

## EXAMINER' S COMMENT CODES

**ID #**

**REFERENCE OBSERVATION**

1	Not going directly to case upon clocking on.	M-41 112.22
2	Re-arranging mail before casing.	M-41 112.27, 223.15
3	Not picking up 2 or more inches of letters in left hand.	M-39 121.14
4	Not holding mail in correct reading position.	M-39 121.14
5	Not pushing the top letter slightly forward with left thumb.	M-41 224.22
6	Not positioning eyes on next letter as letters are pushed into separation.	M-41 224.25
7	Uses extra motions while putting letters into cells.	M-41 112.27, 224.25
8	Handling piece more than once.	M-41 112.27, M-39 120.13
9	Casing slowly/deliberately/methodically. Speedy routing of mail is important.	M-41 121.12, 224.2
10	Placing flats inside other flats.	M-41 131.22
11	Making too many withdrawals.	M-39 116.6, M-41 223.11
12	Tapping letters on hand, case, or case shelf while casing.	M-41 112.27
13	Picking up letters one at time from the case ledge.	M-41 224.21
14	Picking up flats one at a time from case ledge.	M-39 121.16
15	Excessive talking, laughter, noise, and etc.	M-41 112.25
16	Wandering around engaging in unnecessary conversations.	M-41 112.26
17	Away from case (PERSONAL NEEDS)	
16	Away from case (PHONE)	
19	Away from case (BREAK)	
20	Away from case (UNKNOWN LOOATION OR REASON)	
21	Stops casing during conversation.	M-41 112.25
22	Going to swing room for coffee/soft drinks and returning to case.	M-39 242.341, Local Policy
23	Completing Form 3849 for res/del in its entirety at case.	M-41 262
24	Not casing sequenced letters/flats into empty case.	M-39 121.15
25	Eating at case.	M-41 112.27, Local Policy
26	Takes small amount of mail out of tray, puts on ledge, instead of dumping entire tray.	M-41 112.27, 223.15
27	Sitting down while casing.	M-39 121.14. 121.16

28	Completing form 3649 while checking in at P.M.	M-41 335.2
29	Not placing first relay in satchel.	M-41 272
30	Not recording time properly.	M-41 112.23, 210, 212, 410
31	Not leaving case orderly/clean when leaving office in AM/ PM.	M-41 121.24. 142
32	Not pulling "Hot Case when leaving office.	M-41 291
33	Not clocking off promptly after completion of P.M. duties.	M-39 121.26
34		
35	Casing mail with pen/pencil interfering with grasping of letters.	M-41 224.2 .22
36	Moving vehicle to dock to load.	M-39 125.23
37	Driving through intersection or over .1 mile between deliveries with door open.	M-41 812.3, 612.7, P-13
38	Not following authorized line of travel on route.	M-39 125.3, M-41 131.31
39	Not delivering route as cased.	M-39 117.41c
40	Not fingering mail properly.	M-39 125.6, M-41 133.2, 321.5
41	Taking unauthorized breaks.	M-39 242. 341
42	Extending breaks.	M-39 242, 341
43	Not taking breaks at authorized location.	M-39 242, 341
44	Not taking lunch at authorized location.	M-39 125.3, M-41 251.6
45	Extending lunch.	M-41 251.6
46	Failing to take short cuts.	M-39 242, 243
47	Not using most efficient delivery pattern.	M-39 132.13. M-41 323.2
48	Using too many relays and park points.	M-39 132.13
49	Delivering SPR's as parcels from vehicle.	M-41 225.16, 225.17,225.22
50	Retracing.	M-41 321.54
51	Talking unnecessarily with customers.	M-41 112.29
52	Not using third bundle where appropriate.	M-41 222b. 322.12, 322.23
53	Not securing vehicle.	M-41 131.11, 821 thru 826
54	Not loading vehicle properly.	M-39 125.1 M-41 322.11
55	Separating and arranging raw mail and nixies after completing route or while unloading.	M-41 132.32, 132.33, 374
56	Not having mail ready at each delivery point.	M-41 321.3. 321.5