

Old Language

122.223 Special services mail that is first identified while performing street duties will need to have a Form 3849 completed at the delivery point, to ensure proper recording of these items when the carrier returns to the office.

New Language

122.223 [Revise the text of 122.223 to read as follows:] If Extra Services mail is first identified while performing street duties, the carrier will need to have the customer sign for the items on the data collection device at the delivery point. If the customer cannot sign on the data collection device for any reason, complete a PS Form 3849, Delivery Notice/Reminder/Receipt, to ensure proper recording of these items when the carrier returns to the office.

Old Language

232.1 Delivery Events

At delivery point, scan/enter mail piece or firm sheet barcode, and enter other appropriate information into the data collection device as required and instructed. If required, collect all customer signature and printed names on PS Form 3849, *Delivery Notice/Reminder/Receipts*. The delivery address should be recorded on the barcoded side of PS Form 3849. Scan the barcode on PS Form 3849 after obtaining recipient signature and printed name.

New Language

232.1 Delivery Events [Revise the text of 232.1 to read as follows:] At delivery point, scan/enter mail-piece or firm sheet bar-code, and enter other appropriate information into the data collection device, as required and instructed. If required, collect customer signature and address on the data collection device. If customers cannot sign on the device, collect his or her signature and printed names on PS Form 3849, Delivery Notice/Reminder/Receipt. The delivery address should be recorded on the barcoded side of PS Form 3849. Scan the barcode on PS Form 3849 after obtaining recipient signature and printed name.

Old Language

333.2 Have addressee sign on bottom line of original U.S. Customs Form 3419 and sign and print name on PS Form 3849. Sign duplicate U.S. Customs Form 3419 and deliver it with parcel to addressee. See subchapter 23 for appropriate scanning procedures.

New Language

*333.2 [Revise the first and second sentence of 333.2 to read as follows:] Have addressee sign on bottom line of original U.S. Customs Form 3419, sign his or her name, and provide an address on the data collection device. If the customer cannot sign on the device, have him or her sign and print his or her name on PS Form 3849. ****

Old Language

334.1 Detach COD tag, PS Form 3816, *COD Mailing and Delivery Receipt*, if addressee has indicated he or she will pay for and accept the COD parcel and have addressee sign PS Form 3849, *Delivery Notice/Reminder/Receipt*.

See subchapter 23 for appropriate scanning procedures.

New Language

334.1 [Revise the first and second sentence of 334.1 to read as follows:] Detach COD tag, PS Form 3816, *COD Mailing and Delivery Receipt*, if addressee has indicated he or she will pay for and accept the COD parcel, and have addressee sign on the data collection device. If the customer cannot sign on the device, use PS Form 3849, *Delivery Notice/Reminder/ Receipt*.

Old Language

335.11

a. Require the person to show identification if not known, and to sign and print name on PS Form 3849, *Delivery Notice/Reminder/Receipt*, before delivery when applicable.

b. Deliver articles entered on PS Form 3883, *Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail*, after obtaining a signature of addressee or agent on PS Form 3849. (Deliver the *duplicate* PS Form 3883 with the articles.)

New Language

a. Require the person to show identification, if not known, and sign his or her name and print address on the data collection device. If the customer cannot sign on the data collection device, have him or her sign and print his or her name on PS Form 3849, *Delivery Notice/Reminder/Receipt*, before delivery, when applicable.

b. Deliver articles entered on PS Form 3883, *Firm Delivery Receipt for Accountable Mail and Bulk Delivery Mail*, after obtaining a signature of addressee or agent on the data collection device, PS Form 3849 can be used if the customer cannot sign on the device. (Deliver the *duplicate* PS Form 3883 with the articles.)

Old Language

335.15 Complete Forms 3849 and 3883 showing the date of delivery and your signature (surname and initials).

New Language

335.15 [Revise the text of 335.15 to read as follows:] Complete PS Forms 3883 and 3849 (when unable to obtain a signature on the data collection device) showing the date of delivery and your signature (surname and initials).

Old Language

335.16 Certified mail mixed in with DPS mail and identified while performing street duties is to be handled in the same manner as certified mail that is issued in the office by the accountable clerk. Form 3849 must be completed at the delivery point and delivery should be attempted. Receipts are to be turned in to the accountable clerk along with receipts for any other certified mail.

New Language

335.16 *[Revise the text of 335.16 to read as follows:] Certified mail mixed in with Delivery Point Sequence (DPS) mail and identified while performing street duties is to be handled in the same manner as certified mail that is issued in the office by the accountable clerk. Customers must sign for this mail on the data collection device at the delivery point. If for any reason the customer cannot sign on the collection device, PS Form 3849 must be completed at the delivery point and delivery should be attempted. Receipts are to be turned in and the collection device presented to the accountable clerk along with receipts for any other certified mail.*

Old Language

432.1 Give finance clerk all undeliverable articles and Forms 3849 and/or 3811 for each registered and certified delivery.

New Language

432.1 *[Revise the text of 432.1 to read as follows:] Give finance clerk all undeliverable articles, present the data collection device showing each item delivered, all PS Forms 3849 for items unable to be signed for on the device, and/or PS Form 3811 for each registered and certified delivery. The supervisor may print an electronically generated report showing all items signed for on the data collection device.*

Old Language

433 Insured Mail

Put all Forms 3811 which were requested by senders of insured mail in designated places. Complete Form 3849 as specified for registered and certified mail.

New Language

433 Insured Mail *[Revise the text of 433 to read as follows:] Put all PS Forms 3811 which were requested by senders of insured mail in designated places. Complete PS Form 3849 as specified for registered and certified mail. If the customer signed for an article on the data collection device, present the device to the finance clerk showing the articles delivered. The supervisor may also print an electronically generated report showing all items signed for on the data collection device.*

Old Language

434.2 *If Form 3821 is used at your office, verify the entries after clerk has entered the amount of funds and the number of parcels accounted for (see exhibit 434.2). Carrier must place original of Form 3821 in locked receptacle provided and keep the duplicate for 3 months from last day of month issued. (Clerk may not do this.)*

New Language

434.2 *[Add text as last sentence for 434.2 to read as follows:] ***The supervisor may also print an electronically generated report showing all items signed for on the data collection device.*