or circumvent any existing Local Memorandum of Understanding (LMOU) provisions.

Either party may terminate this agreement by providing a 30-day written notice to the other party. However, such termination of this agreement shall not change the agreed upon 2 into 1 casing process already implemented under this agreement and time period. An Alternate Dispute Resolution (ADR) process shall be established to resolve any issues arising from the implementation of this MOU. The ADR shall consist of one member from the NALC, designated by the National President, and one member from the Postal Service, designated by the Vice-President of Labor Relations.

This agreement is made without prejudice to either party's position regarding the implementation of the 2 into 1 casing process in offices outside of those sites jointly selected by the parties in accordance with the terms and timeframe of this MOU. This agreement may not be cited by either party in any forum, except for the enforcement of its terms.




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David E. Mills  
 Director  
 Labor Relations Policies and Programs  
 United States Postal Service




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Brian L. Renfroe  
 Executive Vice President  
 National Association of Letter  
 Carriers, AFL-CIO

Date 9/21/2021

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