

ID # \	REFERENCE	OBSERVATION
1 \ M-41	112.22	Not going directly to case upon clocking on.
2 \ M-41	112.27, 223.15	Re-arranging mail before casing.
3 \ M-39	121.14	Not picking up 2 or more inches of letters in left hand.
4 \ M-39	121.14	Not holding mail in correct reading position.
5 \ M-41	224.22	Not pushing the top letter slightly forward with left thumb.
6 \ M-41	224.25	Not positioning eyes on next letter as letters are pushed into separation.
7 \ M-41	112.27, 224.25	Uses extra motions while putting letters into cells.
8 \ M-41	112.27, M-39 120.13	Handling piece more than once
9 \ M-41	121.12, 224.2	Casing slowly, deliberately, and methodically. The speedy routing of mail is important.
10 \ M-41	131.22	Placing flats inside other flats.
11 \ M-39	116.6, M-41 223.11	Making too many withdrawals.
12 \ M-41	112.27	Tapping letters on hand, case, or case shelf while casing.
13 \ M-41	224.21	Picking up letters one at a time from the case ledge.
14 \ M-39	121.16	Picking up flats one at a time from case ledge.
15 \ M-41	112.25	Excessive talking, laughter, noise, and etc.
16 \ M-41	112.26	wandering around engaging in unnecessary conversations.
17 \		Away from case (PERSONAL NEEDS)
16 \		Away from case (PHONE)
19 \		Away from case (BREAK)
20 \		Away from case (UNKNOWN LOCATION OR REASON)
21 \ M-41	112.25	Engages in conversation and stops casing during conversation.
22 \ M-39	242.341, Local Policy	Going to swing room for coffee or soft drinks and returning to case.
23 \ M-41	262	Completing form 3849 for residential delivery in its entirety at carrier case.
24 \ M-39	121.15	Not casing sequenced letters/flats into empty case.
25 \ M-41	112.27 Local Policy	Eating at case.
26 \ M.41	112.27, 223.15	Takes small amount of mail out of tray, puts on ledge, instead of dumping entire tray.
27 \ M-39	121.14, 121.16	Sitting down while casing.
28 \ M.41	335.2	Completing form 3649 while checking in at P.M.
29 \ M.41	272	Not placing first relay in satchel.
30 \ M-41	112.23, 210, 212, 410	Not recording time properly.
31 \ M-41	121.24, 142	Not leaving case orderly and clean when leaving office in A.M. & P.M.
32 \ M-41	291	Not pulling "Hot Case" when leaving office.
33 \ M-39	121.26	Not clocking off promptly after completion of P.M. duties.
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35 \ M-41	224.2, .22	Casing mail with pen or pencil in interfering with grasping of letters.
36 \ M-39	125.23	Moving vehicle to dock to load.
37 \ M-41	812.3, 612.7, P-13	Driving through intersection or over .1 mile between deliveries with door open.
38 \ M-39	125.3, M-41 131.31	Not following authorized line of travel on route.
39 \ M-39	117.41c	Not delivering route as cased.
40 \ M.39	125.6, M-41 133.2, 321.5	Not fingering mail properly.
41 \ M-39	242, 341	Taking unauthorized breaks.
42 \ M.39	242, 341	Extending breaks.
43 \ M.39	242, 341	Not taking breaks at authorized location.
44 \ M-39	125.3 M-41 251.6	Not taking lunch at authorized location.
45 \ M-41	251.6	Extending lunch.
46 \ M-39	242, 243	Failing to take short cuts.
47 \ M.39	1)2.13, M-41 323.2	Not using most efficient delivery pattern.
48 \ M-39	13213	Using too many relays and park points.
49 \ M.41	225.16, 225.17, 225.22	Delivering SPR's as parcels from vehicle.
50 \ M-41	321.54	Retracing.
51 \ M-41	112.29	Talking unnecessarily with customers.
52 \ M-41	222b, 322.12, 322.23	Not using third bundle where appropriate.
53 \ M-41	131.11, 821 thru \$26	Not securing vehicle.
54 \ M.39	125.1 M-41 322.11	Not loading vehicle properly.
55 \ M-41	132.32, 132.33, 374	Separating and arranging raw mail and nixies after completing route or while unloading.
56 \ M.41	321.3, 321.5	Not having mail ready at each delivery point.