



Management of Delivery Services

Handbook M-39

March 1998



Management of Delivery Services

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March 1, 1998
Transmittal Letter 13

- A. Explanation.** This is a partial revision of Handbook M-39, *Management of Delivery Services*, that incorporates current postal forms and language and deletes forms and language made obsolete since Transmittal Letter 12 dated June 30, 1996. This revision is a complete issue of Handbook M-39. Discard all previous transmittal letters.
- B. Distribution**
- 1. Initial.** Handbook M-39 is being distributed directly to all post offices with city delivery service and to their classified stations and branches.
 - 2. Additional Copies.** Order additional copies as needed from the appropriate material distribution center.
- C. Questions and Comments.** Suggestions and comments about this handbook should be sent to:
- DELIVERY
OPERATIONS SUPPORT
US POSTAL SERVICE
475 L'ENFANT PLZ SW RM 7142
WASHINGTON DC 20260-2802
- D. Cancellations.** All previous issues of Handbook M-39 are obsolete.
- E. Effective Date.** This handbook is effective March 1, 1998.

A handwritten signature in black ink, appearing to read "Nick Barranca".

Nicholas F. Barranca
Vice President
Operations Support

Summary of Changes

Chapter 1, Administration of City Delivery Service

Section 111.2n is updated to reflect the current *Postal Operations Manual*, *Domestic Mail Manual*, and Handbook M-41, *City Delivery Carriers Duties and Responsibilities*, references.

Section 117.41b is updated to reflect the current use of Computerized Forwarding System (CFS) and deletes references to Central Markup (CMU).

Section 117.41k is revised to incorporate the change to use CLASS case labels.

Section 126.5 is a clarification of the items that should be checked.

Section 128 is a title change from Customer Service Management Data System (CSMDS) to Operations Analysis.

Section 128.1 updates the language for the current Form 3930.

Section 128.2 updates the language for the current Form 3930.

Sections 128.21, 128.22, 128.23, and 128.24 all incorporate language for the allowed use of the Edit Book.

Sections 128.3, 128.31, and 128.34 all update the language for the current Form 3930.

Section 128.35 is deleted because of reference to obsolete Form 3923.

Section 132.31 updates office responsible.

Section 141.113 makes reference to Chapter 3 for clarification.

Section 141.19h updates management level responsible.

Section 142.1 updates management level responsible.

Section 145.3 updates management level responsible.

Section 153 updates management level responsible.

Section 153c deletes reference to SF-46 and adds valid state driver's license.

Section 162.1 deletes reference to obsolete Form 3997B.

Section 162.2 is renumbered to section 162 and updates analysis of Form 1571.

Section 171.2a(1) updates management level responsible.

Section 181.1a is updated to reflect the current use of Computerized Forwarding System (CFS) and deletes references to Central Markup (CMU). Reference is also made to UAA.

Section 181.1b makes reference to UAA.

Section 181.1c updates procedures for handling Forms 3575 and 3982.

Section 181.1e identifies machinable and non-machinable separations.

Section 181.1g is updated to reflect the current use of CFS and deletes references to CMU.

Section 181.1g(2) is updated to reflect the current use of CFS database and deletes references to CMU.

Section 181.1g(3) is updated to reflect the current use of CFS and deletes references to CMU.

Section 181.1h is updated to reflect the current use of CFS and deletes references to CMU.

Section 181.1h(2) incorporates language for Form 3575-Z.

Section 182 is updated to reflect the current use of CFS and deletes references to CMU.

Section 182a is updated to reflect the current use of CFS and deletes references to CMU.

Section 182c is updated to reflect the current use of CFS and deletes references to CMU.

Section 182e is updated to incorporate the term “imaging.”

Chapter 2, Mail Counts and Route Inspections

Section 214a(7)(b) corrects exhibit reference.

Section 214a(7)(c) incorporates language for the allowed use of the Edit Book.

Section 214a(8) adds language to review DPS procedures.

Section 216.2f adds language to provide Standard Operating Procedures to managers.

Section 217.2 clarifies language for data to use.

Section 221.124 is updated to incorporate the use of Form 3999-X.

Section 221.5 corrects headquarters office name.

Section 221.136 corrects reference to read 221.35.

Section 222.1 corrects reference to read 222.1 pp. 1–5.

Section 222.212a updates recording procedures of DPS volume.

Section 222.212g updates accounting procedures of DPS pieces.

Section 222.212i updates mail classification.

Section 222.213 is updated to reflect the current use of CFS and deletes references to CMU and recording procedures of DPS pieces.

Section 222.22 is updated to reflect the current use of CFS and deletes references to CMU.

Section 222.221 is updated to reflect the current use of CFS and deletes references to CMU.

Section 222.225b is updated to reflect the current use of CFS and deletes references to CMU and recording procedures of DPS pieces.

Section 234.14i incorporates language for the allowed use of the Edit Book.

Section 234.14n incorporates language for the allowed use of the Edit Book.

Section 234.32j deletes reference to SF-46.

Section 241 deletes reference to exhibit page 3, changing it to section 243.4.

Section 241.32 is updated to incorporate T-6.

Section 241.33 is updated to incorporate T-6.

Section 241.35l is updated to include DPS pieces.

Section 242.331 is updated to reflect the current use of CFS and deletes references to CMU.

Sections 242.4e, 242.4f, and 242.512 correct all exhibit references to be 242.13l.

Section 243.53 is updated to reflect the current use of CFS and deletes references to CMU.

Section 243.55 is updated to reflect the current use of CFS and deletes references to CMU.

Section 243.56 incorporates language for the allowed use of the Edit Book.

Section 243.63 is updated to incorporate T-6.

Section 243.67 deletes reference to obsolete Form 3921-A.

Chapter 3, Unit Summary of City Delivery Routes

Chapter 3 is totally re-written to account for revised Form 3998.

Exhibits

Exhibit 126.13 is revised.

Exhibit 126.3 is revised.

Exhibit 126.41 is revised.

Exhibit 128.1 is reserved for form being changed.

Exhibit 128.21 incorporates current form.

Exhibit 141.18 is revised.

Exhibit 213d (pages 1, 2, 3, and 4) is revised.

Exhibit 213e is revised.

Exhibit 217.2 (page 1) incorporates current version.

Exhibit 222.1 (pages 1 and 2) is revised.

Exhibit 222.1 (pages 3, 4, and 5) incorporates current version.

Exhibit 222.21 is revised.

Exhibit 222.214a(5) (pages 1 and 2) is consolidated to exhibit 222.214a(5).

Exhibit 222.22 is revised.

Exhibit 222.232 incorporates current form.

Exhibit 234.1 (pages 1 and 2) is revised.

Exhibit 234.1 (page 3) incorporates current form.

Exhibit 234.33 (pages 1 and 2) is revised.

Exhibit 241 (pages 1 and 2) is revised.

Exhibit 251 (pages 1 and 2) incorporates current form.

Exhibit 32 (pages 1 and 2) is revised.

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