



April 10, 2006


DISTRICT MANAGERS
MANAGERS, DELIVERY PROGRAMS SUPPORT (AREA)
MANAGERS, OPERATIONS PROGRAMS SUPPORT (DISTRICT)

SUBJECT: Payment for Second Trip and 8127 Time—Rural Routes

Postal Bulletin 22175 dated March 2, 2006, provided detailed information and instructions regarding revisions to rural carrier timekeeping that simplify the reporting of time associated with second trips and supplemental payments. These types of payments formerly required the submission of PS Form 8127 through the district office to a centralized Imaging Center.

A significant volume of questions have arisen regarding the interpretation of these instructions. Attached is a one-page handout that can be used as a ready reference for timekeeping at the unit level. This document also clarifies the instructions for Express Mail deviations, which should be paid as a "second trip" payment rather than "8127 Time." Please distribute as you deem appropriate.

Please direct any questions to your respective Area Delivery Programs Support staff.



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Manager
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cc: Mr. Kiser
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Timekeeping Procedures for Rural Carrier Second Trip And Supplemental Payments (Form 8127)

Use of "Second Trip" Field on PS Forms 1314 and 1314-A

Used when management authorizes or requires a carrier to:

1. Make an additional trip to deliver mail that would not fit into the delivery vehicle on the first trip
2. Deliver mail after returning from the street
3. Deviate from the established line of travel to deliver Express Mail in order to meet the service guarantee delivery time

Example for determining the number of minutes that are entered in the "second trip" field:

Number of miles required for additional trip or Express Mail deviation:	10
Number of miles multiplied by 2 minutes	20
Additional loading minutes, if any (no loading for Express Mail deviation)	3
Total time in minutes for "Second Trip"	23

Use of the "8127 Time (Min)" Field on Form 1314

- This field is only valid for regular¹ rural carriers that are due additional compensation as described in Handbook F-21, Exhibit 520j (pp. 228).
- The maximum time allowable for submission on Form 1314 is 60 minutes.
- If total 8127 time is greater than 60 minutes, no entries will be made on Form 1314 in the "8127 Time" field. In these instances, all 8127 time must be submitted in accordance with the traditional process of sending the completed Form 8127 to the District Office for approval.
- Time used for Express Mail deviation (miles deviated multiplied by two (2) minutes per mile) is **not** recorded in *8127 Time (Min)* field. This time should be recorded as noted above, *Second Trip*.

Any questions pertaining to the information provided should be directed to the appropriate District or Area Delivery Programs staff.

¹A very small number of regular carriers are designated as FLSA (a) receive actual hours in lieu of evaluated hours. These FLSA carriers receive no additional payment under these provisions. FLSA (a) carriers are newly-appointed on their routes and have not agreed to terminate the guarantee at the end of the guarantee period. Individual carrier FLSA status can be verified by reviewing timecards.