

COLUMN 17

COLUMN 17- WEEK ONE	TIME	02/22/14	02/24/14	02/25/14	02/26/14	02/27/14	02/28/14
Safety Talks- Credit twice if repeated for relief	ACTUAL						
Service Talks- Credit twice if repeated for relief	ACTUAL						
Additional trip for 3M mail if extra trip required	ACTUAL						
Answering customer questions – phone-counter	ACTUAL						
Business reply to designated location	ACTUAL						
CFS/Throwback/FWD trip if separate	ACTUAL						
Changes to edit book	ACTUAL						
Collected mail into more than 2 separations	ACTUAL						
Collection boxes	ACTUAL						
Elevators, stairs, unlocking doors, etc	ACTUAL						
Filing PS Form 3575- if required	ACTUAL						
Hold mail location if not at case	ACTUAL						
Keys, gates, etc in gated communities	ACTUAL						
Non L carrier to buy stamps at intermediate office	ACTUAL						
Non personnel unit	ACTUAL						
Notice left parcels on proper shelf	ACTUAL						
Obtaining arrow key when no other accountables	ACTUAL						
Office close up if required	ACTUAL						
Reloading satchel – if used	ACTUAL						
Throwback-CFS- case	ACTUAL						
DPS Rifling- including MHTS errors	ACTUAL						
Return trip to accountable cage	ACTUAL						
Premium Forwarding Service	ACTUAL						
50 ft proximity-round trip -time beyond 50 ft							
***Parcel retrieval	ACTUAL						
***Accountable retrieval	ACTUAL						
***DPS retrieval	ACTUAL						
Scanner-Scans review upon return of route	ACTUAL						
Train Crossings	ACTUAL						
Changing NDCBU locks if required and not paid on 8127	ACTUAL						

COLUMN 17

		03/01/14	03/03/14	03/04/14	03/05/14	03/06/14	03/07/14
COLUMN 17- WEEK TWO							
Safety Talks- Credit twice if repeated for relief	ACTUAL						
Service Talks- Credit twice if repeated for relief	ACTUAL						
Additional trip for 3M mail if extra trip required	ACTUAL						
Answering customer questions – phone-counter	ACTUAL						
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Changing NDCBU locks if required and not paid on 8127	ACTUAL						