



THE BRANCH 324 BUZZ

November 2018



Are you required to sign a CAR sheet for training stand-ups?

Most mornings there is a standup after the carriers clock in. But lately some supervisors have been coming around with a CAR sheet for the carriers to sign indicating they attended the stand-up and understood the instructions given. There is nothing in the contract stating a carrier must sign such a sheet. By signing, carriers are leaving themselves open to discipline. It could give supervisors ammunition to use against carriers for instructions not being followed. It is ultimately your choice if you want to sign the sheet but management can just as easily pull up the attendance records to verify who was working that day and received the stand-up talk.

Daily Vehicle Checks

Doing a vehicle check every morning is a requirement of all city letter carriers. Every carrier has time built into their office count for the vehicle check. This needs to be done daily and complete a PS Form 4565 (Vehicle Repair Tag) if needed. Also be sure to clean up after yourself from using the vehicle each day.

Need tire chains?

If you need tire chains don't be afraid to ask for them. Management doesn't determine if you need the chains, it is up to each individual. Safety should be of the utmost importance to everyone at work and at home. Also be sure to drive the proper speed limits when using tire chains. Driving too fast can cause damage to the vehicle and possibly damage the chains.

What do I put on my 3996 for the reason for overtime?

We know there have been many scenarios when carriers weren't sure what to list on their 3996 for the reason they were requesting overtime for the day. On the back of this issue of the buzz, we have included many valid reasons that can be used in the future.

CCAs: Have you been making copies of your no lunch slips?

It is a good idea for every employee to make copies of all important documents before turning them into your supervisor. The stewards have found missed no lunches in the past while reviewing clock rings for mandate violations. If you don't make it a habit to make copies of your no lunch slips before turning them in, it might be a good time to start.

Annual Leave Calendar

It is almost time to start the annual leave bidding for the Greeley Installation as well as the other offices in our branch. Be sure to verify the dates requested when you turn in your slips. The vacation calendar committee members work hard on trying to keep everything straight but please double check after you turn in your slips. None of us are perfect and it would be nice to catch any discrepancies early to get them fixed right away.

**Branch Meeting
November 1st, 2018 6:30pm
Hope to see you there!**



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Possible reasons to utilize a PS Form 3996.

- **Route out of adjustment**
- **Third bundle**
- **Sloppy mail**
- **Excessive COA's**
- **Long stand up talk**
- **Safety talk**
- **Window or phone interruption to talk to customer**
- **Excessive accountables**
- **Excessive parcels**
- **Excessive mark ups on packages**
- **Excessive mark ups on mail**
- **Excessive review of CFS mail**
- **Inclement weather—snow, rain, wind**
- **Feeling ill**
- **Heat, humidity = extra comfort stops**
- **Extreme cold, wind chill = extra comfort stops**
- **Waiting for mail**
- **Late dispatch/distribution of mail**
- **Unfamiliar with route**
- **Traffic or construction delays**
- **Mail cased from previous afternoon**
- **Medical restrictions**
- **Thin mail**
- **Thick mail**
- **Utility bills**
- **Samples**
- **Leaving late due to _____ feet of mail**
- **New case labels**
- **Every door direct mail**
- **New deliveries**
- **Deviation due to Express Mail pieces**
- **Vehicle breakdown**
- **Marriage mail**
- **Upside down DPS**

The list shown to the left are just a few items that can be listed in box "J" on a PS Form 3996—Carrier Auxiliary Control Form.

This form is critical for you to complete to show that any overtime you requested has been approved or denied and who is supposed to be doing the work.

The PS Form 3996 must be used if you are working overtime. It doesn't matter if your on the ODL list, Work Assignment list, or a CCA. If you go into an overtime status, a PS Form 3996 should be completed to protect you from being possibly disciplined for unauthorized overtime by a supervisor.

The instructions for completing the PS Form 3996 are on the back of the form. It is always good to review the instructions and be aware of Section J during the Christmas period.

Just remember that the time your request is only an estimate and not a guarantee that you will be done in the requested time at the beginning of the day.