

***PERFORMANCE AND
FIELD OPERATIONS
SUPPORT***

***DATA COLLECTION
DEVICE***

***STREET ACTIVITY
STANDARDIZED
DEFINITIONS***

PURPOSE:.....

LOAD VEHICLE TIME.....

TRAVEL TO ROUTE TIME.....

DCD INSTRUCTIONS FOR LOADING TIME.....

SECTOR SEGMENT TIME.....

NOTE: ON FOOT ROUTES, THE CARRIER SHOULD ALREADY HAVE THE FIRST RELAY LOADED IN THEIR SATCHEL......

RELAY TIME.....

TRAVEL WITHIN ROUTE TIME.....

SPECIAL NOTE: RELAY TIME SHOULD NOT BE USED WHEN A CARRIER ENDS A RELAY AND THEN PROCEEDS TO TRAVEL WITHIN THE ROUTE. THE CARRIER SHOULD TRAVEL TO THE NEXT PARK POINT OR FUNCTION. ALL RELAY FUNCTIONS SHOULD OCCUR AFTER THE TRAVEL WITHIN PORTION HAS ENDED. THE ONLY EXCEPTION SHOULD BE AFTER THE LAST RELAY HAS BEEN COMPLETED. RELAY TIME MAY BE USED BEFORE TRAVEL FROM ROUTE BEGINS......

TRAVEL FROM ROUTE TIME.....

UNLOAD VEHICLE TIME.....

ACCOUNTABLE TIME.....

SPECIAL DCD NOTE: ACCOUNTABLE TIME IS CONSIDERED A SUBORDINATE FUNCTION. ACCOUNTABLE TIME WILL BE TIMED SIMULTANEOUSLY TO THE MAIN FUNCTION TIME. ONCE YOU PRESS <CLEAR> TO END ACCOUNTABLE TIME YOU WILL AUTOMATICALLY RETURN TO THE MAIN FUNCTION......

PARCEL TIME.....

STREET BREAK TIME.....

SPECIAL NOTE: PARCEL TIME IS CONSIDERED A SUBORDINATE FUNCTION. PARCEL TIME IS TIMED SIMULTANEOUSLY WITHIN THE MAIN FUNCTION TIME. ONCE YOU PRESS <CLEAR> TO END PARCEL TIME YOU WILL AUTOMATICALLY RETURN TO THE MAIN FUNCTION......

DCD INSTRUCTIONS - STREET BREAK TIME.....

LUNCH TIME.....

PERSONAL NEEDS TIME.....

COLLECTION TIME.....

DCD INSTRUCTIONS - PERSONAL NEEDS TIME.....

DCD INSTRUCTIONS - COLLECTION TIME.....

<u>CUSTOMER CONTACT TIME.....</u>	
<u>DEADHEAD TIME.....</u>	
<u>BACKTRACKING TIME.....</u>	
<u>DCD INSTRUCTIONS - DEADHEAD TIME.....</u>	
<u>WAITING FOR RELAYS TIME.....</u>	
<u>DCD INSTRUCTIONS - BACKTRACKING TIME.....</u>	
<u>WAITING FOR TRANSPORTATION TIME.....</u>	
<u>WAITING OTHER TIME.....</u>	
<u>DCD INSTRUCTIONS - WAITING FOR RELAYS TIME.....</u>	<u>15</u>
<u>DCD INSTRUCTIONS - WAITING FOR TRANSPORTATION TIME.....</u>	<u>16</u>
<u>TEMPORARY DETAIL TIME.....</u>	
<u>MANAGEMENT TIME.....</u>	
<u>DCD INSTRUCTIONS - WAITING OTHER TIME.....</u>	
<u>ACCIDENT TIME.....</u>	
<u>MISCELLANEOUS OTHER TIME.....</u>	

Purpose:

Establish standardized street activity definitions for completion of Form PS 3999, Inspection of Letter Carrier Route.

Includes:

- ◆ Definition of when the activity begins
- ◆ Definition of when the activity ends

Activities classified by the type of delivery route per M-39 section 113.

- ◆ Park and Loop Route
- ◆ Curblin Motorized (Mounted) Route
- ◆ Dismount Route
- ◆ Foot Route

Includes, for every activity, a list of DCD entries and the event that starts and ends a street activity or function

Load Vehicle Time

For All Motorized Routes (Park and Loop, Curblin and Dismount):

- ◆ *Load time* begins when the carrier clocks to the street.
- ◆ *Load time* ends when the carrier starts the vehicle to leave for the route.

Foot Routes:

- ◆ No authorized load time.

Note: Work methods non-compliant with the carrier's SOP should be annotated and corrected by local management.

DCD Instructions for Loading Time

To Begin Loading Time – press the <4> key

To End Loading Time – press the key(s) to begin the next function the carriers performs. This will normally be Travel to Route.

Travel to Route Time

For All Motorized Routes (Park and Loop, Curblin and Dismount):

- ◆ *Travel to route* begins when the carrier starts the vehicle to leave for the route.
- ◆ *Travel to route* ends when carrier arrives at the first delivery point. On Park and Loop routes it ends when the vehicle is turned off.

Foot Routes:

- ◆ *Travel to route* begins when a carrier clocks to the street to leave for the route.
- ◆ *Travel to route* ends when the carrier arrives at the first delivery point.

Note: The carrier should already have the first relay loaded in their satchel.

DCD Instructions – Travel to Route

To begin Travel to Route Time – press the <2> key followed by the <1> key

To end Travel to Route Time - press the key(s) to begin the next function the carriers performs. Normally this will be the beginning of the first sector segment.

Sector Segment Time

Park and Loop Routes (2 scenarios):

Scenario # 1 (carrier starts from vehicle)

- ◆ *Sector segment time* begins when carrier locks the vehicle.
- ◆ *Sector segment time* ends:
 1. When the carrier returns and unlocks the vehicle, or
 2. When the carrier arrives at the first delivery point of the next sector segment without returning to the vehicle.

Scenario #2 (within a relay)

- ◆ *Sector segment time* begins when the carrier arrives at the first delivery point of the next sector segment without returning to the vehicle.
- ◆ *Sector segment time* ends:
 1. When the carrier returns and unlocks the vehicle, or
 2. When the carrier arrives at the first delivery point of the next sector segment without returning to the vehicle.

Note: On Park and Loop routes, the carrier should already have the first relay loaded in their satchel.

Curblin & Dismount Routes:

- ◆ *Sector segment time* begins when the carrier arrives at the first delivery point.
- ◆ *Sector segment time* ends when the carrier arrives at the first delivery point of the next sector segment
- ◆ *Sector Segment time* ends after the last delivery before lunch, street break, travel within, or end of route

Note: Retrieving mail for the next dismount delivery is **not** relay time and is considered part of the sector segment time.

Foot Routes (3 Scenarios):

Scenario #1 (beginning of route)

- ◆ *Sector segment time* begins when the carrier arrives at the first delivery point.
- ◆ *Sector segment time* ends:
 1. When the carrier returns and unlocks the relay box or arrives at the pick up point.
 2. When the carrier arrives at the first delivery point of the next sector segment without returning to a relay box.

Scenario #2 (carrier begins at relay box)

- ◆ *Sector segment time* begins when the carrier locks the relay box or leaves the pick up point.
- ◆ *Sector segment time* ends:
 1. When the carrier returns and unlocks the relay box or arrives at the pick up point.

2. When the carrier arrives at the first delivery point of the next sector segment without returning to a relay box.

Scenario #3 (within a relay)

- ◆ *Sector segment time* begins when the carrier arrives at the first delivery point of the next sector segment without returning to a relay box.
- ◆ *Sector segment time ends:*
 1. When the carrier returns and unlocks the relay box or arrives at the pick up point.
 2. When the carrier arrives at the first delivery point of the next sector segment without returning to a relay box.

Note: On foot routes, the carrier should already have the first relay loaded in their satchel.

DCD Instructions – Segment Time

To Begin Segment Time – Verify the correct sector segment is displayed on the DCD and press <enter>.

The DCD will beep when you reach the end of the sector segment, you will need to be ready to press the required key(s) begin the next function performed by the carrier. If moving directly to the next sector segment, press <enter> at the beginning of the sector segment

Relay Time

Park and Loop Routes:

- ◆ *Relay time* begins:
 1. When travel within the route ends. (vehicle is moved), or
 2. When the carrier arrives back at the vehicle to replenish satchel for the next park and loop relay and unlocks the vehicle. (vehicle is not moved)
- ◆ *Relay time* ends when the carrier locks vehicle.

Note: On park and loop routes, the carrier should already have the first relay loaded in their satchel at the office.

Foot Route:

- ◆ *Relay time* begins when the carrier unlocks the relay box or arrives at the pick up point.
- ◆ *Relay time* ends when the carrier locks the relay box or leaves the pick up point.

Note: On foot routes, the carrier should already have the first relay loaded in their satchel.

Mounted Routes (Curblin and Dismount):

- ◆ Any time the carrier spends replenishing the mail on a mounted route is to be counted as Miscellaneous Time Other and not included in Relay Time. This will be described in the Miscellaneous Time section.

DCD Instructions – Relay Time

After completion of either a sector segment or travel within, press <2> then press <4> to begin relay time.

To end relay time, press <enter> to begin the next sector segment.

SPECIAL NOTE: Relay time should not be used when a carrier ends a relay and then proceeds to travel within the route. The carrier should travel to the next park point or function. All relay functions should occur after the travel within portion has ended. The only exception should be after the last relay has been completed. Relay time may be used before travel from route begins

Travel within Route Time

Park and Loop Routes:

- ◆ *Travel within the route* begins when the carrier starts the vehicle to move to the next park location within the route.
- ◆ *Travel within the route* ends when the carrier arrives at the next park location and turns off the vehicle.

Mounted Routes (Curblin and Dismount):

- ◆ *Travel within the route* begins when there is a significant break in delivery points between sector segments. A significant break is defined as greater than 1 minute between sector segments.
- ◆ *Travel within the route* ends when the carrier arrives at the next delivery point.

Note: *Travel within the route* should **not** be entered into the DCD unless the inspector is familiar with the route. Time should be documented on notes and entered when editing the 3999 and utilized for possible territory realignment.

Foot Route:

- ◆ Not authorized. On a Foot route this should be counted as Miscellaneous Time Other and will be described in the Miscellaneous Time section.

DCD Instructions – Travel Within

To begin Travel within – press <2>, then press <2> again

To end Travel Within - press the key(s) to begin the next function performed by the carrier

Travel from Route Time

Park and Loop Routes:

- ◆ *Travel from route* begins when the carrier starts the vehicle to return to the Post Office.
- ◆ *Travel from route* ends when the carrier arrives at the Post Office and turns off the vehicle.

Mounted Routes (Curblin and Dismount):

- ◆ *Travel from route* begins when a carrier pulls away from the last delivery to return to the Post Office.
- ◆ *Travel from route* ends when carrier arrives at the Post Office and turns off their vehicle.

Foot Route:

- ◆ *Travel from route* begins when the carrier completes the last delivery and begins the return to the Post Office.
- ◆ *Travel from route* ends when carrier clocks back on office time.

DCD Instructions – Travel from Route

To begin Travel from Route - Press <2> then press <3>

To end Travel from Route – press the buttons to begin the carrier's next function. This would normally be Unload Time.

Unload Vehicle Time

For All Motorized Routes (Park and Loop, Curblin and Dismount):

- ◆ *Unload time* begins when the carrier arrives at the Post Office and turns off the vehicle.
- ◆ *Unload time* ends when the carrier clocks to office time.

Foot Route:

- ◆ *Unload time* not authorized.

DCD Instructions – Unload Vehicle Time

To begin Unload Vehicle Time – press <4>

To end Vehicle Unload Time - Normally, this would mark the end of the street delivery duties; therefore, you would exit out of street mode on the DCD and end street time

Accountable Time

Park and Loop, Dismount & Foot Routes:

- ◆ *Accountable time* begins when the carrier begins the act of contacting the customer (i.e. knocks on the door, rings the doorbell, calls from security phone).
- ◆ *Accountable time* ends:
 1. When the carrier hands the accountable item to the customer (all signatures, scanning etc. should have been done at this point).
 2. When the carrier completes the PS Form 3849 and places it in the mail receptacle.Reminder – Portions of the PS 3849 Delivery Notice or Receipt should have been completed in the office as part of Line 14 time

Curblin Routes:

- ◆ *Accountable time* begins when the carrier turns off the vehicle.
 - ◆ *Accountable time* end when the carrier turns on the vehicle.
- Reminder – Portions of the PS 3849 Delivery Notice or Receipt should have been completed in the office as part of Line 14 time

Note: For all Express Mail deviation - actual travel time spent deviating to and from the delivery point will be classified as “Temporary Detail” and annotated in the comments. The actual delivery time of the Express Mail will fall under the Accountable Time guidelines.

Special DCD Note: Accountable Time is considered a subordinate function. Accountable time will be timed simultaneously to the main function time. Once you press <clear> to end Accountable Time you will automatically return to the main function.

Parcel Time

If Parcel delivery can be made securely into the customers mailbox and no customer contact is required no Parcel Time is given.

Park and Loop Routes (3 scenarios):

Scenario #1: (carrier takes parcel with them)

- ◆ If the carrier takes the parcel in the satchel, *Parcel time begins* with the act of contacting the customer (i.e. knocks on the door, rings doorbell, calls from security phone).

- ◆ *Parcel Time* ends when the carrier hands the parcel to the customer, leaves a carrier release parcel in a secure location, or when the carrier completes the PS Form 3849 and places it in the mail receptacle.

Note: If parcel is delivered with mail as part of normal delivery, no parcel time is given.

Scenario #2: (vehicle is moved within line of travel)

- ◆ If the carrier must move the vehicle within the line of travel, *Parcel time* begins when the vehicle is turned off and the carrier begins the delivery of the Parcel.
- ◆ *Parcel time* ends when the carrier arrives back at the vehicle.

Scenario #3: (carrier deviates from line of travel)

- ◆ If the carrier must move the vehicle and deviates from the line of travel, *Parcel time* begins at the point of deviation from the route.
- ◆ *Parcel Time* ends when the carrier returns to the normal line of travel.

Curblin Routes:

- ◆ *Parcel time* begins when the carrier turns off the vehicle and the carrier begins the delivery of the Parcel.
- ◆ *Parcel Time* ends when the carrier arrives back at the vehicle.

Dismount Routes (2 scenarios):

Scenario #1: (parcel not taken with mail)

- ◆ *Parcel time* begins when the carrier locks the vehicle.
- ◆ *Parcel Time* ends when the carrier arrives back at the vehicle.

Scenario #2: (parcel taken with mail, customer contact necessary)

- ◆ If the carrier takes the parcel with them in their satchel, *Parcel time* begins with the act of contacting the customer (i.e. knocks on the door, rings the doorbell, calls from security phone).
- ◆ *Parcel time* ends when the carrier hands the parcel to the customer, leaves a carrier release parcel in a secure location, or when the carrier completes the PS Form 3849 and places it in the mail receptacle.

Note: If parcel is delivered with mail as part of normal delivery no parcel time is given.

Foot Route:

- ◆ If the carrier takes the parcel in the satchel, *Parcel time* begins with the act of contacting the customer (i.e. knocks on the door, rings the doorbell, or calls from security phone).

- ◆ *Parcel time* ends when the carrier hands the parcel to the customer, leaves a carrier release parcel in a secure location, or when the carrier completes the PS Form 3849 and places it in the mail receptacle.

Note: If parcel is delivered with mail no parcel time is given.

DCD Instructions – Parcel Time

To begin Parcel Time – press <5>

To end Parcel Time – press <clear>

Special Note: Parcel Time is considered a subordinate function. Parcel time is timed simultaneously within the main function time. Once you press <clear> to end Parcel Time you will automatically return to the main function

Street Break Time

For All Routes (Park and Loop, Curblin, Dismount and Foot):

- ◆ *Street Break time* begins when the carrier indicates they are starting their break or starts the deviation from the normal line of travel to the authorized break location.
- ◆ *Street Break time* ends when the carrier resumes the normal line of travel.

Note: Any time used in excess of 10 minutes should be documented in notes and edited as “Waiting Other” time.

DCD Instructions - Street Break Time

To begin Street Break Time – press <6> then press <1>

To end Street Break Time – press <clear>

Lunch Time

For All Routes (Park and Loop, Curblin, Dismount and Foot):

- ◆ *Lunch time* begins when the carrier indicates they are starting their lunch or starts the deviation from the normal line of travel to the authorized lunch location.
- ◆ *Lunch time* ends when the carrier resumes the normal line of travel.

Note: Any time used in excess of 30 minutes should be documented in notes and edited as “Waiting Other” time. (Additional reference M-39 126.5.b.2)

DCD Instructions - Lunch Time

To begin Lunch Time – press <6> then press <2>

To end Lunch Time – press <clear>

Personal Needs Time

For All Routes (Park and Loop, Curblin, Dismount and Foot):

- ◆ *Personal needs time* begins when the carrier discontinues delivery for personal reasons.
- ◆ *Personal needs time* ends when the carrier returns to the normal line of travel.

Note: Time should be documented in comments along with address of stop.

DCD Instructions - Personal Needs Time

To begin Personal Needs Time – press <6> then press <3>

To end Personal Needs Time – press <clear>

Collection Time

Park and Loop and Foot Routes: Scenario (within a loop or relay):

- ◆ *Collection time* begins when the carrier unlocks the collection box.
- ◆ *Collection time* ends when the carrier locks the collection box.

Motorized Routes (Park and Loop, Curblin, and Dismount)

Scenario (vehicle is moving a long the line of travel):

- ◆ *Collection time* begins when the carrier turns off the vehicle at the collection point.
- ◆ *Collection time* ends when the carrier starts the vehicle at the collection point.

DCD Instructions - Collection Time

To begin Collection Time – press <7>

To end Collection Time – press <clear>

Customer Contact Time

For All Routes (Park and Loop, Curblin, Dismount and Foot):

- ◆ *Customer contact time* begins when the carrier starts a business-related conversation with a customer.
- ◆ *Customer contact time* ends when the business-related conversation ends.

Note: Non-business related conversation should be documented in notes with nature of the conversation; time used and edited as “Waiting Other”.

DCD Instructions - Customer Contact Time

To begin Customer Contact Time – press <8> then press <1>

To end Customer Contact Time – press <clear>

Gas Vehicle Time

***For All Motorized Routes (Park and Loop, Curblin and Dismount):
(2 scenarios):***

Special Note: Customer Contact is considered a subordinate function. Customer Contact Time will be timed simultaneously to the main function time. Once you press <clear> to end Customer Contact Time you will automatically return to the main function

Scenario #1 (on normal line of travel)

- ◆ *Gas vehicle time* begins when the carrier is on the normal line of travel and enters the gas station
- ◆ *Gas vehicle time* ends when the carrier exits the gas station.

Scenario #2 (deviates from normal line of travel):

- ◆ *Gas vehicle time* begins when the carrier deviates from the normal line of travel.
- ◆ *Gas vehicle times* ends when the carrier resumes the normal line of travel.

Foot Route Delivery Routes:

- ◆ Gas Vehicle Time is Not authorized for foot routes.

DCD Instructions - Gas Vehicle Time

To begin Gas Vehicle Time – press <8> then press <4>

To end Gas vehicle Time – press <clear>

Special Note: Gas Vehicle Time is considered a subordinate function. Gas Vehicle Time will be timed simultaneously to the main function time. Once you press <clear> to end Gas Vehicle Time you will automatically return to the main function

Deadhead Time

Park and Loop and Dismount Routes:

- ◆ *Deadhead time* begins when the carrier finishes the last delivery point on a sector segment and retraces past completed deliveries in order to return to the vehicle or next delivery point.
- ◆ *Deadhead time* ends when the carrier unlocks the vehicle or arrives at the next delivery point.

Mounted Delivery Routes:

- ◆ *Deadhead time* begins when the carrier finishes the last delivery point on a sector segment and retraces past completed deliveries in order to return to next delivery point.
- ◆ *Deadhead time* ends when the carrier arrives at the next delivery point.

Foot Route Delivery Routes:

- ◆ *Deadhead time* begins when the carrier finishes the last delivery point on a sector segment and retraces past completed deliveries in order to return to the relay box or next delivery point.
- ◆ *Deadhead time* ends when the carrier unlocks the relay box or arrives at the next delivery point.

Note: Deadhead time should be documented in notes and entered in DCD or editing and utilized for possible territory realignment.

DCD Instructions - Deadhead Time

To begin Deadhead Time – press <9>

To end Deadhead Time – press <clear>

Non-Recurring Allied Time – For All Types of Routes

The actual reason and time used **must** be documented in the examiner's notes.

Backtracking Time

- ◆ *Backtracking time* begins when the carrier deviates from the normal line of travel to deliver a missed article to an address they have already delivered.
- ◆ *Backtracking time* ends when the carrier returns to the normal line of travel at the point they left.

Note: This time should be documented in notes as backtracking with time used and entered in the DCD or edited as “Miscellaneous Other Time - Backtracking”.

DCD Instructions - Backtracking Time

To begin Backtracking Time – press <8> then press <2>

To end Backtracking Time – press <clear>

Special Note: Backtracking Time is considered a subordinate function. Backtracking Time will be timed simultaneously to the main function time. Once you press <clear> to end Backtracking Time you will automatically return to the main function

Animal Interference Time

- ◆ *Animal interference time* begins when an animal causes a delay in the normal delivery of the route.
- ◆ *Animal interference time* ends when the carrier resumes normal delivery of the route.

Note: This time should be documented in notes as animal interference with time used and entered in the DCD or edited as “Miscellaneous Other Time – Animal Interference”.

DCD Instructions - Animal Interference Time

To begin Animal Interference Time – press <8> then press <3>

To end Animal Interference Time – press <clear>

Special Note: Animal Interference Time is considered a subordinate function. Animal Interference Time will be timed simultaneously to the main function time. Once you press <clear> to end Animal Interference Time you will automatically return to the main function

Waiting for Relays Time

- ◆ Would normally only apply to Foot routes.
- ◆ *Waiting for relays* time begins when the carrier unlocks a relay box and the relay mail has not been placed in the box.
- ◆ *Waiting for relays* time ends when the mail arrives at the relay box.

Note: This time should be documented in notes with time used and entered in the DCD or edited as “Miscellaneous Other Time -Waiting for Relay.”

DCD Instructions - Waiting for Relays Time

To begin Waiting for Relay Time – press <8> then press <5>

To end Waiting for Relay Time – press <clear>

Special Note: Waiting for Relay Time is considered a subordinate function. Waiting for Relay Time will be timed simultaneously to the main function time. Once you press <clear> to end Waiting for Relay Time you will automatically return to the main function

Waiting for Transportation Time

- ◆ Would normally only apply on Foot routes waiting for public transportation.
- ◆ *Waiting for transportation time* begins when the carrier arrives at the pick up location.

- ◆ *Waiting for transportation time* ends when the transportation arrives.

Note: This time should be documented in notes with time used and entered in the DCD or edited as “Miscellaneous Other Time -Waiting for Transportation.”

DCD Instructions - Waiting for Transportation Time

To begin Waiting for Transportation Time – press <8> then press <6>

To end Waiting for Transportation Time – press <clear>

Special Note: Waiting for Transportation Time is considered a subordinate function. Waiting for Transportation Time will be timed simultaneously to the main function time. Once you press <clear> to end Waiting for Transportation Time you will automatically return to the main function

Waiting Other Time

- ◆ Any situation other than those stated that cause a temporary delay in delivery in which the carrier is stopped in one location (i.e. waiting for keys, vehicle breakdown, funeral procession, waiting for a train, etc.)
- ◆ *Waiting other time* begins when the carrier stops their normal line of travel.
- ◆ *Waiting other time* ends when the carrier resumes their normal line of travel.

Note: Waiting other should be documented in notes with time used and entered in the DCD or edited as “Miscellaneous Other Time - Waiting Other.”

DCD Instructions - Waiting Other Time

To begin Waiting Other Time – press <8> then press <7>

To end Waiting Other Time – press <clear>

Special Note: Waiting Other Time is considered a subordinate function. Waiting Other Time will be timed simultaneously to the main function time. Once you press <clear> to end Waiting Other Time you will automatically return to the main function

Temporary Detail Time

- ◆ Carrier has to perform duties on an assignment other than their own route (i.e. pivot, express mail delivery on another route, etc.).
- ◆ *Temporary detail time* begins when the carrier deviates from their normal line of travel.
- ◆ *Temporary detail time* ends when the carrier returns to their normal line of travel.

Note: This time should be documented in notes as temporary detail with time used and entered in the DCD or edited as “Miscellaneous Other Time - Waiting Other”.

DCD Instructions - Temporary Detail Time

To begin Temporary Detail Time – press <8> then press <8>

To end Temporary Detail Time – press <clear>

Special Note: Temporary Detail Time is considered a subordinate function. Temporary Detail Time will be timed simultaneously to the main function time. Once you press <clear> to end Temporary Detail Time you will automatically return to the main function

Management Time

- ◆ Any time the examiner or supervisor stops the carrier.
- ◆ *Management time* begins when the examiner or supervisor notifies the carrier they are placing them on management time.
- ◆ *Management time* ends when the examiner or supervisor notifies the carrier they ending management time.

Note: This time should be documented in notes as management time with time used and entered in the DCD or edited as “Miscellaneous Other Time – Management Time”.

Special Note: Management Time is considered a subordinate function. Management Time will be timed simultaneously to the main function time. Once you press <clear> to end Management Time you will automatically return to the main function

DCD Instructions - Management Time

To begin Management Time – press <8> then press <9>

To end Management Time – press <clear>

Accident Time

- ◆ Any time the carrier stops delivery due to an industrial or vehicle accident.
- ◆ *Accident time* begins when the accident occurs and the carrier stops delivery.
- ◆ *Accident time* ends when the carrier resumes delivery.
- ◆ An accident can result in discontinuing the current 3999.

Note: This time should be documented in notes as accident time with time used and entered in the DCD or edited as “Miscellaneous Other Time - Accident”.

DCD Instructions - Accident Time

Special Note: Accident Time is considered a subordinate function. Accident Time will be timed simultaneously to the main function time. Once you press <clear> to end Accident Time you will automatically return to the main function

Miscellaneous Other Time

- ◆ Any other situation not already addressed should be recorded as “Miscellaneous Other Time - Waiting Other”
- ◆ Any time the carrier spends replenishing the mail on a Curbline or Dismount route is to be counted as Miscellaneous Time - Other

Note: This time should be documented in notes as Miscellaneous Time Other with time used and entered in the DCD or edited as “Miscellaneous Time – Other”.

DCD Instructions - Miscellaneous Other Time

To begin Miscellaneous Other Time – press <8> then press <O>
(Not ZERO!)

To end Miscellaneous Other Time – press <clear>

DCD Hot Keys and Short Cuts

Vehicle Mileage

Special Note: Miscellaneous Other Time is considered a subordinate function. Miscellaneous Other Time will be timed simultaneously to the main function time. Once you press <clear> to end Miscellaneous Other Time you will automatically return to the main function

To enter Vehicle Mileage in the DCD press <Ctrl> + <V>, arrow down to the appropriate line and enter whole miles only (up to 5 characters).

Park Points

To enter a park point, press <F3> and type the address of the nearest delivery.

For the second and any subsequent park point, after pressing <F3>, you must press <A> prior to adding an additional park point

Add an Address

To add a new address, press <A> and enter the address. This should be done at the point in the route where the new address will be added

Search for an Address

To search for an existing address, press <S> then type in the address you want

Clock Rings

To enter clock rings, press <F4> and select the correct ring.
Remember- clock rings are entered in Military time and Hundredths

Intentionally Left Blank