

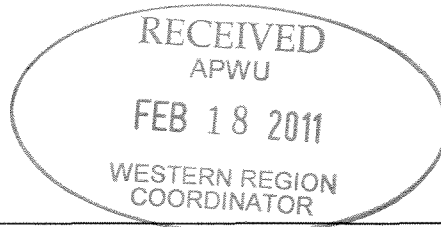
Manager, Labor Relations
Pacific Area



February 15, 2011

Richard Siu
Western Regional Director, NPMHU
8393 Capwell Drive # 250
Oakland, CA 94621

DELCON



To: Pacific Area Local(s)
 Western Area Local(s)
 So. West Area Local(s)

- Withholding Info
- Staffing Issue(s)
- Status Update
- Grievance Administration
- Please review, take action and reduce issues to writing
- Comments

Omar M. Gonzalez, Coordinator

This is to advise you of the intent of the San Francisco District to utilize the provisions of Article 12.6.C.5 of the National Agreement to involuntarily reassign eight (8) full-time regular mail handlers at the San Francisco bid cluster from the craft and installation (Event 12922). This action is based on the results of staffing and scheduling reviews that show that the workload no longer supports the current complement.

The impacted mail handlers will be advised of their involuntary reassignments by separate letter. The reassignment process would normally not occur prior to August 15, 2011; however, given the loss of workload and the financials of the Postal Service nationwide, it may be necessary to reassign some or all of the impacted mail handlers prior to that date. It may also be necessary to utilize the provisions of Article 7.2.B of the National Agreement to detail some or all of the impacted employees during the notice period to provide them with a work opportunity.

By copy of this notice, the Pacific Area will withhold up to eight (8) full-time residual assignments in the mail handler and custodial crafts within a 900 mile radius of the impacted site. A copy of the sites in which withholding may occur is attached.

Copies of the Automated Impact Statements, the Staffing and Scheduling Reviews that support the excessing and the lists of the impacted junior mail handlers in each office that are impacted are attached for your review.

Please contact Linda Shumate at (858) 674-3183 to arrange a date to meet on this impact.

Mike Thomas
Manager, Labor Relations

Attachments

Cc: Area Manager, Human Resources
Area Manager, Operations Support
Area Manager, Finance
District Manager, San Francisco with attachments
Manager, Human Resources – San Francisco District with attachments
Area Complement Coordinator with attachments
District Complement Coordinator with attachments
Human Resources Analysts (2) with attachments
Omar Gonzalez, APWU with attachments

WorkHour Impact Report

Craft = MAIL HANDLER

	A	B	C	D	E	F	G
	Current Average Weekly Hrs	Planned Weekly Hrs	Weekly Hrs Savings	Monthly Savings	Annual Work Hours Savings	Annual FTE Savings	Current FTE Yearly Hr Rate
Total	21762	21489	-273	-1092	-14196	-8	1768

OverTime Impact

	Current OT Average Weekly Hrs	Current OT Rate	Planned OT per Week from changes	Additional Planned OT per Week	Percent Planned OT per Week	Planned OT Hours per Week	Planned OT Rate
Total	631	2.9%	-35.74	0		595	2.8%

WorkHour Impact Report

Part Time Regular (PTRs)

a. Current Number of MAIL HANDLER PTRs on Rolls	25
b. Planned Number of MAIL HANDLER PTR Positions after Impact	25
c. Estimated Number of MAIL HANDLER PTR Attrition	0
d. Will there be any MAIL HANDLER PTRs Excessed from Craft or Installation	NO
MAIL HANDLER PTRs	0
e. Provide Narrative Explaining need for Excessing PTRs are being excessed under another event	

Full Time Regular (FTRs)

a. Current Number of MAIL HANDLER FTRs on Rolls	579
b. Planned Number of MAIL HANDLER FTR Positions After Impact	571
c. Estimated Number of MAIL HANDLER FTR Attrition	0
d. Will there be any MAIL HANDLER FTRs Excessed from Craft or Installation	YES
If Yes how Many MAIL HANDLER FTRs	8
e. Provide Narrative Explaining need for Excessing A staffing and scheduling review resulted in a need to excess 8 FT Mail Handlers from the craft and installation.	

Mail handler Task Review

Office Name: 180 Napoleon

Reporting Times:

Day of the week:

Date: Wednesday 03/10/2010

SDO:

Mail handler Name: **Darren Hong**

Start Task	Description of Task Performed	Time Spent on Task
4:30	BT - Employee clocks in	0:08
4:38	Darren unplug the Jitney from the Charger at the corner of the warehouse.	0:03
4:41	Transportation- Hooking up to Gpc's and Hampers from all zones with notice left from the day before and tagging them with the correct zones and bringing them to the front of the dock.	0:08
4:49	Pick up key from registry to open employee parking lot / LLV lot.	0:03
4:52	Transportation- Got back on Jitney to hook up the GPC's at the back loading dock.	0:02
4:54	Transportation/Distribution- On the Jitney stopping at certain zones and distribute the flats to their hot cases.	0:06
5:00	Drop Off Keys at registry.	0:01
5:01	Transportation- Jitney to pick up more Notice Left from Other zones in the warehouse, and brings them to the front of the dock.	0:03
5:04	Looking for tape so he can label them correctly at the dock.	0:01
5:05	Transportation- Jitney back to the rear dock and pick up more GPC/OTR to drop at the correct zones.	0:06
5:11	Pushing the defect hamper by hand because it cannot be used with the hook on the jitney	0:01
5:12	Transportation- Jitney GPCs to 94107 and other zones	0:07
5:19	Got off Jitney to push hamper into the Zone.	0:02
5:21	Transportation- Jitney GPCs FCM working mail to their zones.	0:30
5:51	Restroom	0:01
5:52	Transportation- Jitney GPCs to their zones	0:15
6:07	Got off Jitney to push hamper into the Zone.	0:02
6:09	Transportation- Pick up and drop off with the Jitney.	0:06
6:15	Distribution- Got off Jitney to distribute flats to different zone hot cases because some GPC's has mix zone flats.	0:22
6:37	Transportation- Jitney Gpc's and drop at zones.	0:04
6:41	Transportation- Got off Jitney and got on the forklift to put the dock plate onto the trailer so he can unload the truck by manual.	0:01
6:42	Transportation- Unloading a 100% truck of GPC's just throwing them out the truck by himself.	0:11
6:53	Transportation- Hooking up GPC's FCM working mail and drop to different zones.	0:06
6:59	Transportation- Back at the Rear Truck Dock Guiding the truck back in telling the driver when to stop so he can have a perfect GAP to put the plate between them.	0:01
7:00	Transportation- Jitney GPC's to their zones and dropping them there.	0:19
7:19	Distribution- Got off Jitney to distribute flats to different zone hot cases because some GPC's has mix zone flats.	0:05
7:24	Transportation- Jitney Gpc's and otr to their zones.	0:09
7:33	Transportation- Forklift Ramp on to the Trailer to unload.	0:02
7:35	Transportation- Unloaded the truck 90% DPS and mix with some FCM working mail	0:07
7:42	Transportation- Jitney GPC's and Otrs dropping to their correct zones.	0:16
7:58	Distribution- Got off Jitney to distribute flats to different zone hot cases because some GPC's has mix zone flats.	0:02
8:00	Transportation- Jitney Otr's and Gpc's to their zones and picking up the empty gpc's and otr so it won't block the carriers.	1:20
9:20	Personal Needs: Bathroom Break	0:02
9:22	Transportation- Hook up empties and put them at the correct area. Double checking GPC's and OTR's making sure their isn't mail being left behind.	0:28
9:50	BREAK	0:15
10:05	House Keeping - Hooking up empties and putting them at their correct staging area	0:14
10:19	Distribution- Found Woo1 mail left behind with the DPS area, drop of to their correct zone at the hot case.	0:01
10:20	Transportation - Hooking up empties and putting them at the correct area and making sure nothing is left inside.	0:07
10:27	Transportation- Jump on the forklift and started to load empties into the trailer.	0:09
10:36	House Keeping - Cleaning up the empty hampers that the carriers left on their loading docks.	0:22
10:58	Transportation- Fork lifting Empties onto the trailer.	0:17
11:15	Transportation- Jitney empty equipment to their correct staging area.	0:14
11:29	Personal Needs- Bathroom	0:01
11:30	LUNCH TIME	0:30
12:00	Transportation- Putting Empties at their right area.	0:18
12:18	Transportation- Fork lifting pallets into the trailer.	0:22
12:40	After finishing loading the truck, he has to strap the truck then take off the ramp and close the truck door. After that he has to close up the Rear Gates to the dock and lock up there.	0:10
12:50	Drive the Jitney back to the Chagrining area so it can be charge up.	0:05
12:55	5 MIN wash up and go home.	0:05
13:00	GO HOME DONE FOR THE DAY!	8:30

Mailhandler Task Review

Office Name:
Day of the week:
Date: Friday 3/12/2010

180 Napoleon

Sorting Times:

SDO:

Mailhandler Name: Darren Hong

Start Task	Description of Task Performed	Time Spent on Task
4:30	Goes Grab the Jitney right away and goes Bathroom	0:03
4:33	Transportation- Jitney all the notice left GPC's from the zones left from carriers and stage them to the front dock.	0:07
4:40	Picks up the keys at registry to go open the gates to the parking lot across the street and then goes out to open the gates/	0:07
4:47	Transportation- Jitney back to the rear docks to pick up he working mail and express to drop to there correct areas.	0:34
5:28	Staging 94117 GPC's on the side	0:02
5:30	Transportation- Jitney OTR's, hampers to their zones.	0:19
5:49	Transportation- Forklift the Plate off the trailer so driver and take it and go.	0:01
5:50	Transportation- Forklift the Normstrom Pallets to their zones which was due out by today, so the clerks has to put them in the hot cases	0:19
6:09	Transportation- Jitney the GPC's and OTR to their Zones.	0:08
6:17	Personal Needs- Restroom	0:02
6:19	Transportation- Jitneys empties to there correct staging area and GPC's to their correct zones.	0:18
6:37	Transportation- Forklifts ramp on to the trailer and pallet	0:03
6:40	Starts to unload the 100% truck of mail.	0:10
6:50	Transportation- Jitney GPC's of FCM, NLM to their correct zones.	0:17
7:07	Transportation- Forklifting the rest of the normstrom on pallets to their zones.	0:15
7:22	Transportation- Jitney the Hampers and GPCs to their zone.	0:07
7:29	Forklift the ramp onto the trailer and unload	0:16
7:45	Transportation- Hook up GPC's and drop to the correct zones.	0:46
8:31	Drop one GPC of express to registry then to bathroom.	0:02
8:34	Transportation- Drop all the DPS to their correct staging area at the zones.	0:38
9:12	Transportation- Hook and drop the last 3 GPC's of DPS	0:07
9:19	Making sure the back dock has no mail left behind.	0:02
9:21	House Keeping- Moving all the Empties from the fire lanes and staging them in there correct area.	0:29
9:50	BREAK TIME	0:15
10:05	House Keeping- Moving all the Empties throughout the whole warehouse and staging them in there correct area.	0:50
10:55	Transportation - Forklift 3 pallets of MACY's to their correct zones.	0:16
11:11	Personal Needs- Restroom	0:02
11:13	Transportation- Loading empties into the trailer	0:17
11:30	LUNCH TIME	0:30
12:00	Starts to pull the rest of the emptys that's left over on the floor and Jitney all the PARS MAIL to the rear of the dock.	0:37
12:37	CALL DISPATCH TO PICK UP TRAILER	0:03
12:40	BREAKTIME	0:15
12:55	5 MIN CLEAN UP then END OF DAY	0:05
		8:22

Mail handler Task Review

Office Name: 180 Napoleon
 Day of the week:
 Date: Tuesday 03/16/2010

Reporting Times:
 SDO:

Mail handler Name:

Darren Hong

Start Task	Description of Task Performed	Time Spent on Task
	BT - Employee clocks in	hr/min
4:30	Goes and get the jitney	0:04
4:34	Restroom	0:01
4:35	Transportation- Starts to go around the different station and pick up there notice left and making sure the correct labels are on them.	0:12
4:47	Goes into registry and grab the keys to open the outside parking lot gate, then continue to drop the other GPC by the dock.	0:06
5:53	Deadhead jitney to the door and goes outside to open the gates at the parking lot.	0:06
4:58	TRANSPORTATION- GOES TO THE DOK TO PICK UP THE GPC'S TO BE DELIVERED TO THE CORRECT ZONES.	
6:10	Personal Needs- restroom	0:01
6:11	Transportation- Jitney the empties to their correct staging area.	0:05
6:16	Hops on the forklift and put the ramp onto the trailer, then straps the other truck so the driver can pick up the trailer and go.	0:04
6:20	Starts to unload the truck. 100%	0:10
6:30	Transportation- Jitneys the mail to the correct zones.	0:55
7:25	Unstrap the truck and starts to unload the trailer.	0:08
7:33	Transportation- Jitney working mail to the zones.	1:42
9:15	Jitneys the last 3 GPC's and drop to the correct zone.	0:06
9:21	House keeping and Transportation- Jitneys empties and put them at the right place.	0:09
9:30	Talks to the union member	0:01
9:31	Back to cleaning up.	0:08
9:39	RESTROOM	0:01
9:40	Transportation- Jitneys empties to the correct area and clear fire lanes.	0:20
10:00	BREAK TIME	0:15
10:15	Gets on the forklift and load empties onto the trailer, and Jitneys the empties from the zone.	1:15
11:30	LUNCH TIME	0:30
12:00	Forklifts the pallets and empties into the 2nd trailer.	0:30
12:30	Straps up the 2 trailer and closes the truck door. Call Dispatch to pick up the 2 trailer and then close down the 2 dock doors.	0:10
12:40	BREAK TIME	0:15
12:55	5 MIN WASH UP,	0:05
13:00	END TOUR	8:31

Mailhandler Task Review

Office Name: 180 NAP

Reporting Times:

Day of the week: *Friday*

Date: 3/12/10

SDO:

Mailhandler Name: **Lowé "Val" Leasau**

Start Task	Description of Task Performed	Time Spent on Task
4:30	BT - Employee clocks in	0:01
4:31	separating 3C, and 2C from CR (1 hamper) mixed in	0:14
4:45	spreading NLM (AFSM) flats to routes	0:05
4:50	straighten up equipment, set up for 3C breakdown	0:10
5:00	spread 2C, 3C to dollies from wiretainer	0:20
5:20	spread std (AFSM) flats to routes	0:05
5:25	spread 1C (AFSM) flats to routes	0:10
5:35	empty bundled 3C in sacks to dollies	0:15
5:50	gather MTE flat and letter trays , move MTE hampers to center of bldg	0:05
5:55	spread NLM std flats (AFSM) from gpc to routes	0:15
6:10	spread 3C in flat trays from dollies to routes	0:20
6:30	spread NLM 3C from gpc's to routes	0:12
6:42	spread 1C flats to routes from gpc	0:05
6:47	spread cr-rt flats from pallet to routes	0:27
7:14	break	0:14
7:28	gathering trash, trays from hampers, arranging hampers	0:22
7:50		1:04
8:54	restroom	0:03
8:57	get scanner from cage	0:04
9:01	scanning parcels to route	0:43
9:44	setting up flat trays on dollies	0:01
9:45	spread 3C bundles from pallets to dollies	0:15
10:00	lunch	0:30
10:30	spread 3C bundled flats in wiretainer to dollies	0:45
11:15	spread 3C from pallet to dollies	0:15
11:30	gather MTE flat and letter trays(housekeeping)	0:10
11:40	stacking MTE letter and flat trays... prepare for wrapping in plastic	0:05
11:45	move pallets on pallet jack to wrapping area	0:20
12:05	chatting with clerk	0:02
12:07	continuing to wrap MTE trays	0:33
12:40	break	0:20
13:00	ET -employee clocks out	
		Total MH

Mailhandler Task Review

Office Name: 180 Napoleon
 Day of the week: *Monday*
 Date: 3/15/10

Reporting Times:

SDO:

Mailhandler Name:

Lowe "Val" Leasau

Start Task	Description of Task Performed	Time Spent on Task
4:30	BT - Employee clocks in	0:03
4:33	search for pallet jack on other side of bldg	0:02
4:35	move pallets of marriage mail away from F4 area in unit	0:08
4:43	return pallet jack to other side of bldg	0:01
4:44	arrange setup for breakdown of 3C (AFSM) flats by moving gpc's near routes	0:01
4:45	spread AFSM flats 3C to routes from gpc	0:20
5:05	return MTE wiretainer to other side of bldg	0:05
5:10	rearranging hampers in unit	0:04
5:14	spread AFSM flats 3C to routes from gpc	0:18
5:32	set up breakdown for 3C bundles	0:13
5:45	spread 3C bundles from hamper to flat trays on dollies	0:35
6:20	spread 2C from gpc in flat trays to routes	0:10
6:30	spread 1C from gpc in flat trays to routes	0:45
7:15	spread 3C bundles from wiretainer to dollies	0:10
7:25	spread 3C (AFSM) flats to routes from gpc	0:10
7:35	spread 3C bundles from wiretainer to dollies	0:15
7:50	gather MTE trays from around unit	0:08
7:58	spread 3C bundles from hamper to flat trays on dollies	0:16
8:14	break	0:11
8:25	spread 3C bundles from dollies to routes	0:25
8:50	get scanner and set up to prepare for scanning	0:02
8:52	scanning spr's/parcels by route	0:49
9:41	talking on cell phone	0:04
9:45	setting up dollies, flat trays for 3C bypass	0:13
9:58	spread 3C to dollies from wiretainer	0:42
10:40	lunch	0:30
11:10	spread marriage mail from pallets to routes	0:40
11:50	housekeeping (move MTE trays to other side of bldg)	0:05
11:55	spreading marriage mail from pallets to routes	0:55
12:50	break	0:10
13:00	ET	8:30
		Total MH

Mailhandler Task Review
Napoleon Carrier Complex

Office Name:
Day of the week: *Wednesday*
Date: 3/10/10

Reporting Times:

SDO:

Mailhandler Name: **George Ramos**

Start Task	Description of Task Performed	Time Spent on Task
4:33	BT - Employee clocks in	0:02
4:35	Removing MTE from unit to center of complex	0:01
4:36	Shop steward talking with employee	0:01
4:37	Removing MTE from unit to center of complex	0:04
4:41	Moving MTE next to aisleway next to unit	0:01
4:42	Consolidating MTE from unit	0:01
4:43	Removing MTE from unit to center of complex	0:02
4:45	Setup operations in unit	0:01
4:46	Removing MTE from unit to center of complex	0:03
4:49	Went to vehicle to retrieve eyeglasses, returned to unit	0:03
4:52	Removing MTE from unit to center of complex	0:05
4:57	Staging Mail from platform in aisleway next to unit	0:01
4:58	Transporting Mail from North dock (searching for mail to unit)	0:02
5:00	Drop off mail from dock to Hot Case area, found mail in MTE	0:01
5:01	Transporting Mail from North dock to distribution area	0:01
5:02	Breakdown std crt flats to dollies	0:08
5:10	Removing MTE from unit to center of complex	0:01
5:11	Breakdown std crt flats to dollies	0:07
5:18	Removing MTE from unit to center of complex	0:01
5:19	Breakdown std crt flats to dollies	0:07
5:26	Removing MTE from unit to center of complex	0:01
5:27	Search North dock for incoming mail, search for pallet jack	0:03
5:30	Pallet jack found near South dock	0:01
5:31	Unloading trailer at North dock	0:01
5:32	Transporting pallet of crt flats for unit 34 to distribution area	0:01
5:33	Transporting OTR of crt flats from North dock	0:01
5:34	Unloading trailer at North dock, Transporting hamper to	0:02
5:36	Dropping flats to carrier cases	0:05
5:41	Transporting hamper to distribution area	0:01
5:42	Transporting pallet of crt flats next to carrier cases	0:01
5:43	Spreading pallet of crt flats to carrier cases	0:07
5:50	Remove wrap from pallet (trash), take empty pallet to north	0:01
5:51	Transporting hamper to distribution area	0:01
5:52	Transporting GPMC to distribution area	0:01
5:53	Consolidating MTE from unit	0:01
5:54	Breakdown fcm crt flats (opn 146) to dollies	0:07
6:01	Removing MTE from unit to center of complex	0:01
6:02	Transporting OTR to distribution area	0:01
6:03	Breakdown fcm crt flats to dollies	0:02
6:05	Supervisor instructing MH to unit 27 after breakdown finished	0:01
6:06	Breakdown fcm crt flats to dollies	0:04
6:10	Removing MTE from unit to center of complex	0:01
6:11	Dropping flats to carrier cases	0:02
6:13	Shop steward talking with employee	0:01
6:14	Dropping flats to carrier cases	0:01
6:15	Transporting GPMC to distribution area	0:01
6:16	Dropping flats to carrier cases	0:02
6:18	Consolidating MTE from unit	0:01
6:19	Reporting to unit 27, dropping std crt flats to carrier cases	0:02
6:21	Removing MTE from unit to center of complex	0:01
6:22	Dropping flats to carrier cases	0:06
6:28	Setup operations in unit	0:01
6:29	Removing MTE from unit to center of complex	0:01
6:30	Restroom	0:03
6:33	Breakdown hamper of std crt flats to dollies	0:05
6:38	Removing MTE from unit to center of complex	0:01
6:39	Transporting Mail to East complex for parcel distribution	0:03
6:42	MH paged to office for phone call	0:02
6:44	Returned to Unit 27, to color code flats dropped	0:04
6:48	Color coding flats	0:04
6:52	Returned to East complex for parcel distribution	0:01
6:53	Unloading Trailer at North dock	0:03
6:56	Returned to East complex for parcel distribution	0:04
7:00	Break	0:15
7:15	Returned to East complex for parcel distribution	0:01
7:16	Setup operations in unit	0:01
7:17	Returned to North dock, check for parcel mail availability	0:01
7:18	Setup operations in unit	0:16
7:34	Breakdown parcels	0:03
7:37	Consolidating MTE from unit, Setup operations	0:07
7:44	Management giving MH instructions	0:01
7:45	Breakdown parcels	0:06
7:51	Return to North dock, then Unit 27	0:01

Mailhandler Task Review
Napoleon Carrier Complex

Office Name:
Day of the week: *Thursday*
Date: 3/11/10

Reporting Times:

SDO:

Mailhandler Name: **George Ramos**

Start Task	Description of Task Performed	Time Spent on Task
4:30	BT - Employee clocks in	0:02
4:32	Report to Unit 34 begin consolidating MTE	0:03
4:35	Removing MTE from unit	0:20
4:55	Consolidating MTE in unit	0:01
4:56	Get dollies from east complex for setup operations	0:01
4:57	Moving hampers of crt flats to distribution area	0:01
4:58	Removing MTE from unit	0:01
4:59	Get dollies from east complex for setup operations	0:01
5:00	Removing MTE from unit	0:02
5:02	Setup operations in unit	0:01
5:03	Moving hamper of sprs from North dock to distribution area	0:03
5:06	Moving letter trays from Gpmc to hotcase/caller service	Napoleon
5:07	Drop crt bundled letters to carrier case	0:01
5:08	Removing MTE from unit	George Ramos
5:09	Breakdown flats to crt	0:06
5:15	Moving hamper of sprs to distribution area	0:01
5:16	MH talking with OPS	0:01
5:17	Breakdown flats to crt	0:01
5:18	Identify flat bundle by scheme sheet at hotcase	0:01
5:19	Breakdown flats to crt	0:10
5:29	Removing MTE from unit	0:01
5:30	Breakdown flats to crt, consolidating mail to another container	0:01
5:31	Removing MTE from unit	0:01
5:32	Restroom	0:07
5:39	Breakdown flats to crt	0:02
5:41	Moving mail to aisleway (yellow std crt flats for afternoon)	0:01
5:42	Removing MTE from unit	0:01
5:43	Unloading truck	0:01
5:44	Breakdown flats to crt	0:07
5:51	Removing MTE from unit	0:01
5:52	Moving pallet to breakdown area(retrieve pallet jack)	0:01
5:53	MH talking with MH from unit 12	0:03
5:56	Get color codes for flats	0:03
5:59	Drop crt flats to carrier cases	0:09
6:08	MH talking with OPS	0:01
6:09	Moving mail to distribution area	0:01
6:10	Moving mail from North dock to breakdown	0:01
6:11	Breakdown flats to crt	0:06
6:17	Removing MTE from unit	0:01
6:18	Color code flats	0:02
6:20	Drop flats to carrier cases	0:03
6:23	Consolidating MTE in unit	0:01
6:24	Moving parcels to east complex for parcel breakdown	0:01
6:25	Setup operations for parcel breakdown	0:02
6:27	Breakdown of parcels to crt	0:11
6:38	Removing MTE from unit	0:05
6:43	Check north dock for available mail	0:03
6:46	Returned to parcel breakdown, Breakdown of parcels to crt	0:03
6:49	MH talking with shop steward	0:01
6:50	Breakdown of parcels to crt	0:07
6:57	Removing MTE from unit	0:01
6:58	Return to unit 34, check North dock for available mail	0:05
7:03	Moving flats to unit 34 from trailer	0:01
7:04	Return to parcel breakdown area	0:01
7:05	setup parcel breakdown for unit 17	0:15
7:20	Breakdown of parcels to crt	0:17
7:37	Breakdown of parcels to crt	0:04
7:41	Removing MTE from unit	0:01
7:42	Moving missent parcels back to unit 34	0:02

Mailhandler Task Review
Napoleon Carrier Complex

Reporting Times:

Office Name:
Day of the week: *Friday*
Date: 3/12/10

SDO:

Mailhandler Name: George Ramos

Start Task	Description of Task Performed	Time Spent on Task
4:30	BT - Employee clocks in	0:05
4:35	Consolidate MTE in unit 34	0:02
4:37	Moving Letter trays to hotcase from GPMC	0:01
4:38	Removing MTE from unit to center complex	0:01
4:39	MH talking to another employee	0:01
4:40	Staging mail in distribution area	0:02
4:42	Consolidate MTE in unit 34, and remove MTE from unit 34 to	0:09
4:51	Drop crt flats to carrier cases	0:05
4:56	Setup operations for flat breakdown	0:01
4:57	Staging mail in distribution area	0:02
4:59	Breakdown flats to crt	0:04
5:03	Removing MTE from unit to aisleway	Napoleon
5:04	Move mail to flat breakdown	0:01
5:05	Breakdown flats to crt	0:02
5:07	Consolidate Mail and stage in distribution area, moving mail to	0:01
5:08	Breakdown flats to crt	0:04
5:12	Removing MTE from unit to center complex	0:01
5:13	Breakdown flats to crt	0:08
5:21	Removing MTE from unit to center complex	0:01
5:22	Breakdown flats to crt	0:07
5:29	Remove MTE from unit to North dock	0:01
5:30	Move mail from North dock to Dist area	0:01
5:31	Take letter trays from Gpmc to hotcase	0:01
5:32	Drop crt bundled letter to carrier cases	0:02
5:34	Remove MTE from unit to North dock	0:01
5:35	Restroom	0:02
5:37	Go unload trailer	0:05
5:42	Move mail from North dock to Dist area	0:02
5:44	Remove MTE from unit to North dock	0:01
5:45	Unload trailer	0:02
5:47	Move mail from North dock to Dist area	0:01
5:48	Move pallets from North dock to dist area	0:01
5:49	Move mail from flat breakdown to dist area	0:01
5:50	Remove MTE from unit to North dock	0:01
5:51	Get MTE for crt flats to carrier cases	0:01
5:52	Drop crt flats to carrier cases from pallet	0:09
6:01	Removal MTE to aisleway	0:01
6:02	Consolidate MTE in unit	0:01
6:03	Move pallets of crt flats (unit 27) to staging area	0:01
6:04	Remove MTE from unit to North dock	0:01
6:05	Get color codes and color code crt flats in unit 34	0:02
6:07	Drop crt flats to carrier cases	0:11
6:18	Move mail from North dock to unit 34	0:01
6:19	Breakdown flats to crt	0:09
6:28	Remove MTE from unit to North dock	0:01
6:29	Breakdown flats to crt	0:07
6:36	Remove MTE from unit to North dock	0:03
6:39	Check pallets on North dock for in home dates	0:01
6:40	MH talking with OPS	0:01
6:41	Breakdown flats to crt	0:04
6:45	Drop crt flats to carrier cases	0:07
6:52	Drop crt flats to carrier case for unit 27	0:11
7:03	Removal MTE to aisleway	0:01
7:04	Move pallet jack to stack of empty pallets	0:01
7:05	Check North dock for available working mail	0:01
7:06	Move mail from trailer to unit 34 hotcase	0:01
7:07	Drop crt letters to carrier cases	0:02
7:09	Go to east complex for parcel breakdown	0:01
7:10	Setup operations for parcel breakdown	0:16
7:26	MH talking to jitney driver	0:01

Mailhandler Task Review
Napoleon Carrier Complex

Office Name:
Day of the week: *Monday*
Date: 5/10/10

Reporting Times:
SDO:

Mailhandler Name:

George Ramos

Start Task	Description of Task Performed	Time Spent on Task
3:30	NO DATA - CHANGE N START TIME	
4:30	DROP M/M	0:28
4:58	PREP PALLET 4 PALLETIZING	0:01
4:59	RETURN JACK 2 STAGING AREA	0:01
5:00	PUSH MAIL 2 WRKFL 1GPC, 1HMP	0:01
5:01	DROP FLATS 2 RTE	0:01
5:02	SET UP DOLLY 4 FLAT BREAKDOWN	0:01
5:03	PUSH MAIL 2 WRKFL 1GPC, 1HMP	0:02
5:05	DROP NLM LTR TRAYS 2 RTE	0:09
5:14	PALLETIZE MT TUBS/TRAYS	0:02
5:16	PUSH MT ACROSS WRKFL 1GPC	0:01
5:17	PUSH MAIL 2 WRKFL 1GPC	0:01
5:18	DROP NLM TUBS 2 RTE	0:02
5:20	PUSH MT ACROSS WRKFL 1GPC	0:01
5:21	PUSH MAIL 2 WRKFL 1GPC	0:01
5:22	DROP NLM TUBS 2 RTE	0:09
5:31	COMMUNICATE W/MH RE: MAIL BREAKDOWN	0:01
5:32	PUSH MT ACROSS WRKFL 1GPC	0:01
5:33	PERSONAL NEEDS	0:01
5:34	PUSH MAIL 2 WRKFL 1OTR	0:01
5:35	DROP NLM TUBS 2 RTE	0:11
5:46	PALLETIZE MT TUBS/TRAYS	0:02
5:48	PUSH MT ACROSS WRKFL 1OTR	0:01
5:49	PUSH MAIL 2 WRKFL 2HMP, 1GPC	0:03
5:52	DROP NLM TUBS 2 RTE	0:02
5:54	PUSH MT ACROSS WRKFL	0:01
5:55	PUSH MAIL 2 WRKFL 1GPC	0:01
5:56	DROP NLM TUBS 2 RTE	0:01
5:57	COMMUNICATE W/SUPV RE: UNION BUS	0:02
5:59	DROP NLM TUBS 2 RTE	0:01
6:00	PUSH MT ACROSS WRKFL 1GPC	0:01
6:01	PUSH MAIL 2 WRKFL 1GPC	0:01
6:02	DROP NLM TUBS 2 RTE	0:14
6:16	PUSH MT ACROSS WRKFL 1GPC	0:01
6:17	PUSH DOLLY 2 ZONE 7	0:01
6:18	SET UP DOLLY 4 FLAT BREAKDOWN	0:02
6:20	REARRANGE MAIL PREVIOUSLY WRKD	0:04
6:24	BREAKDOWN FLATS	0:20
6:44	COMMUNICATE W/SUPV RE: BYPASS	0:01
6:45	PUSH MAIL 2 WRKFL 2HMP	0:02
6:47	BREAKDOWN FLATS	0:02
6:49	PUSH MAIL 2 WRKFL 1GPC	0:01
6:50	DROP NLM TUBS 2 RTE	0:09
6:59	PUSH MT ACROSS WRKFL	0:01
7:00	PERSONAL NEEDS	0:01
7:01	BREAKDOWN FLATS	0:06
7:07	PUSH MAIL 2 WRKFL 1GPC	0:01
7:08	DROP NLM TUBS 2 RTE	0:06

Mailhandler Task Review
Napoleon Carrier Complex

Office Name:
Day of the week: *Tuesday*
Date: 5/11/10

Reporting Times:
SDO:

Mailhandler Name:

George Ramos

Start Task	Description of Task Performed	Time Spent on Task
4:34	BT - Employee clocks in	0:01
4:35	push mt 2 parcel set up 8hmp	0:07
4:42	set up dolly 4 flat breakdown	0:01
4:43	stack mt trays	0:01
4:44	push mail 2 wrkfl 1hmp	0:01
4:45	breakdown flats	0:04
4:49	personal needs	0:06
4:55	breakdown flats	0:05
5:00	push mt 2 parcel set up 1hmp	0:01
5:01	arrange parcel set up	0:05
5:06	drop nlm ltr trays 2 hot case	0:01
5:07	arrange parcel set up	0:22
5:29	push mail 2 wrkfl 1hmp	0:01
5:30	palletize tubs/trays	0:05
5:35	jack pallets 2 wrkfl 3pal	0:03
5:38	breakdown flats	0:14
5:52	push mt 2 parcel set up 1hmp	0:01
5:53	drop flats 2 rte	0:07
6:00	push mail 2 wrkfl 1otr	0:01
6:01	throw parcels	0:09
6:10	push mt across wrkfl	0:01
6:11	personal needs	0:03
6:14	drop nlm tubs 2 rte	0:10
6:24	push mt across wrkfl	0:01
6:25	push mail 2 wrkfl 1otr	0:01
6:26	drop nlm tubs 2 rte	0:12
6:38	push mail 2 wrkfl 1gpc	0:01
6:39	drop nlm ltr trays 2 rte	0:06
6:45	push mt across wrkfl 1gpc	0:01
6:46	push mail 2 wrkfl 1gpc	0:01
6:47	drop nlm tubs 2 rte	0:16
7:03	push mt across wrkfl 1gpc	0:01
7:04	push mail 2 wrkfl 1gpc	0:01
7:05	drop nlm tubs 2 dolly	0:08
7:13	drop nlm tubs 2 rte	0:12
7:25	communicate w/supv re: incoming mail	0:02
7:27	push mt across wrkfl 1gpc	0:01
7:28	set up dolly 4 flat breakdown	0:02
7:30	breakdown flats	0:02
7:32	throw parcels	0:17
7:49	drop nlm ltr bundles 2 rte	0:07
7:56	push mt across wrkfl 1gpc, 1otr	0:02
7:58	throw parcels	0:04
8:02	push mt across wrkfl 1otr	0:01
8:03	personal needs	0:02
8:05	get scanner n barcodes	0:01
8:06	push mail 2 wrkfl 1hmp	0:01
8:07	communicate w/supv re: next task	0:03
8:10	drop dps 2 rte	0:05
8:15	communicate w/supv re: scanning	0:02
8:17	push mt across wrkfl 1hmp	0:01
8:18	scan sprs	0:38
8:55	drop dps 2 rte	0:08
9:04	return scanner	0:02
9:06	personal needs	0:02
9:08	break	0:20
9:28	get gloves	0:01
9:29	housekeeping-old pp area (half of bldg filled w/mt equip)	0:45
10:14	palletize tubs/trays	0:17
10:31	wash time	0:02
10:33	lunch	0:30
11:03	drop ballots 2 rte	1:04
12:07	break	0:15
12:22	drop ballots 2 rte	0:42
13:04	end of review	8:30

Mailhandler Task Review

Office Name: BRYANT STATION

Reporting Times:

Day of the week: TUESDAY

Date: 3/9/10

SDO:

Mailhandler Name:

CASILLAS GUS

Start Task	Description of Task Performed	Time Spent on Task
4:09	CLOCK IN	0:01
4:10	UNLOAD AND LOAD TRUCK	0:24
4:34	RESTROOM	0:06
4:40	BEGINS TO DIST NLM FLATS TO ROUTES	0:20
5:00	BEGINS TO SORT PARCELS FROM OTRS	0:30
5:30	SPREAD PARCELS TO ROUTES	0:15
5:45	TAKE EMPTY EQUIP. TO LOADING DOCK	0:15
6:00	UNLOAD AND LOAD TRUCK	0:25
6:25	BEGIN TO DIST NLM FLATS	0:35
7:00	BRING EMPTY EQUIP TO LOADING DOCK	0:20
7:20	UNLOAD AND LOAD TRUCK	0:31
7:51	WORK BYPASS MAIL INTO HOT CASE	0:39
8:30	PICK UP EMPTY EQUIP AND WAPE	0:30
9:00	BREAK TIME	0:12
9:12	HELP TAKE P.O BOX MAIL ACROSS THE STREET POTERERO RETAIL	0:18
9:30	SCANN DELIVERY CONFIMATION	0:45
10:15	PICK UP EMPTY EQUIP AND WAPE	0:30
10:45	LUNCH	0:45
11:30	WORK BYPASS MAIL INTO HOT CASE	0:30
12:00	LAST BREAK	0:13
12:13	CLEAN UP LOAD DOCK - EQUIPMENT	0:26
12:39	END TOUR	8:30

Mailhandler Task Review

Office Name: BRYANT STATION

Reporting Times:

Day of the week: THURSDAY

Date: 3/11/10

SDO:

Mailhandler Name:

CASILLAS GUS

Start Task	Description of Task Performed	Time Spent on Task
4:21	BT - Employee clocks in	0:02
4:23	UNLOAD AND LOAD TRUCK	0:08
4:31	RESTROOM	0:04
4:35	OPEN OTRS PARCELS FROM OTRS TO DOLLY	0:25
5:00	BYPASS 3RD CLASS FLATS	0:38
5:38	UNLOAD AND LOAD TRUCK	0:11
5:49	BREAK DOWN NLM FLATS	0:07
5:56	UNSCHEDULE DISPATCH - UNLOAD	0:04
6:00	BYPASS 3RD CLASS FLATS	0:28
6:28	OPEN OTRS PARCELS FROM OTRS TO DOLLY	0:09
6:37	BYPASS 3RD CLASS FLATS	0:29
7:06	SPREAD SPRS TP CARRIERS	0:17
7:23	BYPASS 3RD CLASS FLATS	0:01
7:24	UNLOAD AND LOAD TRUCK	0:22
7:46	SPREAD BY PASS MAIL TO CARRIERS	0:02
7:48	TOOK WATER BREAK	0:01
7:49	SPREAD BY PASS MAIL TO CARRIERS	0:07
7:56	BYPASS 3RD CLASS FLATS	0:04
8:00	RESTROOM	0:07
8:07	PICK UP EMPTY EQUIP AND WRAP	0:13
8:20	BYPASS 3RD CLASS FLATS	0:03
8:23	PUSH EMPTY EQUIP TO DOCK	0:01
8:24	DISCUSSION WITH SUPV	0:02
8:26	SCANN SPRS DELIVERY CONFIRMATION	0:36
9:02	PICK UP EMPTY EQUIP AND WRAP	0:05
9:07	BREAK	0:20
9:27	PICK UP EMPTY EQUIP AND WRAP	0:03
9:30	DISCUSSION WITH SUPV	0:01
9:31	PULL EMPTY EQUIP TO POTERERO	0:31
10:02	PICK UP EMPTY EQUIP AND WRAP	0:12
10:14	WASH UP	0:16
10:30	LUNCH	0:34
11:04	PICK UP EMPTY EQUIP AND WRAP	0:27
11:31	DISCUSSION WITH SUPV	0:02
11:33	LOOK FOR PALLAT JACK TO MOVE MAIL	0:02
11:35	BYPASS 3RD CLASS FLATS	0:29
12:04	MOVED EMPTY EQUIPMENT TO DOCK AREA	0:11
12:15	UNLOAD AND LOAD TRUCK	0:05
12:20	BREAK	0:10
12:30	END TOUR	8:09

Mail Handler Task Analysis - PCA DATE: Monday, 03/ 22/ 2010			DATES MONITORED						
Name of Mail Handler: Chuck Rinaldi EIN: 03232754 RT: 04:00-12:30			SAT- 800	SUN- 100	MON- 032210	TUE	WED	THUR	FRI
Start Task	Description of Task Performed	Time Spent on Task							
3:55	BT - Employee clocks in	0:14							
4:09	Push hamper to carrier cases. Put color code (Green) 2 hampers	0:14							
4:23	Push OTRs with mail from truck	0:02							
4:25	Spread standard Mail	0:02							
4:27	Open double door	0:02							
4:29	Push empty equipment to truck	0:02							
4:31	Bathroom	0:08							
4:39	Push mail out from truck	0:03							
4:42	Spread standard Mail	0:09							
4:51	Push empty OTR inside truck	0:02							
4:53	Color Coding (Blue)	0:06							
4:59	Spread mail	0:10							
5:09	Put empty tube in OTR and push to truck	0:04							
5:13	Push 1 hamper with mail	0:08							
5:21	Spread mail	0:12							
5:33	Distribute Priority Parcel. (Wait for Parcel)	0:33							
6:06	Push OTR to Carrier cases.	0:01							
6:07	Push empty hamper. Color code Green	0:02							
6:09	Push OTR to Carrier cases.	0:03							
6:12	Push OTR to Carrier cases.	0:01							
6:13	Distribute Priority Parcels to individual carrier hampers	0:15							
6:28	Push empty OTR to inside truck	0:01							
6:29	Take 1st CI mixed mail transfer to hamper. Put empty OTR to truck.	0:03							
6:32	Push 1st CI hamper and stage	0:01							
6:33	Push OTR Work mail	0:01							
6:34	Distribute work mail to individual hampers	0:15							
6:49	Push GPC outgoing to Sunset Finance in truck	0:02							
6:51	Push OTR empty to truck	0:02							
6:53	Push OTR (Worked)	0:01							
6:54	Distribute Parcel to individual hampers	0:15							
7:09	Push empty OTR to inside truck	0:06							
7:15	Take 1 dolley	0:01							
7:16	Dist 1st CI NLM to carrier cases	0:11							
7:27	Push empty OTR to inside truck	0:04							
7:31	Push GPC. Distribute to cases	0:09							
7:40	Push dolley outside	0:01							
7:41	Distribute SPRs to individual hampers	0:06							
7:47	Push empty hamper to truck	0:02							
7:49	Push 3 GPCS DPS mail to outside building railing	0:07							
7:56	Push 1 hamper SPRS	0:02							
7:58	Bathroom	0:02							
8:00	Distribute SPRs to individual hampers	0:09							
8:09	Push empty tub to truck	0:02							
8:11	Distribute Priority SPRS to individual hampers	0:05							
8:16	Push empty OTR to inside truck	0:02							
8:18	Distribute SPRs to individual hampers	0:07							
8:25	Push empty OTR to inside truck	0:01							
8:26	Push OTR and 1 hamper parcels. Distribute to indiv hampers	0:10							
8:38	Push 1 empty hamper and 1 OTR inside truck	0:01							
8:37	Push 1 OTR w/ parcels. Distribute to indiv hampers	0:14							
8:51	Push empty OTR inside truck	0:02							
8:53	Push DPS mail out of truck and stage outside railing	0:17							
9:10	Push 3 OTRS parcels to carrier cases	0:06							
9:16	Push DPS mail out of truck and stage outside railing	0:11							
9:27	Distribute parcels	0:10							
9:37	Push 1 empty hamper and 1 OTR inside truck	0:01							
9:38	Accountable Cage. Take scanner. Scanned Distribute Code	0:03							
9:41	Break	0:29							
10:10	Set up individual carrier parcel hampers	0:50							
11:03	Push empty EQUIPMENTS TO TRUCK	0:30							
11:30	LUNCH	0:30							
12:00	Transfer Std mail from OTR to 2 dollies	0:05							
12:05	Push empty EQUIPMENTS TO TRUCK	0:02							
12:07	Push standard mail hampers inside railing	0:03							
12:10	Push 3rd CI SPRs inside and stage	0:08							
12:16	ET	8:23							

Mail Handler Task Analysis - Office Name				DATES MONITORED						
DATE: Wed, 03/24/10										
Name of Mail Handler: Chuck Rinaldi EIN: 03232754 RT: 04:00-12:30										
Start Task	Description of Task Performed	Time Spent on Task	SAT-800	SUN-800	MON 03/22/10	TUE	WED 03/24/10	THUR	FRI	
3:50	BT - Employee clocks in	0:01								
3:51	Push 3 hampers (Std Flts) to side. Put color code (Violet)	0:11								
4:02	Push empty eqpts to truck	0:04								
4:06	Set up Sunset Finance Stn N/L, 2 GPC for dispatch	0:02								
4:08	Throw leftover Std parce in parcel set up	0:01								
4:09	No activity	0:03								
4:12	Unload truck 2 OTR parcel	0:02								
4:14	Distribute parcels in parcel set up (2). Push empty OTRs to truck	0:18								
4:32	Unload truck, 1 hamper 1/C/Priority SPRs, 1 GPC Mixed, 2 hampers Mixed Std Ltrs/Flts	0:09								
4:41	Push 2 Std hamper in back for sorting	0:02								
4:43	Dump 3/C SPRs from sack to hamper	0:02								
4:45	Distribute 3/C flats in carrier cases	0:12								
4:57	Push 2 hampers 3/C from sack in back for routing	0:02								
4:59	Continue distribute parcels in parcel set up	0:11								
5:10	Push empty OTR to truck	0:01								
5:11	No activity	0:02								
5:13	Bathroom	0:06								
5:19	Spread 3/C flats to carrier case	0:11								
5:30	Mail arrived 4 hampers, 1 OTR 1/C, 1 OTR 3/C flats	0:10								
5:40	Distribute 1/C Flats to carrier cases	0:20								
6:00	No activity	0:03								
6:03	Push empty equipment to truck	0:02								
6:05	Push 1 hamper 1/C SPRs	0:02								
6:07	No activity	0:03								
6:10	Continue spreading 3/C flats to cases	0:02								
6:12	Push back 2 hampers SPRs and spread in parcel set up	0:05								
6:17	Push empty hampers to truck	0:02								
6:19	Continue spreading 3/C flats to cases	0:06								
6:25	Breakdown REI put in hamper. Push empty crate to truck	0:07								
6:32	DPS mail arrived (7 GPCS)	0:07								
6:39	Push mail from truck	0:06								
6:45	Push DPS mail	0:09								
6:54	Distribute routed SPRs in parcel set up	0:03								
6:57	Push DPS mail outside railing	0:01								
6:58	Mail arrived 1 hamper 3/C SPRs Unworked, 1 hamper Del Conf	0:03								
7:01	Dispatch N/L GPC Sunset Stn to truck	0:02								
7:03	No activity	0:10								
7:13	Continue spreeding 1/C/Priority SPRs	0:07								
7:20	No activity	0:07								
7:27	3 GPCs 1/C, Priority arrived	0:01								
7:28	Push 3 GPCs to parcel set up	0:02								
7:30	Spread parcels in parcel set up	0:43								
8:13	No activity	0:01								
8:14	Pick up scanner from accountable cage	0:02								
8:16	Scan parcels	0:54								
9:10	Return scanner accountable cage	0:02								
9:12	Break	0:15								
9:27	Case Standard Mail 4 Hampers Purple, 2 Yellow	0:45								
10:12	Push empty equipment to truck	0:03								
10:15	Set up parcel hampers	0:30								
10:45	Put standard mail in inserts from sorting area transfer to dolley	0:20								
11:05	Lunch	0:30								
11:35	Push Standard/Magazines from truck to staging area	0:10								
11:45	Set up sorting area	0:01								
11:46	Called by Mgr Denton to deliver parcel to 351 Turk, drop mail for	0:00								
11:46	delivery to 94102 in Gough/McAllister, drop mail to 101 Hyde, drop	0:00								
11:46	mail for delivery to carrier Cesar Chavez/Church	1:27								
13:13	Arrive PCA Station	0:02								
13:15	ET	9:25								

Mail Handler Task Analysis - Office Name

DATE: Friday, 03/26/10

DATES MONITORED

Name of Mail Handler: Chuck Rinaldi EIN: 03232754 RT: 04:00-12:30

Start Task	Description of Task Performed	Time Spent on Task	SAT-SDO	SUN-SDO	MON 03/22/10	TUE	WED	THUR	FRI 3/26/10
3:50	BT - Employee clocks in	0:01							x
3:51	Collect empty equipments, Push in truck	0:24							x
4:15	Unload truck, stage mail	0:10							x
4:25	Push mail into proper set up area for sorting	0:30							x
4:55	Distribute parcels in parcel set up 2 OTRs	0:30							x
5:25	Push arriving mail to sorting areas	0:20							x
5:45	Distribute Std to carrier cases	0:15							x
6:00	Dist parcels set up	0:15							x
6:15	Case Hot Case (Sunset Stn)	0:10							x
6:25	Continue Dist parcels in parcel set up	0:20							x
6:45	Push empty OTRs	0:05							x
6:50	Push DPS GPCs from truck	0:10							x
7:00	Distribute 1/C Flats to carrier cases	0:10							x
7:10	Stage DPS outside ralling	0:05							x
7:15	Push Sunset N/L to truck dispatch	0:02							x
7:17	Continue staging DPS	0:03							x
7:20	Push empty OTR to truck	0:01							x
7:21	Restroom	0:04							x
7:25	Continue distribute parcels	0:25							x
7:50	Take scanner from accountable	0:02							x
7:52	Start scanning parcels	0:53							x
8:45	Return scanner to accountble	0:01							x
8:46	Count parcels from each carrier hamper (per Supv Sonia)	0:14							x
9:00	Break	0:30							x
9:30	Push empty equipments to truck	0:10							x
9:40	Push 3/C Std Mail to case area	0:02							x
9:42	Set up case area	0:03							x
9:45	Start parcel set up/Collecting empty equipment	0:02							x
9:47	Continue casing set up	0:03							x
9:50	Case 3/C, Standard Flats	0:07							x
9:57	Continue parcel set up	0:23							x
10:20	Push empty equipments to truck	0:20							x
10:40	Lunch	0:30							x
11:10	Continue parcel set up	0:10							x
11:20	Went to street 101 Hyde for redelivery mail, met carrier 9410227	0:00							x
11:20	for Rte 217 mail delivery	1:10							
12:30	ET	8:40							

Mail Handler Task Analysis - PCA

DATE: Wednesday, 03/24/10

DATES MONITORED

Name of Mail Handler: Rodney Moy

EIN: 02939616

RT: 4:00am - 12:30pm

Start Task	Description of Task Performed	Time Spent on Task	DATES MONITORED						
			SAT	SUN-SDO	MON 03/22/10	TUES SDO	WED 03/24/10	THUR	FRI
4:00	BT - Employee clocks in	0:01					x		
4:01	begins to push containers of std cr rtd flats to zone 94121 from the dock area	0:01					x		
4:02	push 1 hmpr of wrkg mail to zone 94121	0:01					x		
4:03	push 1 otr of NLM std cr rtd flats to zone 94121	0:01					x		
4:04	unloads cr rtd flats mail from otr onto a dolly	0:17					x		
4:21	push mt otr to the dock	0:01					x		
4:22	push 1 gpc of working ltrs to zone 94121	0:02					x		
4:24	push 2nd otr of std cr rtd flats to zone 94121	0:01					x		
4:25	unloads cr rtd flats mail from otr onto a dolly	0:20					x		
4:45	drops std cr rtd flat tubs to each carrier case	0:16					x		
5:01	unloads bundled std cr rtd flats from hmpr to flat tub set-up	0:09					x		
5:10	push otr of std mail to zone 94121	0:02					x		
5:12	unloads otr of std mail into onto a dolly	0:19					x		
5:31	push mt otr to the dock	0:01					x		
5:32	push 2nd otr of std cr rtd flats to zone 94121	0:02					x		
5:34	unloads mail onto a dolly	0:21					x		
5:55	push full dolly of flats to each cr case and drops flat tubs	0:21					x		
6:16	push mt dolly to the dock	0:01					x		
6:17	push hmpr of "P" parcels mail to the unit	0:01					x		
6:18	throws "P" parcels into cr rtd hmpr set-up (30 hmprs)	0:19					x		
6:37	push mt hmpr to the dock	0:01					x		
6:38	push 2nd hmpr of "P" parcels to unit	0:01					x		
6:39	unloads hmpr pf "P" parcels into cr rtd hmpr set-up	0:22					x		
7:01	push 1 otr of P/P into unit	0:01					x		
7:02	works otr of P/P into hmpr set-up	0:26					x		
7:28	push mt otr to the dock	0:01					x		
7:29	push 2nd otr P/P mail to zone 94121	0:02					x		
7:31	works 2nd otr of P/P into hmpr set-up	0:20					x		
7:51	begins to line up (6) gpc's of DPS mail outside the dock	0:19					x		
8:10	takes scanner & scans mail from 30 hampers	0:45					x		
8:55	push 2 mt hmprs to the dock	0:08					x		
9:03	throws bundled std flats into a flat tub set-up	0:27					x		
9:30	break	0:15					x		
9:45	replaces full hmprs of P/P mail & resets the set-up for next day	0:25					x		
10:10	push mt gpc's from DPS area to the dock for loading	0:05					x		
10:15	unloads hmpr of std flat budies into cr rtd flat tub set-up	0:10					x		
10:25	wash up	0:05					x		
10:30	lunch	0:30					x		
11:00	continues to unload std flat bundles into cr rtd flat tub set-up	0:15					x		
11:15	takes full cart of flats & begins to drop tubs at each cr case	0:40					x		
11:55	push mt hmprs to the dock	0:15					x		
12:10	push 2 pallets of IHD to unit 94121	0:10					x		
12:20	unwraps the 2 pallets of IHD	0:05					x		
12:25	wash up	0:05					x		
12:30	ET	8:30					x		

Mail Handler Task Analysis - PCA

DATE: Friday, 03/26/10

DATES MONITORED

Name of Mail Handler: Rodney Moy

EIN: 02939616

RT: 4:00am - 12:30pm

Start Task	Description of Task Performed	Time Spent on Task	SAT	SUN	MON 03/22/10	TUE	WED 03/24/10	THUR 03/25/10	FRI 03/26/10
4:00	BT - Employee clocks in	0:01							x
4:01	push 1 otr of std mail from the dock to zone 94121	0:01							x
4:02	push 1 gpc of wrkg mail from the dock to zone 94121	0:02							x
4:04	push full pie cart of flat tubs and drops tubs to each cr rt	0:16							x
4:20	unloads 1 gpc of std mail into a hmpr	0:07							x
4:27	push mt gpc to the dock	0:01							x
4:28	push hmpr & drops flat tubs of std mail to carrier rts	0:03							x
4:31	push 1 otr of P/P into zone 94121	0:01							x
4:32	unloads & throws P/P mail to cr rtd hmpr set-up (30 hmprs)	0:30							x
5:02	push 2nd otr of P/P into zone 94121	0:01							x
5:03	unloads & throws P/P mail to cr rtd hmpr set-up (30 hmprs)	0:12							x
5:15	push mt otr to the dock	0:01							x
5:16	unloads bundled periodicals from hmpr into Hot Case rts	0:12							x
5:28	push 1 otr of P/P into zone 94121	0:02							x
5:30	push 1 gpc of wrkg mail to Hot Case staging area	0:05							x
5:35	unloads 2 hmprs of sprs from the truck	0:03							x
5:38	push the 2 hmprs of sprs into zone 94121	0:02							x
5:40	unloads otr of 1/c mail into a hmpr	0:15							x
5:55	push hmpr & drops flat tubs of std mail to carrier rts	0:06							x
6:01	push mt otr to the dock	0:01							x
6:02	push otr of P/P into zone 94121	0:01							x
6:03	works otr of P/P into cr rtd hmpr set-up (30 hmprs)	0:27							x
6:30	unloads 2 otrs & 2 hmprs from the truck	0:06							x
6:36	push the 2 otrs & 2 hmprs to staging area	0:10							x
6:46	unloads otr of std mail into a hmpr	0:22							x
7:08	push mt otr to the dock	0:02							x
7:10	works 2 hmprs of bypass (bundled periodicals) into Hot Case rts	0:35							x
7:45	works 1 otr of P/P into cr rtd hmpr set-up	0:25							x
8:10	push 5 gpc's of DPS mail outside staging area for carriers	0:10							x
8:20	works 1 full hmpr of bypass (bundled flats) into Hot Case rts	0:23							x
8:43	stacks 2 mt hmprs & pushes them to the dock	0:02							x
8:45	takes tubs of scanned sprs to several carrier rts.	0:06							x
8:51	takes 2 boxes of x-press mail to carrier rt 16	0:01							x
8:52	push mt gpc to the dock	0:01							x
8:53	pulls "hot" mail from Hot Case & gives to cr rts	0:10							x
9:03	takes tubs of scanned sprs to several carrier rts.	0:15							x
9:18	push mt hmprs left by carriers from set-up	0:06							x
9:24	push mt (canvas) hmprs to the dock staging area	0:06							x
9:30	break -takes 1st and last break together	0:30							x
10:00	set-up mt hmprs for next day parcels	0:15							x
10:15	throws cr rtd std mail into flat tub	0:10							x
10:25	wash up	0:05							x
10:30	lunch	0:30							x
11:00	push 2 pallets of lHD mail to zone 94121	0:14							x
11:14	push 1 pie cart of flat tubs with std mail & drops tubs to cr rts	0:16							x
11:30	push 2nd pie cart of flat tubs with std mail & drops tubs to cr rts	0:16							x
11:46	replaces mt flat tubs on 2 pie carts for next day set-up	0:11							x
11:57	loads mt equipment (gpc's, otrs and hmprs) in a stationary van	0:12							x
12:09	housekeeping in zone 94121	0:16							x
12:25	wash up	0:05							x
12:30	ET	8:30							x

Mailhandler Task Review

Office Name: TCA
 Day of the week: MONDAY
 Date: 3/29/10

Reporting Times:

SDO:

Mailhandler Name: ROY EARBY

Start Task	Description of Task Performed	Time Spent on Task
3:00	OPEN BLDG, TURN ON LIGHTS, TURN OFF ALARM	0:06
3:06	BT-CLOCK IN	0:01
3:07	OFFLOAD TRAILER	0:04
3:11	BREAKDOWN FLATS 1HAMP	0:04
3:15	PUSH MAIL INSIDE FROM DOCK	0:09
3:24	CALL DMV	0:01
3:25	PUSH MAIL INSIDE FROM DOCK	0:04
3:29	SETUP DOLLIES FOR BREAKDOWN	0:01
3:30	OPEN GATE FOR DRIVER	0:01
3:31	CHECK TRASH BIN	0:01
3:32	LOWER LIFT	0:01
3:33	PLUG-IN/LIFT PLATFORM, CLOSE TRAILER DOOR	0:01
3:34	STAGE RELAY SACK PALLETS ON SIDE OF DOCK	0:02
3:36	OFFLOAD TRAILER 2OTRS, 7GPCS, 20HAMP	0:08
3:44	PUSH CONTAINERS TO WORKFLOOR TO EACH ZONE	0:04
3:48	DRINK WATER	0:01
3:48	CONT. PUSHING CONTAINERS TO WORKFLOOR TO EACH ZONE	0:04
3:53	OFFLOAD TRAILER TO DOCK 3GPCS, 3HAMP	0:02
3:55	PUSH CONTAINERS TO WORKFLOOR TO EACH ZONE	0:02
3:57	SET UP DOLLIES FOR FLAT BREAKDOWN	0:01
3:58	BREAKDOWN FLATS	0:02
4:00	PUSH EMPTY HAMP INTO TRAILER	0:01
4:01	CONT. FLAT BREAKDOWN	0:02
4:03	OPEN GATE FOR DRIVER	0:01
4:04	CONT. FLAT BREAKDOWN	0:02
4:06	PLUG-IN/LIFT PLATFORM, OPEN TRAILER DOOR	0:01
4:07	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:08	GET COLOR CODES FROM HOTCASE	0:01
4:09	DROP FLATS TO ROUTES/COLOR CODE MAIL	0:02
4:11	PUSH EMPTY DOLLY TO DOCK	0:01
4:12	PUSH EMPTY HAMP INTO TRAILER	0:01
4:13	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:14	DROP FLATS TO ROUTES/COLOR CODE MAIL	0:02
4:16	PUSH EMPTY DOLLY TO DOCK	0:01
4:17	OFFLOAD TRAILER TO DOCK 10HAMP, 11GPCS, 3OTRS	0:12
4:29	CONSOLIDATE MAIL FROM 2 HAMP	0:01
4:30	PUSH EMPTY HAMP INTO TRAILER	0:06
4:36	SET UP DOLLIES FOR FLAT BREAKDOWN	0:01
4:37	BREAKDOWN FLATS	0:04
4:41	PUSH EMPTY HAMP INTO TRAILER	0:01
4:42	CONT. BREAKDOWN FLATS	0:06
4:48	PUSH EMPTY HAMP INTO TRAILER	0:01
4:48	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:50	DROP FLATS TO ROUTES/COLOR CODE MAIL	0:03
4:53	PUSH EMPTY DOLLY TO DOCK	0:01
4:54	OPEN GATE FOR DRIVER	0:02
4:56	OPEN TRAILER/OPERATE LIFT	0:01
4:57	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:58	DROP FLATS TO ROUTES/COLOR CODE MAIL	0:03
5:01	PUSH EMPTY DOLLY TO DOCK	0:01
5:02	PUSH EMPTY CONTAINERS INTO TRAILER	0:02
5:04	UNLOAD TRAILER 3OTRS	0:01
5:05	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:06	UNLOAD TRAILER 14OTRS, 2HAMP	0:05
5:11	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:12	PUSH 1 GPC TO WORKFLOOR	0:01
5:13	SET UP DOLLIES FOR FLAT BREAKDOWN	0:01
5:14	EMPTY NLM TUBS ONTO DOLLY 1GPC	0:01
5:15	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:16	EMPTY NLM TUBS ONTO DOLLY 1GPC	0:02
5:18	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:18	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:20	DROP FLATS TO ROUTES	0:01
5:21	PUSH DOLLY OF TO DOCK	0:01
5:22	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:23	DROP FLATS TO ROUTES	0:03
5:26	PUSH EMPTY DOLLY TO DOCK	0:01
5:27	OPEN GATE FOR DRIVER	0:01
5:28	PUSH EMPTY CONTAINERS INTO TRAILER	0:02
5:30	OPERATE LIFT/CLOSE TRAILER	0:01
5:31	DROP CLERK PREPARED SPRS TO ROUTE	0:02
5:33	PUSH DOLLY TO SPR BREAKDOWN AREA	0:01
5:34	DROP CLERK PREPARED SPRS TO ROUTE	0:03
5:37	PUSH EMPTY DOLLY TO DOCK	0:01
5:38	OPEN TRAILER/OPERATE LIFT	0:01
5:39	OFFLOAD TRAILER 7HAMP, 12 GPCS, 1OTR	0:09
5:46	BREAKDOWN FLATS 1OTR	0:10
5:58	PUSH EMPTY CONTAINERS INTO TRAILER	0:02
6:00	DROP FLATS TO ROUTES	0:02
6:02	PUSH EMPTY DOLLY TO DOCK	0:01
6:03	SET UP DOLLIES FOR FLAT BREAKDOWN	0:01
6:04	EMPTY NLM TUBS ONTO DOLLY 1OTR	0:03
6:07	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:08	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:09	DROP FLATS TO ROUTES	0:01
6:10	PUSH EMPTY CONTAINERS TO DOCK	0:01
6:11	MOVE DOLLY AND PALLET JACK	0:02
6:13	EMPTY NLM TUBS ONTO DOLLY	0:01
6:14	OPERATE LIFT/COMMUNICATE W/DRIVER RE: TRAILER PU	0:02
6:16	CONT. EMPTYING NLM TUBS	0:02
6:16	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:19	OFFLOAD TRAILER 3HAMP, 2GPCS, 3OTRS	0:02
6:21	OPEN GATE FOR DRIVER	0:02
6:23	CONT. OFFLOAD TRAILER	0:02
6:25	OPEN TRAILER/OPERATE LIFT	0:02
6:27	OFFLOAD TRAILER 4HAMP, 9GPCS, 5OTRS	0:05
6:32	CONT. FLAT BREAKDOWN	0:01
6:33	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:34	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
6:35	DROP MAIL TO ROUTES/COLOR CODE MAIL	0:04
6:38	PUSH EMPTY DOLLY TO DOCK	0:01
6:40	DROP CLERK PREPARED SPRS TO ROUTE	0:02
6:42	PUSH EMPTY DOLLY SPR BREAKDOWN AREA	0:01
6:43	SET UP DOLLIES FOR SPR BREAKDOWN	0:01
6:44	DROP CLERK PREPARED SPRS TO ROUTE	0:01
6:45	PUSH EMPTY DOLLY TO SPR BREAKDOWN AREA	0:01
6:46	PUSH EMPTY CONTAINERS TO DOCK	0:01
6:47	MOVE PP CONTAINERS TO OUTER PLATFORM	0:01

Mailhandler Task Review

Office Name: TCA
 Day of the week: TUESDAY
 Date: 3/30/10

Reporting Times:

SDO:

Mailhandler Name: ROY EARBY

Start Task	Description of Task Performed	Time Spent on Task
3:30	OPEN BLDG/BT-CLOCK IN	0:05
3:35	UNLOAD TRAILER 14OTRS	0:05
3:40	PUSH EMPTY CONTAINERS INTO TRAILER	0:05
3:45	MOVE WASTE CONTAINERS TO END OF DOCK	0:05
3:50	STACK EMPTY TUBS ON DOLLY	0:05
3:55	DISCARD EMPTY BOXES IN WASTE CONTAINER	0:01
3:56	PREPARE DOLLY FOR FLAT BREAKDOWN	0:01
3:57	BREAKDOWN FLATS	0:01
3:58	OPEN TRAILER/OPERATE LIFT	0:01
3:59	UNSTRAP LOAD/EMPTY TRAILER 12HAMP, 6GPCS, 30TRS	0:20
4:19	CONT. FLAT BREAKDOWN	0:02
4:21	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
4:22	CONT. FLAT BREAKDOWN	0:05
4:27	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
4:28	CONT. FLAT BREAKDOWN	0:01
4:29	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:30	DROP FLATS TO ROUTE	0:02
4:32	PUSH EMPTY DOLLY TO DOCK	0:01
4:33	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:34	DROP FLATS TO ROUTE	0:03
4:37	PUSH EMPTY DOLLY TO DOCK	0:01
4:38	CONT. FLAT BREAKDOWN	0:07
4:45	PUSH HAMP OF SPRS TO WORKFLOOR	0:01
4:46	COMBINE SPRS INTO HAMP	0:01
4:47	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
4:48	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:49	GET COLOR CODES FROM HOTCASE	0:01
4:50	DROP FLATS TO ROUTE/COLOR CODE	0:02
4:52	PUSH EMPTY DOLLY TO DOCK	0:01
4:53	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:54	DROP FLATS TO ROUTE	0:02
4:56	PUSH EMPTY DOLLY TO DOCK	0:01
4:57	UNLOAD NLM TUBS ONTO DOLLY	0:06
5:03	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:04	DROP FLATS TO ROUTE	0:02
5:06	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:07	DROP FLATS TO ROUTE	0:03
5:10	PUSH EMPTY DOLLY TO DOCK	0:01
5:11	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:12	DROP FLATS TO ROUTE	0:02
5:14	PUSH EMPTY DOLLY TO DOCK	0:01
5:15	MOVE PALLETS TO SIDE OF DOCK	0:01
5:16	DROP NLM LETTER TRAYS TO ROUTES	0:03
5:16	OPEN GATE	0:01
5:20	OPERATE LIFT/SECURE OUTGOING TRUCK	0:01
5:21	OPEN TRAILER/OPERATE LIFT	0:01
5:22	OFFLOAD TRAILER TO DOCK 2OTRS	0:02
5:24	OPEN GATE	0:02
5:26	OFFLOAD TRAILER TO DOCK 3OTRS	0:01
5:27	OPERATE LIFT/OPEN TRAILER	0:01
5:28	CONT. OFFLOAD TRAILER TO DOCK 3OTRS	0:04
5:32	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:33	CONT. PUSHING CONTAINERS TO ZONES	0:03
5:36	UNLOAD NLM TUBS ONTO DOLLY	0:03
5:39	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:40	CONT. NLM TUBS ONTO DOLLY	0:05
5:45	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:46	CONT. DROP NLM LETTER TRAYS TO ROUTES	0:01
5:47	PUSH EMPTY CONTAINERS INTO TRAILER	0:02
5:49	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:50	DROP FLATS TO ROUTE	0:02
5:52	PUSH EMPTY DOLLY TO DOCK	0:01
5:53	OPEN GATE	0:01
5:54	OPERATE LIFT/OPEN TRAILER	0:01
5:55	OFFLOAD TRAILER TO DOCK 3HAMP, 6GPCS, 5OTRS	0:06
6:01	OPERATE LIFT/CLOSE TRAILER	0:01
6:02	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:03	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
6:04	DROP FLATS TO ROUTE	0:02
6:06	PREPARE DOLLY WITH TUBS	0:01
6:07	CLEAR WORKED FLATS FROM HOTCASE	0:01
6:08	DROP FLATS TO THE ROUTE	0:01
6:09	PREP DOLLY WITH TUBS	0:01
6:10	CLEAR WORKED FLATS FROM HOTCASE	0:02
6:12	DROP FLATS TO ROUTE	0:01
6:13	DISTRIBUTE LETTER MAIL TO HOTCASE	0:04
6:17	PUSH EMPTY DOLLY TO DOCK	0:01
6:18	THROW PARCELS	0:06
6:24	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:25	CONT. THROW PARCELS	0:14
6:39	PUSH EMPTY CONTAINERS INTO TRAILER	0:02
6:41	SCAN PARCELS BY ROUTE	0:12
6:53	OPEN GATE	0:02
6:55	OPERATE LIFT/UNLOCK TRAILER	0:06
7:01	PUSH EMPTY CONTAINERS INTO TRAILER	0:05

Mailhandler Task Review

Office Name: TCA
 Day of the week: WEDNESDAY
 Date: 3/31/10

Reporting Times:

SDO:

Mailhandler Name: **ROY EARBY**

Start Task	Description of Task Performed	Time Spent on Task
3:29	OPEN BLDG/BT-CLOCK IN	0:06
3:35	UNLOCK DOCK DOORS	0:02
3:37	PUSH HAMP OF FLATS TO WORKFLOOR	0:02
3:39	CHECK DOCK FOR COLLECTION MAIL	0:01
3:40	SET UP DOLLY FOR FLAT BREAKDOWN	0:02
3:42	BREAKDOWN FLATS	0:18
4:00	PUSH HAMP TO SIDE OF DOCK	0:01
4:01	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:02	GET COLOR CODES FROM HOTCASE	0:01
4:03	DROP FLATS TO ROUTES	0:05
4:06	PUSH EMPTY DOLLY TO DOCK	0:01
4:09	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
4:10	DROP FLATS TO ROUTES/COLOR CODE	0:08
4:18	PUSH EMPTY CONTAINER TO DOCK	0:01
4:19	PUSH EMPTY DOLLY TO DOCK	0:01
4:20	STACK EMPTY HAMPS	0:01
4:21	STACK TUBS IN HAMP	0:01
4:22	CONT. STACK TUBS IN HAMP	0:01
4:23	PUSH HAMP OF TUBS TO SPR AREA	0:01
4:24	UNLOCK DOORS TO VEH. LOT	0:01
4:25	STACK TRAYS IN GPC	0:03
4:26	STAND BY	0:02
4:30	OPEN GATE	0:02
4:32	OPEN TRAILER/OPERATE LIFT	0:02
4:34	OFFLOAD TRAILER TO DOCK 17HAMPS, 7GPCS, 2OTRS	0:11
4:45	PUSH COMMITTED CONTAINERS TO WORKFLOOR	0:03
4:48	PUSH EMPTY CONTAINER INTO TRAILER	0:03
4:51	EMPTY NLM TUBS TO DOLLY 1OTR	0:05
4:56	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
4:57	BREAKDOWN FLATS	0:02
4:59	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:00	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:01	DROP FLATS TO ROUTES	0:03
5:04	PUSH EMPTY DOLLY TO DOCK	0:01
5:05	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
5:06	DROP FLATS TO ROUTES	0:03
5:09	PUSH EMPTY DOLLY TO DOCK	0:01
5:10	DROP NLM LETTER TRAYS TO ROUTES	0:05
5:15	PUSH EMPTY CONTAINER TO DOCK	0:01
5:16	OPEN GATE	0:02
5:18	OPEN TRAILER/OPERATE LIFT	0:01
5:19	OFFLOAD TRAILER TO DOCK 2HAMPS, 11OTRS	0:04
5:23	THROW PARCELS	0:10
5:33	PUSH EMPTY CONTAINERS INTO TRAILER	0:02
5:35	THROW PARCELS	0:05
5:40	COMMUNICATE W/SUPV. RE: ALARM SYS.	0:06
5:46	THROW PARCELS	0:04
5:50	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
5:51	STACK EMPTY TRAYS	0:02
5:53	SCAN PARCELS	0:04
5:57	OPEN GATE	0:01
5:58	WAIT FOR DRIVER TO DOCK	0:03
6:01	OPEN TRAILER/OPERATE LIFT	0:02
6:03	OPEN GATE	0:02
6:05	PUSH COMMITTED CONTAINERS TO WORKFLOOR	0:07
6:12	OPEN TRAILER/OPERATE LIFT	0:01
6:13	OFFLOAD TRAILER TO DOCK 1HAMP, 5OTRS	0:01
6:14	OPERATE LIFT/CLOSE TRAILER	0:01
6:15	THROW PARCELS	0:06
6:21	DROP FLATS TO ROUTE	0:08
6:29	PUSH EMPTY DOLLY TO DOCK	0:01
6:30	PUSH DOLLY OF FLATS TO WORKFLOOR	0:01
6:31	DROP FLATS TO ROUTES	0:03
6:34	PUSH EMPTY DOLLY TO DOCK	0:01
6:35	STACK EMPTY TRAYS IN GPC	0:03
6:38	THROW PARCELS	0:03
6:41	PUSH EMPTY CONTAINERS INTO TRAILER	0:01
6:42	SCAN PARCELS	0:15
6:57	OPEN GATE	0:02
6:59	SECURE LOAD/OPERATE LIFT	0:02
7:01	OPEN TRAILER/OPERATE LIFT	0:02

Mailhandler Task Review

Office Name: TCA
 Day of the week: *Thursday*
 Date: 4/1/10

Reporting Times:

SDO:

Mailhandler Name: **ROY EARBY**

Start Task	Description of Task Performed	Time Spent on Task
3:37	OPEN BLDG/BT - CLOCK IN	0:07
3:44	PUSH MAIL 2 WRKFL 8HMP	0:06
3:50	PUSH MT DOLLY 2 DOCK	0:01
3:51	PUSH MAIL 2 WRKFL 2HMP	0:01
3:52	CONSOLIDATE FLATS	0:01
3:53	SET UP DOLLY/BREAKDOWN FLATS	0:13
4:06	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:04
4:10	PUSH MT DOLLY 2 DOCK	0:01
4:11	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:03
4:14	PUSH MT DOLLY 2 DOCK	0:01
4:15	BREAKDOWN FLATS	0:03
4:18	PUSH HMP 2 HOTCASE/DROP 5-DIGITS	0:01
4:19	PUSH MT HMP 2 DOCK	0:01
4:20	BREAKDOWN FLATS 2HMP	0:09
4:29	PUSH MAIL 2 WRKFL 2HMP	0:01
4:30	BREAKDOWN FLATS	0:03
4:33	OPEN GATE	0:01
4:34	BREAKDOWN FLATS 2HMP	0:07
4:41	OPEN GATE	0:01
4:42	WAIT 4 DRIVER 2 DOCK/ASSIST DRIVER	0:02
4:44	OPEN TRAILER/OPERATE LIFT	0:01
4:45	OFFLOAD TRAILER 17HMP, 5GPC	0:09
4:54	LOAD TRAILER 7HMP, 5GPC	0:05
4:59	PUSH DOLLY FLATS 2 WRKFL	0:01
5:00	GET COLOR CODES FROM HOTCASE	0:01
5:01	DROP FLATS/COLOR CODE	0:03
5:04	PUSH MT DOLLY 2 DOCK	0:01
5:05	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:04
5:09	PUSH MT DOLLY 2 DOCK	0:01
5:10	UNLOAD NLM TUBS 2 DOLLY 10TR	0:05
5:15	LOAD TRAILER 1HMP, 20TR	0:01
5:16	BREAKDOWN FLATS	0:06
5:22	OPEN GATE	0:01
5:23	LOAD TRAILER 2HMP	0:01
5:24	SECURE LOAD/OPERATE LIFT	0:03
5:27	OPERATE LIFT/OPEN TRAILER	0:01
5:28	OFFLOAD TRAILER 3HMP, 60TR	0:02
5:30	LOAD TRAILER 2HMP, 10TR	0:01
5:31	UNLOAD NLM TUBS 2 DOLLY 10TR	0:05
5:36	LOAD TRAILER 20TR	0:01
5:37	PUSH DOLLY NLM 2 WRKFL/DROP 2 RTE	0:04
5:41	SET UP DOLLY 4 SPR BREAKDOWN	0:02
5:43	DROP SPRS 2 RTE	0:03
5:46	PUSH MT DOLLY 2 DOCK	0:01
5:47	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:03
5:50	PUSH MT DOLLY 2 DOCK	0:01
5:51	BREAKDOWN FLATS	0:04
5:55	OPEN GATE	0:01
5:56	BREAKDOWN FLATS	0:02
5:58	LOAD TRAILER 2HMP	0:01
5:59	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:03
6:02	OPEN TRAILER/OPERATE LIFT	0:01
6:03	OFFLOAD TRAILER 8HMP, 2GPC, 10TR	0:02
6:05	OPEN GATE	0:01
6:06	OFFLOAD TRAILER 4HMP, 1GPC, 20TR	0:03
6:09	LOAD TRAILER 2HMP	0:01
6:10	OPERATE LIFT/SECURE TRAILER	0:01
6:11	OPEN GATE	0:01
6:12	OPEN TRAILER/OPERATE LIFT	0:01
6:13	OFFLOAD TRAILER 2HMP, 70TR	0:03
6:16	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:05
6:21	PUSH MT DOLLY 2 DOCK	0:01
6:22	PUSH DOLLY FLATS 2 WRKFL/DROP 2 RTE	0:02
6:24	PUSH MT DOLLY 2 DOCK	0:01
6:25	DROP NON-DPS TRAYS 2 RTE 1GPC	0:05
6:30	PUSH MT GPC 2 DOCK	0:01
6:31	PUSH DOLLY NLM 2 WRKFL/DROP 2 RTE	0:04
6:35	PREP DOLLY W/TUBS, MT HOTCASE WORKING FLATS	0:05
6:40	PREP DOLLY W/TUBS, MT HOTCASE WORKING FLATS	0:03
6:43	RETURN COLOR CODES 2 HOTCASE	0:01
6:44	DROP HOTCASE FLATS 2 RTE	0:03
6:47	DROP CLERK PREP SPRS 2 RTE	0:04
6:51	DROP HOTCASE FLATS 2 RTE	0:01
6:52	PUSH MT DOLLY 2 DOCK	0:01

Mailhandler Task Review

Office Name: TCA
 Day of the week: FRIDAY
 Date: 4/2/10

Reporting Times:

SDO:

Mailhandler Name: **ROY EARBY**

Start Task	Description of Task Performed	Time Spent on Task
3:26	OPEN BLDG/ST - CLOCK IN	0:07
3:43	PUSH MAIL 2 WRKFL 8HMP, 2GPC, 2PAL	0:06
3:49	BREAKDOWN FLATS 1PAL	0:12
4:01	STACK MT PALLET	0:01
4:02	PUSH FLAT DOLLY 2 WRKFL/DROP 2 RTES	0:03
4:05	PUSH MT DOLLY 2 DOCK	0:01
4:06	PUSH FLAT DOLLY 2 WRKFL/DROP 2 RTES	0:03
4:09	PUSH MT DOLLY 2 DOCK	0:01
4:10	PUSH MAIL 2 WRKFL 2OTR	0:03
4:13	BREAKDOWN FLATS 1OTR	0:08
4:21	STAGE MT OTRS ON DOCK	0:01
4:22	PUSH FLAT DOLLY 2 WRKFL/DROP 2 RTES	0:03
4:25	PUSH MT DOLLY 2 DOCK	0:01
4:26	PUSH FLAT DOLLY 2 WRKFL/DROP 2 RTES	0:03
4:29	OPEN TRAILER/OPERATE LIFT	0:01
4:30	OFFLOAD TRAILER/PUSH 2 WRKFL 22HMP, 8GPC, 1OTR	0:14
4:44	LOAD TRAILER 6HMP, 1OTR	0:05
4:49	BREAKDOWN FLATS 1HMP	0:05
4:54	LOAD TRAILER 2OTR	0:02
4:56	BREAKDOWN FLATS 2HMP	0:10
5:06	LOAD TRAILER 2HMP, 1OTR	0:02
5:08	PUSH FLAT DOLLY 2 WRKFL/DROP 2 RTES	0:05
5:13	SET UP DOLLY W/TUBS, REMOVE HOT CASE FLATS	0:03
5:16	DROP HOT CASE FLATS 2 RTES	0:01
5:17	SET UP DOLLY W/TUBS, REMOVE HOT CASE FLATS	0:03
5:20	DROP HOT CASE FLATS 2 RTES	0:03
5:23	PUSH DOLLY 2 DOCK	0:01
5:24	SET UP SPR BREAKDOWN	0:01
5:25	DROP CLRK PREPD SPRS 2 RTES	0:02
5:27	SET UP SPR BREAKDOWN	0:01
5:28	DROP CLRK PREPD SPRS 2 RTES	0:02
5:30	OPEN TRAILER/OPERATE LIFT	0:01
5:31	OFFLOAD TRAILER/PUSH 2 WRKFL 2OTR	0:02
5:33	OPERATE LIFT/SECURE LOAD	0:01
5:34	DROP CLRK PREPD SPRS 2 RTES	0:02
5:36	PUSH MTS 2 DOCK 2HMP, 1GPC	0:02
5:38	PUSH FLAT DOLLY 2 WRKFL	0:01
5:39	GET COLOR CODES FROM HOTCASE	0:01
5:40	DROP FLATS 2 RTES/COLOR CODE	0:03
5:43	SET UP DOLLY W/TUBS, REMOVE HOT CASE FLATS	0:04
5:47	DROP HOT CASE FLATS 2 RTES	0:03
5:50	SET UP DOLLY W/TUBS, REMOVE HOT CASE FLATS	0:03
5:53	DROP HOT CASE FLATS 2 RTES	0:02
5:55	PUSH MT DOLLY 2 DOCK	0:01
5:56	LOAD TRAILER 2HMP	0:01
5:57	OFFLOAD TRAILER 12HMP, 6GPC, 6OTR	0:05
6:02	STACK MT HMP/LOAD N TRAILER 10HMP	0:04
6:06	UNLOAD NLM TUBS 2 DOLLY 1OTR	0:06
6:12	OPEN TRAILER/OPERATE LIFT	0:01
6:13	OFFLOAD TRAILER 3HMP, 14OTR	0:07
6:20	UNLOAD NLM TUBS 2 DOLLY	0:02
6:22	LOAD TRAILER 1HMP, 1OTR	0:01
6:23	DROP NLM TRAYS 2 RTES 1GPC	0:03
6:26	PUSH MT DOLLY 2 DOCK	0:01
6:27	STACK HMP/LOAD N TRAILER 2HMP	0:01
6:28	PUSH NLM DOLLY 2 WRKFL/DROP 2 RTES	0:02
6:30	SET UP DOLLY 4 SPR BREAKDOWN	0:01
6:31	DROP CLRK PREPD SPRS 2 RTES	0:04
6:35	COMMUNICATE W/CLRK RE: MAIL	0:01
6:36	PUSH MT DOLLY 2 DOCK	0:01
6:37	PUSH NLM DOLLY 2 WRKFL/DROP 2 RTES	0:03
6:40	PUSH MT DOLLY 2 DOCK	0:01
6:41	PUSH DOLLY 2 OUTER PLATFORM	0:01
6:42	THROW PARCELS 1OTR	0:08
6:50	PUSH MT OTR 2 DOCK	0:01
6:51	THROW PARCELS 1OTR	0:08
6:59	PUSH MT DOLLY 2 DOCK	0:01
7:00	THROW PARCELS	0:02
7:02	OFFLOAD TRAILER 6HMP, 14GPC, 3OTR	0:09
7:11	DISTRIBUTE MIXED WRKG MAIL 2 HOTCASES	0:02
7:13	LOAD TRAILER 2HMP, 2OTR	0:01

Mailhandler Task Review		
Office Name: Diamond Heights		ting Times:
Day of week: Mon		Thur / Sun
Date: 3/15/10		
Mailhandler Name: Andy Chow		
Start Task	Description of Task Performed	Time Spent on Task
3:00	BT: employee clocks in...Building Security	0:00
3:00	House Keeping / Load truck with empty equipment	0:45
3:45	Transportation / Unload Mail off truck	0:40
4:25	Transportation / took mail containers to all other stations in facility	0:02
4:27	House Keeping / set up operations	0:03
4:30	Distribution / Break down bundles of 2nd and 3rd class mail by carrier routes	0:11
4:41	House Keeping / gathering empty equipment for set up	0:00
4:41	Distribution / Break down bundles of 2nd and 3rd class mail by carrier routes	0:01
4:42	House Keeping / load truck with empty equipment	0:02
4:44	Distribution / Break down bundles of 2nd and 3rd class mail by carrier routes	0:17
5:01	Distribution / sort SPR's to carrier's hampers	0:01
5:02	House Keeping / load truck with empty equipment	0:03
5:05	Distribution / sort SPR's to carrier's hampers	0:10
5:15	Spreading / drop mail to carriers routes	0:05
5:20	Distribution / sort SPR's to carrier's hampers	0:05
5:25	Collections / Received a drop shipment	0:07
5:32	Distribution / scanned parcels... Arrival At Unit	0:16
5:48	House Keeping / load truck with empty equipment	0:07
5:55	Transportation / unloading trucks	0:16
6:11	House Keeping / stacking empty equipment	0:01
6:12	Transportation / unloading trucks	0:05
6:17	House Keeping / load truck with empty equipment	0:02
6:19	Transportation / unloading trucks	0:04
6:23	House Keeping / load truck with empty equipment	0:01
6:24	Transportation / unloading trucks	0:05
6:29	House Keeping / Load truck with empty equipment	0:01
6:30	Transportation / unloading trucks	0:21
6:51	Distribution / sort 1c fel containers	0:07
6:58	House Keeping / load truck with empty equipment	0:03
7:01	Spreading / drop mail to carriers routes	0:06
7:07	House Keeping / set up operations	0:02
7:09	Transportation / transporting mail to designated areas	0:01
7:10	House keeping / load truck with empty equipment	0:05
7:15	Distribution / sorting parcels	0:01
7:16	House Keeping / load truck with empty equipment	0:02
7:18	Transportation / unloading trucks	0:05
7:23	House Keeping / load truck with empty equipment	0:01
7:24	Transportation / unloading trucks	0:26
7:50	House Keeping / load truck with empty equipment	0:03
7:53	Transportation / unloading trucks	0:12
8:05	Transporting / transporting mail to clerks	0:04
8:09	Distribution / sort 3c NLM by containers	0:05
8:14	House Keeping / load truck with empty equipment	0:02
8:16	Distribution / sort 3c NLM by containers	0:06
8:22	House Keeping / load truck with empty equipment	0:04
8:26	Distribution / sort 3c NLM by containers	0:01
8:27	Collections / received registered mail	0:00
8:27	Distribution / sort 3c NLM by containers	0:03
8:30	House Keeping / load truck with empty equipment	0:01
8:31	Distribution / sort 2c bundles by carrier routes	0:02
8:33	Spreading / drop mail to carriers routes	0:09
8:42	Distribution / sort parcels to carrier hampers	0:08
8:51	House Keeping / load truck with empty equipment	0:01
8:52	Distribution / sort parcels to carrier hampers	0:07
8:59	House Keeping / Load truck with empty equipment	0:02
9:01	Distribution / sort parcels to carrier hampers	0:06
9:07	Distribution / sort SPR's to carrier's hampers	0:11
9:18	Distribution / scanned parcels... Arrival At Unit	0:11
9:29	Transportation / took unworked mail to clerks	0:01
9:30	Distribution / scanned parcels... Arrival At Unit	0:16
9:45	House Keeping / load truck with empty equipment	0:04
9:50	No Work Performed... Lunch Break	0:30
10:20	Consolidating empty equip. and set up for tomorrow	0:15
10:35	Distribution / sorting 3c bundles for tomorrow	0:10
10:45	Transportation / unloading truck	0:05
10:50	Transportation / dispatched drop mail	0:10
11:00	Collection / UPS drop shipment received	0:02
11:02	House Keeping / gathering empty equipment and loading truck	0:30
11:32	Spreading / drop mail to carriers routes	0:18
11:50	House Keeping / organizing dock area	0:05
11:55	Distribution / sorting UPS drop shipment packages by station	0:05
12:00	transportation / took other stations their mail	0:01
12:01	Transportation / load truck and organizing dock	0:17
12:18	No Work Performed... wash up time	0:05
12:23	BT: clock out	5:23

Mailhandler Task Review

Office Name: Diamond Heights **Reporting Times:**
Day of the Week: Wed. **Date:** 3/17/10 **SDO:** THUR/SUN
Mailhandler Name: Andy Chow

Start Task	Description of Task Performed	Time Spent on Task
3:45	BT- Building Security	0:00
3:45	House Keeping	0:20
4:05	House Keeping	0:13
4:18	Transportation	0:07
4:25	Distribution	0:07
4:32	Transportation	0:18
4:50	House Keeping	0:05
4:55	Distribution	0:04
4:59	House Keeping	0:00
4:59	Distribution	0:06
5:05	House Keeping	0:01
5:06	Distribution	0:05
5:11	Spreading	0:09
5:20	Distribution	0:06
5:26	House Keeping	0:00
5:26	Distribution	0:19
5:45	Transportation	0:08
5:53	Distribution	0:06
5:59	House Keeping	0:00
5:59	Spreading	0:08
6:07	Distribution	0:06
6:15	Collections	0:03
6:18	Transportation	0:25
6:43	Distribution	0:10
6:53	House Keeping	0:00
6:53	Spreading	0:03
6:56	Transportation	0:07
7:03	House Keeping	0:01
7:04	Spreading	0:03
7:07	House Keeping	0:06
7:13	Distribution	0:04
7:17	House Keeping	0:02
7:19	Distribution	0:17
7:36	House Keeping	0:04
7:40	Transportation	0:11
7:51	Distribution	0:06
7:57	House Keeping	0:02
7:59	Distribution	0:16
8:15	Distribution	0:36
8:51	Transportation	0:06
8:57	Transportation	0:04
9:01	Transportation	0:09
9:10	House Keeping	0:06
9:16	Transportation	0:03
9:19	Distribution	0:01
9:20	Transportation	0:06
9:25	No Work Performed	0:05
9:30	No Work Performed	0:30
10:00	No Work Performed	0:15
10:15	House Keeping	0:01
10:16	Distribution	0:12
10:28	House Keeping	0:02
10:30	Distribution	0:06
10:36	House Keeping	0:04
10:40	Spreading	0:11
10:51	House Keeping	0:10
11:01	Management Time	0:01
11:02	Collections	0:01
11:03	House Keeping	0:10
11:13	Transportation	0:09
11:22	House Keeping	0:04
11:28	Distribution	0:06
11:32	House Keeping	0:08
11:40	House Keeping	0:09
11:49	Collections	0:11
12:00	House Keeping	0:15
12:15	End Tour	8:30

Mailhandler Task Review

Office Name: Mendell
 Day of the week: Saturday
 Date: 5/8/10
 Mailhandler Name: Andrew Chow

Reporting Times:

SDO:

Start Task	Description of Task Performed	Time Spent on Task
3:40	BT - employee clocks in	0:01
3:41	unload existing 2C and 3C flats in truck	0:13
3:54	push 2C and 3C containers to other zones inside	0:11
4:05	gather MTE from other zones and pull to front	0:08
4:13	unload truck and push containers inside to other routes	0:12
4:25	unload truck	0:25
4:50	unload truck (marriage mail)	0:25
5:15	spread loose 1C flats to dollies from OTR	0:18
5:33	drop loose flats to routes from dollies	0:08
5:41	unload truck	0:14
5:55	collect hampers (MTE), stack, and load	0:07
6:02	spread parcels to hampers (routes) in F4 area	0:18
6:20	spread 3C bundles to dollies from sacks	0:05
6:25	carry 3C to routes from dollies	0:03
6:28	spread parcels to hampers (routes) in F4 area	0:37
7:05	scan spr's/parcels to route	0:15
7:20	unload truck (DPS)	0:09
7:29	scan spr's/parcels to route	0:36
8:05	gather MTE hampers then stack... then load into trailer	0:11
8:16	restroom	0:05
8:21	load trucks with MTE and strap-out	0:05
8:26	push hampers of spr's/parcels to carriers cases	0:11
8:37	push DPS from loading dock to other zones on other side of building	0:19
8:56	break	0:06
9:02	gather MTE from other zones and pull to front	0:06
9:08	lunch	0:29
9:37	arrange hampers in F4 area by route	0:13
9:50	gather MTE letter/flat trays from routes	0:13
10:03	load trucks with MTE containers and loop mail (CFS)	0:06
10:09	spread 3C from hamper to flat trays (routes) on dollies	0:06
10:15	bring in from outside hamper of after-dood drive party supplies on stn mgr's request	0:05
10:20	unload truck	0:04
10:24	consolidate remaining trays of DPS into one gpc	0:04
10:28	load MTE containers in to trailer	0:03
10:31	spread 3C bundles to dollies from hamper	0:14
10:45	drop 3C bundles to routes from dollies	0:11
10:56	drop marriage mail from pallet to routes	1:04
12:00	END TOUR	8:20