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	Those carriers who serve a non-personnel rural unit receive a minimum allowance of 15 minutes daily for each unit served	
Other Daily or Weekly Recurring Activity	**Must be approved by District Rural DSS. Explanation must be entered.** *For Example: Time associated with End-Of-Shift activities not completed for the prior day* _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____