

DELIVERY OPERATIONS



November 1, 2012

MANAGERS, DELIVERY PROGRAMS SUPPORT (AREA)

SUBJECT: Delivery Point Sequence Letter Implementation Procedures

Following the signing of the Memorandum of Understanding between the USPS and NRLCA on October 2, regarding "Withholding of Residual Rural Route Vacancies" the DPS Letter Implementation Procedures have been updated. These new procedures will be effective November 3.

If you have any questions regarding these procedures, please contact Bob Olohan at 202-268-3823.

A handwritten signature in cursive script that reads "Elizabeth A. Schaefer".

Elizabeth A. Schaefer
Manager
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cc: Cathy Perron, Mgr, Contract Administration NRLCA
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Attachments

DELIVERY POINT SEQUENCE (DPS) LETTER MAIL IMPLEMENTATION PROCEDURES FOR RURAL ROUTES

Prerequisites for New DPS Letter Mail Implementation

- As soon as practicable after determining a zone or route(s) will be provided DPS letter mail, district management will notify the National Rural Letter Carriers' Association's (NRLCA) District Representative, the affected postmaster, and the affected rural carriers of the planned implementation date. DPS letter mail processing will not necessarily be extended to all routes in a building or zone.
- The NRLCA District Representative or their designee will be given the opportunity to be involved in the implementation, monitoring, and training provided to carriers when DPS letter mail is introduced to rural routes.
- All affected rural carriers will be provided joint DPS training prior to the implementation of DPS letter mail. All time spent by individual carriers reviewing automated mail processing data, viewing training films or presentations will be compensated in accordance with Article 9.2.N.
- A rural route receiving DPS letter mail may be counted and evaluated under the DPS letter mail standard provided:
 - The route has been receiving DPS letter mail for at least 30 calendar days prior to the beginning of a mail count;
 - The DPS letter mail has met the 98% quality threshold for at least three (3) consecutive days prior to the mail count; and
 - The route receives an average of 2,400 DPS letter mail per week during the mail count period.
- In order to apply the DPS letter mail standard for a route with an assigned right-hand drive (RHD) Employer provided vehicle; the route must meet the criteria identified above and the vehicle must be assigned to the route via PS Form 4003, no later than the first day of the mail count.

Handling Procedures for DPS Letter Mail

- Rural carriers, at their option, may case and strap out DPS letter mail with other mail in accordance with section 150, *Schedules*, in Handbook PO-603, *Rural Carrier Duties and Responsibilities*. Casing of DPS letter mail at the carrier's option will not affect or modify mail count procedures or the applicable time standards.
- Additional compensation instructions for DPS letter mail are outlined in section 541.41 of Handbook PO-603.
- Formal review procedures for DPS letter mail are contained in Handbook PO-603, *Rural Carrier Duties and Responsibilities*, 541.42.

- Carriers should notify their manager immediately when they receive DPS letter mail that requires casing or additional handling.

Additional Mail Count Credits

- Riffing time will be provided in Column 17, *Other Suitable Allowance* to routes receiving DPS letter mail without separator cards. This time includes identifying and handling errors associated with programs such as Unplanned Events and Mail History Tracking System (MHTS). Routes utilizing breaker cards do not receive riffle time, but should be credited with the time associated with Unplanned Events and MHTS handling.
- Closed Businesses – Credit will be provided in Column 1, *Random Letters*, when there are seven (7) pieces or less of DPS letter mail. Eight (8) pieces or more of DPS letter mail, credit will be provided in Column 6 – *Parcels*. No deductions will be made from Column 3.
- Missent, Missorted, Missequenced, PO Box mail, Hold, Forward and Undeliverable as Addressed DPS letter mail will receive additional credit in Column 1, *Random Letters*. No deductions will be made from Column 3.
- Credit a route with one additional DPS letter mail piece for each four (4) DPS letter mail pieces received that are inverted. Appropriate credit will be added to the DPS letter mail daily total by rounding down to the nearest whole number.
- When a rural route serves more than one zone and DPS letter mail is received separately for each zone; all mail will be credited as DPS letter mail provided the route completes service to the other zone(s) prior to returning to deliver to the original zone. If the route continually crosses between zones, credit the larger amount of DPS letter mail (by zone) as DPS letter mail and the other zone(s) in Column 2, *Sector/Segment Letters*. Example: Route serves Zone A & B and receives DPS letter mail for both zones. Carrier delivers a portion of Zone A, all of Zone B, and completes delivery to Zone A. All DPS letter mail will be credited in Column 3.

Evaluating Routes That Receive DPS Letter Mail

- Routes assigned right-hand drive (RHD) Employer provided vehicles will be credited 43 pieces per minute for DPS letter mail during a mail count. Routes that do not have an assigned RHD Employer provided vehicle will be credited with 30 pieces per minute for DPS letter mail during the mail count.
- The end of run report (EOR) will be used as the data source to record the amount of DPS letter mail during a mail count.
- Evaluation changes resulting from special mail counts scheduled due to the introduction of DPS letter mail and conducted in accordance with Article 9.2.C.11.a.(1), will not be implemented unless the evaluation of the route is changed by 120 minutes (2 hours) or more.

Route Rebuild and Adjustments for DPS Letter Mail Impact

Once a route is evaluated using the appropriate DPS letter mail standard, management will adjust the route by transferring territory from other routes in the same 5 digit zone and the same office, equal to the DPS letter mail impact or the 43K classification, whichever is less; provided sufficient territory exists. If sufficient territory does not exist to provide the amount of rebuild described above for all of the routes impacted by DPS letter mail within the same zone and office, management will first rebuild routes below 40:00 standard hours to 40:00 standard hours. Management will then attempt to provide an amount of rebuild less than described above to the remaining impacted routes by distributing the outstanding buffer as equitably as possible, yielding to operational rationale and feasibility.

The DPS letter mail impact will be determined on the effective date of the mail count used to evaluate the routes with the appropriate DPS letter mail standard. Additional DPS letter mail impact will be calculated and the route will be subject to rebuild, if sufficient territory exists, for any mail count on the route within two (2) years of the effective date of the first route evaluation applying the appropriate DPS letter mail standard. There is no further obligation to rebuild routes impacted by DPS letter mail at the end of the two-year period.

It is expected that reasonable efforts will be made to complete all DPS letter mail rebuilds as soon as practicable. Additionally, DPS letter mail rebuilds should be completed within six (6) months from the effective date of the mail count used to determine the impact.

Management will utilize the following to determine the amount of territory available for use in adjusting routes for DPS letter mail rebuilds:

- Adjust overburdened routes to approximately 52:00 standard hours (43K)
- Adjust or eliminate auxiliary routes
- Adjust any withheld residual vacancy in accordance with the October 2, 2012 memorandum of understanding (MOU).
- Consider consolidation, which is defined as the combining of territories from two or more routes which results in the elimination of one or more of those routes, of:
 - Any newly vacant routes
 - Withheld residual vacancies
 - Any encumbered routes evaluated at less than 37 hours per week.