

## **Module 4: On-the-Job Task Checklist**

### **Time Allocated for Module:**

- 24 hours

### **Instructional Methods:**

- Demonstration
- Observation
- Coaching

## On-the-Job Task Checklist

### City Letter Carrier OJT Trainee Task Checklist

1. Initial all items as completed.
2. Indicate any tasks needing additional assistance from the On-Job Trainer in the Additional Assistance column.

City Carrier Skills	Date Completed	Carrier Initials	OJT Initials	Additional Assistance
<b>Record Work Hours</b>				
1. Record work hours using the facility's time recording procedures				
2. Record work hours such as begin, and end tour				
3. Record work hours to properly document current function or assignment				
<b>Conduct Vehicle Inspections</b>				
1. Perform a vehicle inspection using Notice 76, <i>Expanded Vehicle Safety Check</i>				
2. Complete a sample PS Form 4565, <i>Vehicle Repair Tag</i>				
3. Review Label 70, <i>Safety Check and Vehicle Dimensions</i>				
<b>City Letter Carrier Responsibilities</b>				
1. Locate the M-41, <i>City Carriers Duties and Responsibilities</i> and review Chapter 1, General Information Section 11, <i>Responsibilities of Carrier</i>				
2. Locate the carrier case and show examples of different equipment used by a carrier				

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3. Explain the layout of the post office as it relates to performance of carrier duties				
4. Report of hazard, unsafe condition or practice				
5. Demonstrate proper lifting procedures (JSA - <i>Elevating Mail from the Floor</i> )				
<b>Carrier Case</b>				
1. Identify all components of the carrier case (shelving, cells, color pattern of labels, UAA/UTF/CFS Hold mail, UBBM separations, satchel hook, ink dauber, Edit book, Route book, etc.)				
2. Identify bundle system for route				
3. Withdraw mail and stage for casing without obstructing aisle space while maintaining a clean work area				
4. Properly case route non-DPS/FSS Letters and Flats (trainee should experience no less than 2.5 hours of casing)				
5. Check Small Parcels and Rolls (SPRs) for Extra Services and properly case				
6. Identify procedures for handling damaged, suspicious, and hazardous mail				

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7. Apply safe work practices from JSA – <i>Casing Mail</i>				
8. Apply safe work practices from JSA – <i>Elevating Mail from the Floor</i>				
<b>Identify Features and Benefits of Each Class of Mail</b>				
1. Express Mail				
2. First-Class Mail				
3. Priority Mail				
4. Periodicals				
5. Standard Post				
6. Standard Mail				
7. Package Services				

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8. Review the Color Coding Policy				
9. Identify the locations where mailers can place an ancillary service endorsement				
<b>Edit Book (Carrier Route Listing Report)</b>				
1. Locate and review the Edit Book(Carrier Route Listing Report) for the route that the carrier is casing				
<b>Carrier Route Book</b>				
1. Identify PS Form 1564-A, <i>Delivery Instructions</i> to determine the delivery method and type of route that the carrier is casing				
2. Identify PS Form 1564-B, <i>Special Orders</i> for the route that the carrier is casing				
3. Identify authorized lunch and break locations				
4. Identify line of travel				
5. Identify collection box times and locations				

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<b>Receive Accountable Items and Extra Services Mail</b>				
1. Accept and process accountable mail including at least one piece of Certified Mail, Express Mail, and Registered Mail				
2. Demonstrate proper handling of USPS Tracking and Signature Confirmation mail				
<b>Scanner</b>				
1. Locate and obtain the scanner in accordance with local procedures				
2. Demonstrate how to properly set up and use the scanner				
<b>Handle Undeliverable as Addressed (UAA) Mail</b>				
1. Locate PS Form 3982, <i>Change of Address</i> for the route				
2. Process PS Form 3982 Label, <i>Change of Address</i> for the route				
3. Process at least one PS Form 3575-ZX, <i>Employee Generated Change of Address</i>				
4. Process a piece of UAA mail bearing an ancillary service endorsement				

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5. Process a piece of return to sender mail requiring an individual carrier endorsement				
6. Process a piece of return to sender mail requiring a bundle carrier endorsement				
7. Process a piece of endorsed and unendorsed, undeliverable bulk business mail (UBBM)				
<b>Use the Throwback Case</b>				
1. Locate the throwback case and identify the different separations				
2. Place missorted or misthrown mail in the proper separation of the throwback case				
<b>Prepare and Pulling Down the Mail</b>				
1. Locate and obtain parcel hamper				
2. Handle caseable small parcels and rolls (SPRs) and Extra Services parcels				
3. Complete a PS Form 3996, <i>Carrier Auxiliary Control</i>				

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4. Complete a PS Form 1571, <i>Undelivered Mail Report</i>				
5. Pull down and process undeliverable mail including hold mail, CFS mail, and UBBM				
6. Practice pull down procedures for different types of delivery				
7. Load equipment such as the satchel or hamper				
8. Check for "sleepers"				
<b>Leave the Office</b>				
1. Identify and replenish forms and equipment that are required when delivering the mail				
2. Pull mail from hot case and scan hot case barcode				
3. Locate and withdraw DPS mail and riffle to ensure that it is in proper delivery order				
4. Locate and withdraw FSS mail if applicable				

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5. Clock over to street time				
<b>Load and Travel to the Route</b>				
1. Organize mail in vehicle for accurate and efficient delivery using last in first out (LIFO)				
2. Arrange and secure mail in the vehicle to provide safe driving conditions				
3. Scan the required office barcodes prior to leaving for route (if on a motorized route enter the vehicle number and mileage after scanning the depart to route barcode)				
4. Practice defensive driving while traveling to the route (obey all traffic laws)				
5. Apply safe work practices JSA - Transporting Mail to and Loading Vehicles				
<b>Identify Delivery Types and Mail Receptacles</b>				
1. Identify different types of mail receptacles				
2. Identify the different types of delivery and delivery routes				

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<b>Deliver the Mail</b>				
1. Review safe work practices for JSA – <i>Dog Attacks</i>				
2. Secure mail, equipment, and vehicle when delivering the mail				
3. Prepare mail for delivery and verify address by fingering the mail				
4. Deliver the mail				
5. Scan designated scan points on the route				
6. Apply procedures for Prepaid Acceptance items				
7. Apply safe work practices for JSA – <i>Carrier Walker Delivery</i>				
8. Apply safe work practices for JSA – <i>Curbside Mounted Delivery</i>				

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<b>Deliver Accountable and Extra Services Mail</b>				
1. Identify three key types of accountable mail				
2. Explain how to provide security to mail, money, and equipment entrusted to your care				
3. Deliver and scan three types of accountable mail including Certified Mail, Express Mail, and Registered Mail				
4. Apply local check acceptance policy when accepting checks for Customs Duty, CODs, and Postage Due items				
5. Apply procedures for accountable items for which delivery was attempted but not delivered				
<b>Market Postal Products and Services</b>				
1. Give three examples of established postal products and services				
2. Give an example of how the Postal Service is marketing new postal products in your community				
3. Identify five key questions on the Customer Connect card, then complete and submit Customer Connect card (if applicable)				

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<b>Collect Outgoing Mail</b>				
1. Collect outgoing mail from various types of collection points while delivering the mail				
2. Collect mail on a collection route and adhere to collection schedules				
3. Identify and isolate Anonymous (target) mail				
4. Locate and read standard operating procedures in your unit for dealing with hazardous materials				
5. Apply safe work practices for JSA –Collecting Mail From Collection Boxes				
<b>Return to the Office</b>				
1. Return the vehicle to the designated location and ensure that it is properly secured				
2. Scan return to office barcode if applicable				
3. Accurately record time and vehicle mileage information				

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4. Deposit collection mail and return equipment to designated locations				
5. Return IMD scanner to cradle				
6. Complete PS Form 3821, <i>Clearing Receipt</i> , for clearing of accountable items				
7. Perform administrative duties as required including completion of PS Forms 3996, 1571, and 4565				
8. Identify and process miscased mail				
9. Identify and process previously misdelivered mail picked up on the route				
10. Locate the 3M case and identify the different separations				
11. Place missent, missorted, and missequenced automated mail in the proper separation of the 3M case				
12. Process other undeliverable mail				

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13. Case afternoon mail if applicable				
14. Check the schedule prior to clocking out				
15. Clock out after all duties are completed				

## Certification of Completion

### *City Letter Carrier On-the-Job (OJT)*

\_\_\_\_\_ has demonstrated and provided instructions on the applicable 102 on-job tasks of a new city carrier, to include casing practice, and I, \_\_\_\_\_ have experienced all applicable 102 on-job tasks within 24 hours of on-job training.

\_\_\_\_\_  
Trainee

\_\_\_\_\_  
Trainer

\_\_\_\_\_  
Postmaster, Manager, or Supervisor

\_\_\_\_\_  
Union Steward

District Name: \_\_\_\_\_

City Carrier Trainee (Print Name): \_\_\_\_\_

On Job Instructor (Print Name): \_\_\_\_\_

OJT Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OJT End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**District Manager, Learning Development & Diversity Instructions:** Record completed training in LMS, Course # 10021876, and forward this page to the NALC National Business Agent.