

**WHERE IS IT IN WRITING THAT  
CLERK CRAFT EMPLOYEES  
SHALL PREPARE THE 3849  
FOR CARRIER DELIVERY OF  
CERTIFIED MAIL WITH  
RESTRICTED DELIVERY?**

- Step 4 , Kennett Square, PA , 1985
- DMM Transition Book, Special Services,  
Section 912.6

endorsement "Return Receipt Requested" or "Return Receipt Requested Showing Address Where Delivered." The sender must enter the certified mail number on the return receipt card, address it to self, and attach it to the back of small envelopes or on front of packages and large envelopes, if it does not cover the address. The name of the person to whom the return receipt is to be furnished must be the same as that of the sender as shown on the certified article. If the sender wants the return receipt to show the address where the article was delivered, the sender must check the block at the top of the form. If a return receipt is requested, the sender must show a complete return address on the mailpiece.

- c. Attach to the envelope sufficient postage stamps to pay for the certified mail fee, First-Class postage, return receipt fee, or special delivery fee, as appropriate.
- d. If a postmarked sender's receipt is requested, the sender must attach the certified mail sticker to the address side of the article and present the article and the completed coupon to the USPS employee. If asked to do so, the USPS employee shows on the receipt the time the article was accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the sender.
- e. If a postmarked receipt is not requested, the sender must attach the "certified mail" sticker to the address side of the article, detach the receipt, and mail the article. The sender must mark the receipt to show the date.
- f. If the sender wants to restrict delivery of certified mail to the addressee or someone named by the addressee in writing, the sender must endorse the mail "Restricted Delivery." This service is available only for articles addressed to individuals by name.

## 912.5 Delivery

**912.51 Procedure.** Certified mail for delivery by carriers must be taken out on the first trip after received, unless the addressee requests that the postmaster hold the addressee's mail at the post office. Certified mail not restricted in delivery is delivered to the addressee or addressee's authorized representative. Restricted delivery may be obtained by payment of additional fees in 933.2. For cases when restricted delivery may be delivered to a person other than the addressee, see 933.4. Delivery rules are the same as for registered mail (see 911.4).

**912.52 Rural Delivery.** For delivery by rural carriers or at personnel and nonpersonnel rural units, see 156.

**912.53 Highway Contract Route Delivery.** Highway contract route carriers deliver certified mail if required by the contract, but delivery is made only at the customer's box or along the route.

**912.54 Delivery Records.** Delivery records of certified mail must be held 2 years. After that period, the records are destroyed.

**912.55 Notice of Arrival.** The carrier must leave a notice of arrival on Form 3849 if the carrier cannot deliver the certified article for any reason. The article is brought back to the post office and held for the addressee. If the article is not called for within 5 days, a final notice is issued. If the article is not called for or redelivery of the article is not requested, it must be returned after 15 days, unless the sender specifies a lesser number of days on the mailpiece.

**912.56 Delivery at Post Office.** Hold certified mail at a place convenient for the public to call, if addressed for box or general delivery or for firm callers or if a Form 3849 is left for addressee to call. Place Form 3849 in post office box for box-service customers. Form 3883 is used where firm or other customers receive an average of three or more certified letters at one delivery.

## 912.6 Carrier Controls

**912.61 Assignment.** Send certified mail, including that for firms, to a unit or employee designated to assign it for delivery. Assign as follows:

- a. *Individual Pieces.* Use Form 3867 to show the total number of pieces given to each carrier, or as a chargeout record. Use symbols on Form 3867 to show return receipt or restricted delivery. Obtain the signature of the carrier on Form 3867. If the mail is endorsed for restricted delivery, prepare a Form 3849 and attach it to the certified article.
- b. *Firm Mail.* Prepare Form 3883 in duplicate for addressees who receive an average of three or more pieces at one time. Do not include on firm bills articles restricted in delivery to the addressee. Handle these as covered in 912.61a. Use duplicate of firm bill as chargeout and dispose of it after carrier turns in receipted bill.
- c. *Specials.* Assign special delivery certified mail separately for special delivery service, following the rules in 912.61a and 912.61b.

**912.62 Clearance.** The clearing clerk must clear carriers and messengers in the following manner:

- a. Have the carrier or messenger account in bulk for all certified mail and return receipts charged to them, either by signed receipts or returned articles. If any article or return receipt is not accounted for, make an immediate report to the supervisor. Endorse the chargeout record when clearing is complete.
- b. Sign and give back to the carrier or messenger Form 3821, which is prepared and submitted when



UNITED STATES POSTAL SERVICE  
475 L'Enfant Plaza, SW  
Washington, DC 20260

Mr. Dallas N. Fields  
Director, Labor Relations  
National Rural Letter  
Carriers' Association  
Suite 100  
1448 Duke Street  
Alexandria, Virginia 22314-3401

Re: Felicetti  
Kennett Square, PA 19348  
H1R-2B-C 16713

Dear Mr. Fields:

On March 1, 1985, we met to discuss the above-captioned grievance at the fourth step of our contractual grievance procedure.

The parties at this level agree that clerk craft employees shall prepare a Form 3849-A or 3849-B, as appropriate, for carrier delivery of certified mail with restricted delivery. The carrier gets full credit for the certified piece.

Accordingly, this grievance is sustained.

Time limits were extended by mutual consent.

Sincerely,

*Leslie Bayliss*  
Leslie Bayliss  
Labor Relations Department