

FORM 3996 – LINE J ENTRIES

Listed below are some of the possible entries/explanations for Line J of a Form 3996. There are obviously many variables to be considered in providing your estimate. The key factor to remember is that you are only providing an estimate. Try to make it as realistic as possible and keep in mind that if you underestimate and cannot return by the agreed upon time, it will be your responsibility to notify management from the road. If you do not, you may be subject to the discipline charge of “use of unauthorized overtime” or the old standby “failure to follow instructions”. Protect yourself in all cases by not making decisions that are the responsibility of management, always give management the opportunity to make any decision and then follow the instructions as given.

1. Route is out of adjustment (as documented by count and inspection)
2. Late leaving.
3. Change of address cards.
4. Stand-up talk.
5. Safety talk.
6. Window service (spoke with patron)
7. Phone calls (from patron)
8. Above average parcels from last route inspection
9. Full coverage(s)
10. Review mail from CFS.
11. Hot case mail.
12. Above average accountable mail from last count
13. Inclement weather (extreme hot/cold, unsafe rainstorm, lightning, extreme wind speed, etc.)
14. Feeling ill – under medication.
15. Medical restrictions.
16. Waiting for mail (careful here, could get later start time)
17. Late dispatch (same as #16)
18. Unfamiliar with route.
19. New case labels.
20. Carrying mail cased by others.
21. Cased PM mail from previous day.

22. Thin mail.
23. Thick mail.
24. Sloppy mail (ADVO inserts, etc.)
25. Samples.
26. Traffic/construction delays.
27. Odd-shaped mail.
28. Medical appointments (work related)
29. Mark-up parcels.
30. Carrier endorsements.
31. Utility bills.
32. Checks, food stamps, etc.
33. Deviate for Express Mail.
34. Revised Form 1621 (route information)
35. Work on case labels.
36. DPS mail problems (not enough paper to itemize)
37. Going through bad DPS mail in PM.
38. Check of Form 3982's (pink cards)
39. Power outage, fire drill, etc.
40. New deliveries.