

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet

Post Office		Delivery Unit			Route No.				
AM		PM		Carrier Marked-up	CFS	Actual Time Entries			
1. Letter-Size						EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
							E		
							B		
							E		
							B		
2. Mail of All Other Sizes							E		
							B		
							E		
							B		
3. Accountable and Signature Mail							E		
Registered/Certified							B		
COD/Customs							E		
Postage Dues							B		
Express Mail							E		
5. All parcel Post over 2 lbs.							B		
							E		
							B		
6. Sequenced and Collated							E		
Letter Size							B		
							E		
							B		
Other Size							E		
							B		
9. 2nd-Class Marked up (exclude Form 3579)							E		
							B		
10. Mail with Form 3579 attached							E		
							B		
12. Change of Address Recorded							E		
							B		
13. Insured Receipts Turned In							E		
							B		

Enter Line Number in Explanation Column		DPS Volume Pieces: (7a) To be added to line 7a on PS Form 1838		Comments		Begin Here	
Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.	14						
Withdrawal of mail	15						
Sequencing and collating By-Pass Mail	16						
Actual Strapping out time	17						
Break (local option)	18						
Vehicle inspection	19						
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)	21						
Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comment section)	22						
Counting mail and filling out form 1838 worksheet	23						

Signature of Carrier(or Examiner)		I certify the above information recorded by me is correct.	Day of Week	Date	Reg. - Repl.	Lunch	
						From	To
						TOTAL	
						Time Clock Rings	
						E	
						R	
						L	
						B	
						E	
						R	
						L	
						B	

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