

Letter Carrier's Checklist for the 3999 Evaluation

To help you, the letter carrier, with your next route evaluation, please use this sheet to record important information from the day of your 3999. The information you provide below will assist in the evaluation of your route and help to better insure fairness in the process. Complete, then take to consultation.

Carrier Name: _____ Route# _____ Zip Code: _____
Date: _____ Day of Week: _____ Examiner's name: _____

Weather Conditions: Hot Sunny Cold Rain Snow Icy Other _____

Start Time: _____ Did you curtail mail? Y N If so, how much: _____
Move to Street: _____ OTDL? Y N Ltrs: _____
Return to Office: _____ If yes: Rte# & start time Flats: _____
End Tour: _____ & _____

Accountable: Heavy Average Light

Express: _____ Insured: _____
Certs: _____ COD'S _____
Red's: _____ Sign Conf: _____
DelCon's: _____ COA: _____

Post: Heavy Average Light

SPRs: _____
Pkg's: _____

Mail Volume:

Heavy Average Light (circle one)
AM @Case: _____ Throwback: _____
Ltrs: _____ Ltrs: _____
Flats: _____ Flats: _____

Bypass:

Ltrs: _____
Flats: _____

Coverage: Y N Full Partial _____

Were you INSTRUCTED to curtail mail? Y N
Did you complete a 3996 (help slip): Y N if so, how much _____
Did you complete a 1571 (curtailment slip) Y N

Did you sort you Parcel Post on Street Time? Y N
Did you receive auxiliary assistance on the day of the 3999? Y N

Do you load and unload your truck on street time? Y N
Did management give instructions that changed the office or street work methods? Y N
(if yes, explain at bottom)

Were you insturcted to return by a certain time? Y N time _____
How do you determine when you leave for the street? volume? Y N or completing in 8 hrs Y N

Did you make your separations of raw mail on street time? Y N
Did you mark-up and endorse mail on Street Time? Y N
Did management ride in the vehicle? Y N
If so, did the examiner try to influence you to work faster? Y N

Did you receive a consultation by management after completing the 3999? Y N
If so, did management explain the results and discuss any changes or corrections made? Y
Did management ask for your input on the times of the 3999, and if it was representative? Y N
Was there anything unusual about the day? Please explain: _____

Attach a copy of this checklist to 3999 and forward with the other data to adjustment team