

RRECS AM Office Walking Distances: Data Collection Form

FACILITY, ST, ZIP		FINANCE #		RR #
MANAGER NAME: (Printed)		MANAGER NAME: (Signature)		DATE:
CARRIER NAME: (Printed)		CARRIER NAME: (Signature)		DATE:
Does this route receive Withdrawal Credit?	Yes or No (Circle One)			
Walking Distance Segments Measure the "Round Trip" distance (footage) required for the carrier to complete the segment where applicable. **Office Walking Distances only applies to activities performed in the AM while the carrier is in the office prior to departing to street for delivery. Activities performed in the PM after carrier returns to office from delivery are included in end of shift duties.**				
Segment Number	From	To	Distance (Footage)	Instructions
01	Scanner Storage Area	Carrier's Case		From the point the where the carrier stands when retrieving the scanner to the point where the carrier stands when casing mail.
02	Carrier's Case	Raw Letter or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required. (Withdrawal Routes Only)
03	Carrier's Case	DPS Letters Distribution Rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS letter rack. Include walking distance to obtain a conveyance if typically required. (Withdrawal Routes Only)
04	N/A	N/A	N/A	N/A
05	Carrier's Case	Parcel hamper Retrieval		From the point where the carrier stands when casing mail to the location where the carrier normally stands when grasping the handle of the parcel hamper for transport to their case.
06	Carrier's Case	Assigned location or typical location for inspection of Government vehicle		From the point where the carrier stands when casing mail to the point where the carrier stands when opening the driver's door of the parked vehicle. Use the assigned parking if there is one or the typical location if there is none.
07	Carrier's Case	CFS / Markup / MMM /Centralized Hold Mail to the Carrier's Case		From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markup case, the MMM location, Centralized Hold and back to the carrier's case. Note: The order of the locations may vary according to local practices.
08	Carrier's Case	Accountables Distribution point		From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.
09	Carrier's Case	Hot case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail. Note: Not applicable if performed in conjunction with load time.
10	Carrier's Case	Location to obtain an additional piece of empty equipment (rolling stock) prior to loading vehicle		From the point where the carrier stands when casing mail to the average point location to obtain an additional piece of empty equipment (rolling stock) prior to loading vehicle. Note: This only applies if this additional piece of equipment is required for loading.
11	Carrier's Case	Storage location for excess trays, tubs		From the point where the carrier stands when casing mail to the location where excess trays, tubs are stored after mail has been loaded for conveyance to the vehicle.
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service Talk.