

United States Postal Service **Carrier's Count of Mail - Letter Carrier Routes Worksheet**

Post Office		Delivery Unit				Route No.			
AM		PM		Carrier Marked-up	CFS	Actual Time Entries			
1. Letter-Size						EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
							E		
2. Mail of All Other Sizes							B		
							E		
3. Accountable and Signature Mail							E		
							B		
Registered/Certified							E		
COD/Customs							B		
Postage Dues							E		
Express Mail							B		
5. All parcel Post over 2 lbs.							E		
							B		
6. Sequenced and Collated							E		
							B		
Letter Size							E		
Other Size							B		
9. 2nd-Class Marked up (exclude Form 3579)							E		
							B		
10. Mail with Form 3579 attached							E		
							B		
12. Change of Address Recorded							E		
							B		
13. Insured Receipts Turned In							E		
							B		
Enter Line Number In Explanation Column		LINE		DPS Volume Pieces: (7a) To be added to line 7a on PS Form 1838		Begin Here	E		
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.		14		Comments		E			
Withdrawal of mail		15				B			
Sequencing and collating By-Pass Mail		16				E			
Actual Strapping out time		17				B			
Break (local option)		18				E			
Vehicle inspection		19				B			
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)		21				E			
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comment section)		22				B			
Counting mail and filling out form 1838 worksheet		23				E			
Signature of Carrier(or Examiner)						B			
I certify the above information recorded by me is correct.		Day of Week		Date		Reg. - Repl.		Lunch	
								From	To
						TOTAL			
						Time Clock Rings			
						E			
						R			
						L			
						B			
						E			
						R			
						L			
						B			

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