NRLCA COMPREHENSIVE GUIDE TO THE RURAL ROUTE EVALUATED COMPENSATION SYSTEM

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The Rural Route Evaluated Compensation System (RRECS): Development and History

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- The Rural Route Evaluated Compensation System (RRECS) replaces the current evaluated compensation system with a mostly automated data capture system capable of generating daily counts of work activities, new engineered and statistical standards based on generally accepted industrial engineering principles, and an automated system of business logic that calculates and updates evaluations of rural routes.

- The RRECS systems enables automation of almost all data capture necessary for accurate engineered route evaluations, which eliminates the need for comprehensive mail counts.

- RRECS draws on existing data from throughout USPS to count the work activities performed daily by rural carriers. These counts are largely automated and require minimal carrier intervention. The resulting database is used to calculate standard times for the work activities and routes.

- Count data is also captured from mapping software developed by the project. Mapping customers and routes requires a significant up-front investment, but once they are mapped, future change will be captured in an automated updating process and remapping will be minimal. The mapping system provides an efficient mechanism to digitally capture the door, mailstop, mail box and direct door delivery stop associated with each customer address. These mapped locations are used to calculate walking and driving distances.

- RRECS engineered standards are based on generally accepted industrial engineering practices. They have been validated and are fully documented and available electronically in a uniform structure and format. Systematic procedures for creating, auditing, and changing standards, and resolving standards disputes were provided.

- A one-of-a-kind drive speed matrix has been generated based on millions of drive time samples. It will calculate accurate drive times based on specific route characteristics.

- The system software will generate route evaluations and update them as necessary, according to rules to be negotiated by the parties.

- RRECS provides an accurate and transparent system for enabling changes in engineered standards required by the dynamically changing USPS business environment.

1. BACKGROUND

A. The Origin of RRECS

The NRLCA and USPS agreed to create the Rural Route Evaluated Compensation System (RRECS) in a memorandum of understanding (MOU) appended to the interest arbitration award issued by neutral chair Jack Clarke on July 3, 2012. The MOU specified the following procedure for selecting a Panel to oversee the project:

"The Project will be headed by a three-member Panel. Each party will appoint a member of its choosing, within 30 days of the signing of this Memorandum of Understanding. These individuals shall be professional industrial engineers with relevant experience in sound industrial engineering principles and modern computer technology related to work measurement and delivery route design. Within 60 days thereafter, those two Members will select and engage the Chairperson, who shall be a professional Industrial Engineer who possesses the same qualifications. In the event the two members are unable to agree on a Chairperson, a neutral arbitrator who is a member of the National Academy of Arbitrators will decide who will be the Chairperson."

The NRLCA appointed Ken Mericle, Professor Emeritus, University of Wisconsin-Extension, School for Workers, as its representative in August 2012, and USPS appointed Don Ratliff, Professor Emeritus of Industrial Engineering, Georgia Institute of Technology, to represent them in October 2012. Mericle and Ratliff selected Louis Martin-Vega, Dean of the College of Engineering at North Carolina State University, as the Panel Chairperson in December 2012, and the Panel commenced its work in January 2013.

B. Work Process

From January 2013 to June 2018, the Panel worked with the USPS and the NRLCA to design and develop RRECS. Various development teams inside and outside USPS contributed to this process. The teams and their main contributions are as follows: *USPS Engineering* (select, test, and program electronic on-board recorder (MDD); test GPS capabilities; develop cloud computing capability); *Rural Street Database* (develop software to map routes and capture street data; design and maintain database for storing street data); *Solver* (Accenture) (manage cloud computing; street data analytics, GPS algorithms and data structuring; liaison with input data sources; MicroStrategy support); *Tracker* (RWHT data capture; output analytics; data warehousing; payroll interface); *Standards* (Institute of Industrial and Systems Engineering, IISE Solutions)1 (develop engineered standards; validate standards; validate input counts); *Operations* (provide training for mapping and data capture; manage interface between RRECS and operations; provide operations support and knowledge for all teams); NRLCA (co-lead all functions of operations team; participate in all teams; manage input of union members and staff; provide labor relations support and knowledge for all teams); and Project Management (coordinate activities of all teams; provide administrative support for Panel and teams; lead project planning).

C. Role of the Panel

The main role of the Panel was to establish the technical requirements for RRECS. They did this by circulating a series of documents to the teams, obtaining their feedback, and revising the requirements as necessary. Their role in the development process was to advise, monitor progress, and assess outcomes. The teams were responsible for the actual design and development of the various components of the system. The Panel and its consultants played a primary role in testing and validating the systems developed by the teams.

D. Scope of RRECS

RRECS covers all rural carrier work activities on all rural routes. It identifies the data

elements required to count all work activities and creates a complex data-capture system to provide daily counts of each of the data elements. RRECS also includes standards, carefully developed from engineering and statistical data, that specify the time allowed to complete each work activity. The standards and the counts come together in RRECS business logic that computes base hours for purposes of establishing evaluations of rural routes for pay purposes.

2. RRECS IS ESSENTIAL TO THE FUTURE OF USPS

A. The Necessity of a Modern System of Delivery Route Standards

USPS utilizes a base route structure to deliver mail to business and residential customers. The base is a fixed set of addresses that are specified in the Address Management System (AMS). While in the delivery unit, the carrier performs the activities (e.g., casing mail, sorting parcels and loading the delivery vehicle) necessary to prepare their route's mail for delivery. These "office" activities are similar in form each day but may require substantially different amounts of time because of differences in mail stream volumes. The "street" activities on the route include driving, servicing mailboxes and performing services at the customer's door (e.g., delivering large parcels). The line of travel should be the same each day, and the time required for this "basic" route approximately the same each day if: 1) all customers on the route receive mail; 2) there are no door services for the day; and 3) there are no driving disruptions (e.g., detours). However, variability in the at-door services, particularly parcel delivery, often causes both the street time and the line of travel to vary from day to day.

The concept of "standard time" for a delivery route refers to the time required by an experienced and motivated worker of normal skill and ability, working at a normal daywork pace, to perform a specific task under specific conditions with allowance time to meet personal needs, overcome the fatiguing aspects of work and compensate for unavoidable delays. This concept is critical both for designing good routes and for managing the carriers who service these routes. Without a reliable method for estimating the time required to service a route, there is no way to know if the route's required activities can all be performed within an acceptable workday. Also, since for the street portion of the route, a carrier is "out-of-sight" of any supervisor, and no two routes are the same, it is not possible to evaluate the performance of a carrier without some concept of standard time.

B. Basis for Pay System

For rural routes, USPS uses standard route time to define the base hours used as the basis for carrier pay. The carrier is responsible for performing all required activities on his/her defined route. When these required activities are completed, the carrier's workday for USPS is finished regardless of the actual time required to complete the work. This use of delivery route standards requires sufficient precision for both USPS and the NRLCA to agree that the standard route time is fair to both USPS and the carriers. If the standard route time is fair, this concept for managing delivery systems has significant advantages for both parties. USPS is assured of getting a fair amount of work for a fair amount of pay with very little management required. The carriers are enabled to work at their own pace and to get the benefit of working "smarter and/or faster" by being allowed to end their workday when the defined work has been completed. The primary challenge is to have rigorous engineering processes and systems that generate fair standards and keeps them fair in a changing environment. A secondary challenge is to maintain sufficient rigor and transparency of these processes to continuously assure both parties that the standards are indeed fair.

C. Constantly Changing Environment

Maintaining standard route times in the constantly changing USPS environment requires that the standard time calculations be based on current data. The existing USPS methodology for establishing standard times involves periodic manual counts of mail for each route during a "representative" period. However, given the variability in mail volume for the various streams, particularly parcels, it is extremely difficult to justify any period as representative of mail flows for the entire year. In order to adapt to the changing environment, standard time computations must be based on ongoing measurements of the various mail streams. The only practical way to accomplish this is with automated data capture of the actual mail streams over the entire evaluation period. Any methodology, such as the current manual mail count process, that creates static route standards based on limited data from a short time period will neither be accurate nor sustainable.

3. DEFINING DELIVERY ROUTE ACTIVITIES

The methodology used here for developing standard times for delivery routes is based on the following guidelines:

1. The pace required is that of an experienced and motivated worker of normal skill and ability, working at a normal daywork pace.
2. Each activity will be performed using a specified standard method.
3. The standard methods will satisfy all USPS policies and safety requirements.
4. The route can be reasonably approximated by a set of defined activities performed sequentially.
5. No portion of any two defined activities are performed at the same time.
6. The time required to perform a defined activity is approximately the same each time the activity is performed.
7. The number of times an activity occurs can be counted.
8. The standard time for the route will be calculated by summing, for all activities, the standard time for each activity multiplied by the number of times the activity is performed.

4. DEVELOPING STANDARD TIMES

At a high level, the major steps in developing standard times for delivery routes are: (1) define a set of activities, following the guidelines above, that include all work required to be performed on the route; (2) define a standard method for each activity; (3) determine the methodology to be used for developing the time standards; (4) develop the time standards; (5) validate the standards or modify as necessary; (6) determine how to count the number of occurrences of all defined activities and (7) validate the count system or modify as necessary.

Engineered standards based on MTM (Methods Time Management) analysis have been developed and validated for most delivery route activities. However, a statistical approach was determined to be the best choice for drive time standards since drive speed is influenced more by the vehicle and distance driven than by the manual effort and skill of the carrier. MTM is not applicable in these circumstances. Furthermore, there is a large volume of statistical data available to establish the standards. Standards for traffic control points are also based on statistical data for similar reasons. Vehicle loading, end of shift activities, and deviations for express mail deliveries are all based on capturing actual time rather than on engineered or statistical standards. These activities vary greatly from route to route and from day to day on a given route, and thus neither MTM nor a statistical approach would work well.

5. THE DATA CAPTURE SYSTEM

A. Introduction

RRECS is based on defining all work activities, counting the number of times each activity occurs, and calculating standard time for the activity by multiplying the count by the standard for a single occurrence of the activity. The two major inputs in RRECS are the counts and the standards. This section covers the data capture systems responsible

for counts of mail volume, office and route characteristics, work activities and other data elements necessary to calculate daily standard time. In total RRECS includes 69 active data elements from a variety of sources, old and new, within USPS. The system is mostly automated, and it generates data daily that flows to Solver and Tracker, where it is combined with standards in calculating RRECS outputs.

The RRECS data capture system *replaces mail counts* in the current evaluated compensation system (ECS). The mail count procedure involves manual counting of mail volumes by carriers and supervisors for a two or four-week period; mailcounts are costly, disruptive, and sometimes perceived by carriers to be inaccurate and unfair. The mailcount procedure assumes that mail volumes recorded during the mailcount period will provide a reasonable prediction of volumes in the up-coming year or longer, and compensation based on mailcount volumes will be fair and reasonable.

In contrast, when it is fully operative, RRECS will base compensation on volume data collected over a 12-month period, thus capturing the full seasonal cycle of mail volume. The RRECS system will largely eliminate manual counting of mail. Automation of counting procedures under RRECS should greatly reduce data capture costs and improve quality of counts.

When specifying the requirements of the data capture system, the Panel relied on four guiding principles. First, **all data capture systems should be digitized.** Since we live in the digital age, this principle may seem self-evident; however, the Panel soon discovered that some of the required data was only available in pencil and paper systems, while some, such as physical details of a route, existed only in the minds of USPS employees. Second, whenever possible, **obtain the data from existing USPS data systems** rather than create new data systems for RRECS. The Panel discovered that many of the required

data elements were already available somewhere within USPS, where they were being collected for purposes other than rural carrier compensation. In these situations, the task at hand was to identify, extract, transfer and reformat as necessary, so that the data element could be used in RRECS. Third, whenever possible, **use automated rather than manual data collection.** In the end, some RRECS data capture procedures are fully automated, some are semi-automated with minimal carrier input, and some required substantial carrier input with minimal automation. Fourth, **when manual input is necessary, the cost of counting should be low relative to the cost of performing the work activity being counted.** It makes no sense to have elaborate and costly systems to count activities that contribute relatively little to the overall route evaluation.

B. RRECS Data Capture Subsystems

1) Product Tracking and Reporting: Product Tracking and Reporting (PTR) is a pre-existing USPS database that stores tracking scan data for all barcoded parcels and extra services products. Mobile Delivery Devices (MDD) are hand-held scanners that rural carriers use in product tracking. The MDDs have GPS capability, and hence record time and location latitude and longitude (lat-lon) whenever a scan occurs. They also generate a stream of GPS coordinates at one-second intervals, which provide a continuous record of the location of the device. The MDD can also capture data with programmable keys and touch-screen capability. To simplify the narrative, we will refer to all data captured by traditional scans and programmable keys/touch-screen entries as "scan data" or "scans", and the continuous GPS data as "breadcrumbs".

PTR is the repository of scan data. RRECS discovered that some item scans used for product tracking were already available in PTR for parcels, accountable mail-signature items, collect on delivery (COD)

mail and carrier pickup events and items. The accountable mail-signature items and COD scans were usable, as is, in RRECS and needed only to be extracted from PTR and transferred to Solver. Parcel scans required two modifications: 1) introduction of a new scan to capture the small percent of parcels that lacked a readable barcode (some international parcels, damaged and missing barcodes); and 2) modification of the scan procedure to capture the delivery location (door, mailbox, parcel locker). Carrier pickup also required modification to get complete and accurate counts. A new replacement scan that records each carrier pickup event and the number of items retrieved is required.

RRECS data capture requirements also specify about 17 entirely new "RRECS scans" designed to count activities not previously counted, perform time-keeping functions, and capture actual time for three data elements: load vehicle, end-of-shift activities and deviation for express mail delivery.

A total of 31 RRECS data elements are captured by scans in a semi-automated process. Rural carriers are responsible for making the scans at the proper times and locations. The remainder of the process of capturing, identifying, transferring, ingesting and analyzing the scans is fully automated.

2) End-of-Run Reports: The Web End-of-Run *(WebEOR)* system is a pre-existing USPS reporting system that collects, stores, and reports mail volume data based on processing machine run reports. WebEOR data is available at the route level. It is used in RRECS for counts of DPS letters, DPS flats and second-run DPS letters. WebEOR data is fed directly to Tracker in a fully-automated process.

3) Informed Visibility: Informed visibility (IV) is a newly organized USPS real-time, single source for all mail and mail aggregate information, leveraging data to provide business intelligence for USPS functional groups and the mailing industry. RRECS uses IV to develop counts of carrier routed flats (CRF). IV provides route level data on "full-service" CRFs, which does not include non-full-service flats. At the national level, IV reports totals for both full-service and total CRFs. The Panel uses the national level data to compute an inflation factor (total/full service) that is applied to route-level, full-service totals to arrive at an estimate of total CRFs at the route level. The data capture process is fully automated.

4) Rural Work Hour Tracker User Interface: Rural Work Hour Tracker (RWHT) is a relatively new USPS web application used to enter and track work hours for rural carriers. RRECS piggybacked onto RWHT, which was modified to contain two screens in its user interface: one to capture data elements required to calculate office walking distances; and a second to capture additional RRECS inputs. For office walking, the carrier and supervisor measure specified walking segments using a measuring wheel and enter the measurements in RWHT. Once entered, the distances need to be reentered only if the office layout changes and walking patterns are altered.

The second screen is used to record the withdrawal option for the route and the carrier's choice to case DPS letters or take them to the street. These data elements are only reentered if they change.

5) Rural Street Database: The Rural Street Database (RSD) was created for RRECS to map routes digitally and collect information about the physical characteristics of the route not available elsewhere. The RSD route mapping process starts with the collection of daily breadcrumbs from the MDD collected over a 4 to 6-week period just prior to mapping. Solver uses an algorithm to identify the locations of frequent stops from the pool of daily breadcrumbs. The frequent stops are displayed in the mapping software to aid the carrier in mapping the route. In the Delivery Point Manager process (DPM), the carrier starts at the delivery unit and proceeds to the first and each subsequent mailstop, with

the frequent stop locations serving as guides. The carrier also has available the addresses served on the route listed in delivery order, which DPM has obtained from the Address Management System (AMS). The carrier plots the locations of four points for each address: 1) the mailstop – vehicle park point for regular mail delivery; 2) the box – location where regular mail is delivered daily; 3) direct door delivery (DDD) stop – vehicle park point for delivery of parcels and special service mail to the door; and 4) door – location where customer receives parcel and special service mail deliveries. For each mailstop that serves multiple addresses, the carrier indicates which specific addresses are served at the mailstop.

In the second step, the carrier utilizes the Line of Travel Manager program (LTM) to verify the line of travel and plot the locations of the traffic control points (stop signs, traffic lights, etc.). The carrier then certifies the accuracy of the route mapping data.

RSD mapping provides key inputs for several RRECS standard time calculations. Mapped distances between mailstops, TCP location and segment end points are used to define intervals for calculating drive time on the basic route. The locations of the mailstop, DDD stop and door are used to calculate out-of-route (OOR) driving distance, which yields OOR drive time when combined with the drive speed matrix. The DDD stop and door locations are also used to establish walk distance and walk time for door deliveries.

RSD also has a data entry screen, which is used to capture details of dismount deliveries, such as the number of units (CBU, CENT, NPU), active addresses, and collection compartments. These entries are used to calculate unit time, box time and collection compartment time, three key components of service time on the basic route. A fourth component of service time, dismount distance, is entered directly from the e4003 (a digital database for PS Form 4003 data).

RSD is important because it captures essential information about the route, such as stop locations, delivery locations and delivery point characteristics, that were not previously available in electronic format. This information existed in carriers' minds and nowhere else. RSD data is used to calculate standard times that reflect the specific characteristics of a route. This is especially significant because this data is used to calculate the largest components of standard time: drive time and service time on the basic route. Route mapping and data entry are manual processes; the feeds and analytics are automated.

6) Data Collection Exception Handling: The Panel estimated that about 1.3 billion data element entries will be required annually in RRECS. Some entries are fully automated, most are semi-automated, and a few involve manual data capture. Inevitably there will be missing and incorrect data due to system problems, technology failures, and human errors. Given the volume of data in RRECS, it is essential that these data exceptions be identified and controlled programmatically. With these ends in mind, RRECS contains logic in Solver that identifies probable missing and anomalous data. Solver screens the input data, identifies exceptions, and sends the input file, with exceptions flagged, to Tracker. Tracker contains logic for handling exceptions, which generally involves inserting values based on historical averages in place of the exceptions. Tracker also maintains a file that continuously updates the historical averages as new daily entries are made. Eventually, when a calendar year of data has accumulated, the historical averages will be computed as rolling averages based on adding the most recent day and dropping the oldest day in the annual cycle. The substitution of historical data for exceptions enables Tracker to compute standard times for all work activities that comprise daily standard time, thus maintaining the integrity of daily standard time calculations for each delivery day. This in turn means that the

calculation of current weekly evaluations (CWE), which are computed from daily standard times, will be based on complete daily data. Substitutions based on average values are mathematically neutral in their impact on weekly evaluations.

6. THE STANDARDS, Introduction

The role of standards within RRECS is to determine the amount of time allowed to perform a single occurrence of a standardized work activity. Technically, a standard is defined as the amount of time required by an experienced and motivated worker of normal skill and ability, working at a normal daywork pace, to perform a specific task under specific conditions. A standard is composed of normal time, or the amount of time required to perform the work, and allowance time, or the time allowed for personal time, recovery from fatigue, and unavoidable delays (PFD). Normal time is determined through the systematic application of work measurement techniques. Allowance time is sometimes set by direct measurement (especially fatigue and delay times) but more commonly through administrative application of industrial engineering norms.

RRECS establishes new standards for all rural carrier work activities that replace the standards in the current evaluated system. Many of the existing standards were negotiated, established through arbitration decisions, or developed by methods that do not conform to generally accepted industrial engineering practices. Indeed, much of the motivation to create RRECS arose from disputes between the parties over the accuracy of existing standards. Conflicts also occurred because of poor and incomplete documentation. In some cases, the parties disagreed over exactly which work activities were covered by a standard. It is very difficult to resolve disputes over the adequacy of time allowed to perform an activity if there is no agreement over the scope of the activity. These problems generated intense labor relations disputes and costly arbitrations. They also made it very difficult to manage change associated with introduction of new technology, new products and services, and innovations in work process.

RRECS addresses these problems by developing new standards based on the systematic application of industrial engineering techniques. The RRECS standards are transparent in that the coverage of each standard is clearly defined, and the step-by-step work measurement process for developing normal time is fully documented.

RRECS has three categories of standards: engineered standards, statistical standards and standards based on actual time. In total RRECS includes 122 standards. The most important category is engineering standards, accounting for 112 of the total. RRECS engineered standards were developed using the predetermined motion-time system, Methods Time Management (MTM), which is a widely recognized work measurement technique within industrial engineering. MTM was developed and is maintained by the MTM Association. Briefly, an MTM1 (the original MTM system) normal time is developed by describing the work activities with a standard set of micro-motion symbols and assigning a predetermined time to each motion. Since MTM times are normal times, allowance time must be added to arrive at standard time.

RRECS statistical standards cover two work activities: driving and stopping at traffic control points. These standards were developed by collecting actual times for driving and stopping on a representative group of rural routes over a representative time period. The actual times were calculated from GPS breadcrumbs corresponding with the start and ending points of the activity.

Each activity had thousands of observations from which mean driving and stop times were calculated. Drive time standards include a delay allowance of 3.41%, which was based on a driving delay study, and a 3.23% personal allowance, totaling 6.46%. In effect this methodology is based on the premise that mean driving speeds on a large representative sample of rural routes is a reasonable approximation of normal times for driving. The Panel used statistical methods for drive time and TCP stop time because normal times for these activities could not be determined by work measurement procedures like MTM, which are designed for manual work, where pace

is controlled by the worker. Stop times for traffic control points include a personal allowance of 3.23%; no time was allowed for delays since the activities being measured are stops.

The final category, RRECS standards based on actual time, cover four work activities: loading mail in the vehicle, end-of-shift activities, deviations for express mail deliveries, and time for safety and service talks. As in the case of statistical standards, this category is based on the collection of actual times; however, in this case, the actual times are route specific and based on on-going data collection. Actual times for each occurrence are calculated daily from scans at the start and end of the activity. The time allowed for the activity in the route evaluation is the average of the daily times over a representative period. Since the actual times for these activities cover both work time (normal time) and interruptions for both fatigue and unavoidable delays, the only allowance time added to them is the 3.23% for personal time. In the case of end-of-shift time, personal time is deleted because it is likely to occur in the form of a short break included in actual elapsed time

The Panel chose to base the standards for these activities on actual time because of the great variation in work content due to vehicle characteristics, mail volumes, activities performed, etc., that made it impossible to develop a standard method and engineered standards for the activities. Significant inter-route variation in the activities rule out the statistical standard approach.

In deciding on the proper standard-setting approach for each work activity, the Panel followed three important principles:

1. Whenever possible, develop an engineered standard.
2. When setting statistical standards, base the standard on a representative sample of routes, a representative time period, and a large number of observations.
3. Use direct measurement of actual time only when the work activity is deemed to be unmeasurable using engineered or statistical methods.

Two additional principles also guided the Panel's standard setting actions. First, all methods and results should be transparent and documented in enough detail, so the parties could understand exactly how the standard was developed, and the methodology could be replicated. Second, all standards should be validated.

The remainder of this section elaborates on how these principles were applied in the development of RRECS standards.

A detailed spreadsheet with explanations of each standard and a comparison to current standards can be found **here**.

7. DEVELOPING, DOCUMENTING, VALIDATING, AND MAINTAINING ENGINEERED STANDARDS

A. Developing Engineered Standards

1. Clearly define the work activity covered by each standard. The content of each activity was determined by: a) direct observation of rural carriers performing the work; b) consulting USPS standard operating procedures, the labor agreement and other relevant documents; and, c) interviewing rural carriers, postal managers and other subject matter experts.
2. Determine the starting and ending point of each work activity. To avoid double counting, the work activities must be mutually exclusive. In aggregate, the work activities should cover all the work performed by rural carriers.
3. Establish a standard method for performing the work activity and use it to develop the standard. The work activity is divided into a series of work elements each with a discrete starting and ending point. The elements are then arranged into an efficient and safe method that can be mastered by an experienced and motivated worker of normal skill and ability. The standard method is written in plain English and presented in a standard format and writing style. The

standard method is important for three reasons. First, it serves as the blueprint on which the engineered standard is based. Second, it serves as a record of work content at the time the standard was set, and as such, is available as a reference point to determine if the work has evolved in response to changes in materials, equipment, layout, product changes, etc. that may require a revision of the method and standard. Third, the standard method is available for training new carriers and retraining experienced carriers. It is important to note that the standard method is not the only way the work can be satisfactorily performed. This is especially true in long-cycled, varied work performed in varied conditions and circumstances, as is the case with rural mail delivery. Under these conditions, the standard method should be a representative way of performing the activity and a reasonable basis for establishing the standard.

4. <u>Apply MTM work measurement techniques to the standard method of each work activity.</u> Each element of the work activity is broken down into micromotions using the standard MTM motion categories (reach, grasp, move, position, apply pressure, release, etc.) and the specifics of each micromotion are specified. The micromotion analysis for an element is presented in standard MTM detail sheets that record, in sequence, the MTM symbols for micromotions performed by each hand, the normal time values corresponding with each micromotion, and a brief plain-English description of the work.

5. <u>Construct normal times for work activities using application spreadsheets that reference the MTM detail sheets.</u> The detail sheet results are aggregated in spreadsheets developed by the engineer. Typically, the elements are listed in the spreadsheet in the order they are performed. Each row of the spreadsheet corresponds with a constituent work element that is part of the overall activity. The columns of the spreadsheet provide a plain-English description of the work element, the reference number for the detail sheet of the element, the elemental normal time from the detail sheet, and the frequency, if it is greater than or less than one. The elemental times adjusted by frequency are summed to arrive at the normal time for the work activity as a whole. The spreadsheets constitute a kind of road map for organizing and presenting the detail sheets used in the calculation of activity normal time.

6. <u>Add allowance time for personal, fatigue and delays (PFD) to arrive at standard time for the work activity.</u> A PFD allowance of 10.23% was applied by multiplying normal time by 110.23% to calculate the standard.

B. Validating Engineered Standards

1) Independent Review. All activity normal times were validated in a process in which the Panel independently reviewed the standard method, application spreadsheets and MTM detailed sheets and compared its results with those obtained by IISE. The purposes of this review were two-fold: to verify that the standard method was efficient, safe, and attainable with reasonable training and effort; and to assess whether MTM methodology had been properly applied in developing normal times based on the standard method. All differences between IISE and the Panel were discussed and resolved by consensus.

2) Statistical Review. The second level of validation involved comparing standard and normal times with actual times collected on a sample of representative routes during a representative time period for large group of carriers. Since time data was collected passively without direct intervention by IISE or any other group, it is very likely that the carriers used the same methods, including shortcuts, and worked at the same pace they

normally do under the current Evaluated Compensation System (ECS). Under these circumstances, one would expect the gap between actual time and standard time to be relatively large, since the recent average level of performance in the ECS is around 113-117%.

The second approach for capturing actual time data is based on GPS breadcrumb data. RRECS contains algorithms that identify the time that a vehicle stops and the time that it starts again from the GPS breadcrumb data generated by the MDD. This means that actual time data can be generated for mailstops for delivering mail to the mailbox, and for stops to make door deliveries (DDD stops). This method for capturing actual times is automated and as such requires no intervention by the carrier. It is virtually costless and free of observational bias. Under RRECS, mailstops are classified by delivery type (CURB, OTHER, SIDEWALK, CBU, CENT, etc.) in the rural street database (RSD), and thus the delivery classification of the stop tells us what work activities will occur at the stop. Work activities during the mailstop differ substantially by delivery type. For example, curb stops are simple and are composed of one standard - box time. There is variation in the CURB box times based on whether the delivery mode is one-, two-, or three-bundle, and this designation can easily be determined from a simple lookup matrix. For example, the statistical data for mailstops for CURB deliveries can easily be sorted by bundle type and the separate standards can be validated against the appropriate grouping of actual times. By contrast a mailstop to service a CBU includes five separate work activities: dismount and prep, gather mail for delivery, walk to the CBU and return, unit time associated with opening and closing the door of each separate CBU serviced at the stop, and box time at each address.

Statistical review can also be used to validate standards for work activities at DDD stops. As in the case of the mailstops, the actual DDD stop time is calculated from GPS breadcrumb data corresponding with the start point and end point of the stop. The activities performed at the stop are determined by an algorithm that associates activity scans with specific DDD stops, e.g. deliver parcel to door or deliver accountable mail, signature item. Once we know the purpose of the trip to the door (from the scan), it is easy to identify the work activities associated with the trip. For example, delivery of a parcel to the door requires the following activities: gather the item to be delivered, dismount and prep vehicle, walk to and from the door and service time at the door. The standard times for these activities can then be compared to the actual time for the stop. Sometimes more than one type of delivery and/or pickup occurs on a single trip, and sometimes more than one item of the same type is delivered or picked up, but usually trips have a single purpose such as deliver one parcel. This means that it is easy to use data filters to zero in on the simplest cases and get clean clusters of work activities for comparing the actual time with the sum of the component standard times. This approach was used to validate six standards: deliver large parcels; deliver accountable mail, signature items; deliver collect on delivery item; collect customs due; collect postage due; and pickup prepaid item.

3) Time Study Review. The third level of validation compares the actual time required to perform the activity with the normal and standard times developed by IISE and reviewed by the panel. The purpose of this validation was to determine how well carriers trained in the standard method would perform against normal and standard times. It is a rough validation in that carrier performance will also reflect the work pace of the carrier. Nevertheless, these comparisons are frequently made, and they provide a reasonable basis for validating new standards. The third level of validation focused on the most important standards in terms of their contribution to route

evaluations. The steps involved in time study validation process were as follows:

a. The IISE team reviewed the standard method with the carrier and responded to any questions the carrier had regarding the method.

b. IISE determined, in advance of the work being performed, the number of times the activity would be performed. This was accomplished by counting the number of mailpieces in per piece standards, addresses in per address standards, etc.

c. IISE timed the carrier performing all iterations of the work activity.

d. IISE calculated average actual time per occurrence (per piece, per address, etc.) by dividing total time for all occurrences by the number of occurrences.

e. IISE compared average observed time with normal time and standard time for the activity. We provide both comparisons because the actual time for the activities contained some very short delays and small quantities of personal and fatigue time. By contrast, normal time contains no PFD time, hence normal time is not the perfect match for comparative purposes. On the other hand, the amount of PFD time actually occurring during these studies is unlikely to be equivalent to the allowance factor, because carriers are unlikely to stop for personal or fatigue time while being observed during the study. Hence standard time is also not the perfect match, because actual time is unlikely to include the full complement of PFD time.

By and large, the time study validation results indicate that carrier performance against normal and standard times falls in the expected range. This indicates that the standards provide a fair amount of time to do the work, **when carriers follow the standard method.**

8. DEVELOPING AND DOCUMENTING STATISTICAL STANDARDS

A. GPS Data Capture

The evolution of GPS technology has enabled the tracking of carriers as they service their routes. There are inherent problems that must be addressed in using GPS technology. Current mobile devices for capturing breadcrumbs are reasonably accurate when the GPS satellites are not blocked. However, the signal is typically very distorted when a device is taken inside a building, and there is always some random error in the coordinates, even when signals have a clear path from satellite to device. A second problem arises in identifying stops. When a device is actually stopped, the error in GPS capture sometimes makes it appear as if it is still moving.

RECS uses algorithms and the pooled data to estimate when the device speed falls below a specified threshold (about walking speed) and defines this as a stop. Again, the pooled data minimizes the impact of random errors and increases the accuracy of stop times.

The data capture system works as follows. The MDD is the portable device used by carriers to scan parcels and input other data via menus on the device. The MDD generates GPS coordinates at a rate of 1 per second and can transmit these coordinates to the Amazon cloud.

B. Developing Statistical Standards

RRECS has two groups of statistical standards: drive speeds and traffic control points. Both are based on statistical analysis of elapsed times calculated from GPS breadcrumb data. However, the procedures and outcomes differ, so they will be described separately below.

1. Drive Speed Standards. The basic premise of the drive speed standards is that drive speed is governed primarily by the length of the distance driven from one full stop to the next full stop. With this as an organizing principle, drive speed standards are calculated as follows:

1. An interval is defined as the distance in feet from one mailstop, traffic control point or segment end point to the next mailstop, traffic control point, or segment end point.

2. On any given day, an interval between two

mapped stops is defined as a valid interval if the daily breadcrumb path indicates a stop at both locations and no unidentified stops occur between them.

3. RRECS calculates the distance in feet between the stops that define the interval from the lat-lon data in RSD for the mapped location of the two points.

4. Travel time in decimal minutes for the valid interval is calculated from the breadcrumb that defines the end point of the first stop to the breadcrumb that defines the start point of the second stop.

5. At this point RRECS has distance and time for each valid interval and can calculate speed in minutes per foot.

6. The last step is to sort interval speeds into predetermined distance ranges based on their mapped distances.

7. The distance ranges are organized into a drive speed matrix (DSM) in ascending order, and the mean drive speed for each distance range is calculated from the data points sorted to it.

This process was used to develop a drive speed matrix (DSM) in RRECS consisting of 47 distance ranges. The DSM is based on data collected for almost 24 million intervals during the calendar year from August 1, 2016 to July 31, 2017. The Panel also ran the analysis for each month of the year to see if there was significant month-to-month variation in driving speeds. The data indicate that variations in monthly speed are minimal, so the final DSM is based on the annual data and applies to all rural routes.

Unavoidable Delays in Driving. During a normal work day, carriers encounter a variety of unavoidable delays while driving. These include stops when making 3-point turns, entering traffic, being delayed in traffic, and encountering miscellaneous obstacles in the line of travel. None of these unavoidable delays are accounted for in the drive speed matrix. The drive speed study specifically eliminated any intervals with unidentified stops between interval end points; hence, the unavoidable delays are not reflected in lower drive speeds. Consequently, the Panel conducted an unavoidable delay study

to determine the amount of allowance time that should be added to drive time to cover unavoidable delays.

The study involved projecting the RSD address and mailstop locations and the Solver MDD breadcrumb trails on Google Earth maps. A simple system was used to identify the most likely cause of each of the breadcrumb stops not matched to mail delivery stops. A team of Georgia Tech students, under the supervision of Panel experts, examined a representative random sample of 179 routes using this methodology.

Analysis of the output from this study resulted in an estimate of 3.41% for unavoidable delays while driving. As a result, the entries for standard drive times in the matrix include a 3.41 percent allowance for unavoidable delays.

2. TCP Standards. TCP standards are based on: 1) the vehicle stop time at the TCP measured from GPS breadcrumb data; and 2) the frequency that the vehicle stops, calculated by dividing the number of actual stops by the number of eligible stops.

The data used in developing TCP standards was collected during the same 12-month period as the DSM data. Sample sizes ranged from about 1.5 million in the case of stop signs to several thousand in the case of access gates.

9. DIRECT MEASUREMENT OF ACTUAL TIME

The four work activities that are measured by actual time at the route level are load vehicle, end-of-shift activities, express mail deviations and time for safety and service talks. The basic procedure for capturing times for these activities is the same: the carrier signals the start of the activity on the MDD just before performing the work, and the end of the activity just after completing the work. The start and end points must be clearly defined, and the carrier must be trained to recognize them and correctly perform the data capture procedures

RRECS measures the actual time for these activities because, in each case, engineered standards were not a practical solution. The engineered standards approach requires the ability to count all data elements used in the

calculation of standard time and the ability to develop a standard method for each activity. In the case of load vehicle, this approach is impractical because the great diversity among routes in vehicle characteristics, mail mix, and mail volume means defining a single standard method is not possible. Consequently, the engineered standards approach would require separate standards for subgroups defined to produce greater internal uniformity. Not only would it be very difficult to specify the defining characteristics of such subgroups, if they could be created, each would require to its own standard and separate counts of its own unique data elements. The engineered standards approach in this context would be expensive to develop, operate and maintain. This point is implicitly recognized in current evaluated system, in which load vehicle time is also based on the direct measurement of actual time, albeit during a mailcount period.

The end-of-shift period is also very difficult to measure. Many possible activities can occur in the office at the end of the day. Different activities are performed on different routes, and different activities are performed on the same route on different days. Once again, the Panel concluded that it would be impractical and expensive to develop engineered standards and data capture procedures for the many short activities performed during this period.

Deviation for express mail delivery is a relatively rare event. Many express mail deliveries are fully integrated with regular mail delivery and do not require any deviation from the basic route and normal direct door deliveries. When deviation is required, there is no set procedure governing how it occurs; that is, no standardization of where the carrier departs from and returns to the basic route, and no uniformity in whether the deviation is made on foot or by a combination of driving and walking. Capturing and assigning time to irregular travel patterns of this sort is extremely difficult with GPS technology. Given the great difficulty of using the engineered standards in this context, and the relatively small contribution the activity makes to the overall route evaluation, the Panel opted for direct measurement of actual time.

10. ROUTE COVERAGE

The concept of "route coverage" is used to estimate the addresses actually serviced each day on each delivery route in order to give the carrier credit for the actual work performed. Current USPS standards are based on the number of addresses eligible for service rather than on those actually served. Since the RRECS standards are based on a standard time for each address served, using the number of eligible addresses would overestimate the actual work required.

The parties are still in discussion and development of a Coverage Factor calculation using both breadcrumb data and information from Informed Delivery databases to determine how many eligible boxes were served on any given day. The parties have already agreed that, on any day the route is credited with a boxholder or walk-sequenced mailing, the route coverage for that day will be defaulted to 100%.

11. CALCULATING AND UPDATING BASE HOURS AND EVALUATED HOURS

A. Background on Base Hours (BH) and Evaluated Hours (EH)

BH represents the weekly standard hours and minutes for six delivery days on a route. BH, in combination with the route classification (H, J, K), translates, in each pay period into EH, which determines the carrier's pay. **Hence BH drives carriers' pay and is the ultimate output of RRECS**.

This section covers the methodology for calculating, updating and recalculating BH. Under new procedures currently in development, Tracker will inherit responsibility from Payroll in Egan for determining EH.

B. Business Logic for Base Hours

Before a route can transition from the current Evaluated Compensation System (ECS) to RRECS, several steps must be followed. First 4-6 weeks of breadcrumbs must be accumulated on the route, so Solver can create a file that identifies the frequent stops.

Second, the carrier must map the route and enter route data in RSD. Third, values of data elements for the route must accumulate for a long enough period of time to generate a reasonable interim evaluation of the route. Fourth, Tracker and Solver must calculate evaluations in the automated RRECS system. Fifth, when the first interim period is over, Tracker must calculate BH for the initial evaluation of the route. Sixth, Tracker must repeat the previous step for each subsequent interim period during the phase-in year. Last, Tracker must have automated procedures in place to update the route in each pay period if triggering events for an update occur, and to create a new evaluation of the route if triggering events for a new evaluation occur. The **initial** determination of BH is simple: BH equals the most recent value of Current Weekly Evaluation (CWE). RRECS calculates the CWE by computing the daily standard times and rolling these into a six-day, weekly evaluation on a continuous basis. The Tracker logic selects the latest value of CWE and it becomes the BH value used to determine the initial value of EH. The initial evaluation occurs when the route is mapped, certified and first enters RRECS.

After the route is initially evaluated in this way, it becomes eligible for updates in each subsequent pay period based on changes in BH. In the subsequent pay periods, BH = CWE + AF, where CWE is the latest value available, and AF is an adjustment factor. Tracker stores current values of both BH and AF. CWE is an automated calculation that is available daily. The adjustment factor (AF) is necessary because the route is not remapped each time a small change occurs. The reasons are obvious: mapping requires substantial time to accumulate breadcrumbs and complete the mapping process, and it is very expensive. Since small route changes do not result in remapping, an alternative procedure is necessary to estimate their impact and adjust the evaluation accordingly. This estimation procedure is exactly analogous to

the process in the ECS that is used to update route evaluations between mail counts.

AF is recalculated if a change in any of the following route characteristics occurs: route miles, regular boxes, central boxes, dismounts, dismount distances, inter-unit mail (low volume), inter-unit mail (high volume), collection points (blue box), or collection compartments.

If the triggering event is a change in regular boxes or centralized boxes, a tenth calculation, for volume change associated with change in the number of addresses, is also made. The volume adjustment is based on volume factor calculated for each route by summing all volume related sequences and dividing the resulting standard time by the number of addresses. The volume adjustment is calculated by multiplying the change in the number of addresses by the route volume factor.

In each period in which a change in one or more of the ten factors occurs, Tracker calculates the AF incremental change equal to the net change resulting from the sum of the ten calculations. AF incremental changes are calculated for each pay period based on any changes in the ten factors reported in the previous pay period. The AF is equal to the sum of all the AF incremental changes since the last RSD update. The AF and CWE are used to calculate Bank Time (BT).

The parties will negotiate the frequency of base hour resets or adjustments to route evaluations and the events that may trigger the need for these changes/updates

12. CALCULATING BASE HOURS ON NEW AUXILIARY ROUTES AFTER ROUTE ADJUSTMENT

A. Background Adjusted Routes

Local managers need a simple procedure to estimate base hours on newly created auxiliary routes after route adjustments. In the discussion that follows, we will refer to the new auxiliary route that is created as the

aux route, and the existing adjusted route or routes as donor routes.

Carriers on both the aux and donor routes must be paid immediately after the adjustment. While RRECS procedures for new routes can produce interim evaluations after 13 weeks of data collection, they do not include a procedure for setting evaluations for the first 13 weeks after adjustment. This section of the report describes the automated procedure that will be used during this initial 13-week period.

B. Business Logic Adjusted Routes

The donor route contributes time to the aux for the following 10 transfers: Route miles; Regular boxes; Central boxes; Dismounts; Dismount distances; Inter-unit mail (low volume); Inter-unit mail (high volume); Collection points (blue box); Collection compartments; and Mail Volume. These are the same 10 items used to adjust base time in interim adjustments. The Postmaster enters the amount of the transfer for eight of the ten items (excluding Route Miles and Mail volume) and the business logic calculates the time transferred to the aux route. For Route miles, the Postmaster must enter three pieces of information: the pre-transfer mileage and the drive time (basic route) for the donor route; and the miles transferred from the donor to the aux route. The business logic calculates the standard time for the transferred miles from these three data points. For Mail volume, the Postmaster enters the volume factor of the donor route, and the business logic calculates the standard time for the mail volume transferred from the donor to the aux route. The process is repeated for each donor route.

The total time from the 10 calculations represents the time by which the donor base hours are reduced. The total time for the new auxiliary route is equal the sum of the time transferred from each donor route plus the time for fixed time activities, actual time activities, additional miles on the auxiliary route, and office walking. To determine fixed time, the Postmaster must enter the withdrawal option and the vehicle type on the aux route. The business logic selects the appropriate fixed time for the combination entered. Actual times on the aux route are based on average times for load vehicle and end-of-shift activities. No entries are necessary. Additional miles are the stem and connecting segments that link transferred miles to the delivery unit and each other. The Postmaster must estimate these miles (Google Map, driving) and enter the total additional miles. Finally, office walking requires the carrier and supervisor to take the actual measurements for the new auxiliary route. The business logic calculates total standard minutes for the aux route by adding transferred, fixed, actual, additional miles and office walking minutes. The logic automatically calculates base hours for the new auxiliary route.

The route adjustment process requires the Postmaster to enter 12 pieces of information for each donor route and 3 pieces of information for the new auxiliary route. All calculations are automated. The output shows the base hour deductions from each donor route and the base hours for the auxiliary route.

13. CONCLUSION

In this lengthy explanation, we have tried to condense the entire Engineering Panel Report and focus on the factors that affect route evaluations, how those factors came to be, and how they will be managed in the future. In the next section, we will use some real-life examples to explain how RRECS will actually be used to calculate and maintain our route evaluations.
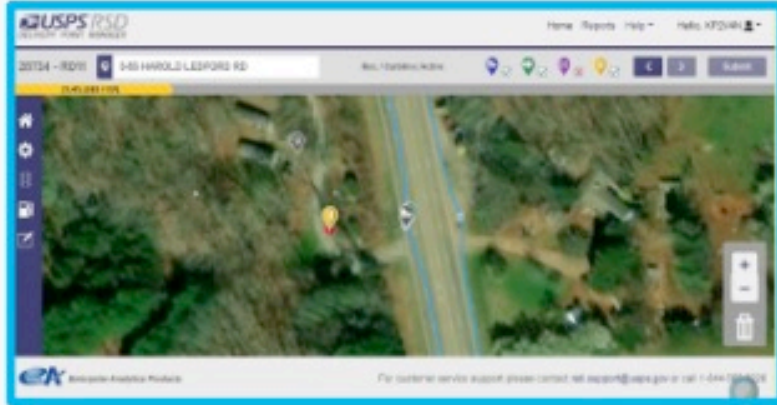
RRECS Mapping Overview

National Rural Letter Carriers' Association

What is RRECS Mapping?

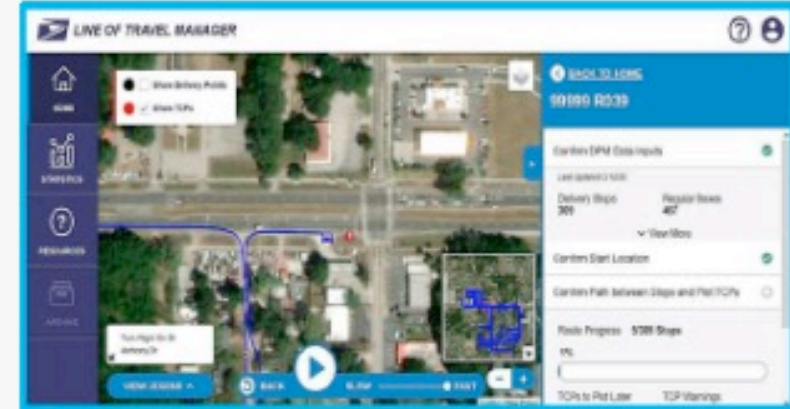**RRECS Mapping** is a two-part initiative to create **RRECS Confirmed routes** using online applications:

1. **Delivery Point Manager (DPM)**

Action Required: Plot delivery points for all rural routes, including:
- Mail Stop
- Mailbox
- Park Point
- Front Door

2. **Line of Travel Manager (LTM)**

Action Required: Review line of travel between plotted delivery points and:
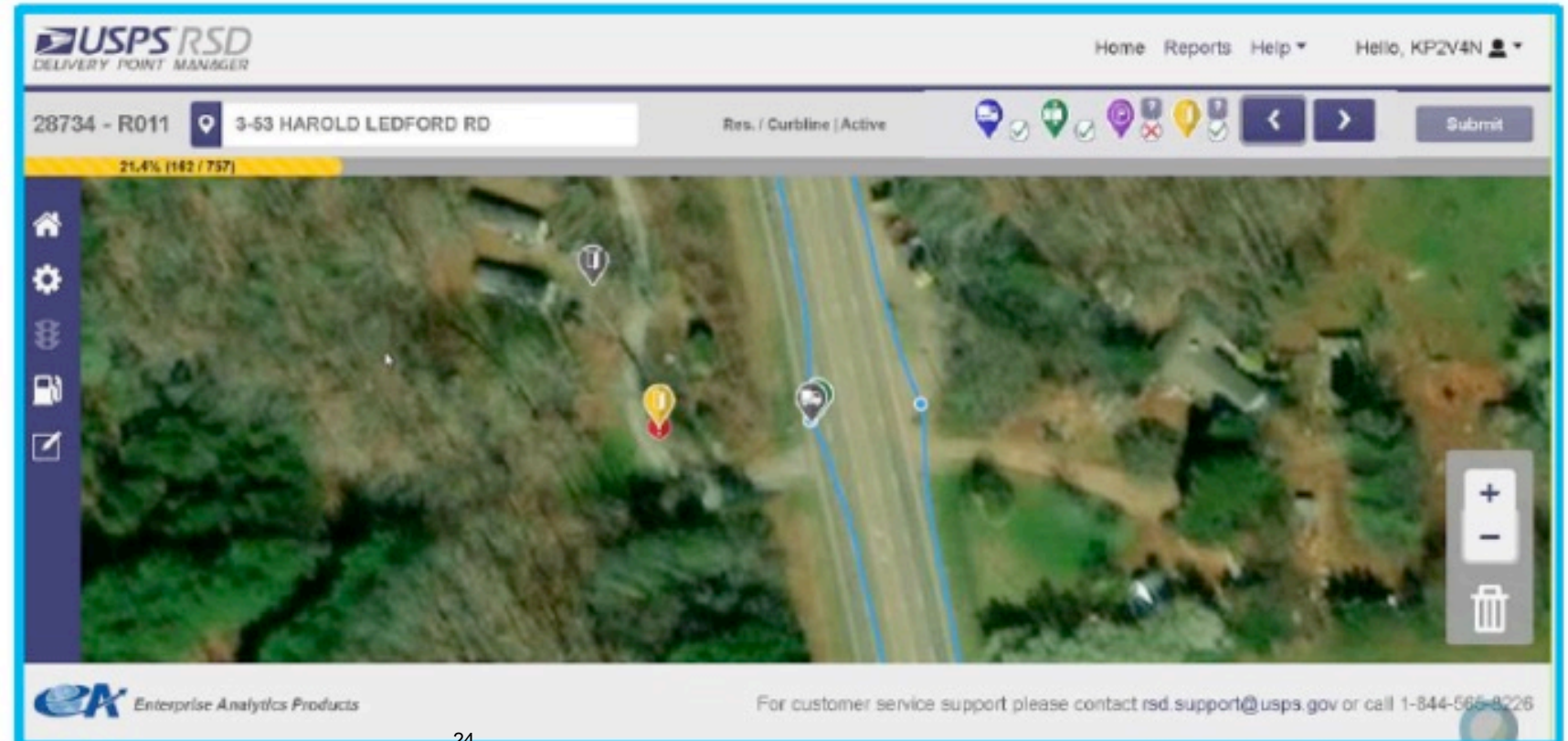- Plot traffic control points (TCPs)
- Confirm delivery stops

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What is RRECS Mapping?

The first step of **RRECS Mapping** is to plot delivery points in **Delivery Point Manager (DPM).**
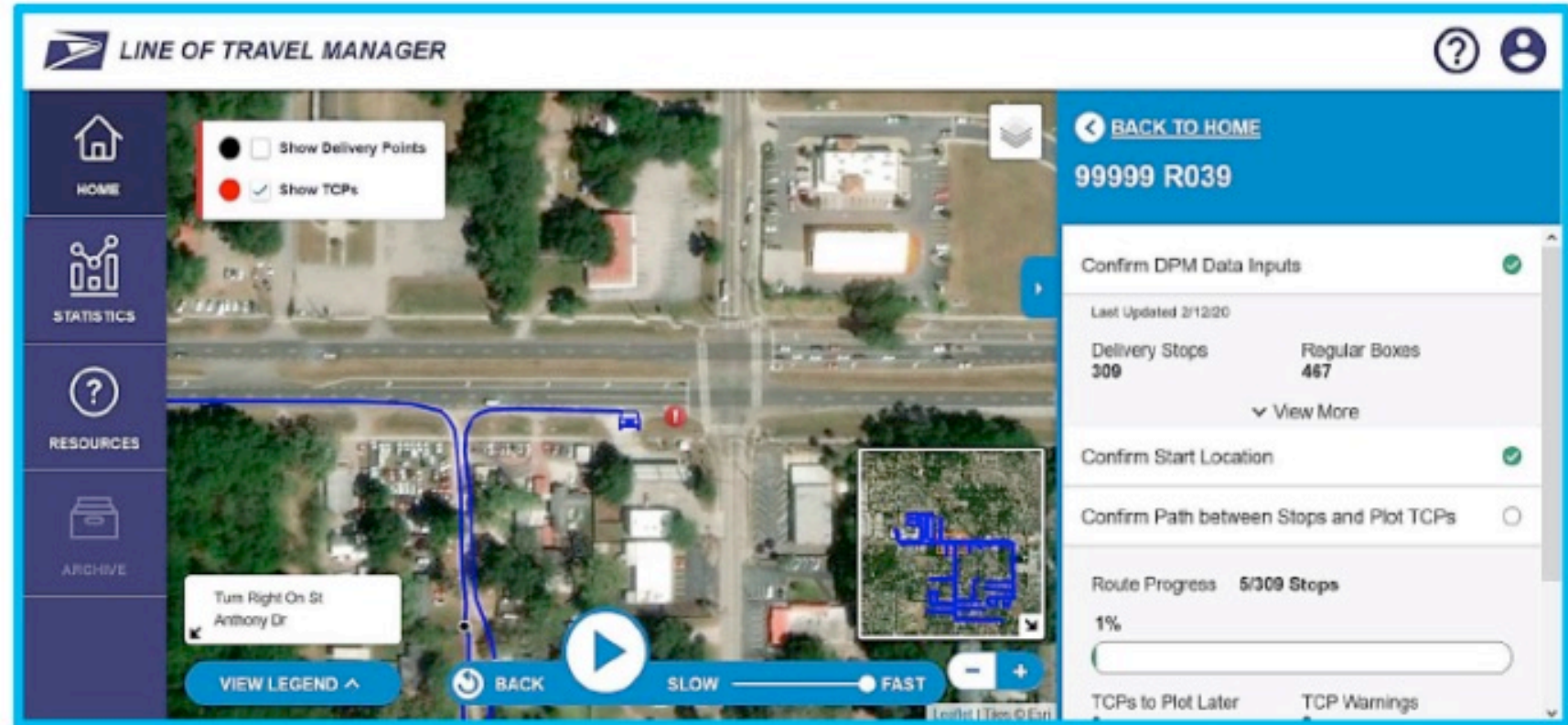
Step 1: DPM

Step 2: LTM

What is RRECS Mapping?

The second step of **RRECS Mapping** is to review the line of travel in **Line of Travel Manager (LTM).**

DPM Overview

Delivery Point Icons & Indicators

There are four delivery points for each address:

Mail Stop
Indicates **location of vehicle** when servicing a Mailbox

Mailbox
Indicates the **Mailbox** physical location

Park Point
Indicates where vehicle is parked to deliver to door

Front Door
Indicates the physical delivery location for door deliveries
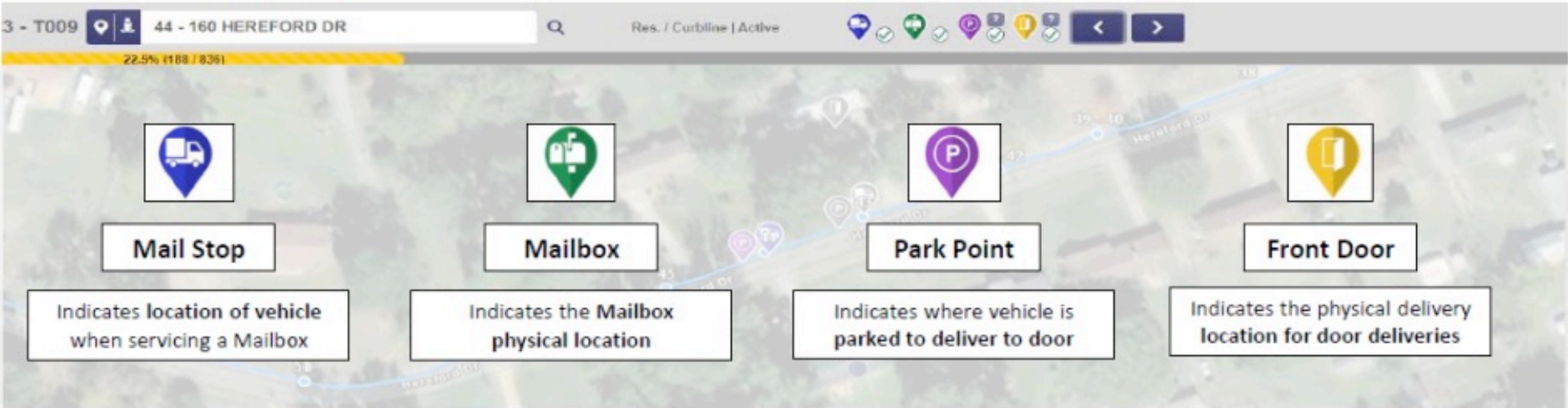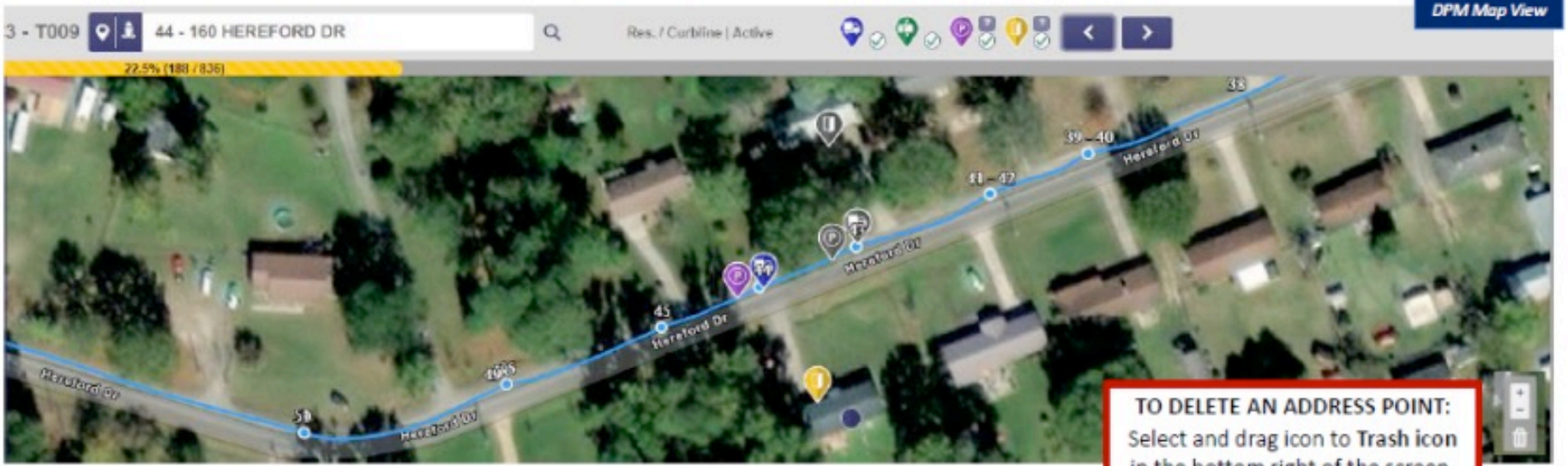
Delivery Point Indicators

The Delivery Points and Address Tag status indicators (white circle next to delivery point icons) will let you know if addresses require additional points to be set.

Delivery Point is Not Set

Delivery Point is Set

Delivery Point is Unknown

1+ Delivery Points are not set

All Delivery Points are set

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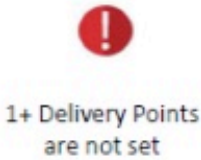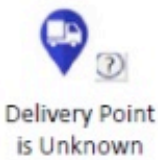
Setting and Deleting Address Points

Delivery Points for each address can be set by dragging icons from the action bar to the correct location on the map.

4-Points

Mail Stop   Park Point

Mailbox   Front Door

Often same location

TO DELETE AN ADDRESS POINT:
Select and drag icon to **Trash** icon in the bottom right of the screen.

TO SET ADDRESS POINTS:

1. Drag and drop each of the **four-point icons** from the top bar to the location on the map.
2. Use the blue breadcrumb cluster point on the reference line as a guide, especially for **Mail Stop** locations.
3. Use the gray 4-point icons from the previous address for reference.
4. Use the white numbered sequence of the prior and upcoming mail stop locations
5. Click the "?" above either the **Park Point** or **Front Door** icon if the location is unknown

Digital Edit Book, Grouping and Dismounts

DPM Edit Book feature acts as a digital edit book and allows for manual changes to be made during the mapping process.
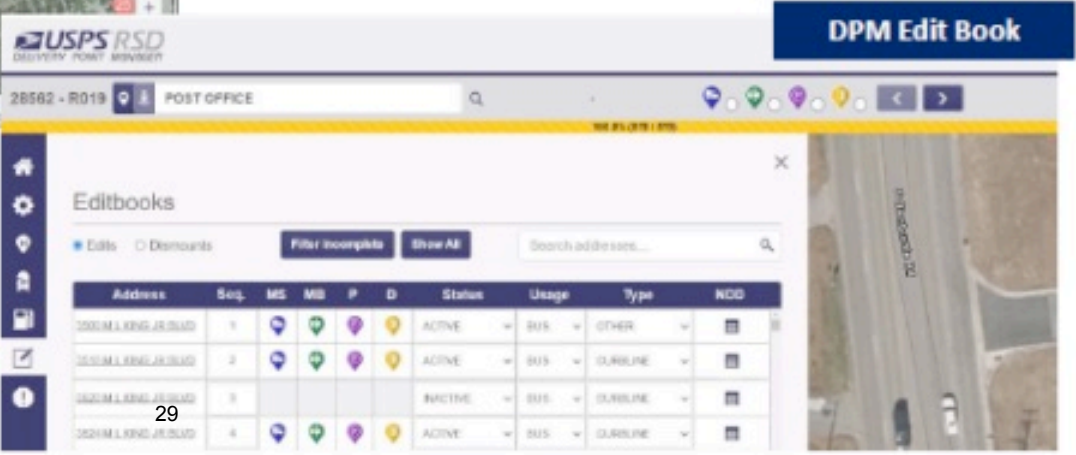
Select the book icon (4) in the right panel to open the DPM editbook

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DPM Edit Book Overview

DPM Edit Book feature acts as a digital edit book and allows for manual changes to be made during the mapping process.

Updates made in DPM will not be transferred to AMS Edit Book.
Edit book updates must be made separately.

Making Edit Book Changes

Use the field and drop-down menus in the Edit Book to change address characteristics

1. **Sequence:** Delivery Point Sequence of the addresses
2. **Status:** Active or Inactive
3. **Usage:** Business or Residential
4. **Type:** Curb, CENT, CBU, OTHER
5. **NDD:** Indicate when the address is not active due to a Non-Delivery Day (NDD)

Editable Fields

Grouping Boxes-Icon Definitions

Regular Box Grouping in DPM

Regular Box Grouping in DPM

Mail Stop Grouping -> Boxes are within 5 ft of each other

Regular Boxes

Clear | Group | Group w/ Mailboxes

The 'Group w/ Mailboxes' button should be used in this scenario.

As the curb boxes are on the **same post** the mailboxes can be **grouped** as well.

4 Addresses at this location, how should they be grouped?

- How many **Mail Stop** Groups?   *1 Mail Stop Group for all 4 addresses*

- How Many **Mailbox** Groups?   *1 Mailbox Group for all 4 addresses (same post)*

Regular Box Grouping in DPM

Mail Stop Grouping ->
Boxes are within 5 ft of each other

Regular Boxes

Clear | Group | Group w/ Mailboxes

The *'Group'* button should be used in this scenario.

As the curb boxes are on **separate posts** the *mailboxes* should **not be grouped**.

2 Addresses at this location, how should they be grouped?

- How many **Mail Stop** Groups?   *1 Mail Stop Group* with 2 addresses

- How Many **Mailbox** Groups? *0 Mailbox Groups* as each mailbox is on a separate post

Centralized Grouping in DPM

Centralized Grouping in DPM

CBU

Centralized

- **Mail Stop Grouping** -> *Dismounts*
- **Mailbox Grouping** -> *Mailbox Units (Key Turns)*

1 Mail Stop

5 Mailboxes

1 2 3 4 5

Google

76 Addresses at this location, how should they be grouped?

- How many **Mail Stop** Groups? *1 Mail Stop Group for all 76 addresses (1 dismount)*

- How many **Mailbox** Groups? *5 Mailbox Groups split across 76 addresses (5 units or key turns)*

Centralized Grouping in DPM

- **Mail Stop** Grouping -> *Dismounts*
- **Mailbox** Grouping -> *Mailbox Units (Key Turns)*

Group: 1 Mail Stop

Group: Mailbox 1

Group: Mailbox 2

Group: Mailbox 3

Group: Mailbox 4

Group: Mailbox 5

<u>**User Grouping Action for 76 addresses co-located**</u>

1. **Group Mail Stop** for all 76 addresses (1 Dismount)
2. **Group Mailboxes** (5 groups for 5 Units)
   - i.   MB Group 1 Mailboxes for addresses 1-15
   - ii.   MB Group 2 Mailboxes for addresses 16-30
   - iii. MB Group 3 Mailboxes for addresses 31-45
   - iv.   MB Group 4 Mailboxes for addresses 45-60
   - v.   MB Group 5 Mailboxes for addresses 60-76

1 Mail Stop
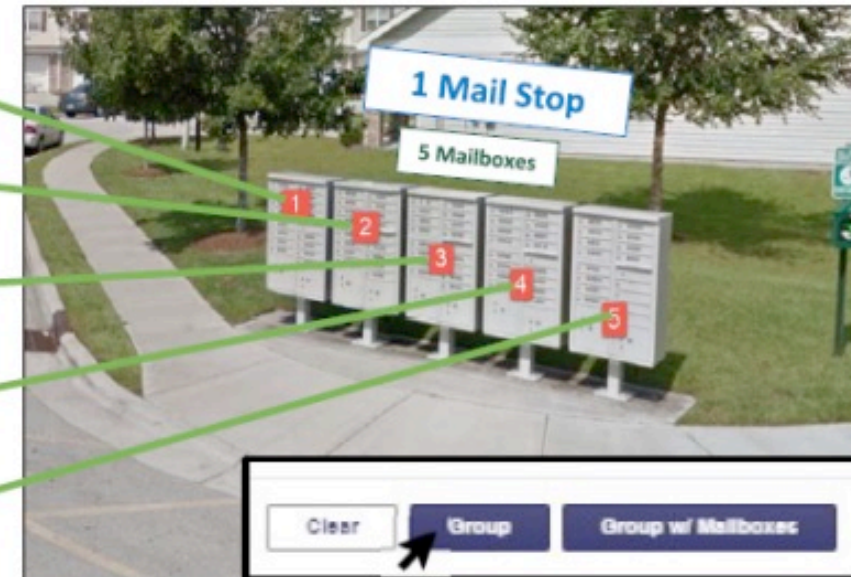
5 Mailboxes

The **'Group'** button should be used in this scenario.

Do not use the **'Group w/ Mailboxes'** in this scenario, as 5 individual mailboxes are needed.

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Grouping Rules

Box Type Grouping Rules

- **Curb** can only be grouped with Curb

- **Other** can only be grouped with Other

- **CBU and Central Mail Stops** can be grouped together, but CBU/CENT Mailboxes cannot be mixed.

Additional Grouping Rules

- **Park Point** can be grouped if addresses share the same or similar Park Point Locations.

- **Front Door** can be grouped if addresses share the same or similar Front Door Locations.

- **Unknown Points** cannot be grouped.

Grouping Icons

- Grouped Mailbox and Mailstop Anchor addresses will have an **Anchor icon** displayed at the top right.
- Grouped Park Points and Front Doors have a **G icon** on the action bar.

DPM Grouping Screen

1489 WOOD TRAIL CIR 38016

Address	Type
#2 - 820 HERBERT RD STE 104 38016	CBU
#3 - 820 HERBERT RD STE 103 38016	CBU
#4 - 820 HERBERT RD STE 108 38016	CBU
#5 - 820 HERBERT RD STE 109 38016	CBU
#6 - 820 HERBERT RD STE 110 38016	CBU
#7 - 820 HERBERT RD STE 108 38016	CBU
#8 - 820 HERBERT RD STE 108 38016	CBU
#9 - 820 HERBERT RD STE 113 38016	CBU
#10 - 820 HERBERT RD STE 111 38016	CBU
#11 - 830 HERBERT RD STE 106 38016	CBU
#12 - 830 HERBERT RD STE 103 38016	CBU
#13 - 830 HERBERT RD STE 101 38016	CBU
#14 - 830 HERBERT RD STE 108 38016	CBU
#15 - 830 HERBERT RD STE 102 38016	CBU

Clear | Group | Group w/ Mailstops

DPM 4-Point Grouping Icons

Res. / Curbline | Active

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Dismount Introduction

Each Dismount requires information to be entered in the DPM Edit Book:

Select the Dismount Button in the Edit Book to switch to the Dismount Page.

DPM Dismount Population

Each Dismount requires information to be entered in the DPM Editbook:

Addresses that appear in the Dismount Page:

- *Dismount = CBU, CENT, SDWK, Other* addresses that are **anchors in a Mail Stop group**
- *Dismount = CBU, CENT, SDWK, Other* addresses that are **not grouped in a Mail Stop**

DPM Dismount Fields

The populated dismount worksheet should closely match the current e4003:

Editbooks

○ Edits ● Dismounts [Filter Incomplete] [Show All] | Search addresses... 🔍

Address	Seq.	Collection Comp. QTY	Dly. Dsmt. Distance	Unit Count	Parcel Lockers QTY	Extra Time (minutes)	Status	Usage
1100 ASHLEY PARK RD	5			3		:	ACTIVE	RES.
3544 M L KING JR BLVD	78			1		:	ACTIVE	BUS.
3542 M L KING JR BLVD	79			1		:	ACTIVE	BUS.

Daily Dismount Distance

Measured (in feet) from the point you exit vehicle to the delivery point, collection box, then back to vehicle.

Unit Count

The Unit Count is pre-calculated as the number of GROUPED MAILBOXES within the Mail Stop.

Collection Compartment QTY

Enter the number of Collection Compartments in all CBU units

Parcel Locker QTY

Enter in the number of available parcel lockers for this dismount.

Extra Time

Then, enter in the number of minutes that you need for any special circumstances, such as security gates.

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DPM Dismount Grouping

The values in the Dismount Sheet are populated by Delivery Point GROUPING:

DPM Dismount Page

Editbooks

-> **Delivery Point GROUPING** ->

○ Edits ● Dismounts | Filter Incomplete | Show All | Search addresses...

Address	Seq.	Collection Comp. QTY	Dly. Dismt. Distance	Unit Count	Parcel Lockers QTY	Extra Time (min:sec)	Status	Usage
1100 ASHLEY PARK RD	5			3		:	ACTIVE	RES.
3544 M L KING JR BLVD	78			1		:	ACTIVE	BUS.
3542 M L KING JR BLVD	79			1		:	ACTIVE	BUS.

Mail Stop Grouping -> _Dismounts_

If the number of Dismounts in the page does not match the 4003, review _Mail Stop_ grouping

- Group mail stops to reduce dismounts
- Ungroup mail stops to add dismounts

Mailbox Grouping -> _Unit Count_

If the number of units populated does not match the 4003, review _Mailbox_ grouping

- Group mailboxes to reduce units
- Ungroup mailboxes to add units

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LTM-Review Total from DPM

To proceed with RRECS Mapping, you must (1) confirm DPM totals are correct and (2) confirm start location of the selected route.

1. Confirm **DPM totals** are correct
   (box totals, dismount totals, DPM update date)

   > *The information populated is a result of action taken in DPM.*
   >
   > *Review and correct in DPM, if necessary.*
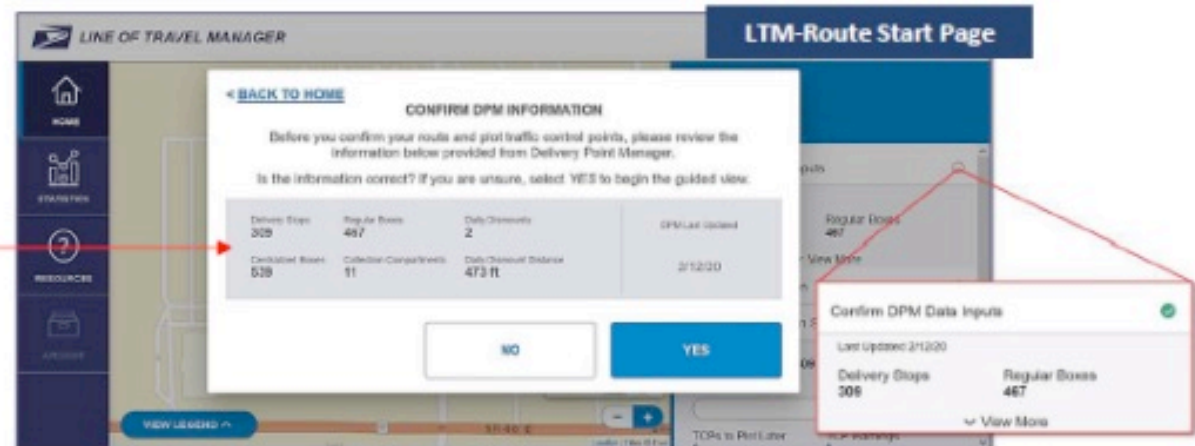
2. Confirm **start location** of the selected route
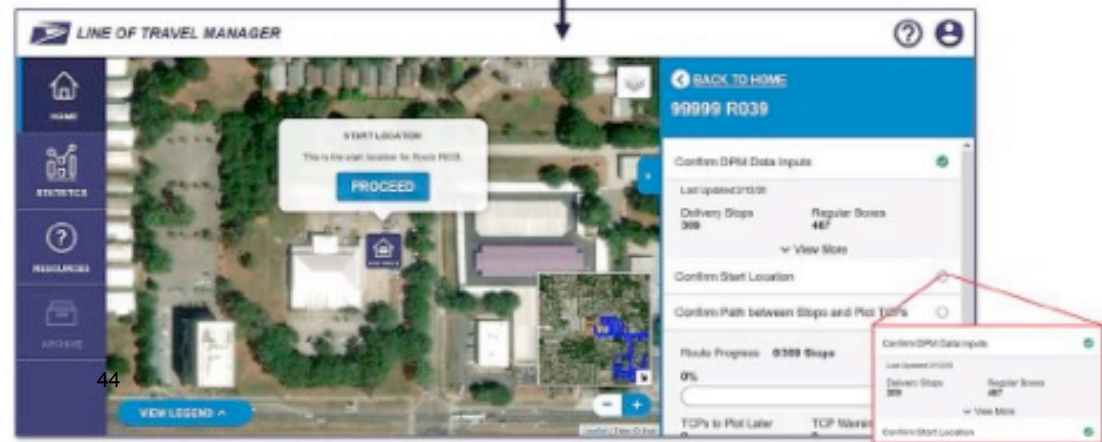
Confirm Line of Travel

Blue icons will appear on the route to indicate delivery stops.
The Line of Travel between these locations will be played for the user

While confirming the Line of Travel, if the provided path is correct and no TCPs are needed, then no direct action is required by the user.

Confirm Line of Travel

While confirming the line of travel, there are 3 actions that need to be taken:
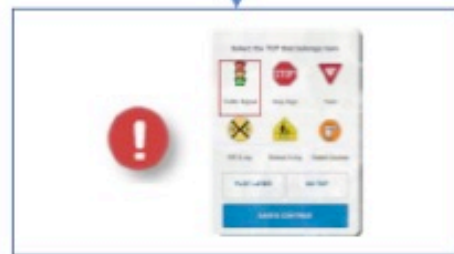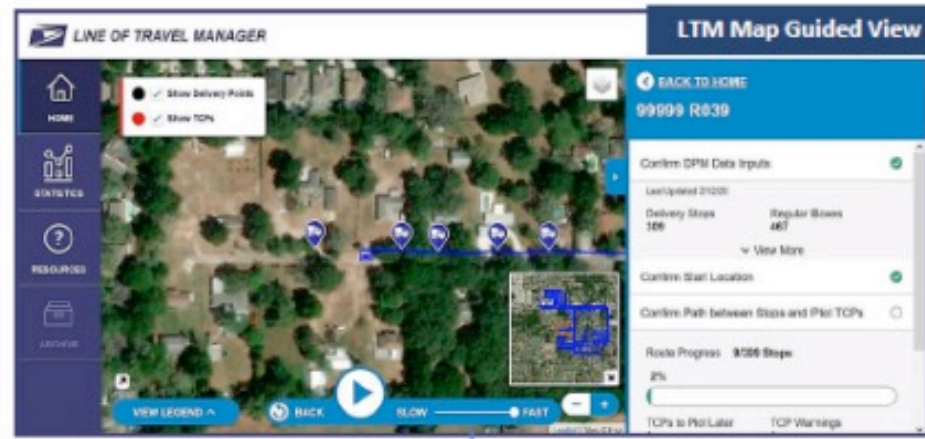
A. Confirm Informed TCPs
- i. Upon red dot, user is prompted
- ii. Select TCP or select No TCP
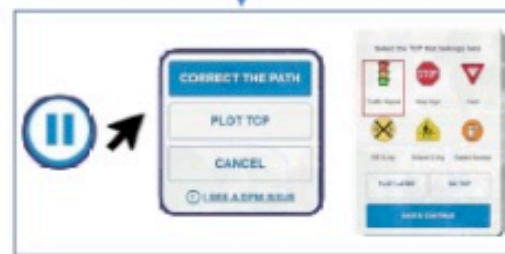
B. Plot Missing TCPs
- i. Pause Guided View
- ii. Select Line
- iii. Select Plot TCP
- iv. Select & Plot TCP
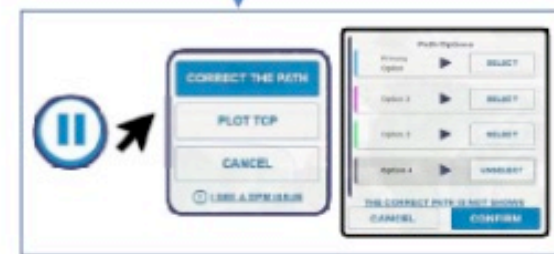
C. Select Alternate Paths
- i. Pause Guided View
- ii. Select Line
- iii. Select Correct
- iv. Select Desired Path

Confirm Informed TCPs

⚠️ A red icon appears on the map at pre-identified, potential TCPs. A pop-up appears to select the type of TCP.
TCP Types: traffic signal, stop sign, yield, railroad crossing, school crossing, or gated access.
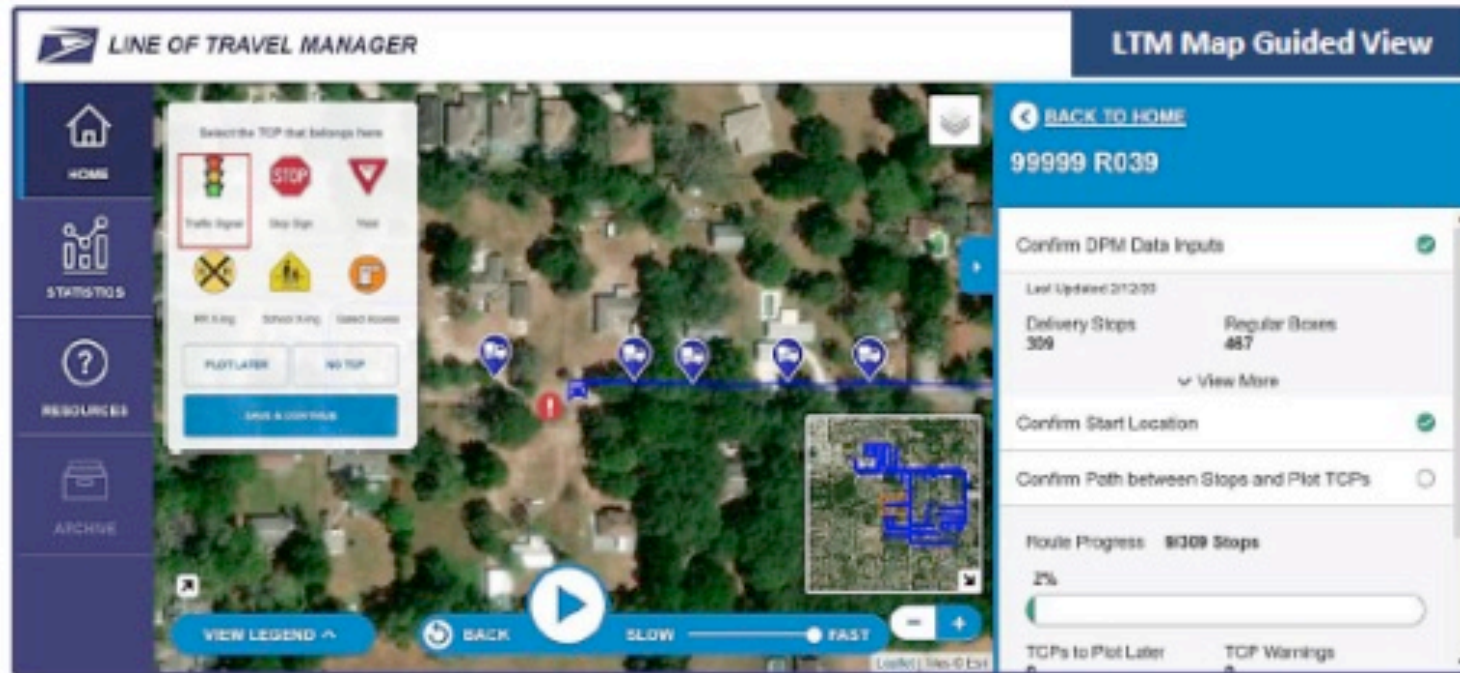
*If you don't know the TCP type, click **Plot Later**.*

Required Action: If there is not a Traffic Control Point in the prompted location, Then click the 'No TCP' button. If there is a TCP, then select the TCP type and Save.

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Plot Missing TCPs

⏸ If a red icon does not appear at a TCP location, press Pause and click on the travel path by the TCP. Click the **Plot TCP** button in the pop-up in the upper left of the map. A pop-up appears to select the type of TCP.
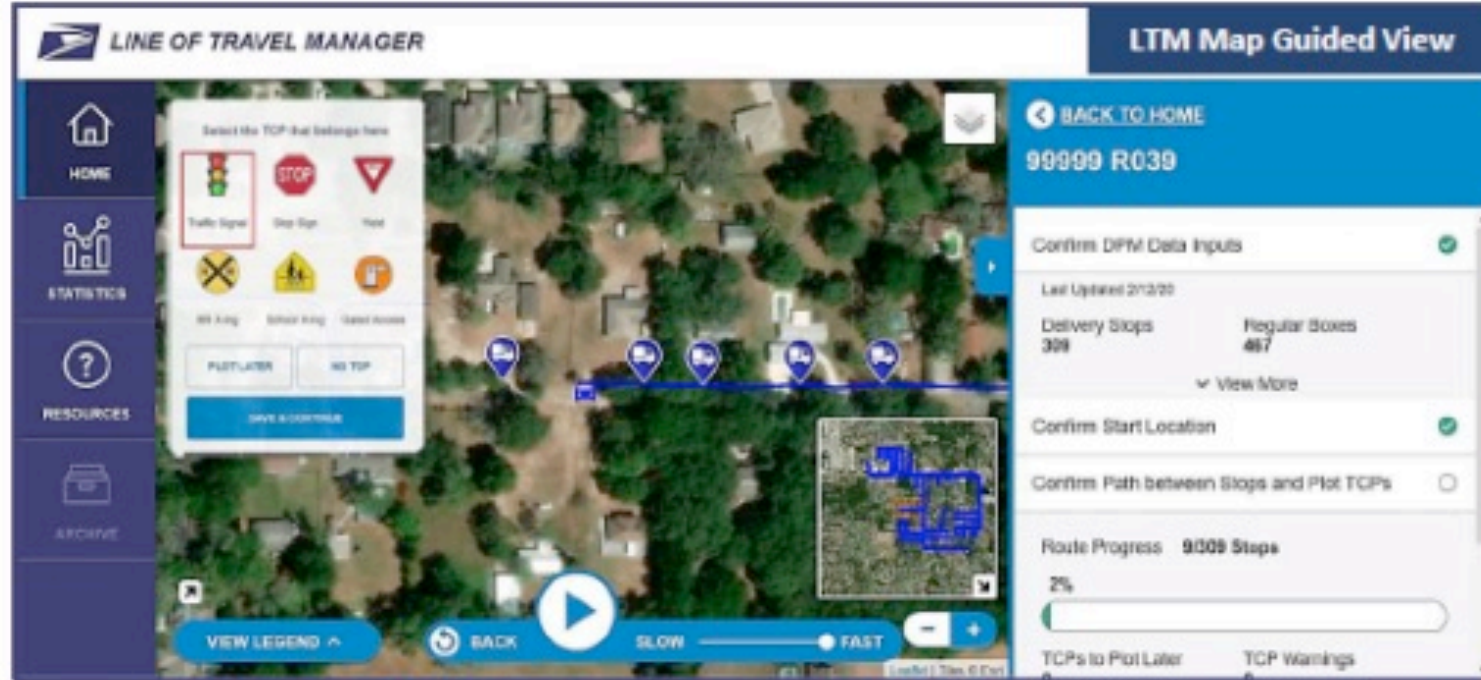
Required Action: Pause and click on the travel path by the TCP, select TCP type and Save.

Select Alternate Paths

⏸ If the line of travel between mail stops does not reflect the expected path, you will need to **correct the path.**
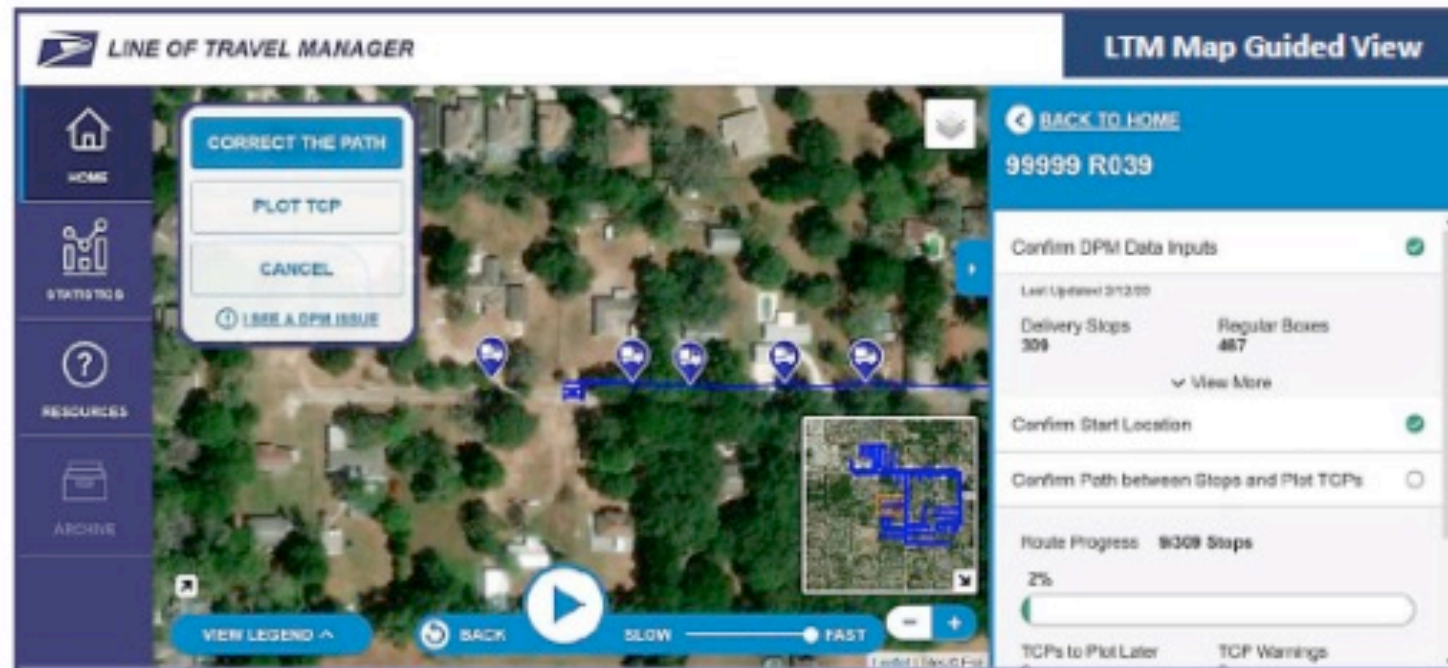
Required Action: Click the Pause button on the control bar and click on the relevant part of the travel path to prompt the 'Correct the Path' pop-up.

Select Alternate Paths

After clicking the relevant part of the travel path, a series of pop-ups will appear.

Steps:

1. Click the Correct the Path button.

2. Click the play icon in the pop-up to review each option.

3. Select correct option and click Confirm.

4. If correct option is not shown, click 'THE CORRECT PATH IS NOT SHOWN', provide reason in the pop-up, and click Submit.
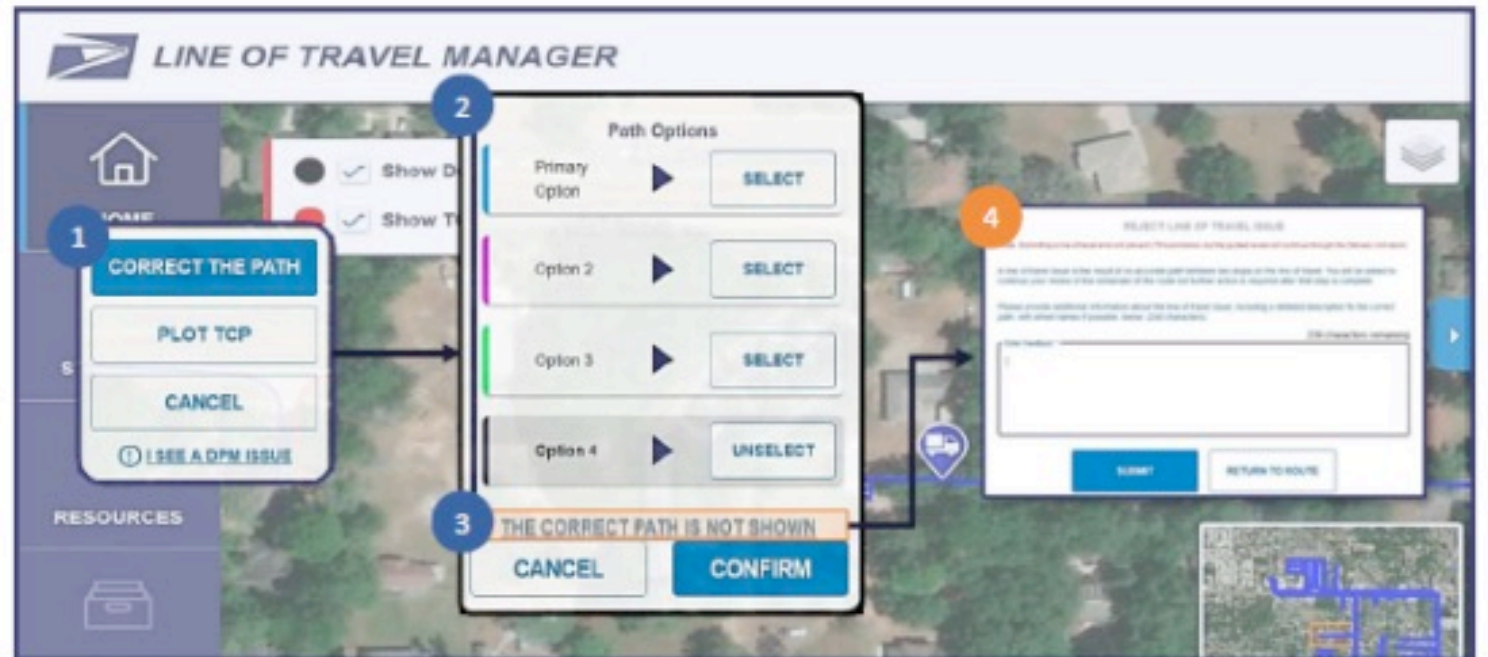
Required Action: Modify Line of Travel by selecting correct alternate path.
If correct option is not shown, click 'THE CORRECT PATH IS NOT SHOWN' button.

Review the LOT using Free Roam

a. When the Guided View is completed, a pop-up will appear to **Review TCPs Warnings**, if necessary.

b. An additional pop-up will appear for an **optional free-roam route review**.
Click the Review button to return to the route and make additional changes, if needed.

Required Action: Review any outstanding TCPs, return to route and make additional changes if needed, and proceed to Route Confirmation.

To complete RRECS Mapping in LTM:

- a.   Review Route Summary
- b.   Confirm Driving Directions
- c.   Submit Confirmation
- d.   Print Driving Directions, Map, and Submission Page

Drive Speed Matrix

Distance Range (ft)	Standard Speed (mph)	Standard Speed (min/ft)
0 ft - 15 ft	4.57	0.00249
15 ft - 20 ft	6.44	0.00176
20 ft - 30 ft	6.43	0.00177
30 ft - 45 ft	6.77	0.00168
45 ft - 65 ft	7.42	0.00153
65 ft - 90 ft	8.05	0.00141
90 ft - 120 ft	8.86	0.00128
120 ft - 155 ft	9.79	0.00116
155 ft - 195 ft	10.77	0.00106
195 ft - 240 ft	11.79	0.00096
240 ft - 290 ft	12.87	0.00088
290 ft - 345 ft	13.91	0.00082
345 ft - 405 ft	14.89	0.00076
405 ft - 470 ft	15.93	0.00071
470 ft - 540 ft	17.00	0.00067
540 ft - 615 ft	18.01	0.00063
615 ft - 695 ft	18.97	0.00060
695 ft - 780 ft	19.93	0.00057
780 ft - 870 ft	20.89	0.00054
870 ft - 965 ft	21.78	0.00052
965 ft - 1065 ft	22.70	0.00050
1065 ft - 1170 ft	23.52	0.00048
1170 ft - 1280 ft	24.47	0.00046
1280 ft - 1395 ft	25.24	0.00045
1395 ft - 1515 ft	25.87	0.00044
1515 ft - 1640 ft	26.72	0.00043
1640 ft - 1770 ft	27.60	0.00041
1770 ft - 1905 ft	28.29	0.00040
1905 ft - 2045 ft	29.00	0.00039
2045 ft - 2190 ft	29.58	0.00038
2190 ft - 2340 ft	29.76	0.00038
2340 ft - 2495 ft	30.74	0.00037
2495 ft - 2665 ft	31.41	0.00036
2665 ft - 2820 ft	31.66	0.00036
2820 ft - 2990 ft	32.22	0.00035
2990 ft - 3165 ft	32.49	0.00035
3165 ft - 3345 ft	33.03	0.00034
3345 ft - 3530 ft	33.91	0.00034
3530 ft - 3720 ft	34.13	0.00033
3720 ft - 3915 ft	34.41	0.00033
3915 ft - 4115 ft	35.07	0.00032
4115 ft - 4320 ft	35.35	0.00032
4320 ft - 4530 ft	35.90	0.00032
4530 ft - 4745 ft	35.88	0.00032
4745 ft - 4965 ft	35.80	0.00032
4965 ft - 5190 ft	37.15	0.00031
> 5190 ft	39.45	0.00029

How Does the Drive Speed Matrix Work?

RRECS uses the table to the left to calculate drive time on the basic route. The process starts with carriers locating mailstops and traffic control points when they map their routes. The RRECS mapping program stores these GPS locations in the Rural Street Database (RSD). RRECS computer code calculates drive "intervals" distances based on the GPS data and a road grid, in a process that works much like plotting a route on Google Maps. In RRECS, an interval is defined as the distance from one mailstop, traffic control point, or segment end point (right or left turn, new road name, etc.) to the next mailstop, traffic control point or segment end point. The result of analyzing the mapping data is a listing of the route's intervals distances in consecutive order.

Drive time for an interval equals DISTANCE times SPEED. The RRECS computer logic selects the appropriate speed for each interval from the Drive Speed Matrix (DSM). For example, if an interval is bound by two mailstops 40 feet apart, the appropriate speed from the DSM is 0.00168 minutes per foot (6.77 miles per hour), and the standard time for driving the interval is (Distance = 40 feet times Speed = 0.00168) 0.0672 minutes or about 4 seconds. If an interval is a mile long, say the distance from the post office to the first mailstop with no traffic control or segment end point in between, standard drive time is (5280 feet times 0.00029 minutes per foot) 1.5312 minute or about 92 seconds.

The computer code repeats the basic calculation for each interval and adds all the interval drive times to arrive at the total Drive Time for the Basic Route. This procedure results in drive times that reflect the specific realities of each rural route.

The DSM is also used to calculate total time for out-of-route driving for door deliveries and pickups. Once again, RRECS calculates these distances and then calculates standard drive time from the distances and the appropriate DSM speeds.

Evaluated Compensation System PS 4241-M Compared to RRECS

The chart on the following pages compares the current 4241-M worksheet, commonly called the Mail Count Calculator, and the corresponding new standards from the RRECS. The 4241-M is shown in green. The standards listed under either the Office Time or Route Time columns are currently applied to the weekly averages obtained through a mail count. The corresponding RRECS standards are shown in the middle section. In many cases, there is not a one-to-one comparison. Please note that MANY of the standards applied in RRECS depend upon the carrier's input of data. The phrase "52-Week Avg from Carrier MDD Input," which you will see repeatedly in the Comments column, means that standard depends entirely on the carrier making an entry or a scan into the hand-held scanner daily.

The RRECS time for route miles is determined from the mapping of the route through use of the Rural Street Database (RSD) and uses the Drive Speed Matrix and the Traffic Control Points allowances to calculate the total drive time on the route.

In RRECS, Regular and Central Boxes are further subdivided. Within each subdivision, there is a standard based on the bundling system of the route. Very simply, routes that do not receive DPS Letters or DPS Flats fall into the "one-bundle" category. Those routes receiving only DPS Letters are considered "two-bundle." And those receiving both DPS Letters and DPS Flats are considered "three-bundle."

Also included under Box Time is a new standard for verifying the address on each letter and flat delivered. These standards are applied to the total average weekly volume of flats and the total average weekly volume of letters. Please note that, for explanation, the standard is listed under both Regular and Central boxes, but it is only applied ONCE to the total weekly average volumes, regardless of where the mail is delivered.

Loading Time and the time for all required End of Shift Duties will be captured under RRECS on a daily basis. The evaluation will include the weekly average time for these functions.

Parcels are credited in RRECS depending on the carrier input into the MDD Scanner as to the location of the delivery (Door, Mail Box or Parcel Locker). The location of the delivery triggers the appropriate standards to be applied.

All walking distances within the office will be input via the Office Walk Distance Database. The distances are defined and will be measured by local management and the carrier. Dismount walking distances on the street are input into the RSD.

As in the current system, the standards for Withdrawal Time and USPS Vehicle are only applied to the appropriate routes designated as performing withdrawal duties or having a government vehicle assigned.

The Reloading standards in RRECS are best illustrated by the included Lookup Tables which simplify the standard by number of trays (estimated from mail volumes) and bundling system.

4241-M Comparison

Evaluated Compensation System PS 4241-M				Rural Route Evaluated Compensation System (RRECS)				
Ref. No.	Description	Office Time	Route Time	Std. No.	RRECS Standard Description	Standard Minutes	Per Unit	Location	Comments
	Route Length		Miles x 12.0	DSM	Drive Speed Matrix				See Explanation and Drive Speed Matrix
				S134	Stop sign (SS)	0.0499	SS	Street	All Traffic Control Points (SS, YS, TL , etc.) are credited per mapped occurrence mutiplied by the total number per week.
				S135	Yield sign (YS)	0.0159	YS	Street	
				S136	Traffic light (TL)	0.2051	TL	Street	
				S137	School cross walk (SCW)	0.0092	SCW	Street	
				S138	Railroad crossing (RRC)	0.0165	RRC	Street	
				S140	Access gate (AG)	0.1805	AG	Street	
				S143	Creep Time (CT)	0.0208	Space	Street	Each space between boxes mounted and/or grouped together less than 5 ft apart.
	Regular Boxes		Boxes x 2.0 Boxes x 1.82 (L)	S100	Box time CURB (one-bundle)	0.1483	Box	Street	No DPS (.8898 per week per box)
				S101	Box time CURB (two-bundle)	0.2027	Box	Street	DPS Letters Only (1.2162 per week per box)
				S102	Box time CURB (three-bundle)	0.2572	Box	Street	DPS Letters and Flats (1.5432 per week per box)
				S104	Box time SDWK (one-bundle)	0.1356	Box	Street	No DPS (.8136 per week per box)
				S105	Box time SDWK (two-bundle)	0.1900	Box	Street	DPS Letters Only (1.14 per week per box)
				S106	Box time SDWK (three-bundle)	0.2445	Box	Street	DPS Letters and Flats (1.467 per week per box)
				S108	Box time OTHER (one-bundle)	0.1346	Box	Street	No DPS (.8076 per week per box)
				S109	Box time OTHER (two-bundle)	0.1890	Box	Street	DPS Letters Only (1.134 per week per box)
				S110	Box time OTHER (three-bundle)	0.2434	Box	Street	DPS Letters and Flats (1.4604 per week per box)
				S144	Verify letter addresses	0.0116	Piece	Street	Weekly Avg: Random Letters+DPS Letters+WSS Letters+Second-Run DPS Letters
				S145	Verify flat addresses	0.0142	Piece	Street	Weekly Avg: Random Flats+CR Flats+DPS Flats+WSS Flats
	Centralized Boxes		Boxes x 1.0	S112	Unit time CBU	0.3311	Unit	Street	Each CBU Unit (1.9866 per week per unit)
				S113	Box time CBU (one-bundle)	0.0528	Box	Street	No DPS (.3168 per week per box)
				S114	Box time CBU (two-bundle)	0.1077	Box	Street	DPS Letters Only (.6462 per week per box)
				S115	Box time CBU (three-bundle)	0.1625	Box	Street	DPS Letters and Flats (0.975 per week per box)
				S118	Unit time CENT	0.3803	Unit	Street	Each Central Unit (2.2818 per unit per week)
				S119	Box time CENT (one-bundle)	0.0528	Box	Street	No DPS (.3168 per week per box)
				S120	Box time CENT (two-bundle)	0.1077	Box	Street	DPS Letters Only (.6462 per week per box)
				S121	Box time CENT (three-bundle)	0.1625	Box	Street	DPS Letters and Flats (0.975 per week per box)
				S124	Unit time NPU	0.0983	Unit	Street	Eack NP Unit (0.5898 per unit per week)
				S125	Box time NPU (one-bundle)	0.0528	Box	Street	No DPS (.3168 per week per box)
				S126	Box time NPU (two-bundle)	0.1077	Box	Street	DPS Letters Only (.6462 per week per box)
				S127	Box time NPU (three-bundle)	0.1625	Box	Street	DPS Letters and Flats (0.975 per week per box)
				S130	Unit time DET (VPO)	0.0983	Unit	Street	Each VPO Unit (0.5898 per unit per week)
				S131	Insert mail in customer boxes DET (VPO)	0.2084	Box	Street	Each VPO Box (1.2504 per box per week)
				S133	Presort mail for insertion in boxes DET	0.1256	Unit	Street	Each VPO Unit (0.7536 per unit per week)
				S144	Verify letter addresses	0.0116	Piece	Street	Weekly Avg: Random Letters+DPS Letters+WSS Letters+Second-Run DPS Letters
				S145	Verify flat addresses	0.0142	Piece	Street	Weekly Avg: Random Flats+CR Flats+DPS Flats+WSS Flats

4241-M Comparison

Ref. No.	Description	Office Time	Route Time	Std. No.	RRECS Standard Description	Standard Minutes	Per Unit	Location	Comments
	NDCBU Coll/Comp		Comp x 1.0	S116	Collection box CBU	0.0558	Coll box	Street	0.3348 per Collection box per wk - no sorting
				S122	Collection box CENT	0.0558	Coll box	Street	0.3348 per Collection box per wk - no sorting
				S128	Collection box NPU	0.0558	Coll box	Street	0.3348 per Collection box per wk - no sorting
				S132	Collection box DET	0.0558	Coll box	Street	0.3348 per Collection box per wk - no sorting
	Parcel Lockers		Lockers x 2.0		See S037 Under Parcels				Credited under parcels
1	**Random Letters**	0.0555		S004	Case random letters	0.0647	Piece	Office	Weekly Avg from Mail Count
				S011	Case WSS letters	0.0364	Piece	Office	Weekly Avg from Carrier MDD Input
2	**Sector Segment Letters**	0.0444			No corresponding Standard in RRECS				Sector Segment not used in RRECS. Letters are either: Random, DPS, or WSS.
3a	**DPS Letters- W/O Gov Vehicle**		0.0333	S009	Case DPS letters	0.0294	Piece	Office	ONLY applies to Second-Run DPS and fewer than 400 pieces per day
3b	**DPS Letters-With GOV Vehicle**		0.0232	S009	Case DPS letters	0.0294	Piece	Office	ONLY applies to Second-Run DPS and fewer than 400 pieces per day
4	**Flats,Cat.,Mag.,Papers,Rolls**	0.1		S005	Case random flats	0.0862	Piece	Office	Weekly Avg from Mail Count
				S006	Case Carrier Route flats	0.0741	Piece	Office	52-Week Avg from Electronic Data
				S010	Case WSS flats	0.0741	Piece	Office	52-Week Avg from Carrier MDD Input
5a	**DPS Flats-Without GOV Vehicle**	0.0588		S016	Case DPS flats	0.0708	Piece	Office	52-Week Avg from EOR Reports
5b	**DPS Flats-With GOV Vehicle**		0.0232	S016	Case DPS flats	0.0708	Piece	Office	52-Week Avg from EOR Reports. LHD Gov vehicle only
6	**Parcels**	0.333	0.167	S018A	Gather parcels first cart	0.1774	1st Cart	Office	One cart = 62 parcels
				S018B	Gather parcels additional trip	0.4944	Addl Cart	Office	Additional trips credited for over 62 parcels/day
				S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
				S019	Organize large parcels	0.5157	Piece	Office	52-Week Avg of parcels taken to door - MDD input
				S020	Organize small and medium parcels	0.2367	Piece	Office	52-Week Avg of parcels delivered to mailbox or parcel locker - MDD input
				S033	Driving Speed (mail stop to DDD stop)	DSM		Street	Distance from RSD. Distance measured in a straight line from Mail Stop to DDD
				S034	Walking speed (DDD stop to door)	0.00429	Foot	Street	Distance from RSD. Distance measured in a straight line from DDD to door
				S035	Deliver parcels to door	0.1954	Piece	Street	52-Week Avg from Carrier MDD input
				S036	Deliver parcels to mailbox	0.1671	Piece	Street	52-Week Avg from Carrier MDD input
				S037	Deliver parcels to parcel locker	0.3589	Piece	Street	52-Week Avg from Carrier MDD input
				S047	Prelim & concluding at vehicle for trip to door	0.852	Trip	Street	52-Week Avg from Carrier MDD input
				S048F	Gather accountable mail/large parcel -fixed	0.205	Trip	Street	52-Week Avg from Carrier MDD input
				S048V	Gather accountable mail/large parcel -variable	0.0812	Piece	Street	52-Week Avg from Carrier MDD input
				S069	Deliver Miscellaneous to door	0.0854	Trip	Street	52-Week Avg from Carrier MDD input
7	**Boxholders**	0.04		S012	Case Boxholder flats	0.0646	Piece	Office	52-Week Avg from Carrier MDD input
				S013	Case Boxholder letters	0.0303	Piece	Office	52-Week Avg from Carrier MDD input

4241-M Comparison

Ref. No.	Description	Office Time	Route Time	Std. No.	RRECS Standard Description	Standard Minutes	Per Unit	Location	Comments
8	Accountable Mail	1.0	3.466	S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
				S021	Process accountable mail, sig. items	1.4745	Piece	Office	52-Week Avg from Carrier MDD input
				S025	Perform fixed accountable cage activities	0.7418	Day	Office	52-Week Avg trips from Carrier MDD input
				S033	Driving Speed (mail stop to DDD stop)	DSM		Street	Distance from RSD. Distance measured in a straight line from Mail Stop to DDD
				S034	Walking speed (DDD stop to door)	0.00429	Foot	Street	Distance from RSD. Distance measured in a straight line from DDD to door
				S038	Deliver accountable mail, sig. items	0.9615	Piece	Street	52-Week Avg from Carrier MDD input
				S047	Prelim & concluding at vehicle for trip to door	0.852	Trip	Street	52-Week Avg from Carrier MDD input
				S048F	Gather accountable mail/large parcel -fixed	0.205	Trip	Street	52-Week Avg from Carrier MDD input
				S048V	Gather accountable mail/large parcel -variable	0.0812	Trip	Street	52-Week Avg from Carrier MDD input
9	Customs Due, C.O.D.	1.5	4.466	S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
				S022	Process customs due	1.4745	Piece	Office	52-Week Avg from Carrier MDD input
				S023	Process COD	1.4745	Piece	Office	52-Week Avg from Carrier MDD input
				S025	Perform fixed accountable cage activities	0.7418	Day	Office	52-Week Avg trips from Carrier MDD input
				S033	Driving Speed (mail stop to DDD stop)	DSM		Street	Distance from RSD. Distance measured in a straight line from Mail Stop to DDD
				S034	Walking speed (DDD stop to door)	0.00429	Foot	Street	Distance from RSD. Distance measured in a straight line from DDD to door
				S039	Deliver Customs Due	1.6618	Piece	Street	52-Week Avg from Carrier MDD input
				S040	Deliver COD	1.6131	Piece	Street	52-Week Avg from Carrier MDD input
				S047	Prelim & concluding at vehicle for trip to door	0.852	Trip	Street	52-Week Avg from Carrier MDD input
				S048F	Gather accountable mail/large parcel -fixed	0.205	Trip	Street	52-Week Avg from Carrier MDD input
				S048V	Gather accountable mail/large parcel -variable	0.0812	Piece	Street	52-Week Avg from Carrier MDD input
10	Postage Due	.2 roundup to whole number		S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
				S024	Process postage due	0.0345	Piece	Office	52-Week Avg from Carrier MDD input
				S025	Perform fixed accountable cage activities	0.7418	Day	Office	52-Week Avg from Carrier MDD input
				S041	Collect postage due	0.9127	Piece	Street	52-Week Avg from Carrier MDD input
11	Change of Address	2.0			No corresponding Standard in RRECS				Actual Time in End of Shift Activities.
12	PS Form 3982 (PARS Label)	0.25		S029	Process PARS label (Form 3982)	0.405	Piece	Office	Weekly Avg from Mail Count
13	Markup	0.25		S027	Process markups	0.4233	Bundle	Office	Based on 52-Week Avg of addressed mail pieces
14	PS Form 3821	2.0		Actual	Included in End of Shift Actual Time Average				
15	Non Signature "Scan" Items		0.3		No corresponding Standard in RRECS				Scans included in standards for Individual pieces
16	Load Vehicle	Actual Total per week		Actual	Actual Average Daily Time				52-Week Avg from Carrier MDD input
17	Other Suitable Allowance	Actual Total per week		S049	Service (blue box) collection points	1.7928	Box	Street	Weekly Avg Serviced from RSD
				S065	Perform simple one-step RRECS input scans	0.0795	Scan	Offc/Strt	52-Week Avg from Carrier MDD input
				S066	Perform prompted two-step RRECS scans	0.0928	Scan	Offc/Strt	52-Week Avg from Carrier MDD input
				Actual	Safety/Service Talks			Office	52-Week Avg: supervisor input and OWD database
				Actual	Express Mail Deviations-Actual Time			Street	52-Week Avg from Carrier MDD input
				Actual	End of Shift Office Duties Actual Time			Office	52-Week Avg from Carrier MDD input

4241-M Comparison

Ref. No.	Description	Office Time	Route Time	Std. No.	RRECS Standard Description	Standard Minutes	Per Unit	Location	Comments
18	Authorized Dismounts		0.1	S107	Dismount and prep OTHER	0.8931	Stop	Street	Weekly Avg from RSD
				S107A	Additional trip OTHER	0.2076	Trip	Street	52-Week Avg from Carrier MDD input
				S103	Dismount and prep SDWK	0.6709	Stop	Street	Weekly Avg from RSD
				S103A	Additional trip SDWK	0.1544	Trip	Street	52-Week Avg from Carrier MDD input
				S111	Dismount and prep CBU	0.8816	Stop	Street	Weekly Avg from RSD
				S111A	Additional trip CBU	0.1544	Trip	Street	52-Week Avg from Carrier MDD input
				S117	Dismount and prep CENT	1.9112	Stop	Street	Weekly Avg from RSD
				S117A	Additional trip CENT	0.4409	Trip	Street	52-Week Avg from Carrier MDD input
				S123	Dismount and prep (NPU)	1.9112	Stop	Street	Weekly Avg from RSD
				S123A	Additional trip NPU	0.4409	Trip	Street	52-Week Avg from Carrier MDD input
				S129	Dismount and prep DET (VPO)	2.0761	Stop	Street	Weekly Avg from RSD
				S129A	Additional trip DET (VPO)	0.4958	Trip	Street	52-Week Avg from Carrier MDD input
19	Auth. Dismount Dist. (Feet)		0.00429	S142	Walking standard	0.00429	Foot	Street	Applied to Auth. Dismount Distances
20	Letters, Flats Collected	0.04			No corresponding Standard in RRECS				Part of Box Standards Above
21	Carrier Pickup Request & Prepaid Parcel Event	0.75	0.75	S026	Process carrier pick-up event forms	0.114	Form	Office	52-Week Avg from Carrier MDD input
				S033	Driving Speed (mail stop to DDD stop)	DSM		Street	Distance from RSD. Distance measured in a straight line from Mail Stop to DDD
				S034	Walking speed (DDD stop to door)	0.00429	Foot	Street	Distance from RSD. Distance measured in a straight line from DDD to door
				S045	Carrier pickup & prepaid event	1.1817	Event	Street	52-Week Avg from Carrier MDD input
				S070	Full Scan (manifest if provided)	0.1011	Scan	Street	52-Week Avg from Carrier MDD input
22	Carrier PU Items & Prepaid Parcel over 2lbs		0.15	S046	Carrier pickup & prepaid items	0.1592	Piece	Street	52-Week Avg from Carrier MDD input
				S070	Full Scan	0.1011	1st Piece	Street	52-Week Avg from Carrier MDD input
				S071	Partial Scan	0.0223	Addl Pcs	Street	52-Week Avg from Carrier MDD input
23	Parcels Accepted, Ord., Ins., C.O.D.	2.0	2.0	S044	Accept ord., COD, ins. Parcels	0.1034	Piece	Street	Avg per address X number of addresses
24	Registered, Certified Accepted		2.0	S042	Collect registered/certified mail	0.0944	Piece	Street	Avg per address X number of addresses
25	Money Order	1.5	2.0	S043	Collect money order applications	2.1799	Piece	Street	Avg per address X number of addresses
26	Return Receipts (L Route Only)	0.25			No corresponding Standard in RRECS				Included in Accountable Mail Standard
	Stamp Stock	20		S067	Contact Rural Reach customers	5.2458	Contact	Street	52-Week Avg from Carrier MDD input
				S068	Sell stamp stock	0.7140	Sale	Street	52-Week Avg from Carrier MDD input

4241-M Comparison

Ref. No.	Description	Office Time	Route Time	Std. No.	RRECS Standard Description	Standard Minutes	Per Unit	Location	Comments
	Scanner (Retrieval/Setup/Return)	6		S001	Scanner Setup Activities	0.1882	Day	Office	1.1292 per week
				S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
	Strapping Out	(1+2+4+5A-13) x 0.01428		S017A	Pull down-handle trays	0.2458	Tray	Office	Cased mail (200 pieces per tray)
				S017B1	Pull down handful	0.0291	Handful	Office	Cased mail (32 pieces per handful)
				S017B2	Pull down compartments	0.0326	Reach	Office	One Bundle: Total Addresses X Standard daily; 2 & 3 Bundle: Addresses/2 X Standard Daily
				S017C	Position and remove rubber bands	0.099	Rubber Bnd	Office	Cased mail (32 pieces per rubberband) *Cased Mail includes: Random Letters+Random Flats+CR Flats+WSS Flats+WSS Letters+Boxholders+Second-Run DPS
	Other Office & Personal	30		S030	Complete trip report (Form 4240)	0.491	Day	Office	2.946 per week
				S031	Move trays to storage	0.2643	Day	Office	1.5858 per week
	Lock Pouch Stops		# DAILY Stops x 30	S050	Service inter-unit mail (low volume)	1.4787	Unit	Street	Number of Units from RSD X weekly stops
				S051	Service inter-unit mail (high volume)	5.7659	Unit	Street	Number of Units from RSD X weekly stops
	Withdraw Mail Y=1 N=0	Yes=30 No=0		S003	Gather Random Mail	1.0517	Day	Office	6.3102 per week
				S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
				S007	Gather DPS Letters	0.25	Tray	Office	425 pieces/tray from EOR
				S008	Locate and access DPS Letter trays	0.7689	Day	Office	4.6134 per week
				S014	Gather DPS flats	0.205	Tray	Office	115 pieces/tray from EOR
				S015	Locate and access DPS flat trays	0.1653	Day	Office	0.9918 per week
	USPS Vehicle Y=1 N=0	Daily Rt. Mi x (6/100x4.5)+24		S032	Inspect Government Vehicle	1.8716	Day	Office	11.2296 per week
				S002	Office Walking Speed	0.00429	Foot	Office	From Office Walking Distance Database
				S052	Fuel Vehicle	3.1421	Refuel	Street	Weekly Avg based on 100 miles/Refuel
	Reload/Unload		18 min weekly	S053	Retrieve first mail tray behind bulkhead	0.7167	Tray	Street	Refer to Look-up Tables
				S054	Retrieve additional mail trays behind bulkhead	0.1785	Tray	Street	
				S055	Retrieve first mail tray under platform	1.4558	Tray	Street	
				S056	Retrieve additional mail trays under platform	0.1239	Tray	Street	
				S057	Retrieve first mail tray rear door	1.8073	Tray	Street	
				S058	Retrieve additional mail trays rear door	0.2221	Tray	Street	
				S059	Retrieve first med parcels tub behind bulkhead	0.7579	Tray	Street	
				S060	Retrieve addl med parcels tubs behind bulkhead	0.2006	Tray	Street	
				S061	Retrieve first med parcels tub rear door	1.2540	Tray	Street	
				S062	Retrieve addl med parcels tubs rear door	0.2221	Tray	Street	
				S063	Move large parcels from cargo area to rear door	0.1895	Piece	Street	52-Week Avg from Carrier MDD input

DETERMINING RURAL ROUTE EVALUATIONS UNDER RRECS

In this section, we will look at all the standards and processes that go into calculating rural route evaluations under RRECS. The explanations follow, as closely as possible, the order in which standards are listed on the current form 4241-M, of which we are all familiar. When we refer to a particular standard, we will use the Standard Number (as in S134 for a Stop Sign) from the ECS-Form 4241 to RRECS Comparison chart.

1. **Drive Time**

   RRECS employs a Drive Speed Matrix and MDD and mapping data to divide your route into a series of "intervals" of varying lengths, then applies a determined driving speed to each interval based on the length of the interval. Each interval is the distance between two successive vehicle stops.

   Here is the Drive Speed Matrix that is utilized by RRECS:

   Drive Speed Matrix

Distance Range (ft)	Standard Speed (mph)	Standard Speed (min/ft)
0 ft - 15 ft	4.57	0.00249
15 ft - 20 ft	6.44	0.00176
20 ft - 30 ft	6.43	0.00177
30 ft - 45 ft	6.77	0.00168
45 ft - 65 ft	7.42	0.00153
65 ft - 90 ft	8.05	0.00141
90 ft - 120 ft	8.86	0.00128
120 ft - 155 ft	9.79	0.00116
155 ft - 195 ft	10.77	0.00106
195 ft - 240 ft	11.79	0.00096
240 ft - 290 ft	12.87	0.00088
290 ft - 345 ft	13.91	0.00082
345 ft - 405 ft	14.89	0.00076
405 ft - 470 ft	15.93	0.00071
470 ft - 540 ft	17.00	0.00067
540 ft - 615 ft	18.01	0.00063
615 ft - 695 ft	18.97	0.00060
695 ft - 780 ft	19.93	0.00057
780 ft - 870 ft	20.89	0.00054
870 ft - 965 ft	21.78	0.00052
965 ft - 1065 ft	22.70	0.00050

For Example: If you drive 50 feet between two boxes, the DSM Standard Speed for that distance is 7.42 mph. Multiplying that 50 feet times .00153 minutes/foot gives us a total of 4.6 seconds per day or 27.5 seconds per week to drive that 50-foot interval.

Distance Range (ft)	Standard Speed (mph)	Standard Speed (min/ft)
1065 ft - 1170 ft	23.52	0.00048
1170 ft - 1280 ft	24.47	0.00046
1280 ft - 1395 ft	25.24	0.00045
1395 ft - 1515 ft	25.87	0.00044
1515 ft - 1640 ft	26.72	0.00043
1640 ft - 1770 ft	27.60	0.00041
1770 ft - 1905 ft	28.29	0.00040
1905 ft - 2045 ft	29.00	0.00039
2045 ft - 2190 ft	29.58	0.00038
2190 ft - 2340 ft	29.76	0.00038
2340 ft - 2495 ft	30.74	0.00037
2495 ft - 2665 ft	31.41	0.00036
2665 ft - 2820 ft	31.66	0.00036
2820 ft - 2990 ft	32.22	0.00035
2990 ft - 3165 ft	32.49	0.00035
3165 ft - 3345 ft	33.03	0.00034
3345 ft - 3530 ft	33.91	0.00034
3530 ft - 3720 ft	34.13	0.00033
3720 ft - 3915 ft	34.41	0.00033
3915 ft - 4115 ft	35.07	0.00032
4115 ft - 4320 ft	35.35	0.00032
4320 ft - 4530 ft	35.90	0.00032
4530 ft - 4745 ft	35.88	0.00032
4745 ft - 4965 ft	35.80	0.00032
4965 ft - 5190 ft	37.15	0.00031
> 5190 ft	39.45	0.00029

The RRECS software totals all the individual interval times as calculated in the above example and arrives at a Daily Drive Time that is multiplied by six to arrive at a weekly drive time.

Here are some examples that illustrate the difference between the current ECS and RRECS:

Under ECS, a mile is a mile is a mile. We simply take the route miles and multiply by 12 minutes each to get the total weekly allowance for driving time. So, one mile of driving equals 12 minutes per week in evaluation, regardless of how you drive that mile.

Under RRECS, the calculation and result are much different. Here are some examples of different route miles under RRECS:

A. A mile in which the rural carrier is in a neighborhood and stops every 100 feet or so to service a box: In this example the mile is divided in approximate 53 intervals of 100 feet. Looking at the DSM above we multiply each 100-foot interval by 0.00128 minutes/foot and get 0.128 minutes per interval times 53 intervals equals 6.78 minutes per day or 40.7 minutes per week driving time for this mile of the route.

B. A mile in which the carrier stops for boxes that are more spread out and 1/10 of a mile apart: In this example the mile is only divided into 10 intervals of 528 feet. From DSM, we multiply each 528-foot interval by 0.00067 minutes/ft and get 0.354 minutes per interval times 10 intervals equals 3.54 minutes per day or 21.23 minutes per week driving time.

C. A mile of "dead-head" in which the carrier makes no stops for boxes or traffic control points: In this example the mile is one interval of 5280 feet. From DSM we multiply 5280 feet times 0.00029 minutes/ft and get 1.53 minutes per day or 9.19 minutes per week driving time.

Obviously, the calculation of drive time is complicated, but the system has automated the process to quickly determine the weekly drive time to be included in our evaluations.

2. **Traffic Control Points**

   RRECS simply multiplies the weekly number and type of Traffic Control Points (TCPs) by the standard developed for each time.

   For instance, if you have 3 Stop signs on your route, RRECS would credit your weekly evaluation with 18 times 0.0499 minutes (S134) or 54 seconds per week.

3. **Creep Time (S143)**

   This standard is applied to those instances in which the distance between two mailboxes is less than 5 feet. The mapping program cannot accurately discern distances this small, so RRECS applies a standard of 0.0208 minutes for each of the spaces between boxes grouped close together. In a common example of 10 boxes lined up on one long post, the route valuation would be credited with 9 spaces times 0.0208 minutes/space times 6 days or 1.12 minutes per week in Creep Time for this set of boxes.

4. **Box Time**

   The Box Time calculation under RRECS is more complicated than the current ECS. First, we determine whether the route is classified as one-bundle, two bundle, or three-bundle. This is very simple. If the route receives no DPS letters or flats, it is considered one-bundle. If the route receives DPS letters only, it is considered two-bundle. If the route receives both DPS letters and DPS flats (FSS) it is considered three bundle. For each type of mailbox or delivery, there are three different standards depending on which category the route falls under.

For example: most deliveries on rural routes are **Curb Deliveries** and most rural routes fall in the two-bundle category as the route receives DPS Letters. The Standard established by the engineering panel for these types of deliveries includes the following actions:

1. The carrier will reach and grasp the next bundle of mail from the cased tray, removing the rubber band and return the mail to the tray. This method recognizes that carriers will often use a U-shape or box holder mail item to divide mail by address, but carriers are still required to flip through and verify the address on each piece of mail upon arrival at the delivery address.

2. The carrier will then read and verify the address of each piece of mail until they have selected all the mail for the current address. The carrier will transfer the selected mail to their right hand for delivery.

3. The carrier will reach to the DPSL tray, select any mail for the current delivery address, and transfer that mail to the right hand with the mail gathered in steps 1-2.

4. The carrier will reach to the mailbox, lowering the mail flag if it is up, then open the mailbox.

5. The carrier will place the mail selected for delivery in the mailbox, remove any outgoing mail, and then close the mailbox.

6. The carrier will place the outgoing mail in the appropriate location and continue the route.

The Standard (S101) for this type of box is 0.2027 minutes/day or 1.2162 minutes/week. This is considerably lower than our current standard of 2.0 minutes per week on Non-L Routes and 1.82 minutes per week on L-Routes. However, the box allowance under RRECS also includes additional time for verifying letter and flat addresses on the mail pieces we are delivering (standards S144 and S145).

Standards S100 (0.1483 minutes/day or 0.8898 minutes/week) or S102 (0.2572 minutes/day or 1.5432 minutes per week) would be applied if the route qualified as one-bundle or three-bundle as appropriate.

Standards S144 and S145 are applied to ALL letter and flat sized mail except for Boxholders. So, in addition to the box times above, the route would be credited with additional verification time of 0.0116 minutes per piece (86 pieces per minute) for the weekly average of letters received over the previous 52 weeks and 0.0142 minutes per piece (70 pieces per minute) for the weekly average of flats received over the previous 52 weeks.

Just as an example of how the calculation works: In the September 2020 Special Mail count of approximately 1700 routes, the average weekly letters received was 6900 and the average weekly flats received was 1864. So, under RRCES, these routes would have 106 minutes per week calculated into the evaluation for verifying addresses on mail pieces at the box. The total average number of boxes served on these routes during the same mail count was 514. On average, the standards for verifying mail pieces would have added 0.2062 minutes per week for each box delivered. This figure would be different for every route as it's based on the actual volume of letters and flats received per week.

Much like the standard for Curb Boxes, the panel developed different standards for the other types of regular deliveries rural carriers make:

> **Sidewalk Boxes** are those where the carrier dismounts to step across a sidewalk to deliver the box. In addition to Standards S104, S105, and S106 as appropriate, Standard S103 (Dismount and prep SDWK) is applied to each Sidewalk Box, adding an additional 0.6709 minutes per day or 4.0254 minutes per week. Any dismount walking distance is also included with each Sidewalk Box and credited as standard S142 (Walking Standard) at 0.00429 minutes per foot. The carrier will have an option each day of indicating on the MDD that an additional trip was required for these types of deliveries. When indicated, Standard S103A (Additional trip SDWK) will be credited at 9.3 seconds for the additional trip plus the walking distance (S142) at 0.00429 minutes/foot.

> **Other Deliveries** are where the carrier dismounts and walks a distance to effect delivery-usually inside a building or business. In addition to Standards S108, S109, and S110 as appropriate, Standard S107 (Dismount and prep OTHER) is applied to each Other Box, adding an additional 0.8931 minutes per day per box. Any dismount walking distance is also included with each Other Box and credited as standard S142 at 0.00429 minutes per foot. The carrier will have an option each day of indicating on the MDD that an additional trip was required for these types of deliveries. When indicated, Standard S107A (Additional trip OTHER) will be credited at 12.5 seconds for the additional trip plus the walking distance (S142) at 0.00429 minutes/foot.

> The Panel also developed standards for Centralized Boxes served by rural carriers:

> **CBU Deliveries** are those where the carrier dismounts to deliver to one or more Cluster Box Units containing multiple individual boxes. In addition to applying Standards S113, S114, or S115 as appropriate, for each individual box, the route is credited with 0.3311 minutes per day (1.9866 minutes per week) for each CBU Unit for which the carrier must unlock, open, close and relock the door (S112).

Additionally, Standard S111 (Dismount and prep CBU) is applied to each CBU Dismount Stop, adding an additional 0.8816 minutes per day or 5.3 minutes per week per dismount. Dismount walking distance is also included with each CBU Dismount and credited as standard S142 at 0.00429 minutes per foot. The carrier will have an option each day of indicating on the MDD that an additional trip was required for CBU Deliveries. When indicated, Standard S111A (Additional trip CBU) will be credited at 9.3 seconds for the additional trip plus the walking distance (S142) at 0.00429 minutes/foot.

Central Deliveries are those where the carrier dismounts to deliver to one or more Centralized Units (such as apartment clusters or other centralized deliveries) containing multiple individual boxes. In addition to applying Standards S119, S120, or S121 as appropriate, for each individual box, the route is credited with 0.3803 minutes per day (2.2818 minutes per week) for each Central Unit which the carrier must unlock, open, close and relock the door (S118). Additionally, Standard S117 (Dismount and prep CENT) is applied to each Central Dismount Stop, adding an additional 1.9112 minutes per day or 11.46 minutes per week per dismount. Dismount walking distance is also included with each Central Dismount and credited as standard S142 at 0.00429 minutes per foot. The carrier will have an option each day of indicating on the MDD that an additional trip was required for Central Deliveries. When indicated, Standard S117A (Additional trip CENT) will be credited at 26.4 seconds for the additional trip plus the walking distance (S142) at 0.00429 minutes/foot.

NPU Deliveries are those where the carrier dismounts to deliver mail inside a non-Personnel Unit or unmanned Post Office. Typically, these locations are like a PO Box section and the carrier delivers to multiple boxes in one or more units. In addition to applying Standards S125, S126, or S127 as appropriate, for each individual box, the route is credited with 0.0983 minutes per day for each NPU Unit the carrier must access, usually through a secure door. (S124). Additionally, Standard S123 (Dismount and prep NPU) is applied to each NPU Dismount Stop, adding an additional 1.9112 minutes per day or 11.46 minutes per week per dismount. Dismount walking distance is also included with each NPU Dismount and credited as standard S142 at 0.00429 minutes per foot. The carrier will have an option each day of indicating on the MDD that an additional trip was required for NPU Deliveries. When indicated, Standard S123A (Additional trip NPU) will be credited at 26.4 seconds for the additional trip plus the walking distance (S142) at 0.00429 minutes/foot.

Detached-Village Post Office Deliveries are those where the carrier dismounts to deliver mail inside a Village Post Office location. Typically, these locations are like a PO Box section and the carrier delivers to multiple boxes in one or more

units. In addition to applying Standard S131 at 0.2084 minutes per day or 1.2504 minutes per week per box for inserting the mail in the individual box, the route is credited with 0.0983 minutes per day for each Village Post Office the carrier must access, usually through a secure door (S130) and 0.1256 minutes per day (S133- Presort mail for insertion in boxes DET) per Village Post Office Unit. Additionally, Standard S129 (Dismount and prep DET) is applied to each Village Post Office Stop, adding an additional 2.0761 minutes per day or 12.4566 minutes per week per dismount. Dismount walking distance is also included with each Village Post Office Dismount and credited as standard S142 at 0.00429 minutes per foot. The carrier will have an option each day of indicating on the MDD that an additional trip was required for DET-VPO Deliveries. When indicated, Standard S129A (Additional trip DET) will be credited at 29.74 seconds for the additional trip plus the walking distance (S142) at 0.00429 minutes/foot.

5. **Collection Compartments**

   Regardless of whether the collection compartment is associated with a CBU, Central Delivery, Non-Personnel Unit, or VPO (S116, S122, S128 or S132), the credit is the same. Each compartment adds 20 seconds per week to the evaluation.

6. **Parcel Lockers**

   There is no standard allowance under RRECS for the parcel lockers themselves. Parcels are credited according to the location of delivery-with one of those being into a parcel locker. See Parcels below.

7. **Random Letters**

   The letters that would be counted under the current system as Random or "Raw" have been divided in to two categories under RRECS:

   a. The number of average weekly Random (Raw) Letters determined during a designated mail count period of two weeks is multiplied by 0.0647 minutes each (S004) which is the equivalent of 15.45 letters per minute. Random letters will only include those worked manually by a local clerk and not processed on any automated equipment and those letters brought back from the street out of DPS mail. The engineers determined that this number should be relatively small for most routes and the effect of having only a 2-week count would be statistically insignificant.

   b. Walk-Sequenced Letters are credited with a different standard (S011) of 0.0364 minutes per piece or 27.5 letters per minute. The weekly average number of WSS Letters is determined over a 52-week period. Each time a rural carrier receives a WSS Letter mailing, they will enter it into the MDD using a designated

key sequence. Each "set" of WSS letters will be calculated at the total number of active boxes on the route and included in the calculation of the weekly average. **For example:** If a route with 600 deliveries receives a set of WSS Letters once a month from a certain mailer, over the course of the 52 weeks, they would receive 12 sets on average or 7200 pieces for the 52 weeks. 7200 divided by 52 gives us a weekly average of 138 pieces per week and would add approximate 5 minutes per week to the evaluation.

8. **Sector Segment Letters**

   There is no time standard or definition in RRECS for Sector Segment Mail. All automated letters sorted by USPS are either credited as DPS or Random. To be counted as DPS Letters, the route must have been certified and the route must receive more than 400 pieces on that day. Any time a route, even one that is certified, receives less than 400 pieces of DPS Letters in a day, that day will be counted as Random, not DPS.

9. **Casing DPS Letters**

   While RRECS includes a standard (S009) of 0.0294 minutes per piece (34 pieces per minute), the standard is ONLY credited in two circumstances. One was discussed above: when the route receives fewer than 400 pieces of DPS Letters in a day, the quantity is automatically defaulted to this casing standard. The second application of the DPS Letters casing standard is when the route receives more than one run of DPS in a day. In this case, the casing standard would be applied to the smaller run of DPS with the fewest pieces. Again, this is an automatic default in the system.

   The only other time allowance for DPS Letters is the Verify Letters standard (S144) discussed under Box Time above.

   RRECS will eliminate the need for Formal Reviews of DPS for Quantity because the DPS volume is calculated every day over a 52-week period. Therefore, the evaluation will be based on the actual DPS percentage received in an entire year. RRECS will also eliminate the need for additional compensation for second runs of DPS because those also will be calculated as DPS Cased Letters in the 52-week totals.

10. **Casing Flats**

   The casing standards for flats are divided into three categories:

   A. Case random flats (S005) is applied to the 52-week average of flats processed on automated equipment and sorted to the carrier route, plus the average weekly number of flats processed locally by the clerks and DPS Flats errors, determined during the 2-week mail count period, multiplied by 0.0862 minutes per piece (11.6 pieces per minute).

B. Case Carrier Route flats (S006) is applied to flats received in bundles from the mailer, routed to the specific carrier, and generally in delivery (or reverse delivery) order. The weekly average volume is calculated over 52 weeks from data collected from mailers and the Informed Delivery System. The total weekly average is multiplied by 0.0741 minutes per piece (13.5 pieces per minute).

C. Case Walk Sequenced flats (S010) is applied to flats received in bundles from the mailer, routed to the specific carrier, and generally in delivery order. The weekly average volume is calculated over 52 weeks from data entered by the carrier who will indicate on the MDD whenever a WSS Flats mailing is received. When indicated, the route will be credited with a set of WSS Flats equaling the total deliveries on the route. The total weekly average is multiplied by 0.0741 minutes per piece (13.5 pieces per minute).

11. Casing DPS Flats

The casing standard for DPS Flats is only applied to those routes with either no USPS vehicle assigned, or those routes assigned a left-hand-drive USPS vehicle. The casing DPS Flats standard is not credited to routes with a right-hand-drive USPS vehicle assigned. The only credit for DPS Flats for routes with a RHD USPS vehicle assigned is S145 (Verify Flat Addresses) at 0.0142 minutes per piece.

For those routes receiving DPS Flats without a RHD USPS vehicle assigned, the average weekly volume received from 52 weeks of data from end-of-run reports is multiplied by S016 (Case DPS Flats) at 0.0708 minutes per piece (14.12 pieces per minute). These routes will also receive the credit above for verifying the addresses at the mailbox (S145).

12. Boxholders

The Panel established two separate standards for casing boxholders. S012 (Case Boxholder Flats) is 0.0646 minutes per piece (15.48 pieces per minute). S013 (Case Boxholder Letters is 0.0303 minutes per piece (33 pieces per minute). The average weekly boxholders received is determined by carrier input on the MDD. Each time a route receives a set of boxholders, the carrier will indicate on the MDD that a set was received and whether it was letter or flat sized. The 52-week average is determined by multiplying the average number of sets received per week times the number of deliveries on the route.

13. Parcels

The time standards applied to parcels and the method in which parcels are identified and categorized are two of the major improvements in RRECS versus the current ECS. First, the time standards are more complete and accurate for the actual work involved

in handing and delivering parcels. Second, the methods used to determine what is credited as a parcel and which category it falls into are very simple. All arguments over size, rigidity, contents, damage etc. are eliminated.

First, we will discuss what qualifies as a "parcel" under RRECS. Simply put, any normal mail piece with a delivery bar code is credited as a parcel. There are some parcels remaining without a barcode, but the panel made allowances for those items, also. (See RRECS scans below.)

When the carrier delivers an item with a barcode, they indicate on the MDD, where that parcel was delivered: either Mailbox, Parcel Locker, or Door. The credit applied to each item depends on where it is delivered, period. If the carrier indicated the item was delivered to the mailbox or a parcel locker, the item is credited as a small-medium parcel. If the carrier indicated the item was delivered to the door, it is credited as a large parcel.

The first standard applied to parcels is S018A (Gather parcels first cart). This standard is applied each day based on the total number of parcels as indicated above. For the first 62 parcels per day, the route is credited with 0.1774 minutes or 10.6 seconds. If the route receives more than 62 parcels in a day, standard S018B (Gather parcels additional trip) is applied for each multiple (or partial multiple) of 62 parcels. This standard is 0.4944 minutes or 29.6 seconds for each additional cart. For example: if the route receives 61 parcels in a day, only S018A would be applied. If the route received 63-124 parcels, S018A and S018B would be applied. If the route received 125-186 parcels, S018A plus 2 times S018B would apply. This time is averaged over 52 weeks.

Office Walking Time (S002) is also applied to each trip to retrieve parcels and will be discussed in more detail under the Office Walking Section below.

Standard S019 (Organize Large Parcels) is applied next and covers all time involved in handling, organizing, marking, and loading large parcels into the hampers or other conveyance equipment. This standard is 0.5157 minutes (30.9 seconds) and is applied to the 52-week average of large parcels received. Standard S020 (Organize Small and Medium Parcels) covers all time involved in handling, sorting and either casing or otherwise placing in delivery order all small and medium parcels, then placing them into the conveyance for loading. This standard is 0.2367 minutes (14.2 seconds) and is applied to the 52-week average of small and medium parcels received.

For small and medium parcels delivered into the mailbox, one additional standard (S036-Deliver Parcels to Mailbox) is the only other time allowance. This standard is 0.1617 minutes or 9.7 seconds and is applied to the 52-week average of parcels delivered into the mailbox.

Likewise, small and medium parcels delivered into a parcel locker have only one additional standard (S037-Deliver Parcels to Parcel Locker) applied. This standard is 0.3589 minutes or 21.53 seconds and is applied to the 52-week average of parcels delivered into parcel lockers.

Large parcels delivered to the door have several additional standards applied:

A. Driving Time is determined by S0033 (Driving Speed-mail stop to DDD stop). The Drive Speed Matrix is applied to the average distance measured in a straight line from the Mail Stop location to the Direct Door Delivery (DDD) parking location. If the Mail Stop and DDD are the same, then this distance is zero for that address. This time is applied to all large parcel stops averaged over 52-weeks. Only one drive time is credited per address, regardless of the number of parcels.

B. Walking Time is determined by S0034 (Walking Speed-DDD to Door). The distance is measured in a straight line from the DDD to the Door location where the building is accessed. This walking distance is credited at 0.00429 minutes per foot (233 feet per minute) for each large parcel trip and averaged over 52 weeks. The carrier will be able to indicate an additional trip(s) and walking time will be multiplied when more than one trip from vehicle to the door is required.

C. The next time credit for large parcels is S047 (Prelim & concluding at vehicle for trip to door). The allowance is 0.852 minutes or 51.1 seconds per stop. This time includes:

    1. When appropriate, the carrier may lightly tap their horn to signal arrival at the customer's location.
    2. The carrier will park the vehicle in preparation for exit and retrieve the item from stored location.
    3. The carrier will retrieve their scanner, exit the vehicle (carrier will lock vehicle if it will be out of sight), and depart for the customer location.
    4. Concluding Activities upon Return to the Vehicle – nothing to load
       The carrier will enter the vehicle and place the scanner in its storage location and prepare to depart.
    5. Concluding Activities upon Return to the Vehicle – load through cab
       The carrier will enter the vehicle and place the scanner in its storage location.
    6. Concluding Activities upon Return to the Vehicle – load through rear door
       The carrier will arrive at the rear door of the vehicle and set down the mail item(s) in a temporary location so they can unlock the rear door. The carrier will close and lock the rear door and then return to the driver's side door and enter the vehicle. The carrier will place the scanner in its storage location and prepare to depart and continue the route.

D. Standard S048F (Gather accountable mail/large parcel -fixed) is also applied to each stop for delivery to the door. This allowance is 0.205 minutes or 12.3 seconds for the first parcel retrieved from the vehicle for delivery. For each additional parcel retrieved for delivery at the same location, S048V (Gather accountable mail/large parcel -variable) is credited at 0.0812 minutes or 4.87 seconds per parcel.

E. The last time credit for large parcels is S035 (Deliver Parcel to Door). The allowance is 0.1954 minutes or 11.7 seconds per parcel. This time includes:

   1. The carrier will arrive at the delivery point with the parcel and place it at the selected location if there is one available.
   2. The carrier will knock on the customer's door or ring the doorbell. If the customer answers while the carrier is still present, he or she may hand the parcel directly to the customer.
   3. The carrier will obtain their scanner, scan the parcel, and make appropriate selections, then return the scanner to the holster and leave the delivery point. OR
   4. If no appropriate place is available to leave the parcel the carrier will complete Form 3849, leave it at the customer's address, retrieve the parcel, and return the parcel to the vehicle and eventually the Post Office.

   Notice, the time for the scan is built into these standards. There is no separate standard for scanning the parcel for delivery.

An example of the total time allowance for delivering a parcel to the door: The distance from the mail stop to the DDD is 1000 feet and the distance from the DDD to the door is 100 feet. The carrier delivers one large parcel to the address. Here is how the time would add up:

A.	S019	30.9 sec.	
B.	Drive Time	60 sec	1000 ft x 2 x 0.00050min/ft
C.	Walk Time	51.4 sec	100 ft x 2 x 0.00429 min/ft
D.	S047	51.1 sec	
E.	S048F	12.3 sec	
F.	S035	11.7 sec	
	TOTAL	217.4 sec (3.62 minutes)	

Times will vary because of different drive and walk distances. For some addresses, the drive distance may be zero, as indicated above, and the walking distance may be only 40-50 feet each way. This would reduce the time allowance for large parcels delivered to that address. Under RRECS, all door deliveries made at all addresses will be averaged over 52 weeks, making both the time allowance and the number of parcels included in our evaluations fairer and more accurate.

14. Miscellaneous Trip to Door

When the carrier is required to go to the customer's door to deliver miscellaneous items such as a bundle or tub of hold mail, they will use the MDD to indicate with the DOORMISC scan. Each of these is credited with S069 (Deliver Miscellaneous to Door) at 0.0854 minutes or 5.124 seconds. This scan also credits the route with the appropriate drive and walk time for a delivery to that address.

15. Accountable Mail, Customs Due and COD

The standards and credits applied to these types of mail pieces are very similar, so we have combined them for simplicity. First, Standard S002-Office Walking Speed is applied to the round-trip distance to the accountables cage or location (see Office Walking Distance database explanation below). Next, S025 (Perform fixed accountable cage activities) is credited at 0.7418 minutes or 44.5 seconds each day the carrier has any accountable or postage due mail. The other office time allowance for this category is 1.4745 minutes (88.47 seconds) per piece for preparing the piece for delivery.

The time allowances on the street for this category closely resembles those of large parcels. S033, S034, S047, S048F and S048V are applied exactly as they would be with large parcels taken to the door. S033, S034, S047 and S048F are credited once for each trip to the address-regardless of how many parcels and or accountable items are delivered. S048V is applied for each piece after the first.

For each piece of Accountable/Signature mail delivered, S038 (Deliver accountable mail, sig. items) is applied at 0.9615 minutes or 57.7 seconds per piece. For each Customs Due piece, S039 (Deliver Customs Due) is applied at 1.6618 minutes or 99.7 seconds per piece. For each COD delivered, S040 is applied at 1.6131 minutes or 96.8 seconds per piece. The quantity of these pieces delivered is derived from the scan data and averaged over 52 weeks.

The last work involved in accountable mail is clearance after returning from the route. This work is included in End of Shift Duties which are recorded as actual time each day and will be discussed in detail later.

16. Postage Due

The time allowance for postage due mail includes S002 and S025 for walking to and from and performing the normal duties at the accountable cage/location. Remember, these credits are limited to one trip per day for all accountable or postage due mail. Along with that, the route is credited with S024 (Process Postage Due) at 0.0345 minutes or 2 seconds per piece for checking the pieces and signing the postage due log. The route is also credited with S041 (Collect Postage Due) at 0.9127 minutes or 54.76 seconds per piece for delivery of postage due mail. S041 includes the following activities:

> In building AM portion (following return of postage due mail to the carrier's case):
>
> The carrier will place the postage due mail on their shelf and obtain a pen and Form 4245 (orange envelope). The carrier will complete the appropriate fields on the form and attach it to the postage due mail item with a rubber band. The carrier cases the combined mail item and form into the correct compartment.
>
> On road/street portion:
>
> In the vehicle at the delivery address the carrier will select the postage due mail item with the other mail. The carrier will place the postage due envelope/form in the mailbox.
>
> On road/street portion subsequent day:
>
> The carrier will retrieve the postage due envelope, verify that the amount enclosed is correct, and leave the mail item in the mailbox. The carrier will place the money in the divider tray or other appropriate location.

The number of Postage Due pieces delivered is determined by carrier input on the MDD and averaged over 52 weeks.

17. Change of Address

If a carrier is required to process a change of address form (3575 or 3575Z), that task should be completed at the end of the day and included in End of Shift duties which are recorded as actual time. See End of Shift Duties below.

18. PARS Labels (PS Form 3982)

PARS labels are credit with standard S029 at 0.405 minutes or 24.3 seconds for each label processed. The weekly average will be determined over 52 weeks from electronic data.

19. Markup

S027-Process Markups is applied to each bundle of mail marked up at 0.4233 minutes or 25.4 seconds per bundle. The weekly number of bundles processed is based on mail volume. Each day the total volume of mail is multiplied by 0.00147 and rounded to the next highest whole number. For example, if a route received 2000 total pieces of mail, the system multiplies by 0.00147 and credits 3 bundles marked up on that day (2000 X .00147= 2.94-rounded to 3). The weekly average bundles marked up is determined over 52 weeks.

20. PS Form 3821

Form 3821 is completed at the end of the day and included in End of Shift duties which are recorded as actual time. See End of Shift Duties below.

21. Load Vehicle

The time to load the vehicle is recorded daily by the carrier using the MDD, and the average weekly time is determined over 52 weeks.

If mail has been placed on floor, the carrier will start the loading time just before beginning to move mail from floor into conveyance.

If mail is loaded directly into conveyance during pull-down / strap out, the carrier will start the loading time when mail has been fully loaded at the case and conveyance is ready for trip to vehicle (this may include multiple trips). If loading is performed in multiple segments separated by other work functions, each load is recorded separately.

For those carriers who do not receive withdrawal allowance, loading time will include pushing the conveyance to the appropriate location and loading DPS Letters or Flats or both.

The carrier will end the loading time after loading is complete and conveyance returned to designated location.

22. Service Collection Boxes

Standard S049 (Service (blue box) collection points) is credited each time the carrier services a blue USPS collection box and is averaged over 52 weeks. The time allowance is 1.7928 minutes or 107.56 seconds per box and includes the following tasks:

Prep for service of Collection Point from Rear Door

1. The carrier will put the vehicle in "Park," set the emergency brake, turn off the engine, and release the seat belt.
2. The carrier will retrieve the scanner, open, and exit the driver door, and close (but not lock) the door.

3. The carrier will walk to the rear door, unlock, and open it, and retrieve an empty tub/tray to place in the collection box.
4. The carrier will close, but not lock, the rear door.

Service Collection Point

1. The carrier will walk to the collection point (there may be more than one at a location) and set the empty tub/tray down.
2. The carrier will unlock and open the collection point door.
3. The carrier will remove the full tub/tray of mail, set it aside, and visually inspect the interior of the collection point for loose mail items.
4. The carrier will also check the top swing door for loose or stuck mail.
5. The carrier will retrieve the scanner, make the appropriate entries, scan the collection box code, and return the scanner to the holster.
6. The carrier will place the empty tub/tray into the collection box and close and lock the collection box door.
7. The carrier will retrieve the full tub/tray and visually inspect the mail contained.

Conclude Servicing Collection Point at the Rear Door

1. The carrier will walk back to the rear door of the vehicle and set any tubs/trays down as necessary to unlock and open the door.
2. The carrier will load the tubs/trays into the rear cargo area then close and lock the rear door.

Prepare to depart

1. The carrier will walk to the right-side door, open the door, sit in the seat, and return the scanner to the appropriate place.
2. The carrier will then follow the normal start and leave routine to depart.

23. RRECS Specific Scans

Several new "scans" or data entries into the MDD device are added under RRECS. For time standard purposes, they are divided into one-step and two-step input categories.

The current list of RRECs Specific Scans Includes:

SCAN NAME	SCAN DESCRIPTION	SCAN INSTRUCTIONS
CLOCKIN	Record start of day actual time	Scan as soon as scanner is setup and ready to scan.
LETTERSBXHOLDER	Record when a set of letter boxholders received	1 Scan for each letter-size boxholder mailing (separate scan for each set and scan dropdown for each mailing).

SCAN NAME	SCAN DESCRIPTION	SCAN INSTRUCTIONS
FLATSBOXHOLDER	Record when a set of flat boxholders received	1 Scan for each flat size boxholder mailing (separate scan for each set and scan dropdown for each mailing).
LETTERSWSS	Record when a set of addressed letter walk sequence mailing received	1 Scan for each letter-size addressed walk sequence mailing (separate scan for each set and scan dropdown for each mailing).
FLATSWSS	Record when a set of addressed flat walk sequence mailing received	1 Scan for each flat size addressed walk sequence mailing (separate scan for each set and scan dropdown for each mailing).
STARTLOADVEH	Record actual time for load vehicle	If mail has been placed on floor, scan STARTLOADVEH just before beginning to move mail from floor into conveyance. If mail is loaded directly into conveyance during pull-down / strap out, scan STARTLOADVEH when mail has been fully loaded at the case and conveyance is ready for trip to vehicle (this may include multiple trips). If loading is performed in multiple segments separated by other work functions, record each load separately.
ENDLOADVEH	Record actual time for load vehicle	Scan ENDLOADVEH after loading is complete and conveyance returned to designated location.
DEPART2ROUTE	Record actual time departed for route	Scan just before turning key to start vehicle.
TRIP2DOOR	Record when making multiple trips to the door OR when a delivery made to the door (not an official dismount) does not involve a scan	In vehicle after completing delivery, scan and use drop down to record number of trips in accordance with description

SCAN NAME	SCAN DESCRIPTION	SCAN INSTRUCTIONS
STARTDEVIATION	Record actual time when deviating from route	Stop and scan just before deviating from line of travel on route for Express Mail deliveries. Could be walking, driving or a combination of both.
ENDDEVIATION	Record actual time when deviating from route	Stop and scan when you have returned to the line of travel on your route.
PSTGDUECUSTOMS	Record count of customs mail pieces	Scan just after completing the transaction with the customer
CARRIERPU	Record each pickup event and number of items retrieved	Enter at CPU stop and indicate total number of pieces collected
NOBARCODEPARCEL	Record each parcel that cannot be scanned	Scan at delivery and indicate delivered to door, mailbox, or parcel locker
AUTHDISMOUNT	Record number of trips if more than one is required	Scan when more than one trip required on any authorized dismount
DOORMISC	Record number of trips for miscellaneous purposes such as held mail	Scan for trips required to the door to deliver held mail etc.
RURALREACH	Record number of Rural Reach customer contacts	Enter at each Rural Reach customer contact event
SELLSTAMPS	Record number of stamp sales transactions	Enter with each sale of stamps
RETURN2DU	Return to delivery unit	Scan just after returning to the office and turning key off to stop vehicle.
PMCASING	Indicates completion of End of Shift Activities	Scan after completing EOS activities before casing mail in the PM
CLOCKOUT	Record end of day, actual time	Scan just before logging off and placing scanner in cradle and leaving for the day.

S065 (Perform simple one-step RRECS input scans) is applied to those scans that require only a single entry into the MDD. The standard is 0.0795 minutes or 4.77 seconds per scan. S066 (Perform prompted two-step RRECS input scans) is applied to those scans that require a choice in a drop-down menu on the MDD. The standard is 0.0928 minutes

or 5.56 seconds per scan. These items are recoded daily, and a 52-week average used in the calculation.

24. Express Mail Deviations

Under RRECS, required deviations for Express mail delivery are no longer compensated when they happen. The total time required, on a weekly basis, is built into the evaluations. As per the instructions above, the carrier indicates on the MDD when the deviation begins and when it ends. The total actual time, including driving and walking time, is used to calculate the weekly average over 52 weeks. This actual average weekly time is calculated into the weekly route evaluation.

25. End of Shift Duties

Like Loading Time, the time required for End of Shift Duties (EOS) is recorded daily on the MDD and the average weekly time over 52 weeks is included in the evaluation. The time begins when the carrier enters RETURN2DU on the MDD and ends when they enter PMCASING, indicating they are now switching to casing mail, or they enter CLOCKOUT for the day. Either event signals the end of the timing for EOS. The End of Shift Activities recorded as actual time are:

1. Gather accepted and collected mail, empty mail trays, MDD, personal items, etc., and exit the vehicle.
2. Dispose of ordinary mail collected/accepted on route: a) affix stamps on unstamped mail when customer has left sufficient funds; b) face and deposit mail in designated location; c) case or dispose of undeliverable ordinary mail. (Ref. PO603, Sec. 4.21).
3. Dispose of carrier pickup items collected on route.
4. Dispose of special service mail collected/accepted on route: registered mail, certified mail, insured mail, special delivery mail, money orders, express mail, COD, and delivery confirmation mail. (See: PO603, Sec. 42.2, for a complete description of activities).
5. Clear and dispose of accountable items: registered, certified, and express mail; CODs; postage due; custom duties mail. Wait while items are cleared and complete paperwork. See: PO603, Sec. 43, for a complete description of activities).
6. Return keys and credit card.
7. Dispose of signed forms for numbered insured mail (PO603, Sec. 44).
8. Dispose of undelivered ordinary and insured parcels (PO603, Sec. 45).
9. Place returned empty mail trays in designated storage locations.
10. Move vehicle from unload location to regular parking location where applicable.
11. Rural Reach: replenish lead cards and brochures.
12. Stamp Stock: a) replenish stamp stock and turn in cash from previous sales; b) participate in audit of stamp stock sales.
13. Trip Report: complete afternoon entries on Form 4240 (PO603, Sec.41).

14. Report vehicle problems.
15. Perform required updates in AMS and RSD.
16. Perform Saturday clearance activities (PO603, Sec.48).
17. Maintain case configuration.

26. Authorized Dismounts and Dismount Distance

These standards and allowances were discussed under Boxes above.

27. Letter and Flats Collected

This time is included in the Box allowances above.

28. Carrier Pickup Request and Prepaid Parcel Event

The time standards for Carrier Pickups begin in the office with S026 (Process carrier pick-up event forms). For Carrier Pick Up Request forms received by the carrier, the route is credited with 0.114 minutes or 6.84 seconds to handle and verify the form. The route will also be credited with Driving Speed Time (S033) and Walking Speed (S034) as appropriate for the address where the pickup occurs.

S045 (Carrier Pick-Up and prepaid event) includes the following actions and is credited at 1.187 minutes or 71.22 seconds for each event:

1) Check Parcel Manifest. The carrier will retrieve the marker (if applicable) from their mail tray indicating an upcoming Pickup.

2) The carrier will locate and retrieve the Pickup Notification (if provided to carrier) from its storage location and read the information provided before returning it to the storage location.

3) Attempt to get attention. When appropriate, the carrier may lightly tap their horn to signal arrival at the customer's location.

4) In Cab Activities. The carrier will follow the appropriate process for parking the vehicle in preparation for exit.

5) The carrier will retrieve the scanner (included in S070) and a copy of a "Thank You" letter from its storage location.

6) The carrier will exit the vehicle to go to the pickup point.

7) Manifest – Notification. The carrier will count the number of parcels and verify this against the Pickup notification.

8) The carrier will scan the barcode on the Pickup notification and make the appropriate selections for shipment complete. (Included in S070 / S071)

9) The carrier will look for customer's Form 5630 and again complete the scanner options for shipment complete.

10) The carrier will leave the customer's Form 5630 and the "Thank You" letter at the pick-up location.

11) In Cab Activity. The carrier will return to the vehicle and either enter the cab (no parcel or small enough to stow in the cab area) or first go to the rear of the vehicle to stow a large parcel(s) before then entering the cab.

12) The carrier will then follow the appropriate steps to continue the route.

If the carrier is required to scan the manifest (PS-5630) the time standard is S070 (Full Scan (manifest if provided). This standard is 0.1011 minutes or 6.06 seconds per piece scanned.

29. Carrier Pick Up Items and Prepaid Parcels over 2 pounds

The CARRIERPU entry on the MDD is used to indicate a carrier pick up event and to indicate the total number of pieces collected. The panel mandated this method to ensure all CPU events are captured and, because the Postal Service may change the number of pieces required to be scanned at each carrier pick up, ensure the carrier is credited with the correct number of pieces and scans each day.

Regardless of whether there is a manifest issued, carriers are credited with each item picked up as part of a carrier pick up event and each prepaid item over 2 pounds in the same manner. S046 (Carrier Pick Up and Prepaid Items) is credited at 0.1592 minutes or 9.55 seconds per piece and includes the following tasks:

1) The carrier will visually inspect each item – weight, labeling and postage, etc.

2) The carrier will then scan each item's barcode. (S70 or S071 credited as appropriate)

3) If applicable, the carrier will check the customs forms for proper completion and apply DDD2 Customs Label for any international parcel that is not properly documented.

4) The carrier will return to the vehicle with the appropriate item(s) and set aside any rejected item(s).

5) At the vehicle the carrier will load the item(s) as follows:

a. Through the cab (small items) – the carrier will transfer the item(s) to their left hand and place it (them) into a tray or other storage location.

b. Through the rear door (large items) - the carrier will set down the item(s) to prepare for loads then retrieve it(them) and place in the rear of the vehicle.

In addition to S046 for each piece, the route is credited with S070 (Full Scan (manifest if provided). This standard is 0.1011 minutes or 6.06 seconds per piece for either the manifest as above OR the first piece scanned if no manifest is utilized. S071 (Partial Scan) is applied to any additional pieces scanned after the manifest or first piece. This credit is 0.0223 minutes or 1.34 seconds per piece.

30. **Parcels Accepted, Ordinary, Insured and COD**

In establishing the time allowance for this category, the panel determined that the average number of pieces collected on any given route would be difficult to establish over a long period of time. The panel also determined, using actual mail count data, that the impact of this category on rural route evaluations was minimal and did not justify inclusion in a manual mail count. So, the allowance is based solely on the time standard for each piece collected, S044 (Accepted Ord, COD, Ins Parcels) at 0.1034 minutes or 6.2 seconds per piece, multiplied by the average number of pieces per address per day from historical mail count data which is 0.0002. This is then multiplied by the number of addresses on the route. For example: A route with 600 total boxes would be credited with 6.2 seconds times 0.0002 times 600 for a total of 0.744 seconds per day or 4.46 seconds per week.

It is assumed that these are items taken directly from the mailbox. The time standard only applies to this action. Any further action required in the office is covered under End of Shift Duties and recorded as actual time each day.

If a trip to the customers door is required to collect these items, the carrier will indicate on the MDD using the DOORMISC entry and the route will be credited with the appropriate driving and walking time for that day.

31. **Registered and Certified Mail Accepted**
In establishing the time allowance for this category, the panel determined that the average number of pieces collected on any given route would be difficult to establish over a long period of time. The panel also determined, using actual mail count data, that the impact of this category on rural route evaluations was minimal and did not justify inclusion in a manual mail count. So, the allowance is based solely on the time standard for each piece collected, S042 (Collect registered/Certified mail) at 0.0944 minutes or 5.66 seconds per piece, multiplied by the average number of pieces per address per day from historical mail count data which is 0.000094. This is then multiplied by the number of addresses on the route. For example: A route with 600 total boxes would be credited with 5.66 seconds times 0.000094 times 600 for a total of 0.319 seconds per day or 1.92 seconds per week.

It is assumed that these items taken directly from the mailbox. The time standard only applies to this action. Any further action required in the office is covered under End of Shift Duties and recorded as actual time each day.

If a trip to the customers door is required to collect these items, the carrier will indicate on the MDD using the DOORMISC entry and the route will be credited with the appropriate driving and walking time for that day.

32. Money Order Applications Processed

In establishing the time allowance for this category, the panel determined that the average number of pieces collected on any given route would be difficult to establish over a long period of time. The panel also determined, using actual mail count data, that the impact of this category on rural route evaluations was minimal and did not justify inclusion in a manual mail count. So, the allowance is based solely on the time standard for each piece collected, S043 (Collect Money Order Applications) at 2.1799 minutes or 130.79 seconds per piece, multiplied by the average number of pieces per address per day from historical mail count data which is 0.000009. This is then multiplied by the number of addresses on the route. For example: A route with 600 total boxes would be credited with 130.79 seconds times 0.000009 times 600 for a total of 0.706 seconds per day or 4.23 seconds per week.

The time standard of 2.1799 minutes (S043) above includes the following actions:

> 1) The carrier will retrieve Form 6387 (or other Money Order notification) from the customer's mailbox during the regular delivery process.
> 2) The carrier will park and exit their vehicle using the appropriate process to walk to the customer location.
> 3) The carrier arrives at the customer's door, or other delivery point, and knocks or rings doorbell.
> 4) The carrier requests payment for the Money Order application and the customer gives the payment (check or cash) to the carrier. The carrier verifies the correct amount before returning to the vehicle.
> 5) The carrier returns to their vehicle and upon re-entry retrieves a Form 4245 (orange envelope) and places the payment inside.
> 6) The carrier completes and remaining information necessary on Form 4245 and 6387 then places them into the divider tray.
> 7) The carrier continues their delivery route.

The carrier will indicate the trip to the door, if necessary, on the MDD using the DOORMISC entry and the route will be credited with the appropriate driving and walking time for that day.

Any further action required in the office is covered under End of Shift Duties and recorded as actual time each day.

33. Return Receipts

Since there is no distinction in RRECS between L and Non-L routes, the time for processing Return receipts is built into the time standard for all Certified Mail.

34. Stamp Stock and Rural Reach

Each Contact with a potential Rural reach Customer indicated by the carrier on the MDD using the RURALREACH entry is credited using Standard S067 (Contact Rural reach customers) at 5.2458 minutes. The carrier will indicate the trip to the door, if necessary, on the MDD using the DOORMISC entry and the route will be credited with the appropriate driving and walking time for that day. Total time spent on Rural Reach activities is averaged over 52 weeks.

The actions included in this standard are:

> 1) The carrier will park the vehicle and retrieve a Rural Reach customer brochure and "Lead Card" before exiting the vehicle. Carrier will lock the vehicle if it will be out of sight.

> 2) The carrier will approach and greet the customer and then offer to describe additional USPS customer services.

> 3) If the customer agrees carrier will proceed with a brief overview of services and give the Rural Reach brochure to the customer.

> 4) The carrier will offer a follow-up contact within 48 hours. If the customer agrees the carrier will obtain the "Lead Card" and complete it with the customer providing information.

> 5) The carrier will thank the customer for their time and depart the customer location.

> 6) The carrier will arrive at the vehicle, re-enter, and prepare to continue their route.

Each sale of stamps on the route as indicated by the carrier on the MDD using the SELLSTAMPS entry is credited using Standard S068 at 0.7140 minutes or 42.84 seconds.

Total time allowance for Stamp Sales is averaged over 52 weeks. The actions included in this standard are:

1) The carrier will retrieve the postage request from the customer's mailbox, review the request, and verify that the amount paid is correct. Complex version: Carrier will use a calculator to determine the amount due before verifying the correct payment has been received.

2) The carrier will retrieve and unlock their secure pouch, insert the customer's money and request, indicate on the request that it is fulfilled, and remove the correct amount of postage.

3) The carrier will retrieve a blank Form 3227-R and the customer's change (if necessary), then close and lock the pouch.

4) After returning the pouch to storage, the carrier will insert the customer's postage and change (if necessary) into the blank 3227-R (so it may be used again by the customer) and place the 3227-R into the customer's mailbox.

35. Scanner Retrieval, Setup and Return

The time standard for this task is S001 (Scanner Setup Activities) and is credited at 0.1882 minutes per day or 1.1292 minutes per week. This time includes the following actions:

1) The carrier will have already retrieved the scanner at the beginning of their shift. While still at the scanner charging area the carrier presses key to start scanner.
2) The carrier will clock in by moving the arrow to "RR Clock in" and pressing the Enter key. (Subsequent steps may occur at any location.)
3) The carrier will scan their badge, select the correct option (1: On Street Motorized or 2: On Street Walk) and press the Enter key.
4) The carrier will verify the Profile screen route and zip code, make any changes if necessary, and then press the Enter key.
5) The carrier will verify the 7-digit vehicle number, make any changes if necessary, and then press the Enter key. 2 beeps will confirm successful entry.
6) The carrier will check that the 11 options (quantity may vary) are available and then store the scanner until it is needed again.

The time required to return the scanner in the afternoon is included in End of Shift Duties and recorded as actual time each day.

36. Strapping Out

The time allowances for strapping out the mail for delivery are based on the volume of cased mail each day. Cased mail consists of the total number of pieces of Carrier Route Flats, WSS flats, WSS Letters, Boxholders, and Second Run DPS Letters determined from the electronic data and carrier input for the day, plus the average daily Random Letters and Random Flats from the mail count.

Strapping Out consists of the following:

> 1) The carrier will obtain an empty tray and place it on the shelf in preparation for casing.
> 2) The carrier will place a rubber band around their hand (typically around the middle of the palm).
> 3) Then the carrier will grasp mail from the appropriate compartments (usually 2 per handful) and once they have 2 handfuls (usually 32 pieces) he/she will pull the rubber band up around the mail to secure it.
> 4) The carrier places the mail into the tray and compresses the cased mail as needed to create more space.
> 5) The carrier repeats steps 2-4 until the tray is full then loads the tray into their cart and returns to step 1 until all mail has been pulled down and loaded into the cart.

S017A (Pull down-handle trays) is credited at 0.2458 minutes or 14.75 seconds for each tray of cased mail (200 pieces per tray-rounded up). It includes the handling of both empty trays in preparation to fill, and full trays to be loaded into a cart to take to the vehicle. For example: If a route received 1000 pieces of cased mail, the daily time allowance would be 1000 divided by 200 to equal 5 trays at 14.75 seconds per tray, totaling 73.75 seconds.

S017B1 (Pull down handful) is credited at 0.0291 minutes or 1.746 seconds for each handful (32 pieces per handful-rounded up) and includes positioning to prepare to begin pulling down cased mail from compartments into carrier's hand and then placing each handful into a tray.

S017B2 (Pull Down compartments) is credited at 0.0326 minutes or 1.956 seconds per compartment (case separation) and includes pulling down cased mail from the case. The time credit is determined by the route's bundle system (one, two or three bundle), and the total number of addresses. One-bundle routes are credited 1.956 seconds per day for every address. Two and Three-bundle routes are credited by dividing the total addresses by two and multiplying by 1.956 seconds due to the lower quantity of cased mail.

S017C (Pull Down position and remove rubber bands) is credited at 0.099 minutes or 5.94 seconds per banded bundle (32 pieces per bundle-rounded up) and includes positioning a rubber band around each handful of cased mail that is pulled down in the office and removing the rubber band prior to address verification and delivery on the street.

37. Complete Trip report (Form 4240)

Each route is credited with S030 (complete 4240) at 0.491 minutes per day or 2.946 minutes per week for completing the Form 4240 as per the PO-603.

38. Move Trays to Storage

Each route is credited with S031 (Move trays to storage) at 0.2643 minutes per day or 1.5858 minutes per week. The standard includes the following:

> 1) The carrier will gather all empty/unnecessary tubs and trays in a stack on the ledge and then pick them up for transport to the storage location.
> 2) Upon arrival at the storage location the carrier will sort and place the tubs and trays into their appropriate location until all of them have been stored.

The walking time for this task is included in the Office Walking distances detailed below.

39. Locked Pouch Stops

The panel saw a need to divide the time allowance for Locked Pouch Stops (Service Inter-Unit Mail) into two categories: low volume and high volume. The determining factor is the work performed servicing the inter-unit delivery. When mapping the route, the carrier will indicate each Locked Pouch (Inter-unit delivery) stop and place it in the proper category of low or high volume. If the stop is serviced regularly with one trip into the office, it would be classified as low volume. If the stop requires a trip to retrieve a conveyance to transport mail, parcels etc., then it classified as high volume.

Standard S050 (Service inter-unit mail (low volume)) is described below:

> 1) The carrier will park the vehicle, set the brake, and remove their seatbelt.
> 2) He or she will then retrieve the scanner and the mail for delivery and exit the vehicle.
> 3) The carrier will unlock the Postal Unit door via a 4-digit code or sliding key card and enter the unit. If service location has a scan code the carrier will scan it.
> 4) At the appropriate location the carrier will set down mail for delivery (typically in a tub/tray or envelope) and check the area for return mail and retrieve (if applicable) after a brief visual inspection.
> 5) The carrier will then exit the Postal Unit (door closes and locks automatically) and return to their vehicle.

6) At the vehicle the carrier will enter the vehicle, replace the scanner in its holster, and place any collected mail in the appropriate location.

7) The carrier will then depart to continue the route.

S050 is credited at 1.4787 minutes per day, per stop, averaged over 52 weeks.

S051 (Service inter-unit mail (high volume)) is credited at 5.7659 minutes per day per stop, averaged over 52 weeks. The tasks involved in this standard are listed below:

1) The carrier will park the vehicle, set the brake, and remove their seatbelt.

2) He or she will then retrieve the scanner, the mail for delivery, a carry aid (tub/tray), and exit the vehicle.

3) The carrier will unlock the Postal Unit door via a 4-digit code or sliding key card and enter the unit. If service location has a scan code the carrier will scan it.

4) At the appropriate location, the carrier will set down mail for delivery (typically in a tub/tray or envelope) and check the area for return mail and retrieve (if applicable) after a brief visual inspection.

5) The carrier will then locate a carry aid and place the returning mail on the carry aid.

6) The carrier will then exit the Postal Unit (door closes and locks automatically) and go to the rear of the vehicle.

7) The carrier will open the rear door and load the returning trays and mail into the vehicle. If there is additional "in-bound" mail for the current Postal Unit, he or she will gather that in the carry aid before closing the rear door and returning to the Postal Unit.

8) The carrier will re-enter the Postal Unit and place the mail in the appropriate location and return the carry aid to the location they retrieved it from.

9) The carrier will then exit the Postal Unit (door closes and locks automatically) and return to the vehicle.

10) At the vehicle, the carrier will enter the vehicle, replace the scanner in its holster, and place any collected mail in the appropriate location.

11) The carrier will then depart to continue the route.

40. Withdraw Mail

For those offices where the carriers receive the withdrawal allowance, several standards were developed to cover the duties involved. The walking time required to complete these duties is credited under Office Walk Time below. First, S003 (Gather Random Mail) is credited at 1.0517 minutes per day or 6.3102 minutes per week. This standard includes:

1) The carrier will arrive at the Random Flats location, release their cart, and check their compartment for any mail. The carrier will grasp the mail, quickly check the top piece to verify it is theirs, and then load the mail into a tub or tray located in the cart. This will continue until all mail is loaded. Finally, the carrier will grasp their cart in preparation for transport to the next location.

2) The carrier will arrive at the Random Letters location, release the cart, and check their compartment for any mail. The carrier will grasp the mail, quickly check the top piece to verify it is theirs and then load the letters into a tub or tray located in their cart. This will continue until all mail is loaded. Finally, the carrier will grasp their cart in preparation for transport to the next location.

3) The carrier will arrive at the Carrier Route Flats location, release their, and check for any mail (typically in a tub). The carrier will quickly check the top piece(s) to verify it is theirs, grasp the tub, and then load the tub into their cart. The carrier will repeat this for any remaining tubs. Finally, the carrier will grasp the cart in preparation for transport to the next location.

4) The carrier will arrive at the Boxholders location, release their cart, and check for any Boxholders for their route (some offices have a location for each carrier, and some have a general location that the carrier must search). The carrier will grasp each bundle, verify the route, and then load it into their cart. The carrier will repeat this for any remaining bundles. Finally, the carrier will grasp the cart in preparation for transport to the next location.

5) The carrier will arrive at the Walk Sequence Saturation location, release their cart, and check for any bundles for their route. The carrier will grasp each bundle, verify the route, and then load it into their cart. The carrier will repeat this for any remaining bundles. Finally, the carrier will grasp the cart in preparation for transport to the next location.

6) The clerk will arrive at the carrier's case with the Hot Mail cart. The carrier will receive their Hot Mail from the clerk and verify the addresses. The carrier, if applicable, will also give any Hot Mail (miss-sorted first-class mail at his/her case) to the clerk.

7) The carrier will arrive at the Hot Mail Last Call location and check their compartment for any hot mail. The carrier will grasp the mail, verify each piece belongs to them, load it into their cart, and then place their Last Call card in the empty compartment. Finally, the carrier will grasp the cart in preparation for transport to the next location.

S007 (Gather DPS Letters) is applied to those routes with withdrawal allowance receiving DPS letters. This standard is 0.25 minutes or 15 seconds per tray (425 pieces per tray-rounded up). This standard is averaged over 52 weeks. This standard includes:

1) The carrier will load their located DPS letter tray(s) onto their cart. During loading the carrier may sort the trays into casing order. The carrier will continue step 1 until all assigned DPS trays have been acquired (determined during the random check of each tray - carrier should be able to identify when they have the entire route accounted for).

2) The carrier will remove the route labels from the end of each DPS tray and discard. This may be done at the DPS source or at the carrier's case.

3) The carrier will replace any trays removed to access their own DPS and take care to replace them from the same area.

4) Finally, the carrier will grasp their cart in preparation for transport to the next location.

5) The carrier will repeat steps 1-4 at the overflow DPS location as necessary.

S008 (Locate and Access DPS Letter trays) is applied to those routes with withdrawal allowance receiving DPS letters. This standard is 0.7689 minutes per day or 4.6134 minutes per week. This standard includes:

1) The carrier will arrive at the DPS mail location and release their cart to begin searching. The initial search will include walking between the DPS carts while scanning the paper inventory of trays posted on the cart until the carrier finds the DPS Cart with their route listed.

2) Once they find the correct DPS cart, the carrier will look for trays with their route label possibly moving trays for visibility (carrier should be careful not to rearrange trays too much or allow trays to spill).

3) As the carrier finds trays labeled for their route, they should check some of the mail in the tray to verify it is labeled correctly (i.e., it does belong to the carrier) and is sorted in order.

4) The carrier will repeat steps 1-3 above at the overflow DPS location as necessary.

S014 (Gather DPS Flats) is applied to those routes with withdrawal allowance receiving DPS flats. This standard is 0.205 minutes or 12.3 seconds per tray (115 pieces per tray-rounded up). This standard is averaged over 52 weeks. This standard includes:

1) The carrier will load the tray(s) on their cart. During loading the carrier may sort the trays into casing order.

2) The carrier will remove the route label from the end of each DPS Flats tray and discard. This may be done at the DPS source or at the carrier's case.

3) The carrier will repeat steps 1-2 until all trays have been found and loaded onto cart.

4) The carrier will grasp their cart in preparation for transport to the next location.

S015 (Locate and Access DPS Flat trays) is applied to those routes with withdrawal allowance receiving DPS flats. This standard is 0.1653 minutes per day or 0.9918 minutes per week. This standard includes:

1) The carrier will arrive at the FSS mail location and release their cart to begin searching their tray labels.

2) As the carrier locates trays with the carrier's label, they should check some of the mail in the tray to verify it is labeled correctly (i.e., it does belong to the carrier) and is sorted in the correct order. The label will tell the carrier how many trays are in that route on that day.

41. USPS Vehicle

S032 (Inspect Government Vehicle) is applied to all routes with a USPS vehicle assigned. This standard is 1.8716 minutes per day or 11.2296 minutes per week. The standard does not include the walk time. That is included in the Office Walk Time below. S032 does include:

1) The carrier will enter the vehicle through the right-side door to verify that the seat is stable, and the lap and shoulder belts operate properly.

2) The carrier will also start the engine and check for proper operation of the vehicle.

3) Inside the vehicle cab the carrier will check the following:

Mirror alignment

Wipes and washer fluid function

Verify availability of blank Accident Report forms

Vehicle gauges and horn

Brake pedal and emergency brake

Headlights and flashers (leave on for step #5 and #9)

4) The carrier will turn off the engine and exit the vehicle to check the right front area for the following:

Door closes properly

Window cracks or damage

Adjust mirror if needed

Body panel for damage

Right front wheel/tire for proper inflation, wear, lug nuts secure (visual check)

5) The carrier will move around to inspect the front of the vehicle for the following:

Headlights and flashers are working

Roof top marker lights are working

Windshield for cracks or damage

Hood is securely closed

Check for fluid leaks under the vehicle

Front body panels for damage

6) The carrier will move around to inspect the left front area for the following:

Window cracks or damage

Adjust mirror if needed

Body panel for damage

Left front wheel/tire for proper inflation, wear, lug nuts secure (visual check)

7) The carrier will step to the left side door and unlock, open, close the door, and relock making sure it is functional.

8) The carrier will move around to inspect the left rear area for the following:

Body panel for damage

Left rear wheel/tire for proper inflation, wear, lug nuts secure (visual check)

9) The carrier will continue around to inspect the rear of the vehicle for the following:

>Taillights and flashers are working

>Roof top marker lights are working

>Rear door and body panels for damage

>Unlock, open, close, and relock rear door making sure it is functional

10) The carrier will move around to inspect the right rear area for the following:

>Body panel for damage

>Right rear wheel/tire for proper inflation, wear, lug nuts secure (visual check)

11) To conclude the inspection the carrier will return to the right-side door, turn off headlights and flashers, and close the door. The carrier should record any discrepancies and needs for repair.

S052 (Fuel Vehicle) is applied at 3.1421 minutes per refueling. The number of refueling stops per week is determined by dividing the weekly route mileage by 100. So, a route that is 45 miles long would be credited with 2.7 fuel stops per week (45 miles times six days divided by 100). This standard includes the following:

Exit Vehicle

1) The carrier will park the vehicle adjacent to the fuel pump, engage the emergency brake, turn off the engine, and remove the keys from the ignition.

2) If needed, the carrier will retrieve the scanner then exit the vehicle and close, but not lock, the door.

Set Up at Pump

3) The carrier will open the fuel door and remove the gas cap (allowing cap to hang from tether).

4) The carrier will retrieve the gas card, insert card into pump card-reader, and then remove the card and return it to its storage place (pocket, card holder, etc.).

5) When pump screen responds, carrier enters their 6-digit code and # sign then waits for the screen to respond and enters it a second time. The carrier will enter yes for "Receipt Y/N."

Fueling Process

6) When the fuel pump is ready the carrier will grasp the fuel nozzle, securely insert it into the filler pipe, and fuel the vehicle. (Note: Multiple trigger pulls and "topping off" the gas tank are defined as environmentally unacceptable and therefore not recognized as part of the fueling process.)

7) The carrier will lightly shake the nozzle in the filler pipe to clear residual fuel then remove the nozzle from the vehicle (carrier will tip the nozzle up to avoid potential spillage).

8) The carrier will return the nozzle to the pump, retrieve and insert the gas cap into the filler pipe, and tighten the gas cap the appropriate amount. The carrier will close the fuel door over the secured gas cap.

9) The carrier will retrieve the receipt from the pump.

Return to Vehicle

10) The carrier will return to the vehicle door, open it, enter the vehicle, sit in the driver's seat, and close the door.

11) If the scanner was used during fueling the carrier will return it to the appropriate location.

12) If necessary, the carrier will retrieve a pen, make any recordings necessary, and return the pen.

13) The carrier will buckle the seat belt, insert key into the ignition, and start the engine.

14) The carrier will release the parking brake, check their mirrors and surrounding area, put the vehicle in "Drive," and when ready depart the fuel station.

Additional Drive Time is added to the route in the mapping process to account for the average weekly deviations from the line of travel to reach the designated fueling location.

42. Reload Allowance

The Reloading standards in RRECS are best illustrated by the Lookup Tables below which simplify the standard by number of trays (determined from mail volumes) and bundling system. Unloading time is now included in the EOS Duties and recorded as actual time each day.

The number of trays in the table below is determined by the daily volume of letters, flats, and small parcels. The number of "stored" trays in the chart below is determined by the total number of mail trays and subtracting 3 because the assumption is 3 trays will be loaded up front with the carrier. The total number of mail trays is determined by the total volume of Random Mail trays plus Boxholders, plus DPS letter trays plus DPS flats trays plus small parcel trays. The Panel determined that parcels delivered to the mailbox or parcel locker could be further divided by small and medium. Small parcels generally being those that are cased or lined up in a tray and medium parcels being too large to fit in the case. Through their analysis, they determined that 21.74% of these parcels should be classified as small and 78.26% as medium.

The number of mail trays is calculated by adding the following:

1. Random letters + WSS letters + Boxholder letters divided by 425 pieces per tray, plus
2. Random flats + CR flats + WSS flats + Boxholder flats divided by 115 pieces per tray, plus
3. DPS letters divided by 425 pieces per tray, plus
4. DPS flats divided by 115 pieces per tray
5. Total number of parcels delivered to mailbox or parcel locker multiplied by 0.2174 to determine the number of small parcels and divided by 60 to determine the number of trays.

For example: A route receives the following volume on a given day:
150 random letters
500 WSS letters
500 boxholder letters
40 random flats
150 CR flats
0 WSS flats
500 boxholder flats
2100 DPS letters
0 DPS flats
79 parcels delivered to mailbox
5 parcels delivered to parcel locker

The calculation for the table below would be:

1. 150+500+500/425= 2.70 rounded to 3 trays of random letters
2. 40+150+0+500/115= 6 trays of random flats
3. 2100/425= 4.94 rounded to 5 trays of DPS letters
4. 0 trays for DPS flats
5. 84 times 0.2174= 18/60=0.30 rounded to 1 tray of small parcels
6. Total trays = 15, subtract 3 and use 12 total trays in the chart.

7. This is a two-bundle route so the total daily time from the chart is 11.5751 minutes. This reloading time will be averaged over 52 weeks.

LOOKUP TABLE: DAILY STANDARD TIME FOR RELOADS BASED ON TRAYS STORED AND DELIVERY SYSTEM

	1-Bundle	2-Bundle	3-Bundle
Number of trays	Standard	Standard	Standard
1	0.6957	0.6957	0.6957
2	0.8689	0.8689	1.3914
3	2.2820	2.2820	2.8045
4	2.4023	3.6951	4.2176
5	4.1567	5.4495	5.9720
6	4.3723	5.6651	7.7264
7	4.5879	7.4195	9.4808
8	6.3423	7.6351	11.2352
9	6.5579	9.3895	12.9896
10	6.7735	9.6051	14.7440
11	8.5279	11.3595	16.4984
12	8.7435	11.5751	18.2528
13	8.9591	13.3295	20.0072
14	10.7135	13.5451	21.7616
15	10.9291	15.2995	23.5160

The time for reloading medium parcels is also calculated in a similar manner. First, the total number of medium parcels is determined by adding the total parcels delivered to the mailbox to a parcel locker and applying a factor of 0.7826. That number is divided by 10 parcels per tray and rounded. As with mail trays above, the panel assumed that 2 trays of medium parcels could be located within reach of the carrier. So, we subtract the first two trays to find the number of trays applied in the table below. For example: a route delivered a total of 95 parcels to the mailbox or parcel locker. We first multiply 95 by 0.7826 to find the total number of medium parcels to be 74.3. Dividing this by 10 and rounding up equals 8 trays of medium parcels. We subtract 2 and look up 6 trays in the table. The reloading time for medium parcels on this day 3.2936 minutes. These times are averaged over 52 weeks.

LOOKUP TABLE: DAILY STANDARD TIME MEDIUM
PARCELS

Number of trays	Standard
1	0.7357
2	0.9304
3	1.6661
4	1.8608
5	3.0780
6	3.2936
7	4.5108
8	4.7264

S063 (Move large parcels from cargo area to rear door) is applied to the total number of parcels delivered to the door minus the first 6 which the Panel determined would be reachable from the rear door. This standard is 0.1895 minutes or 11.37 seconds per piece. So, if the route delivered 35 parcels to the door, this standard would be applied to 29 pieces at 11.37 seconds each. These times are averaged over 52 weeks.

43. Office Walk Time

All walking time in the office is calculated at 0.00429 minutes per foot. Below are the instructions and the worksheet to be used by the carrier and manager to enter the proper Office Walking Distances.

Office and Zip Code	Route	Carrier Withdraws Mail (circle correct answer)
		Yes No
Carrier Signature	**Supervisor Signature**	**Date**

Office Walking Distances: Data Collection Form and Instructions

The purpose of this form is to document standard operating procedures for capturing office walking distances used in the calculation of standard time on rural routes. Please note that the

form does not cover all walking, since many walking segments are included in other standards. It is essential that the segments be measured carefully according to the detailed instructions on the back of this form. A separate form should be used for each rural route in the office.

Instructions (READ CAREFULLY BEFORE STARTING MEASUREMENTS)

1. All measurements will be made jointly by the Carrier and Supervisor.
2. Carrier will be paid for this activity according to procedures established by the USPS and NRLCA.
3. The Carrier or Supervisor will record in the box at the top of the form: the office and zip code, route, and date that the measurements were made, and whether or not the carrier withdraws mail. When measurements have been completed, both the Carrier and the Supervisor will sign the form.
4. **Don't start measuring a segment, if you have not read the detailed instructions for it on the back of this form.**
5. Measurements will be made using a walking wheel. The wheel should be set to zero at the origin of the segment before starting to measure the length of the segment. After completing the segment, record the distance immediately.
6. Segments include the round-trip distance from origin to destination and back to the origin.
7. Segment distances should be rounded up or down to the nearest foot.
8. The walking path should be the most direct distance that is consistent with safe work practices and efficient business operations.
9. If a walking segment does not apply, enter "**N A**" in the distance column.
10. For withdrawal routes, include Segments 1-11, excluding #4 and #6 **if they do not apply.**
11. **For non-withdrawal routes, include Segments 1 and 5-11, excluding #6 if it does not apply.**

    * Enter "N A" if a segment does not apply.

Walking Segments (Withdrawal routes include 1-11, excluding 4 and 6 if they do not apply; Non-Withdrawal Routes include segments 1 and 5-11, excluding 6 if it does not apply)

Segment Number	From	To	Round Trip Distance in Feet*	Instructions
1	Carrier's case	Scanner storage area		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving the scanner.

Segment Number	From	To	Round Trip Distance in Feet*	Instructions
2	Carrier's case	Raw letters 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.
3	Carrier's case	DPSL 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 DPSL rack. Include walking distance to obtain a conveyance if typically required.
Include Item 4 only if Carrier uses a <u>personal</u> vehicle or LHD government vehicle				
4	Carrier's case	FSS 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 FSS rack. Include walking distance to obtain a conveyance if typically required.
5	Carrier's case	Parcel hamper		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.
Include Item 6 only if Carrier uses a <u>government</u> vehicle				
6	Carrier's case	Assigned or typical location for inspection of 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.

Segment Number	From	To	Round Trip Distance in Feet*	Instructions
7	Carrier's case	CFS / MARKUP / MMM / Centralized Hold back to the Carrier's case		This is a **round trip** that starts 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.**
8	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.
9	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 mail.
10	Carrier's case	Location of hamper or other conveyance for loading mail in vehicle		From the point where the carrier stands when casing mail to the average point where the conveyance for hauling mail to the vehicle is stored.
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.

44. Service Performance Measurement (SPM) Scans

The panel determined the time allowance for Prompted two-step, and Simple one-step scans. These standards (S065 and S066) will be applied to SPM scans. For each SPM Event (Delivery or Collection) the route will be credited with a S066 (Perform prompted two-step RRECS scans) at 0.0928 minutes or 5.56 seconds. For each mail piece scanned, the route will be credited with S065 (Perform simple on-step RRECS input scans) at 0.0795 minutes or 4.77 seconds per piece. These times are averaged over 52 weeks.