

MISCELLANEOUS ACTIVITY WORKSHEET

					Date			Route			
Area				District			MPOO		Office		
Activity				Description						Time Used (minutes)	
Required Customer Communications				Time, if required by management, to answer customer questions across the counter or over the phone, if such duties occur daily or weekly.							
Electronic Parcel Lockers				Record actual time used daily to service the EPLs. Actual time begins once all parcels are located at the EPL and carrier signs in on the keypad and continues until the carrier signs out on the keypad . If the carrier is required to wait to gain access to the keypad , that time is also recorded as actual time.							
Reloading Satchel				Actual time to reload a satchel if required for multiple dismount deliveries.							
Non-Personnel Unit (NPU) time				Non-personnel units are small, non-staffed stations or branches that are serviced by a rural carrier in a location typically provided by a contractor. A non-personnel unit provides essential mail services on a self-service basis, such as the collection and delivery of mail and the sale of stamps. Rural carriers are required to remain at NPU for a minimum of 15 minutes each day							
Extra Time - Dismount				Additional time associated with accessing delivery point at an authorized dismount such as, key keeper, security guard/gate check-in, or access code entry.							
Other Daily or Weekly Recurring Activity				<u>Must be approved by District Rural DSS. Explanation must be entered.</u>							
				<i>For Example: Time associated with End-Of-Shift activities not completed for the prior day</i>							
				_____						_____	
				_____						_____	
				_____						_____	
				_____						_____	