

End of Shift Duties (EOS)

Like Loading Time, the time required for End of Shift Duties (EOS) is recorded daily on the MDD and the average weekly time over 52 weeks is included in the evaluation. The time begins when the carrier enters RETURN2DU on the MDD and ends when they enter PMCASING, indicating they are now switching to casing mail, or they enter CLOCKOUT for the day. Either event signals the end of the timing for EOS. Some End of Shift Activities recorded as actual time are (Not all will be applicable to every office):

1. Gather accepted and collected mail, empty mail trays, MDD, personal items, etc., and exit the vehicle.
2. Obtain a conveyance.
3. Using the restroom.
4. Dispose of ordinary mail collected/accepted on route:
 - a) affix stamps on unstamped mail when customer has left sufficient funds.
 - b) face and deposit mail in designated location.
 - c) case or dispose of undeliverable ordinary mail. (Ref. P0603, Sec. 4.21).
5. Dispose of carrier pickup items collected on route.
6. Placing undeliverable parcels in a designated location.
7. Dispose of special service mail collected/accepted on route: registered mail, certified mail, insured mail, special delivery mail, money orders, express mail, COD, and delivery confirmation mail. (See: P0603, Sec. 42.2, for a complete description of activities).
8. Clear and dispose of accountable items: registered, certified, and express mail; coos; postage due; custom duties mail. Wait while items are cleared and complete paperwork. See: P0603, Sec. 43, for a complete description of activities).
9. Return keys and credit card.
10. Dispose of signed forms for numbered Insured mail (P0603, Sec. 44).
11. Dispose of undelivered ordinary and insured parcels (P0603, Sec. 45).
12. Place returned empty mail trays in designated storage locations.
13. Move vehicle from unload location to regular parking location where applicable.
14. Rural Reach: replenish lead cards and brochures.
15. Stamp Stock:
 - a) replenish stamp stock and turn in cash from previous sales.
 - b) participate in audit of stamp stock sales.
16. Trip Report: complete afternoon entries on Form 4240 (P0603, Sec.41).
17. Report vehicle problems.
18. Perform required updates in AMS (Edit book).
19. DPM/LTM Updates
20. Perform Saturday clearance activities (P0603, Sec.48).
21. Maintain case configuration (replace labels as needed).
22. Weigh, Rate and Affix Postage to Parcels received on route.
23. Emptying out and returning mail from full boxes held at the case where the customer never came to retrieve.
24. Returning 3M, FWD mail, etc. to its designated location.
25. Retrieve hold mail for the next day's delivery (if kept away from your case) and prepare for delivery.
26. Discussions with management.
27. Replenishing supplies (3849s, 4056s, 4565s, 4232s, etc.)
28. Completing PS Form 3575 (change of address) if required.
29. Completing PS Form 3971(request for leave).
30. Handling Money Order transactions.
31. Returning conveyance to designated location.