

Auto Pivot Training

April 2025

Introduction

Facilitator Team

Ron Cherry – HQ City DS&P
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Auto Pivot Audience:

Today’s presentation is intended for City Delivery management



Auto Pivot Familiarization

Background

Auto Pivot Screen Overview and Features

Access to Auto Pivot in GEO

Assigning Pivots

Questions and Answers / Live Demo



National Release Timeline

National release date – 3/31

- District Manager socialization – 4/1
- Learn and Grow Dates
 - Wednesday and Thursday 4/2 - 4/3
 - 10:00am and 4:00pm EST
- Daily Bridge calls for assistance
 - Begin 4/3 – 8:00am - 1:00pm EST

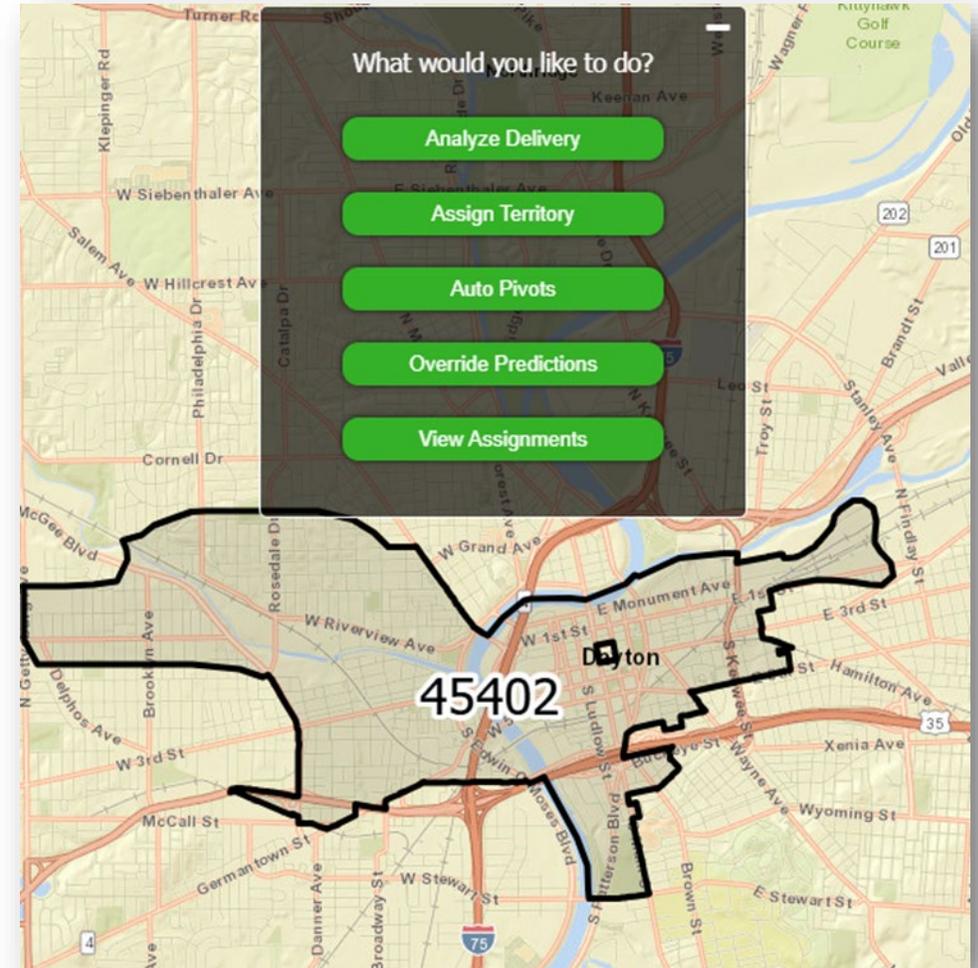


Background

What is it?

Auto Pivots

- Geo Delivery enhancement
- Designed to assist in capturing carrier undertime
- Helps in reduction of street inactivity time
- Ensures required pecking order is followed
- Link [USPS TRP GEO Delivery Login](#)



How Can it Help

- Program gives real-time snapshot of carrier's workload
- Suggests routes to pivot
 - Based off carrier schedules and leave entries
- Identifies carriers with undertime
- Simplifies selecting territory to assign
- Provides nearby carrier recommendations
- Assists in keeping OTDL equitable
- Management has limited time to make informed decisions
- Auto Populates PS Form 3996's for printing



Auto Pivot Screen Overview and Features

Suggested Pivoting

Auto Pivots

- Suggests routes for pivoting
 - Based off carrier schedules in TACS and leave entries
 - eRMS Requests must be approved and flow into TACS before a route will show up in the suggested list
- Identifies total street time to be pivoted

Suggested Routes for Pivoting				
49418	C003	PAULUS, K M. Off Today for 08:00	Dlvry Pts 614	Remaining 06:22
49418	C004	NORTHHOUSE, S J. Off Today for 08:00	Dlvry Pts 587	Remaining 05:38
49418	C010	ELENBAAS, L J. Off Today for 08:00	Dlvry Pts 592	Remaining 06:13
DOIS Routes				
49418	C001	GONZALEZ, E R.	Dlvry Pts 445	Remaining 06:27
49418	C002	BUSCHINI, I C.	Dlvry Pts 940	Remaining 06:07



Assignment Identification

Auto Pivots

- Identifies each route's current workload
- Identifies assignment pecking order
 - Undertime
 - Overtime Desired List (Ranked by OT Admin)
 - Nearby Carriers

Select Carrier for Assignment			
Undertime Carriers			
02:14 of 63401 C001 to	CUMMINS, R. W. Regular	Primary on 63401 C011	DOIS 06:46
02:00 of 63401 C001 to	CAMPBELL, T. K. Regular	Primary on 63401 C013	DOIS 06:56
02:00 of 63401 C001 to	BURGER, J. L. Regular	Primary on 63401 C005	DOIS 06:58
Overtime Desired List			
02:14 of 63401 C001 to	CUMMINS, R. W. Regular	Primary on 63401 C011	DOIS 06:46
Nearby Carriers			
02:00 of 63401 C001 to	BURGER, J. L. Regular	Primary on 63401 C005	DOIS 06:58
02:00 of 63401 C001 to	MORRELL, J. L. Regular	Primary on 63401 C008	DOIS 07:01
02:00 of 63401 C001 to	GORDON, R. D. Regular	Primary on 63401 C002	DOIS 07:07
02:00 of 63401 C001 to	BROWN, J. A. Regular	Primary on 63401 C015	DOIS 07:09

Assignment Identification

Auto Pivots

- Streamlines sector segment assignments
 - Enables logical groupings based on duration
- Simplifies territory assignments

Geo Delivery - Auto Pivots

Select How Much of Route 45424 C004 to Pivot

01:00

Select Pivots To Assign

Group 1	3 pivots	Unassigned	00:49
Group 2	4 pivots	Unassigned	01:00
Group 3	3 pivots	Unassigned	00:47
Group 4	4 pivots	Unassigned	01:02
Group 5	3 pivots	Unassigned	00:57
Group 6	3 pivots	Unassigned	00:43
Group 7	2 pivots	Unassigned	00:52
Group 8	2 pivots	Unassigned	00:28

Assignment Identification

Auto Pivots

- Auto generates PS Form 3996
- Saves time
- Increased PS Form 3996 accuracy
- Assignments saved to DOIS

Print Forms

From 49418 C003	To YOUNG, S E.	49418 C011	Total 01:25
Start Address	End Address	Dlvry Pts	Duration
2932 CHICAGO DR SW	3141 CHICAGO DR SW	22	00:16
2350 IVANREST AVE SW	3290 CHICAGO DR SW	17	00:22
3040 REMICO ST SW	3056 DIXIE AVE SW E STE	22	00:10
2900 28TH ST SW A STE	2779 DIXIE AVE SW	30	00:22
3194 HOMEWOOD ST SW	3006 HOMEWOOD ST SW	32	00:12

From 49418 C003	To BIRD, T A.	49418 C015	Total 01:08
Start Address	End Address	Dlvry Pts	Duration
3000 PORTER ST SW	2887 PORTER ST SW	80	00:35
2861 BLUEWATER LN SW	2916 BLUEWATER LN SW	43	00:33

From 49418 C003	To HILER, R	49418 C006	Total 01:28
Start Address	End Address	Dlvry Pts	Duration
2672 WOODBINE AVE SW	2966 CHICAGO DR SW	39	00:15
2973 DORMAX ST SW	3047 SANGRA AVE SW	35	00:24
2991 28TH ST SW	3191 28TH ST SW	13	00:11
2642 IVANREST AVE SW	2960 HOMEWOOD ST SW	30	00:23
2975 LEE ST SW	2680 IVANREST AVE SW	29	00:12

From 49418 C003	To VLIETSTRA, T C.	49418 S996	Total 01:26
Start Address	End Address	Dlvry Pts	Duration
2675 WOODBINE AVE SW	2950 28TH ST SW	35	00:26
2880 REMICO ST SW	2972 SANGRA AVE SW	16	00:11
2633 DIXIE AVE SW	2545 EASTLAKE CT SW	44	00:22
2591 EASTLAKE DR SW	3280 CHICAGO DR SW	50	00:26

From 49418 C003	To DANIELS, J	49418 S997	Total 00:53
Start Address	End Address	Dlvry Pts	Duration
3420 CHICAGO DR SW	3308 CHICAGO DR SW	11	00:10
3276 LOMBARD ST SW	3291 OLIVET ST SW	23	00:15
2744 WOODBINE AVE SW	3284 LARUE ST SW	35	00:12
3000 DORMAX ST SW	2900 DIXIE AVE SW 2 STE	8	00:15

Carrier Aux Control (form 3996) for YOUNG, S E.

Carrier Aux Control (form 3996) for BIRD, T A.

Carrier Aux Control (form 3996) for HILER, R

Carrier Aux Control (form 3996) for VLIETSTRA, T C.

Carrier Aux Control (form 3996) for DANIELS, J

United States Postal Service
Carrier - Auxiliary Control

A. Delivery Unit: DAY-DABEL BR
B. Telephone: [Redacted]
C. Date: 2025-03-27

D. Carrier's Name and Route No.: HUFF, E R. 45420C017
E. Lunch Place and Time: [Redacted]

F. Indicate entire or portion of the case shelves covering mail as street auxiliary assistance

1	2	3	4	5	6
[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]	[Redacted]

G. Keys Required? Yes No
H. Cartage Required? Yes No
I. Accountable Mail? Yes No

J. Reason For Use of Auxiliary: [Redacted]

K. Estimated Work: Hours: 1, Minutes: 23
L. Management Action: Check and initial all appropriate actions.
Auxiliary Assistance: Approved Disapproved
Overtime: Approved Disapproved

M. Transportation (If drive-out, show parking location(s) on reverse):
Transportation Mode to and from route: Postal owned: Drive-out: Contract: Public:

N. Starts Delivery at: 1025 DONALD AVE
* Collected mail from all collection boxes on your part of the route, unless instructed otherwise.

Deliver: [Redacted]
Collection boxes locations:
1025 DONALD AVE - 1025 DONALD AVE 1
1220 KEMPER AVE - 1220 KEMPER AVE 2
3
4
5
6

O. Find Relays At:
1 2801 KENMORE AVE 4
2 1220 KEMPER AVE 5
3 6

P. Assistance Completed By (Carrier Name and regular route number if assigned): WILLHELM, G 45420S800

Office Time		Street Time				Total Auxiliary Time
Begin Time	Time Used	Begin Travel To	Begin Delivery	Begin Travel From	Travel To	
					Delivery	
End Time		End Travel To	End Delivery	End Travel From	Travel From	
					Total Street	

PS Form 3996, November 1997



Access to Auto Pivots in GEO

Supervisor Login

Supervisor logs in to DOIS:

- Selects route to be pivoted
- Select street
- Click on Pivot button

Regular/City Route Details

Route: 24004 Service Date: 02/20/2025 Total Earned Hrs: 07:45

Route Approved Action		
	Time Aprv.	OT Aprv.
Earned	-00:15	00:00
Proj Adj	00:00	
Office Assist	00:00	00:00
Street Assist	00:00	00:00
Total	-00:15	00:00

3996 Tracking

Requested Time: 0:00

Approved Time: 0:00

Assgnd Carr OT: 0:00

Disapproval Reason

Not Justified by Workload

Not Justified by Projected Adjustments

Office Street Projected Adjustments Route Metrics Parcels Over/Under Base

Street Schedule Information

Base Street Hrs: 06:57 Proj. Leave: 08:42 AM Proj. Return: 07:12 PM

Carrier: HIEB, W N Assign... Remove

Street Pivot/Auxiliary Assistance

Pivot...

Street Pivot/Auxiliary Assistance Sections					
	Assigned To Carrier	Duration	Start Time	End Time	First Address

Total Assistance: 00:00 Delete Assistance

Help Save 3996 Close

Supervisor Login

Supervisor logs in to TRPGEO:

- Legal Agreement displays – click **“I Accept”**
- Enter ACE ID
- Enter Ace Password
- [Link USPS TRP GEO Delivery Login](#)

https://trpgeo.usps.gov/trp-web-geo/login

Geo Delivery Login

WARNING! FOR OFFICIAL USE ONLY
This is a U.S. Government computer system and is intended for official and other authorized use only. Unauthorized access or use of this system may subject violators to administrative action, civil, and/or criminal prosecution under the United States Criminal Code (Title 18 U.S.C. § 1030). All information on this computer system may be monitored, intercepted, recorded, read, copied, or captured and disclosed by and to authorized personnel for official purposes, including criminal prosecution. Any authorized or unauthorized use of this computer system signifies consent to and compliance with postal service policies and these terms.

I accept

btwb7b

.....

Login

Current Notifications

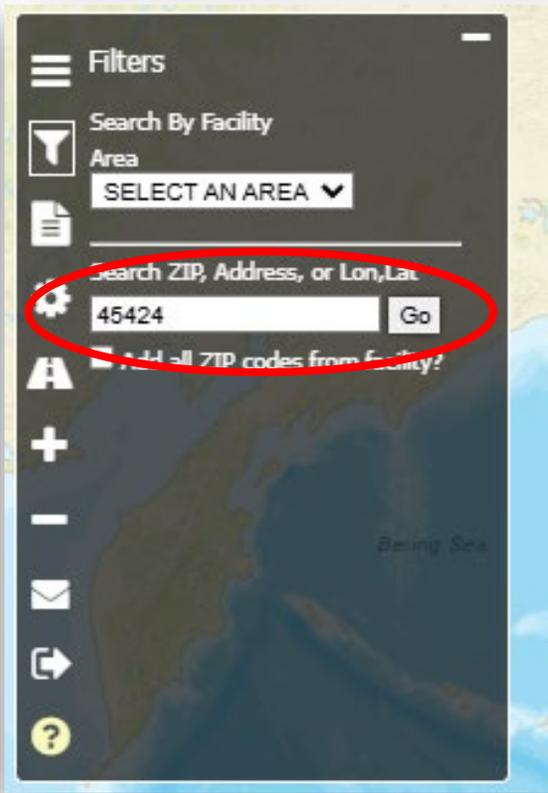
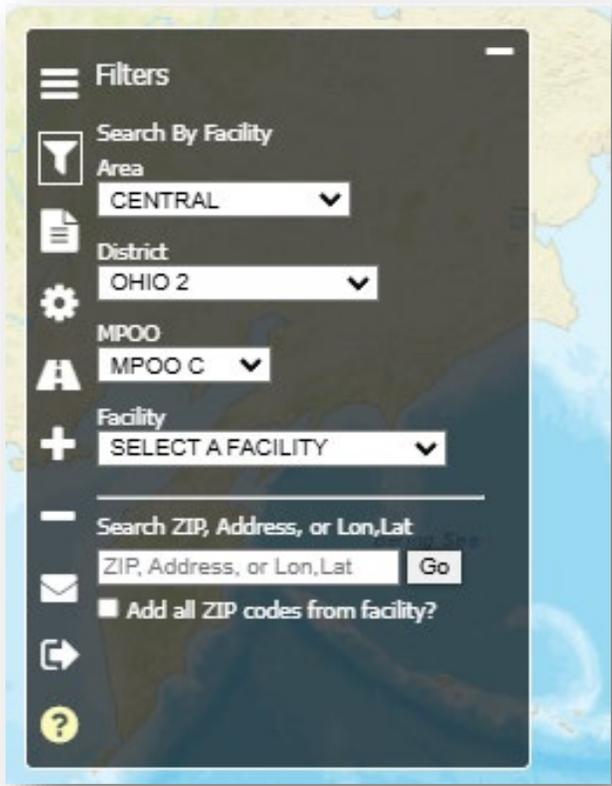
Geo Delivery is available Monday-Saturday between the hours of 5:00AM - 10:30PM (CST)

Single-sign-on (SSO) has been disabled from Geo Delivery due to user complaints about login issues. Please login manually using your ACE ID and password.

Select Office

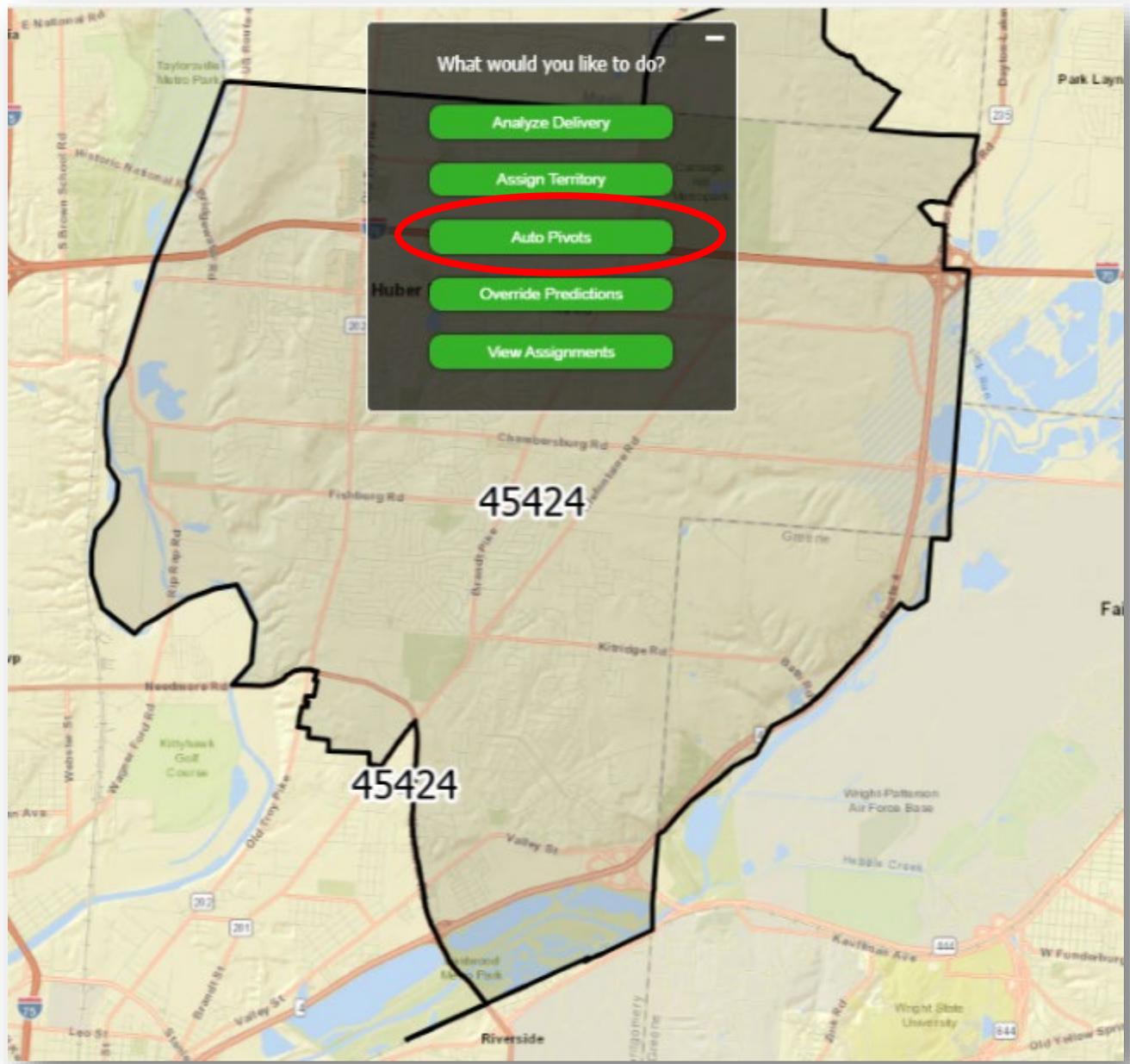
Office selection screen will open

- Multiple ways to access office
 - Drill down
 - Select Area
 - Select District
 - Select MPOO
 - Select Facility
 - Check add all zip codes
 - Search zip codes
 - Enter zip code
 - Hit Go button
 - Check add all zip codes



Select Auto Pivots

- The GEO Delivery screen will open
- Select the Auto Pivots tab



Auto Pivot Home Screen

- The Auto Pivot home screen will open

ZIP Codes 45424

Search Filter...

[Create Pivot Assignments Manually](#)

[Return to Geo Delivery Home](#)

[Logout](#)

Geo Delivery - Auto Pivots

Suggested Routes for Pivoting

45424	C005	OLIVER, J F. Off Today for 08:00	Dlvry Pts 773	Remaining 06:18
45424	C014	FINNELL, T Off Today for 08:00	Dlvry Pts 446	Remaining 06:29
45424	C046	MARDINI, A H. Off Today for 08:00	Dlvry Pts 386	Remaining 05:53

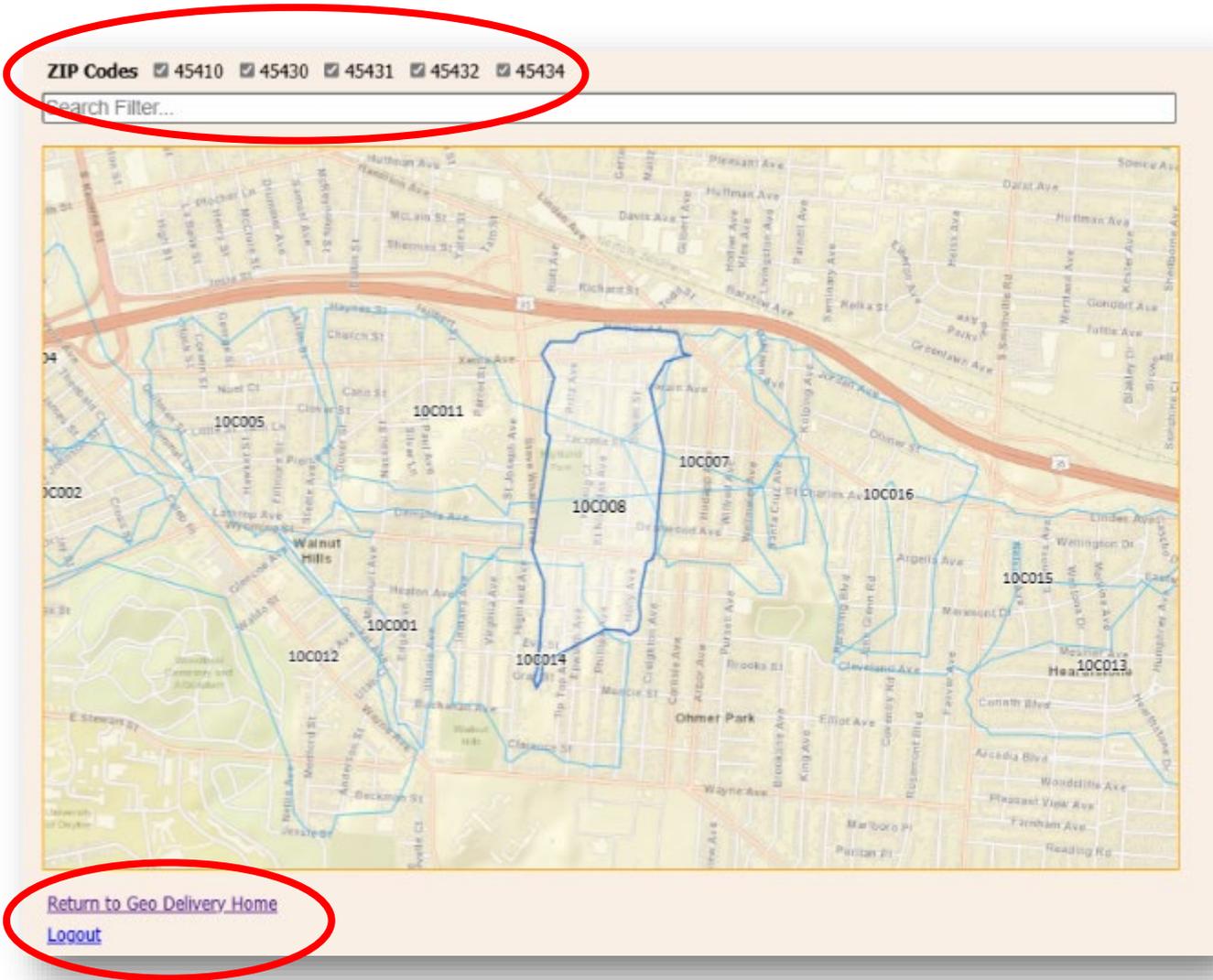
DOIS Routes

45424	C003	WATSON, A	Dlvry Pts 929	Remaining 06:01
45424	C004	LAWSON, M	Dlvry Pts 509	Remaining 06:16
45424	C006	VIQUEZ VALVERDE, A A.	Dlvry Pts 478	Remaining 06:16
45424	C007	GOODWIN, D J.	Dlvry Pts 788	Remaining 06:34
45424	C008	FULLENKAMP, E C.	Dlvry Pts 568	Remaining 06:36
45424	C009	ROBINSON, J A.	Dlvry Pts 737	Remaining 06:39
45424	C010	BULLOCK, R D.	Dlvry Pts 651	Remaining 06:03
45424	C011	BRINK, M R.	Dlvry Pts 739	Remaining 06:36
45424	C012	HANEY, E A.	Dlvry Pts 591	Remaining 06:15

Assigning Pivots

Auto Pivot Map

- The left side of the page shows a map of the routes
- Option to select individual zip codes
- Search filter option to search all data: Employee Name, Route, ZIP Code, etc.
- Link to return to GEO Delivery office selection screen
- Logout option



Auto Pivot Routes

- The right side of the screen has the routes for pivoting
- **Suggested routes**
 - These routes are based off carrier schedules and leave entered
- **DOIS Routes**
 - All the routes for the office
- User can select from suggested routes or pick any DOIS route for pivoting
- **Remaining time**
 - Identifies total street time to be pivoted
 - Reduces as pivots are assigned

Geo Delivery - Auto Pivots

Suggested Routes for Pivoting				
45424	C005	OLIVER, J F. Off Today for 08:00	Dlvry Pts 773	Remaining 06:18
45424	C014	FINNELL, T Off Today for 08:00	Dlvry Pts 446	Remaining 06:29
45424	C046	MARDINI, A H. Off Today for 08:00	Dlvry Pts 386	Remaining 05:53

DOIS Routes				
45424	C003	WATSON, A	Dlvry Pts 929	Remaining 06:01
45424	C004	LAWSON, M	Dlvry Pts 509	Remaining 06:16
45424	C006	VIQUEZ VALVERDE, A A.	Dlvry Pts 478	Remaining 06:16
45424	C007	GOODWIN, D J.	Dlvry Pts 788	Remaining 06:34
45424	C008	FULLENKAMP, E C.	Dlvry Pts 568	Remaining 06:36
45424	C009	ROBINSON, J A.	Dlvry Pts 737	Remaining 06:39
45424	C010	BULLOCK, R D.	Dlvry Pts 651	Remaining 06:03
45424	C011	BRINK, M R.	Dlvry Pts 739	Remaining 06:36
45424	C012	HANEY, E A.	Dlvry Pts 591	Remaining 06:15
45424	C015	HAYES, M J.	Dlvry Pts 449	Remaining 06:32

Auto Pivot Routes

- Before pivot assignments have been determined
- Ensure your AM volumes are entered into DOIS
- Select the route you need to pivot
- Auto Pivots shows Undertime routes first
 - Current projected work hours are shown next to each route
 - Utilize this list for AM expectation conversations to capture as much undertime as possible

Select Carrier for Assignment

Undertime Carriers

01:09	of 45431 C012 to	SMITH, C E. Regular	Primary on 45430 C027	DOIS 04:46
01:09	of 45431 C012 to	PERKINS, D L. Regular	Primary on 45431 C007	DOIS 06:25
01:09	of 45431 C012 to	MAGNUSON, J W. Regular	Primary on 45431 C031	DOIS 06:41
01:09	of 45431 C012 to	BEVERLY, J M. Regular	Primary on 45431 C049	DOIS 06:52
01:09	of 45431 C012 to	CRABB, S Regular	Primary on 45431 C025	DOIS 06:54

Selection of Pivots

- Select Pivot duration using the slide bar to create pivots based on time
- Option to use arrows to adjust in 15-minute increments or click the time to manually enter
- This route is being split up in pivots of 1:30
- The Auto Pivot Tool has split the route into 4 groups of territory for assignment
- Assign the pivots by selecting carriers below
- Circle with X by name – Removes just the selected assignment
- Reset Carrier Assignments – Removes all assignments made
- To save these assignments select Save Pivot Assignments

Select How Much of Route 45424 C004 to Pivot



Select Pivots To Assign

Group 1	5 pivots	Unassigned	01:19
Group 2	5 pivots	Unassigned	01:17
Group 3	5 pivots	Unassigned	01:31
Group 4	5 pivots	Unassigned	01:30

Select How Much of Route 45424 C004 to Pivot

01:30



Select Pivots To Assign

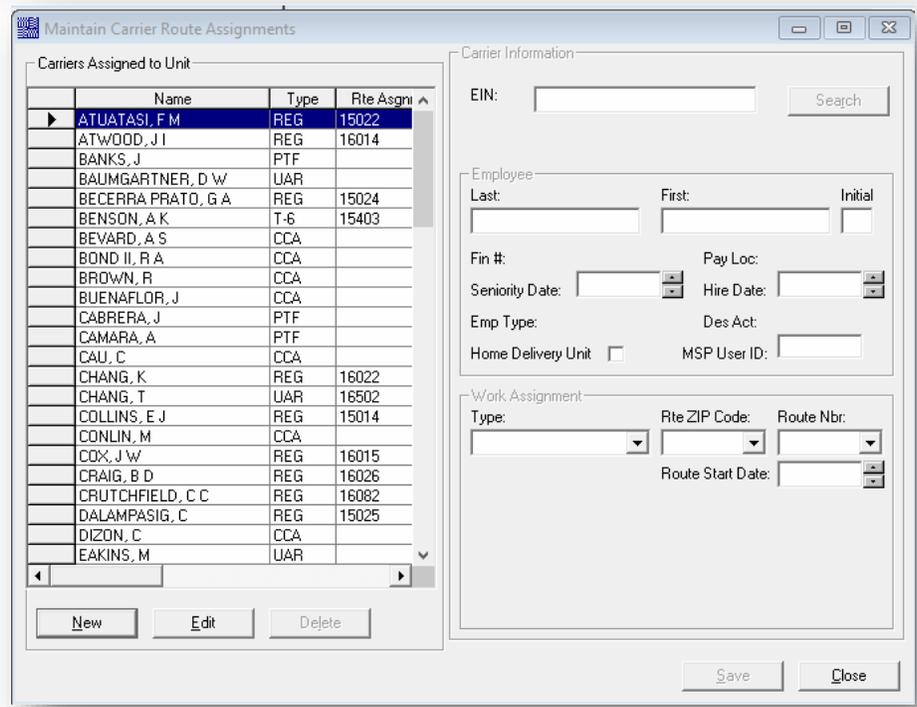
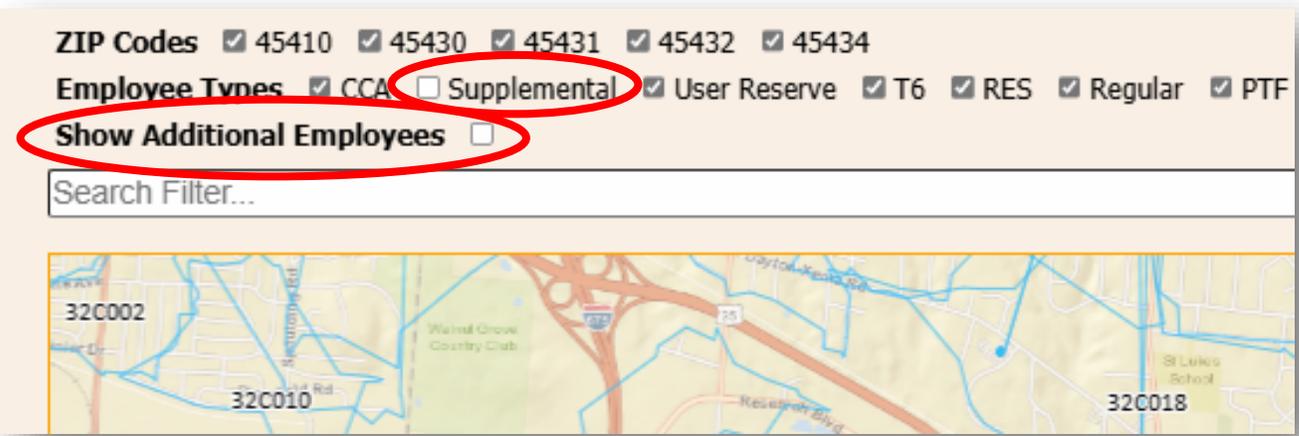
Group 1	5 pivots	RUCKER, K 	01:19
Group 2	5 pivots	FINNELL, T 	01:17
Group 3	5 pivots	Unassigned	01:31
Group 4	5 pivots	Unassigned	01:30

Save Pivot Groupings

Reset Carrier Assignments

Selection of Pivots

- Employee list is defaulted to just carriers assigned a route
 - Check **Supplemental** to view CCA's, Unassigned Regulars, PTF's and Reserve Carriers
- Check **Show Additional Employees** to view all employees from the DOIS Maintain Carrier Route Assignment list
 - This would be to access borrowed carriers from other offices
 - Carriers must be added here before they show up in GEO Delivery



Saving Pivot Assignments

- The pivots assigned will be displayed
- Territory assignment and time will be populated
- You may now print the PS Form 3996's for these assignments by selecting Print Forms
- To continue creating assignments click on Select a New Route

Saved the following Pivot Assignments successfully!

From 45424 C005	To BOMBERRY JR, N E.	45424 S877	Total 01:34
Start Address	End Address	Dlvry Pts	Duration
6308 KEELER ST	4470 HYLAND AVE	90	00:15
7973 HYLAND AVE	7766 UNION SCHOOLHOUSE RD	25	00:15
3429 FOREST RIDGE BLVD	3448 FOREST RIDGE BLVD	26	00:16
4402 HARDWOOD TRL	4403 HAWK WATCH WAY	25	00:15
4173 COURY LN	5505 HEARTHSIDE CT	34	00:17
4284 UNION SCHOOLHOUSE RD	4481 BAKER RD	16	00:12

From 45424 C005	To AFREH, A	45424 S952	Total 01:34
Start Address	End Address	Dlvry Pts	Duration
4455 KITRIDGE RD	4833 VAN METER ST	93	00:13
3712 BAY TREE CT	2011 MATT WAY	45	00:21
7038 UNION SCHOOLHOUSE RD	4003 LOYALA CHASE LN	23	00:17
4002 LOYALA CHASE LN	4110 BRIDLEGATE WAY	30	00:14
4343 SOFTWOOD LN	4322 TARNVIEW DR	32	00:15
4202 DOBBIN CIR	4372 DOBBIN CIR	20	00:11

From 45424 C005	To MUSGROVE, S B.	45424 S919	Total 01:20
Start Address	End Address	Dlvry Pts	Duration
7755 UNION SCHOOLHOUSE RD	7101 UNION SCHOOLHOUSE RD	25	00:16
4012 ATHA CT	5011 KATHERINE CT	31	00:17
4118 BRIDLEGATE WAY	3417 SURRY RIDGE WAY	32	00:15
4222 COACH LIGHT TRL	4398 COACH LIGHT TRL	26	00:13
4404 SOFTWOOD LN	4407 SOFTWOOD LN	28	00:17

From 45424 C005	To POEPPelman I, J E.	45424 S854	Total 01:33
Start Address	End Address	Dlvry Pts	Duration
1024 GLEASON DR	3011 MUGAVIN CT	36	00:17
4149 EAGLE WATCH WAY	3434 SURRY RIDGE WAY	32	00:17
4399 COACH LIGHT TRL	3570 SURRY RIDGE WAY	31	00:18
4371 DOBBIN CIR	4203 DOBBIN CIR	34	00:21
4180 COURY LN	4095 LOWER VALLEY PIKE	18	00:17

From 45424 C005	To BYRD, A E.	45424 S983	Total 00:15
Start Address	End Address	Dlvry Pts	Duration
7077 UNION SCHOOLHOUSE RD	6977 UNION SCHOOLHOUSE RD	21	00:15

[Print Forms](#)

Select a new Route to Pivot



Printing Pivot Assignments

- After Print Forms is selected:
- Each carriers PS Form 3996 will be available to print
- On this screen you must print each form individually by selecting the carrier
- When the carrier is selected a pop up will display
- Click open to generate the form
- To continue creating assignments click on Select a New Route
- To print all assignments at once Select a New Route to pivot

Print Forms

From 45424 C005	To BOMBERRY JR, N E.		
Start Address	End Address		
6308 KEELER ST	4470 HYLAND AVE		
7973 HYLAND AVE	7766 UNION SCHC		
3429 FOREST RIDGE BLVD	3448 FOREST RID		
4402 HARDWOOD TRL	4403 HAWK WATC		
4173 COURY LN	5505 HEARTHSIDE		
4284 UNION SCHOOLHOUSE RD	4481 BAKER RD		

From 45424 C005	To AFREH, A		
Start Address	End Address		
4455 KITRIDGE RD	4833 VAN METER ST	93	00:13
3712 BAY TREE CT	2011 MATT WAY	45	00:21
7038 UNION SCHOOLHOUSE RD	4003 LOYALA CHASE LN	23	00:17
4002 LOYALA CHASE LN	4110 BRIDLEGATE WAY	30	00:14
4343 SOFTWOOD LN	4322 TARNVIEW DR	32	00:15
4202 DOBBIN CIR	4372 DOBBIN CIR	20	00:11

From 45424 C005	To MUSGROVE, S B.	45424 S919	Total 01:20
Start Address	End Address	Dlvry Pts	Duration
7755 UNION SCHOOLHOUSE RD	7101 UNION SCHOOLHOUSE RD	25	00:16
4012 ATHA CT	5011 KATHERINE CT	31	00:17
4118 BRIDLEGATE WAY	3417 SURRY RIDGE WAY	32	00:15
4222 COACH LIGHT TRL	4398 COACH LIGHT TRL	26	00:13
4404 SOFTWOOD LN	4407 SOFTWOOD LN	28	00:17

From 45424 C005	To POEPELMAN I, J E.	45424 S854	Total 01:33
Start Address	End Address	Dlvry Pts	Duration
1024 GLEASON DR	3011 MUGAVIN CT	36	00:17
4149 EAGLE WATCH WAY	3434 SURRY RIDGE WAY	32	00:17
4399 COACH LIGHT TRL	3570 SURRY RIDGE WAY	31	00:18
4371 DOBBIN CIR	4203 DOBBIN CIR	34	00:21
4180 COURY LN	4095 LOWER VALLEY PIKE	18	00:17

From 45424 C005	To BYRD, A E.	45424 S983	Total 00:15
Start Address	End Address	Dlvry Pts	Duration
7077 UNION SCHOOLHOUSE RD	6977 UNION SCHOOLHOUSE RD	21	00:15

Carrier Aux Control (form 3996) for BOMBERRY JR, N E.

Carrier Aux Control (form 3996) for AFREH, A

Carrier Aux Control (form 3996) for MUSGROVE, S B.

Carrier Aux Control (form 3996) for POEPELMAN I, J E.

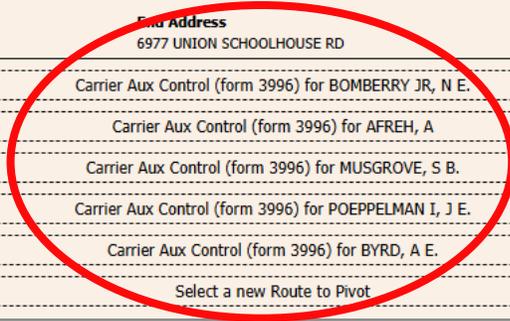
Carrier Aux Control (form 3996) for BYRD, A E.

Select a new Route to Pivot

Downloads

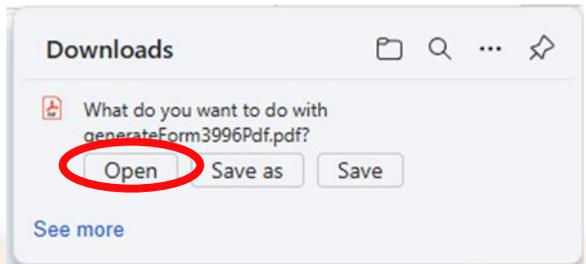
What do you want to do with generateForm3996Pdf.pdf?

[See more](#)

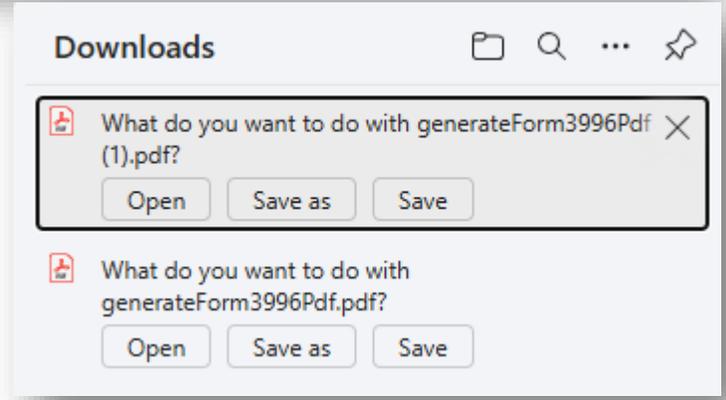


Printing Pivot Assignments

- From the route selection page
- To print all PS Form 3996's for a given route
- Select Printer Icon
- Pop up will appear
- Select Open
- Each route will generate its own PS Form 3996 PDF.



Partially Pivoted Routes						
45424	C004	JOHNSON, S T.		Dlvry Pts 509	Remaining 05:38	
Fully Pivoted Routes						
45424	C003	WATSON, A		Dlvry Pts 957	Remaining 00:00	
45424	C005	OLIVER, J F. Providing Assistance		Dlvry Pts 773	Remaining 00:00	
45424	C014	FINNELL, T		Dlvry Pts 446	Remaining 00:00	



Printing Pivot Assignments

- Prepopulated PS Form 3996 will display:
- Form is editable
- Use radio buttons for Keys Required/Carfare/Accountable
- Enter approved amount of time and toggle radio button to approve
- Select Print Icon after approving

United States Postal Service
Carrier - Auxiliary Control

A. Delivery Unit: DAY-HUBER HEIGHTS BR
 B. Telephone: [Redacted]
 C. Date: 2025-03-27

D. Carrier's Name and Route No.: OLIVER, J.F. 45424C005
 E. Lunch Place and Time: [Redacted]

F. Indicate entire or portion of the case shelves covering mail as street auxiliary assistance

1	2	3	4	5	6
---	---	---	---	---	---

G. Keys Required? Yes No
 H. Carfare Required? Yes No
 I. Accountable Mail? Yes No

J. Reason For Use of Auxiliary: [Redacted]

K. Estimated Work
 Hours: 1, Minutes: 33

L. Management Action. Check and initial all appropriate actions.

Auxiliary Assistance		Overtime	
Approved	<input type="checkbox"/>	Approved	<input type="checkbox"/>
Disapproved	<input type="checkbox"/>	Disapproved	<input type="checkbox"/>

M. Transportation (If drive-out, show parking location(s) on reverse)

Transportation Mode to and from route: Postal owned: Drive-out: Contract: Public:

N. Starts Delivery at: 6800 LAURELVIEW DR
 * Collect mail from all collection boxes on your part of the route, unless instructed otherwise.

Deliver

4455 KITRIDGE RD - 4906 ARTIC ST	1
4959 ARTIC ST - 4295 BAKER RD	2
4470 UNION SCHOOLHOUSE RD - 4443 HYLAND	3
4385 HYLAND AVE - 7240 UNION SCHOOLHOUSE	4
7185 UNION SCHOOLHOUSE RD - 7015 UNION S	5
3800 LEATHERWOOD PL - 3711 BAY TREE CT	6

O. Find Relays At:

1 3800 NINEBARK PL	4
2 3712 BAY TREE CT	5
3 3800 LEATHERWOOD PL	6

P. Assistance Completed By (Carrier Name and regular route number if assigned):
 RUCKER, K.A. 45424C020

Office Time		Street Time			Total Auxiliary Time
Begin Time	Time Used	Begin Travel To	Begin Delivery	Begin Travel From	
				Travel To	
				Delivery	
End Time		End Travel To	End Delivery	End Travel From	
				Travel From	
				Total Street	

PS Form 3996, November 1997





Resources

Resources

- Daily bridge call
 - 4/3 – 4/8 8:00am-1:00pm EST
- Email Support: HQCityDeliveryOperations@usps.gov
- Link to Deck: [City Delivery - Delivery Operations Information System \(DOIS\)](#)

Delivery Operations Information System (DOIS)

Reference Materials	Communications	Software Releases and Application Update	Additional Links	Training	Archives
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- Auto-Pivots National Training **New!!**
- DOIS Route Adjustment Process
- DOIS, COR and AMS Procedural Principles
- Procedures and Job Aids
- New DCD 46-Key User's Manual
- DCD-USB to Serial Port Adapter Instructions Updated March 2023 **New!**
- DOIS District Administrator's