

Here are some reasons to utilize a PS form 3996:

1. Route out of adjustment
2. Third bundle
3. Sloppy mail (Advo, inserts, etc.)
4. Excessive COA's
5. Long stand up talk
6. Safety talk
7. Window or phone interruption to talk to customer
8. Excessive accountables, Certs., Regs., Post. Due.
9. Excessive parcels
10. Excessive mark ups on parcels
11. Excessive carrier mark ups (in general)
12. Excessive review of CFS mail
13. Excessive hot case mail
14. Excessive amount of accountable mail
15. Inclement weather – snow, freezing rain, wind
16. Feeling ill – under medication
17. Heat, humidity = Extra comfort stops
18. Extreme cold, wind chill = Extra comfort stops
19. Waiting for mail
20. Late dispatch/distribution of mail
21. Unfamiliar with route
22. Traffic or construction delays
23. Mail cased from previous afternoon
24. Medical restrictions
25. Thin mail
26. Thick mail
27. Utility bills
28. Samples
29. Late leaving due to ___ft of mail
30. New case labels
31. Doctor/dentist appointment
32. Odd shaped mail
33. Every Door Direct mail
34. Customer phone bills
35. New deliveries
36. Deviation due to Express Mail pieces
37. Working on case labels
38. Paychecks or SS checks
39. Checking the PS 3982 (Pink cards)
40. Power outage, fire/tornado drill
41. Meeting with management
42. No vehicle
43. Filling out vehicle maintenance form
44. Vehicle breakdown
45. Delivering mail cased by someone else
46. Excessive "Hold" mail
47. Marriage mail
48. Time spent filling out the PS 3996
49. Talking to Union steward
50. Putting in a request for a Union steward
51. Instructed to report early, but can't complete in 8 hours
52. Delivery confirmation mail
53. Edit sheets
54. Upside down DPS
55. Delivering mis-sorted DPS
56. Multiple loading trips to vehicle
57. Snow/ice covered vehicle
58. Retrieving gear from locker
59. Using Promaster on route - takes extra time
60. No comfort locations on route
61. Apartment vacancies – clean up

A PS 3996 is simply an estimate of your daily workload!