

COLUMN 17

		Sat	Mon	Tue	Wed	Thu	Fri	
COLUMN 17- WEEK ONE	TIME	03/12/16	03/14/16	03/15/16	03/16/16	03/17/16	03/18/16	
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

		Sat	Mon	Tue	Wed	Thu	Fri	
COLUMN 17- WEEK TWO		03/19/16	03/21/16	03/22/16	03/23/16	03/24/16	03/25/16	
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							
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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							