

## **Training Evaluation Checklist – Morning Duties**

<b>MORNING DUTIES</b>		COMPLETED		RCA INITIALS	OJI INITIALS
		YES	N/A		
<b>1.</b>	<b>Time Recording</b>				
	Complete Form 4240, <i>Rural Carrier Trip Report</i> , to record time spent on the job				
	Complete PS Form 1234, <i>Utility Card</i> , to record work hours used doing miscellaneous duties or attending training				
<b>2.</b>	<b>Vehicle Inspections</b>				
	Perform thorough vehicle inspection using Notice 76, <i>Expanded Vehicle Safety Check</i>				
	Take corrective action using PS Form 4565, <i>Vehicle Repair Tag (Postal Owned)</i>				
<b>3.</b>	<b>Recording Mail Volume</b>				
	Withdraw mail from the distribution case (letter and flat cases)				
	Obtain DPS Letters				
	Measure and record mail volume				
<b>4.</b>	<b>Identify and Discuss Handling And Delivery Standards for Each Class of Mail</b>				
	Priority Mail Express				
	First-Class Mail				
	Priority Mail				
	Periodicals				
	Standard Mail				
	Package Services				
<b>5.</b>	<b>Rural Carrier Case</b>				
	Locate the rural carrier case				
	Demonstrate proper casing techniques				
	Handle DPS Letters				
	Clean the casing area. Discuss safety and housekeeping issues				

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6.	<b>Undeliverable as Addressed Mail</b>				
	Identify UAA Mail				
	Demonstrate handling of PS Form 3575, <i>Change of Address (COA)</i>				
	Generate PS Form 3575-Z <i>Change of Address (COA)</i>				
	Generate PS Form 3546, <i>Forwarding Order Change Notice</i>				
	Generate PS Form 3982, <i>Change of Address(Card)</i> , and PS Form 1564, <i>Address Change Sheet</i>				
	Generate PS Form 3982-R, <i>Do Not Deliver "Boxholder" Mailings From These Mailers</i>				
	Demonstrate handling procedures for Hold Mail				
	Properly annotate Carrier Endorsed Mail				
7.	<b>Using the Throwback Case</b>				
	Identify the following case separations; preferential and non-preferential missort letters, loop mail, and box mail				
	Demonstrate proper handling procedures for preferential and non-preferential missort letters, loop mail, and box mail.				
	Demonstrate proper handling procedures for No Record Mail				
	Demonstrate proper handling procedures for Bulk Business Mail				
	Deposit missorts and Undeliverable as Addressed (UAA) Mail in the throwback case				
8.	<b>Handling Damaged, Suspicious, and Hazardous Mail</b>				
	Identify the characteristics of damaged mail and demonstrate how to handle damaged mail				
	Identify the characteristics of and demonstrate how to handle suspicious mail				
	Identify the characteristics of and demonstrate how to handle hazardous materials received in the mail				

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		YES	N/A		
<b>9.</b>	<b>Managing Accountable Mail</b>				
	Explain when and how to use PS Form 3849, <i>Delivery Notice Reminder Receipt</i>				
	Fill out and forward PS Form 3811, <i>Request for Delivery Information/Return Receipt After Mailing</i> , to mailpiece originator				
	Obtain, Identify, and Handle Accountable Mail				
	- Certified Mail				
	- Registered Mail				
	- Priority Mail Express				
	- Return Receipt for Merchandise				
	- Insured Mail				
	- Collect-on-Delivery (COD)				
	- Collect-on-Delivery (COD) EFT				
	- Customs Duty				
	- Postage Due				
	- Signature Confirmation				
	- USPS Tracking				
<b>10.</b>	<b>Managing Accountable Equipment and Supplies</b>				
	Identify accountable equipment and supplies: scanners, arrow keys, stamp stock, etc.				
	Obtain and set up a scanner				
	Obtain accountable equipment and supplies				
	Manage stamp stock				
<b>11.</b>	<b>Obtaining and Handling Parcels</b>				
	Obtain parcels				
	Case small parcels and rolls				
	Sequence parcels in delivery order				
	Demonstrate proper safety procedures associated with handling parcels				

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		<b>YES</b>	<b>N/A</b>		
<b>12.</b>	<b>Pulling Down Mail</b>				
	Pull Down Mail				
	Identify the various types of equipment used for transporting mail				
	Load transporting equipment				
	Check for sleepers after pulling down mail				
	Perform housekeeping duties during and after pulling down mail				
<b>13.</b>	<b>Loading Vehicle and Leaving the Office</b>				
	Identify activities involved such as locating and obtaining DPS letters, safe vehicle loading, sequencing mail, signing out, vehicle time recording, and pulling mail from the hot case				
	Load vehicle using appropriate lifting techniques				
	Record vehicle time				
	Sign out				
	Pull mail from the hot case				

\* Applies to postal owned vehicles only

VERIFIED BY POSTMASTER/SUPERVISOR: \_\_\_\_\_

## ***Training Evaluation Checklist – Street Duties***

<b>STREET DUTIES</b>		COMPLETED		RCA INITIALS	OJI INITIALS
		YES	N/A		
<b>1.</b>	<b>Driving Safely</b>				
	Identify/List critical defensive driving techniques				
	Describe when to finger the mail				
	Demonstrate procedures in place to prevent rollaway/runaways				
	Explain how to reduce risk of taking left turns				
	Explain seatbelt policy				
	Describe safety equipment carried in the vehicle				
<b>2.</b>	<b>Delivering the Mail</b>				
	Follow the Route Map and PS Form 4003, <i>Official Rural Route Description</i>				
	Deliver different types of mail				
	Demonstrate proper delivery techniques when delivering mail from a LHD vehicle				
	Identify authorized dismount deliveries				
	Dismount vehicle and deliver mail				
	Explain procedures for establishing new route deliveries				
<b>3.</b>	<b>Accountable Mail Delivery</b>				
	Maintain security of the mail and money associated with delivery of Accountable Mail				
	Scan Accountable Mail				
	Deliver Accountable Mail				
<b>4.</b>	<b>Collecting Outgoing Mail and Marketing Postal Products</b>				
	Scan Pre-Paid Acceptance items				
	Accept Accountable Mail				
	Sell Money Orders				
	Market postal products				
	Identify Anonymous Mail and explain procedures for handling Anonymous Mail				
	Identify the guidelines and procedures of Carrier Pickup				

<b>STREET DUTIES</b>		<b>COMPLETED</b>		<b>RCA INITIALS</b>	<b>OJI INITIALS</b>
		<b>YES</b>	<b>N/A</b>		
	Pick up customer package(s) identified through My Post Office as part of the Carrier Pickup program				
<b>5.</b>	<b>Handling Returnable Mail</b>				
	Capture Returnable Mail				
	Capture Miscased Mail and demonstrate how to handle them				
	Capture DPS errors and UAA Mail				
	Manage Temporarily Undeliverable Mail				
	Identify other Undeliverable Mail				
<b>6.</b>	<b>Managing Carrier Hazards</b>				
	Explain and document deviations and detours				
	Discuss/Demonstrate proper corrective/mitigating procedures for incidents involving animals and insects				
	Discuss/Demonstrate procedures for handling vehicle problems				
	Discuss/Demonstrate procedures for reporting hazardous conditions				
<b>7.</b>	<b>Accident Procedures</b>				
	Review the contents and use of the accident kit (must be carried in the vehicle at all times)				
	Review procedures to follow in the event of an accident				
<b>8.</b>	<b>Rural Carrier Responsibilities</b>				
	Discuss the following issues				
	-Dress				
	-Use of profanity or obscenity				
	-Ethics				
	-Confidentiality of customer information				
	-Maintenance of a good working knowledge of postal products, procedures and responsibilities				
	-Sanctity and security of the mail				
	-Possible situations that the carrier may encounter				

VERIFIED BY POSTMASTER/SUPERVISOR: \_\_\_\_\_

## ***Training Evaluation Checklist – Afternoon Duties***

<b>AFTERNOON DUTIES</b>		COMPLETED		RCA INITIALS	OJI INITIALS
		YES	N/A		
<b>1.</b>	<b>Return to the Office</b>				
	Enter required information on PS Form 4240, <i>Rural Carrier Trip Report</i>				
	Enter information on the Form 4570, <i>Vehicle Time Record</i> or Scan as appropriate				
	Separate and deposit outgoing mail				
	Affix postage on mail				
	Return equipment and undelivered parcels				
	Discuss Saturday clearance				
<b>2.</b>	<b>Clearing Accountables and PM Casing</b>				
	Clear Accountable Mail				
	Return money order applications				
	Return Signature Capture, Numbered Insured, and Postage Due				
	Return accountable equipment				
	Case afternoon mail				
	Record exit time on Form 4240, <i>Rural Carrier Report</i>				

VERIFIED BY POSTMASTER/SUPERVISOR: \_\_\_\_\_

# Certification of Completion

## *Rural Letter Carrier On-the-Job (OJT)*

\_\_\_\_\_ has demonstrated and provided instructions on the applicable on-job tasks of a new rural carrier, to include casing practice, and I, \_\_\_\_\_ have experienced all applicable on-job tasks within 24 hours of on-job training.

\_\_\_\_\_ Trainee

\_\_\_\_\_ Trainer

\_\_\_\_\_ Postmaster, Manager, or Supervisor

\_\_\_\_\_ Union Steward (if appointed)

District Name: \_\_\_\_\_

Rural Carrier Trainee (Print Name): \_\_\_\_\_

On Job Instructor (Print Name): \_\_\_\_\_

OJT Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

OJT End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Delivery Unit Instructions:** Submit this page only to the Manager, Learning Development & Diversity unit.

**District Manager, Learning Development & Diversity Instructions:** Record completed training in HERO and forward the certificate to the NRLCA District Representative.