

All Offices With Rural Delivery

M-38 REVISION—MAIL WITHDRAWAL ON RURAL ROUTES

The following change in the mail withdrawal policy should allow rural delivery managers to review the current withdrawal procedure used in their office and determine whether a change in this procedure would be beneficial. Where a change is proposed, the regular rural carriers in an office by majority vote may elect to withdraw mail if they also agree to conduct the daily unit volume recording. The recording of volume means entering the daily linear footage of letter and flat mail received in a single entry in the comment section of Form 4240, *Daily Trip Report*. In addition, they should record the number of boxholder sets received. In all instances, the procedure used should be the same throughout the office.

The withdrawal time allowance will be added to or deducted from the evaluation of any route that has the withdrawal function added or subtracted in the same manner that the Postal Service adds or subtracts time to a route when it authorizes or removes from a route evaluation parcel lockers, USPS owned/leased vehicles, etc.

Part 351 of Handbook M-38, *Management of Rural Delivery Services*, is revised to read as follows:

350 Carrier Work Methods—Office

351 Obtaining Mail

351.1 Carriers will withdraw mail from distribution cases when the mail has not been placed on their case ledge by a clerk or mailhandler in accordance with Part 352.1. However, all carriers, including those exempt from general mail withdrawal requirements, must make a final withdrawal of letters and preferential flats from the designated distribution case before leaving for the route.

351.2 Changes in withdrawal procedures for rural routes will be made in accordance with the following:

a. Managers may change the methods, means, and/or personnel by which such operations are

conducted in all offices with rural delivery. When management determines it would be operationally advantageous to change the withdrawal procedures currently used in a unit, the local NRLCA steward (or state steward if a local steward is not available) must be advised of the proposed change. If management proposes a change in withdrawal and the majority of regular carriers in the unit wish to perform the withdrawal function, all carriers in the unit will withdraw all mail, provided they agree to assume the responsibilities associated with daily unit volume recording.

If the majority of carriers elect not to perform the withdrawal function, mail will be provided to them in accordance with Part 352.1. In these cases, management will perform the daily unit volume recording function.


Note: The withdrawal allowance will be credited to any route where a carrier is required to perform any withdrawal function other than a final withdrawal from a designated final distribution case before leaving to serve the route.

b. Improvements in efficiency at the individual office and assurance that withdrawal of mail, if by an employee other than the rural carrier, will not normally require the carrier to wait for mail, must be supplied in writing to the Management Sectional Center. Additionally, when it is proposed to remove the withdrawal function from rural carriers in a unit, an analysis of rural and clerical time required to perform mail withdrawal must be accomplished.

c. Assessment will be on an office-by-office basis at management discretion.

d. Normally, there should be no significant schedule changes resulting from a change in the method of withdrawing mail.

A future revision of Handbook M-38, *Management of Rural Delivery Services*, will include this revision.—*Delivery Services Dept., 8-6-87.*



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