

# Zoom Tools: Chat

8

Zoom Meeting Participant ID: 468406



Talking:

Meeting Topic:

RRECS DPM

Host:

RRECS Host

383797

<https://usps.zoomgov.com/j/1613085553?pwd=MWg2RFAr...>

[Copy URL](#)

468406

Participants (2)

Jane Doe (Me, participant)

RRECS (Host)



Invite

Mute Me

**Welcome to Resequencing Training!**

Before we get started, if you do not see your name in the participants list, please provide your name in the **Zoom Group Chat**.



Join Audio

Phone Connected



Share Screen



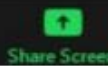
Invite Others

Zoom Group Chat

From Me to Everyone:  
Chat here to the class

To: Everyone

Chat here



Leave

# Rural Route Resequencing: 2021 Pilot Training

**Last Updated: 09/30/2021**

**Goal: To train local management on how to complete Resequencing in the Line of Travel Manager (LTM)**



**September 29<sup>th</sup> to  
October 1<sup>st</sup>**

## **Resequencing Training Sessions**

WHO: Local Management

WHERE: ZOOM



**October 4<sup>th</sup> to  
October 29<sup>th</sup>**

## **Resequencing: LTM**

WHO: Local Management

WHERE: LTM Application



## Training Agenda:



**Module 1:**  
***Rural Route Resequencing  
Introduction***

- What is RRO?
- What is Resequencing?
- Roles and Responsibilities



**Module 2:**  
***Review Current Route***

- Logging into LTM
- Reviewing Current Route
- Confirming Current Route



**Module 3:**  
***Review Resequenced  
Route***

- Review and Confirm Resequenced Route
- Review and Confirm Resequenced Line of Travel



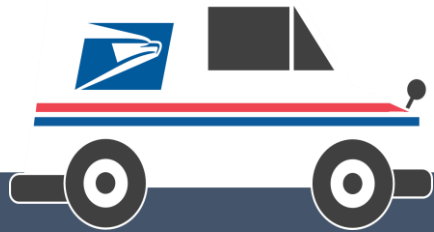
**Module 4:**  
***Remeasurement & 4003  
Submission***

- Remeasure Resequenced Route
- Edit Resequenced Line of Travel
- Confirm & Submit Resequenced Line of Travel



**Module 5:**  
***Resources & Questions***

- Access requests
- RRO Resequencing tips
- Resources and additional training



# Module 1

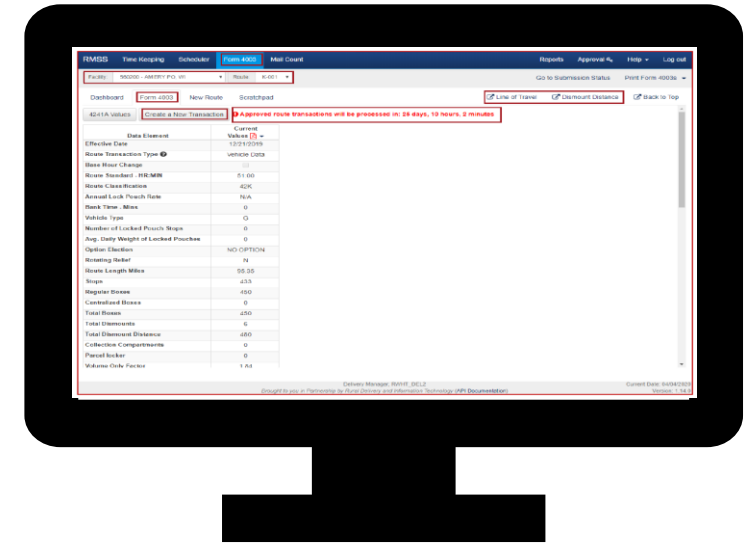
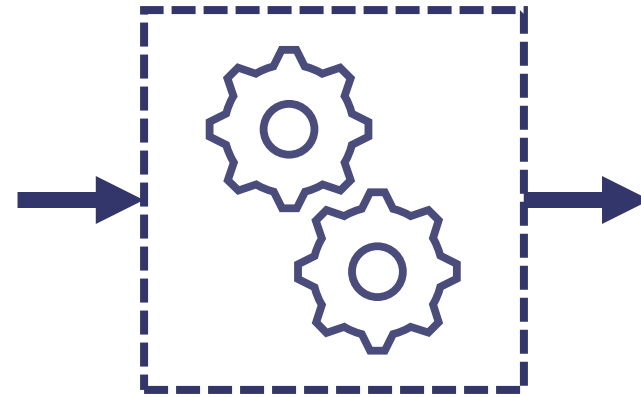
## Introduction to Resequencing

As part of the **Rural Route Optimization (RRO)** initiative, we are deploying the **Rural Route Resequencing** solution, which automates the process of resequencing a rural route's delivery points to achieve a safe and efficient line-of-travel.



Route Review in **Line of Travel Manager (LTM)**

## Resequencing Process



Route Remeasurement in **RMSS Form 4003**

The goal of **Rural Route Resequencing** is to **reorder existing delivery stops** on rural routes to achieve the **optimal line of travel**.

The Resequencing solution leverages **Digital Route** data and an optimization tool to generate a proposed Resequenced route. Approved results will be input through the Rural Management Support System (RMSS) for use in updating Form 4003.

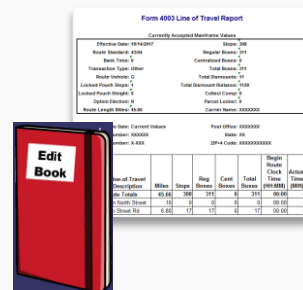
## How is the Digital Route created?

### GPS Breadcrumb Clustering



**Mobile Delivery Device (MDD)** provide GPS breadcrumbs, which are used by **Solver algorithms** to determine the route's most frequent, observed line of travel and stop locations.

### Observation vs. Expectation



The observed line of travel is compared to the expected **AMS Delivery Sequence** and the **e4003's** official mileage to identify points of misalignment.

### Assess Digital Route Quality

The comparison results in a final **Digitization status**, which determines the possible next steps.

- ⚠ **MILEAGE DISCREPANCY**  
99999 R044
- ✅ **DIGITAL ROUTE**  
99999 R081

## How will the Resequenced Routes be implemented?

### Optimization Tool



Digital and Mileage status routes will be used as inputs for resequencing optimization tool.



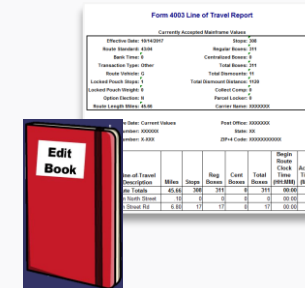
### Route Review in LTM



The Delivery Unit Manager will review both the current and resequenced route using **Line of Travel Manager (LTM)**.



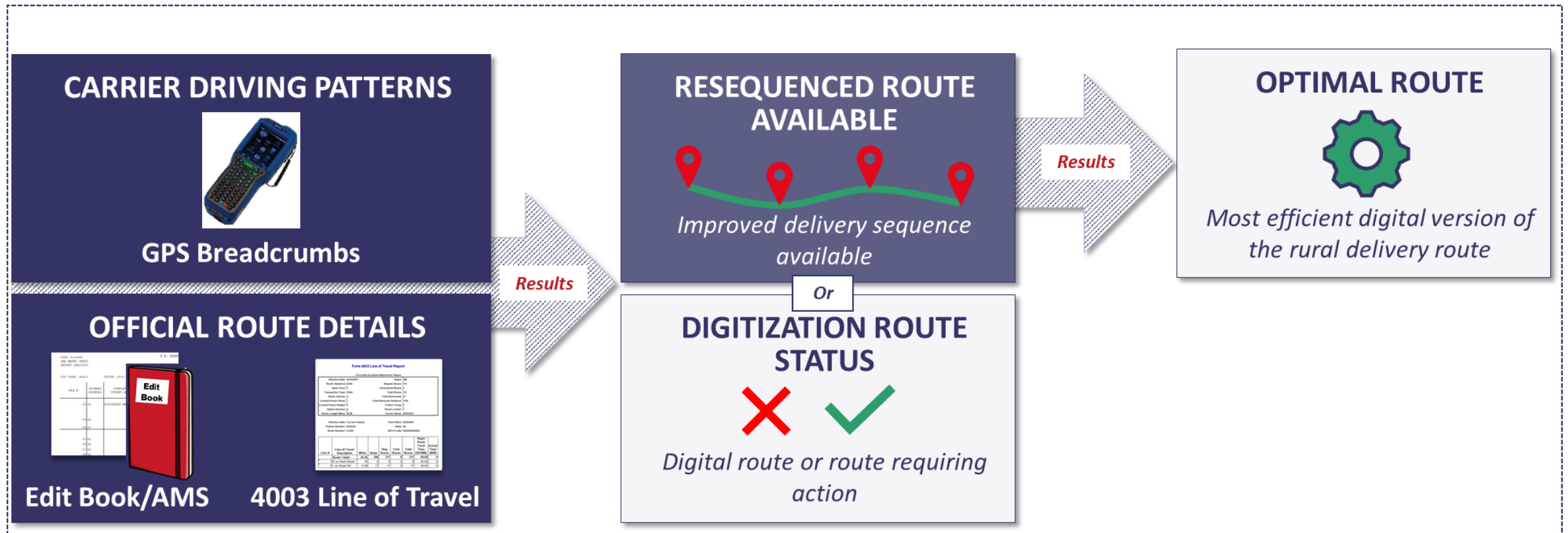
### Complete Remeasurement



The Delivery Unit Manager will use the new line of travel to complete Route Remeasurement, and the updated line of travel will be provided to the RMSS e4003. The Manager will update AMS/Edit Book.

## Resequencing Steps:

1. Through the Digitization process, **GPS breadcrumbs** from the MDD scanner illustrate **carrier driving patterns**.
2. These observed driving patterns are compared to **official route details stored in the Edit Book/AMS and 4003**.
3. Then, the route is **assessed to determine if the delivery sequence can be improved** in Line of Travel Manager (LTM).
  - If so, a resequenced route is proposed in LTM. Once reviewed and submitted, an optimal route is created.
  - If not, a Digitization route status remains available in Line of Travel Manager (LTM).





For the pilot, USPS has selected **1,000 rural routes** across **two districts** to test the application and end-to-end process in addition to various deployment and training components.

## Pilot Goals

- Assess the Rural Route Resequencing **technical solution readiness** and **scalability**.
- Validate the Route Resequencing **end-to-end process** and **outcomes**.
- Execute a **deployment plan** that can be scaled.



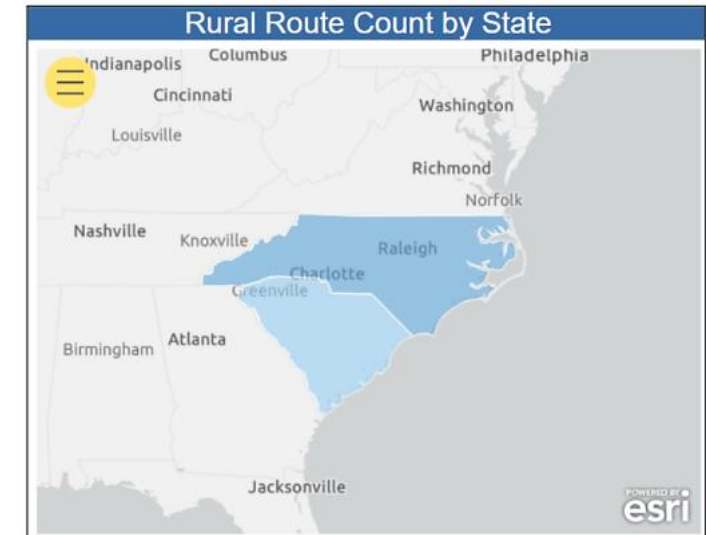
## Pilot Unit Criteria

- Unit **cannot** contain known:
  - RSD MVP routes
  - RRECS Mapping Pilot Routes
  - Lock Pouches
  - Parent/Child Routes
  - More than 2 routes with Blue Collection Boxes
- 3+ Rural Routes in the office
- Low to medium growth (measured by SPLY box change)
- Minimize routes with known additional mileage according to Digitization
- At least 80% of routes in the unit have a 'Digital Route' or 'Mileage Issue' Digitization Status



## Geography Assumptions

- 2 Districts
- 1,000 total route licenses available



Area	Route Count	Unit Count
ATLANTIC RETAIL & DEL AREA	774	96
NORTH CAROLINA DISTRICT	774	96
SOUTHERN RETAIL & DEL AREA	232	33
SOUTH CAROLINA DISTRICT	232	33
<b>Total</b>	<b>1,006</b>	<b>129</b>

## For Resequencing, Local Management should:



### Perform administrative tasks to prepare for Resequencing

- Submit eAccess requests
- Update Editbook/4003
- Complete Resequencing training
- Deliver Resequencing Stand-Up talk to carriers



### Complete Resequencing steps in Line of Travel Manager for eligible routes in Unit

- Review delivery stops and line of travel on current route in LTM
- Once confirmed, review delivery stops and line of travel on proposed resequenced route in LTM



### Remeasure resequenced route and submit to the District

- Perform a route remeasurement in accordance with SOPs and updated Edit Book and 4003 as necessary
- Discuss route updates with carriers and ensure they drive Resequenced routes on the effective date



The **Local Management** role can be fulfilled by **any non-carrier individual** within a delivery unit tasked with completing Resequencing, such as: *Postmaster, Officer in Charge (OIC), Manager, Supervisor, 204-B, Growth Coordinator, Other Management Designee*

Line of Travel Manager (LTM) is an online application within the Rural Route Optimization (RRO) system that local management uses to review route statuses, confirm current routes, and resequence routes.

The screenshot displays the Line of Travel Manager (LTM) application interface. The top header includes the USPS logo and the text "LINE OF TRAVEL MANAGER". A sidebar on the left contains navigation icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area features a map with red route lines overlaid on a street map. A "Show Route Labels" checkbox is visible in the top left of the map area. On the right side, there is a panel titled "SELECT A DELIVERY ZIP" with a dropdown menu currently showing "TPA-NORTHDALE CARRIER ANX, FL - 33624". Below this, a list of delivery ZIPs is shown, each with a red exclamation mark icon and the text "REVIEW AVAILABLE". The list includes:

- 33624 R008 (45K)
- 33624 R014 (46K)
- 33624 R019 (45K)
- 33624 R020 (45K)

A "SCROLL FOR MORE" button is located at the bottom of the list. The bottom of the map area includes a "VIEW LEGEND" button and a "POWERED BY ESRI" footer.

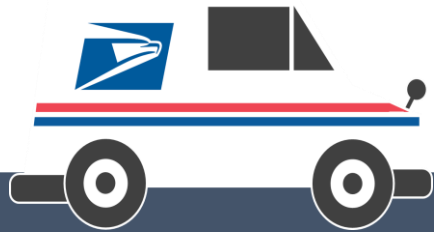
**VIDEO**

**Introduction to  
Resequencing:  
Line of Travel Manager**

## LTM Steps for Resequencing

The steps required to complete route review and confirmation in LTM include:

- 1. Go to LTM and Log In**
- 2. Select the Unit and Route for Resequencing**
- 3. Review and Confirm Current Route**
- 4. Review Resequenced Route**
- 5. Remeasure New Line of Travel**
- 6. Confirm Remeasurement and Submit to RMSS**



## Module 2

Logging into LTM  
Reviewing Current Route  
Confirming Current Route

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 1a: Log in to LTM

The first step in the Resequencing process is to go to LTM and log in.

- URL for LTM: <https://rro.usps.gov/>

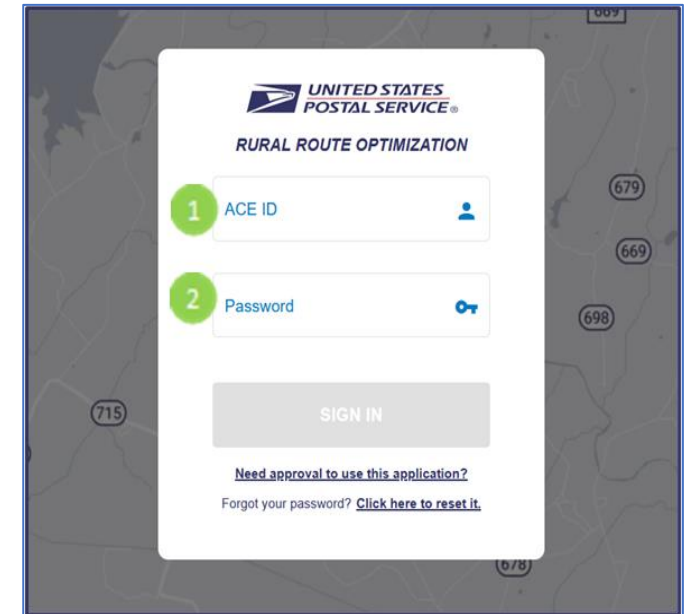
1 Enter your ACE ID into the ACE ID field.

2 Enter your ACE password into the Password field.

**NOTE:** If you are unable to log in to LTM, you will receive an error message.

To gain access:

- Go to [eAccess](https://eaccess.usps.gov/) and log in with your ACE ID and ACE password: <https://eaccess.usps.gov/>
- Request access for Rural Route Optimization



The screenshot displays the login page for the Rural Route Optimization (RRO) application. At the top, the United States Postal Service logo and the text 'RURAL ROUTE OPTIMIZATION' are visible. Below this, there are two input fields: '1 ACE ID' and '2 Password'. A 'SIGN IN' button is positioned below the password field. At the bottom of the form, there are two links: 'Need approval to use this application?' and 'Forgot your password? Click here to reset it.' The background of the page is a map with route markers.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

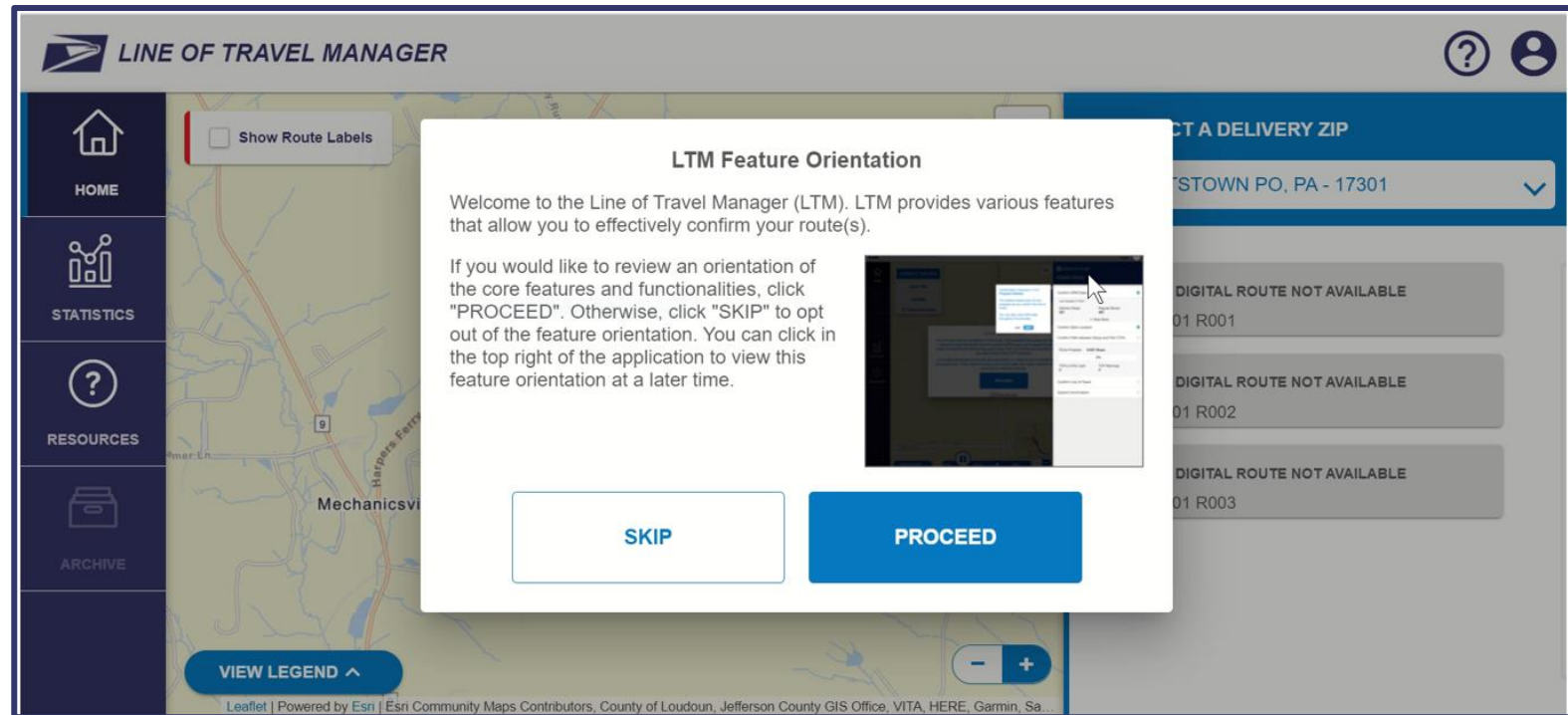
**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 1b: Complete Feature Orientation

First-time users of LTM will be presented a **Feature Orientation** that demonstrates how to use the features and navigate the application. Complete this orientation if needed.



Click:

- **Proceed** to begin the LTM Feature Orientation.
- **Next** to see the next feature.
- **Previous** to go back to the previous feature.
- **Skip** at any point to exit the feature orientation.
- **Done** at the end to exit the feature orientation.



## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review and Confirm Current Route

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 2a: Select Unit Name and Delivery ZIP Code

Scroll within or type your Delivery ZIP Code or unit name in the **Select a Delivery ZIP** field in the right sidebar. Select your unit and Delivery ZIP Code for the routes you would like to review (e.g. PURCELLVILLE, VA - 20132).

The screenshot displays the 'LINE OF TRAVEL MANAGER' application. On the left is a navigation sidebar with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area features a map with red route lines and a 'Show Route Labels' checkbox. On the right, a sidebar contains a 'SELECT A DELIVERY ZIP' dropdown menu with 'PURCELLVILLE, VA - 20132' selected. Below the dropdown is a list of units for review, each with a 'REVIEW AVAILABLE' indicator and a unit number:

Unit Name	Unit Number
20132 R007	44K
20132 R008	46K
20132 R009	41K
20132 R011	43K
RESEQUENCING IN PROGRESS	44K

At the bottom of the sidebar, there is a 'SCROLL FOR MORE' button.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review and Confirm Current Route

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 2b: Select Route

After selecting the unit and Delivery ZIP Code, select a route with a **Review Available** status in the right sidebar.

The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation menu with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area is a map showing a red route around a central post office location. A 'Show Route Labels' checkbox is visible on the map. On the right, a sidebar titled 'SELECT A DELIVERY ZIP' shows 'PURCELLVILLE, VA - 20132' selected. Below this, a list of routes is shown, each with a red exclamation mark icon and the text 'REVIEW AVAILABLE'. The routes listed are 20132 R007 (44K), 20132 R008 (46K), 20132 R009 (41K), and 20132 R011 (43K). A 'RESEQUENCING IN PROGRESS' status is also visible at the bottom of the list, along with a 'SCROLL FOR MORE' button. The bottom of the map shows 'VIEW LEGEND' and zoom controls.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

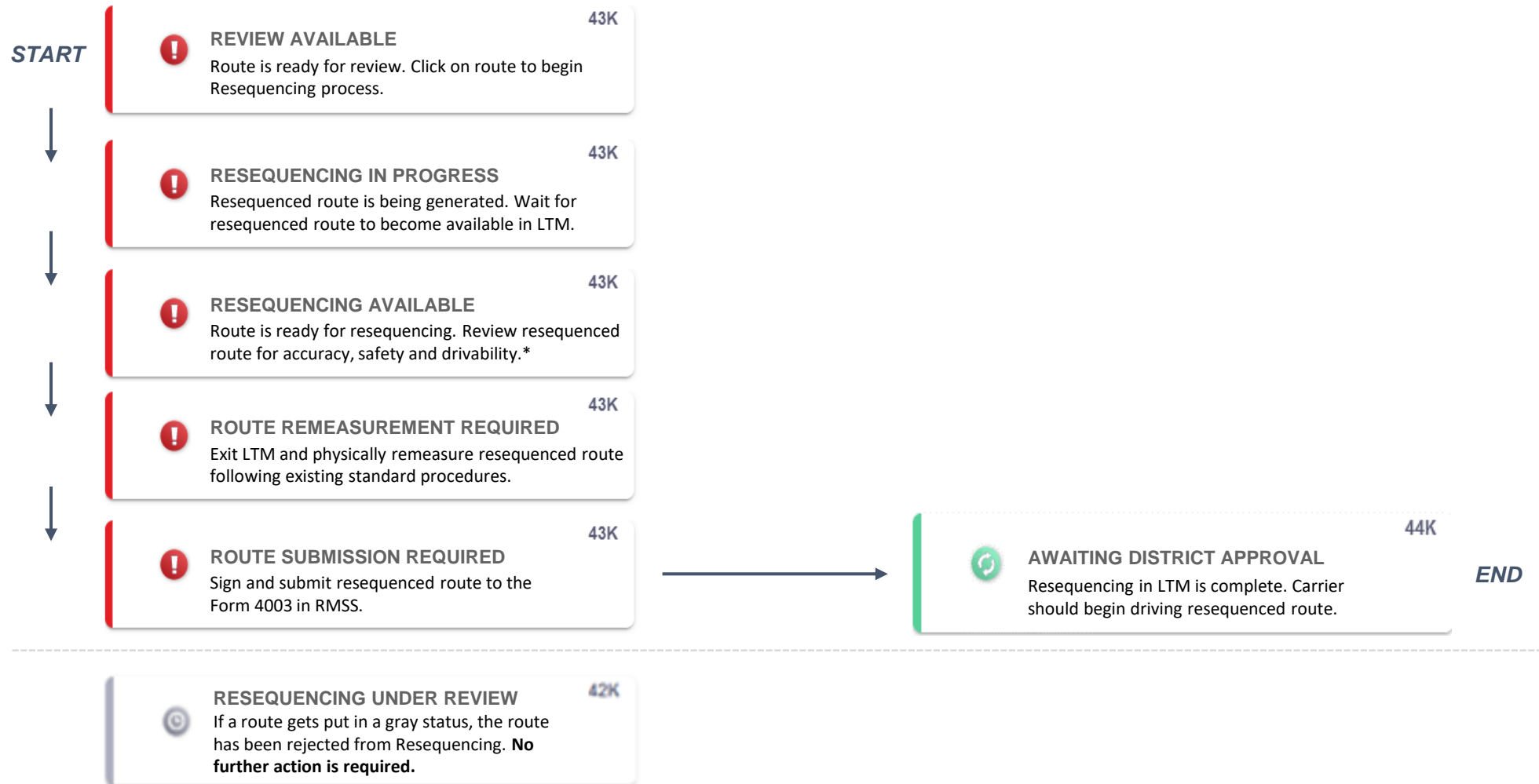
**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Resequencing Route Status

Throughout the Resequencing Pilot process, a route will go through the following Route Statuses:



## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

**Step 4:**  
Review Resequenced  
Route in LTM

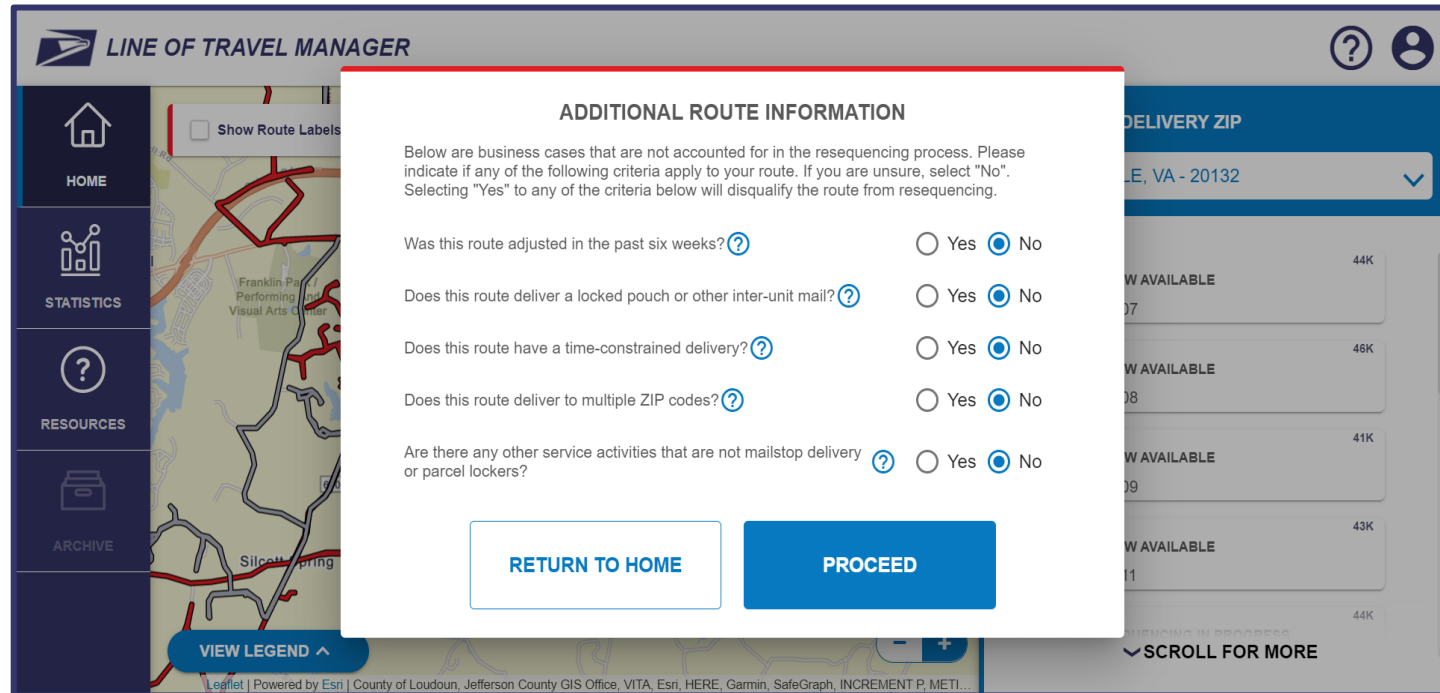
**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 3a: Proceed to Current Route

After a route is selected, a pop-up will appear. Verify that none of the route criteria listed in the pop-up apply to the route.

- Select “No” for each question and click the **Proceed** button to view the current route.
- Click the **Return to Home** button to choose a different route



**LINE OF TRAVEL MANAGER**

ADDITIONAL ROUTE INFORMATION

Below are business cases that are not accounted for in the resequencing process. Please indicate if any of the following criteria apply to your route. If you are unsure, select "No". Selecting "Yes" to any of the criteria below will disqualify the route from resequencing.

Was this route adjusted in the past six weeks?  Yes  No

Does this route deliver a locked pouch or other inter-unit mail?  Yes  No

Does this route have a time-constrained delivery?  Yes  No

Does this route deliver to multiple ZIP codes?  Yes  No

Are there any other service activities that are not mailstop delivery or parcel lockers?  Yes  No

**RETURN TO HOME** **PROCEED**

**NOTE:** If any of the listed criteria apply to the route, select “Yes” and click **Proceed**. This will disqualify the route from Resequencing.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review Current Route in LTM

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 3b: Review Current Route

You will be taken to an animated dashed-line view of the current route that moves in the direction of the line of travel. Use the free-roam view to review the current route.

The screenshot displays the 'LINE OF TRAVEL MANAGER' web application. The main area is a map showing a current route (dashed blue line) and a 'Current Route' legend with a 'Show Route Animation' checkbox. The sidebar on the left contains navigation icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The right sidebar shows a 'RETURN TO HOME' button, the route ID '20132 R007', and a 'Review Current Route' section with tabs for 'CURRENT ROUTE DATA' and 'LINE OF TRAVEL'. Below these are buttons for 'RESEQUENCE LINE OF TRAVEL' and 'INCORRECT: ENTER FEEDBACK', along with a 'Print Current Page' option.



The purpose of reviewing the current route is to verify that all delivery points exist and are correctly located on the street.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review Current Route in  
LTM

**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Review Current Route



The purpose of reviewing the current route is to verify that all delivery points exist and are correctly located on the street.

### What to verify during the Current Route Review:



Delivery points exist



Delivery points are on the correct side of the street



Mileage matches current route



Sequence matches current route



Line of travel matches current route

*During the Resequencing process, route order and mileage will be updated. Do not submit feedback on a route due to mileage, sequence, or line of travel discrepancies.*

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
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Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route



**Step 4:**  
Review Resequenced  
Route in LTM

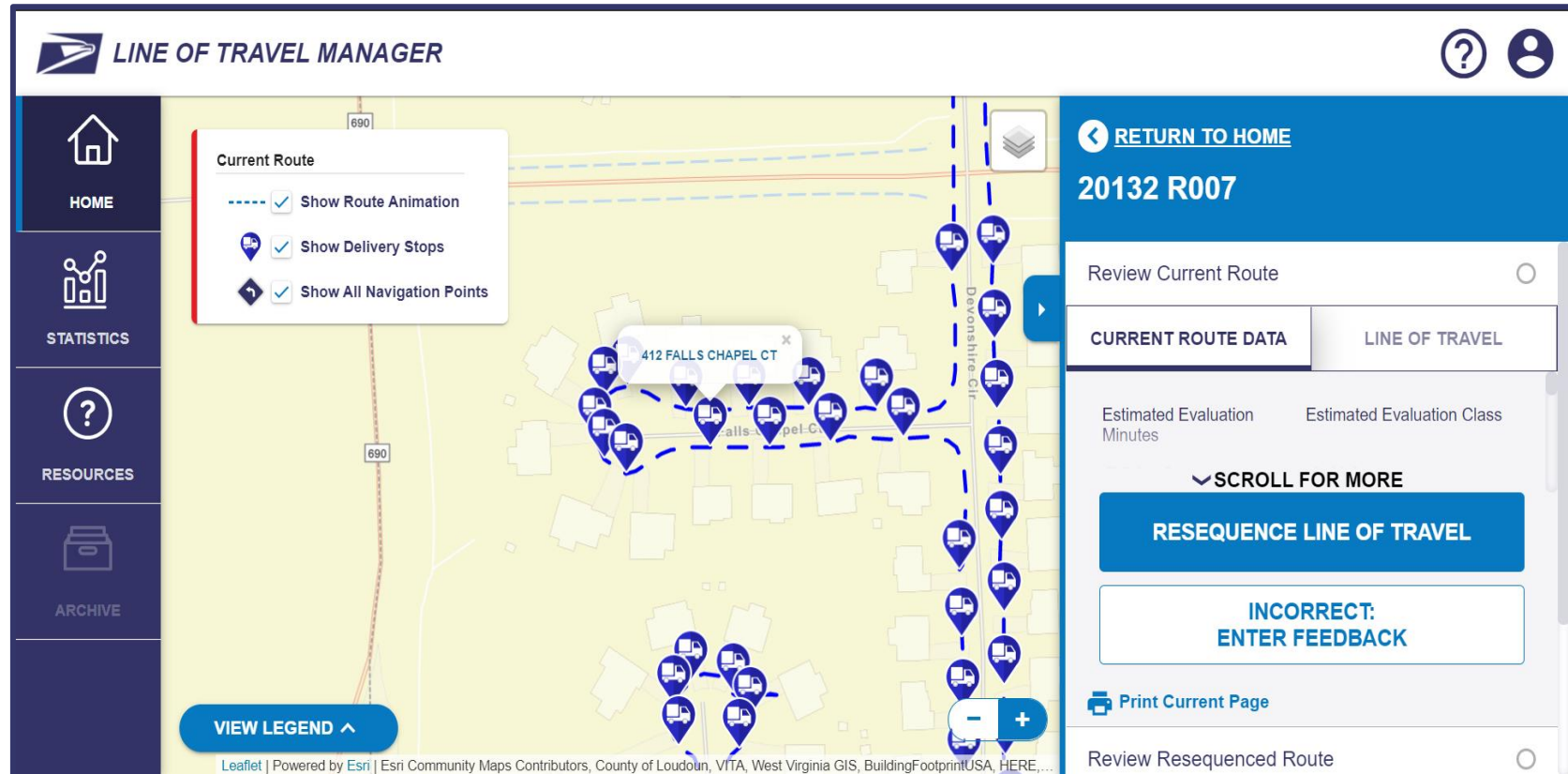
**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 3b: Review Current Route

Click and drag the map to review the current route.

- Click on the mailstop icons  to confirm that all delivery points for the route are in the correct location.
- View navigation point icons  to confirm that turn locations are accurate.



The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. The main map area shows a route with several mailstop icons (blue pins with a truck) and navigation point icons (blue diamonds with a white arrow). A 'Current Route' legend is overlaid on the map, showing options for 'Show Route Animation', 'Show Delivery Stops', and 'Show All Navigation Points', all of which are checked. The right sidebar contains a 'RETURN TO HOME' button, the route identifier '20132 R007', and a 'Review Current Route' button. Below this, there are tabs for 'CURRENT ROUTE DATA' and 'LINE OF TRAVEL'. The 'CURRENT ROUTE DATA' tab is active, showing 'Estimated Evaluation Minutes' and 'Estimated Evaluation Class Minutes'. A 'RESEQUENCE LINE OF TRAVEL' button is prominently displayed in blue. Below it is an 'INCORRECT: ENTER FEEDBACK' button. At the bottom of the sidebar, there is a 'Print Current Page' button and a 'Review Resequenced Route' button. The bottom of the map area includes a 'VIEW LEGEND' button and a zoom control.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

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Review and Confirm  
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Route in LTM

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Remeasure New Line of  
Travel

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## Step 3b: Review Current Route

Toggle to the Line of Travel view in the right-hand sidebar to view specific driving directions. When a driving direction is selected, it will turn red in the route view.

The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation menu with options: HOME, STATISTICS, RESOURCES, and ARCHIVE. The main map area shows a route with several delivery stops marked by blue truck icons. A legend box titled 'Current Route' is overlaid on the map, containing three checked items: 'Show Route Animation', 'Show Delivery Stops', and 'Show All Navigation Points'. On the right side, there is a sidebar with a 'RETURN TO HOME' button and the route identifier '20132 R007'. Below this, there are two tabs: 'CURRENT ROUTE DATA' and 'LINE OF TRAVEL', with the latter being selected and highlighted by a blue arrow. Under the 'LINE OF TRAVEL' tab, a specific instruction is shown: '12 Turn Right On Spring Branch Ct 0.28 mi'. Below this instruction are two buttons: 'RESEQUENCE LINE OF TRAVEL' and 'INCORRECT: ENTER FEEDBACK'. At the bottom of the sidebar, there is a 'Print Current Page' button and a 'Review Resequenced Route' button. The map at the bottom of the interface includes a 'VIEW LEGEND' button and a zoom control.

**NOTE:** If delivery stops or navigation points are incorrect, click **Incorrect: Enter Feedback**. This will disqualify the route from Resequencing.

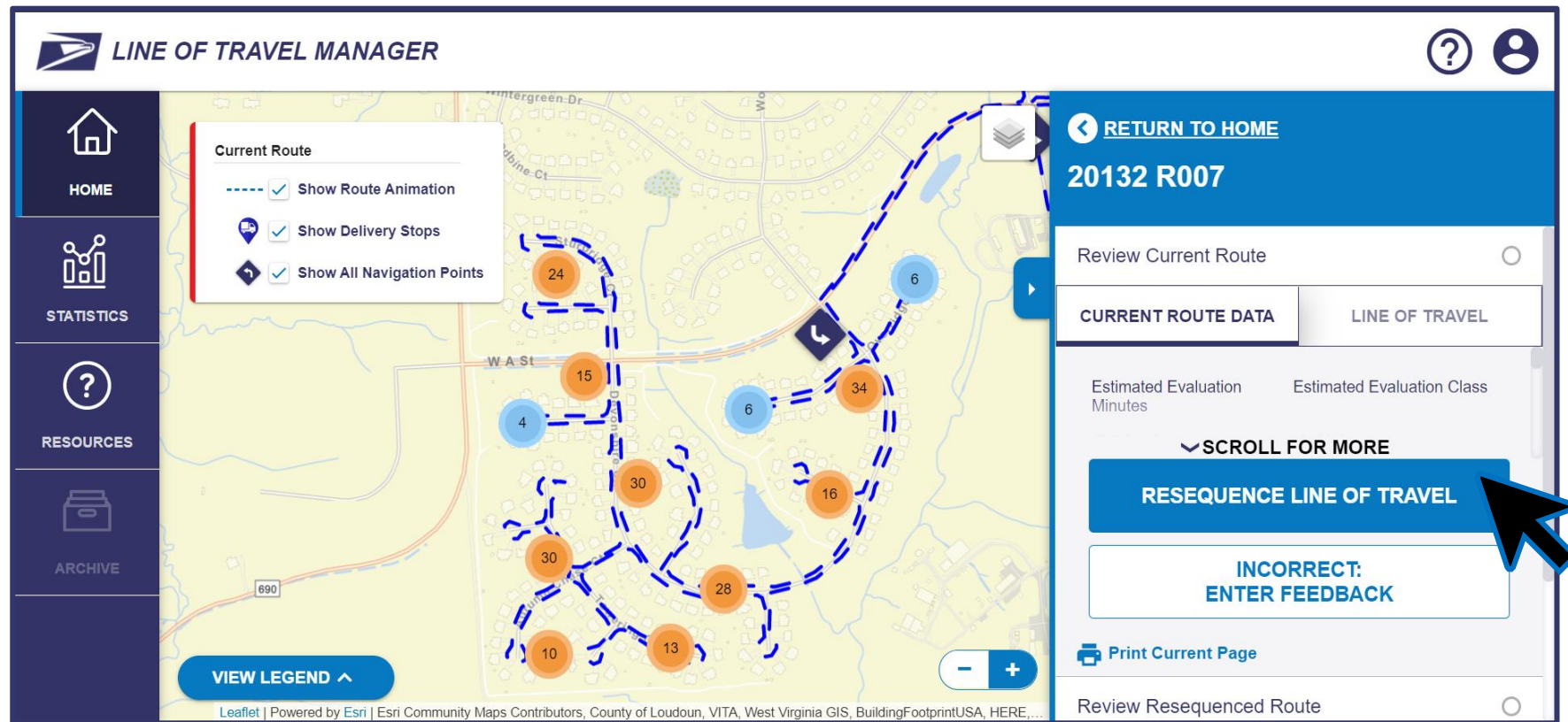


## Resequencing Steps

- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review Current Route in LTM
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 3c: Proceed with Resequencing

Once you have completed the review of the current route and have confirmed that there are no errors, click the **Resequence Line of Travel** button in the right sidebar to proceed with Resequencing.



The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation sidebar with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area shows a map with a blue dashed line representing the 'Current Route' and several numbered delivery stops (e.g., 4, 6, 10, 13, 15, 16, 24, 28, 30, 34). A 'VIEW LEGEND' button is at the bottom left of the map. On the right, a sidebar contains a 'RETURN TO HOME' button, the route ID '20132 R007', and a 'Review Current Route' section. Below this, there are tabs for 'CURRENT ROUTE DATA' and 'LINE OF TRAVEL'. A 'RESEQUENCE LINE OF TRAVEL' button is prominently displayed in blue, with a black mouse cursor pointing to it. Below this button is an 'INCORRECT: ENTER FEEDBACK' button. At the bottom of the sidebar, there is a 'Print Current Page' button and a 'Review Resequenced Route' section.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review Current Route in  
LTM

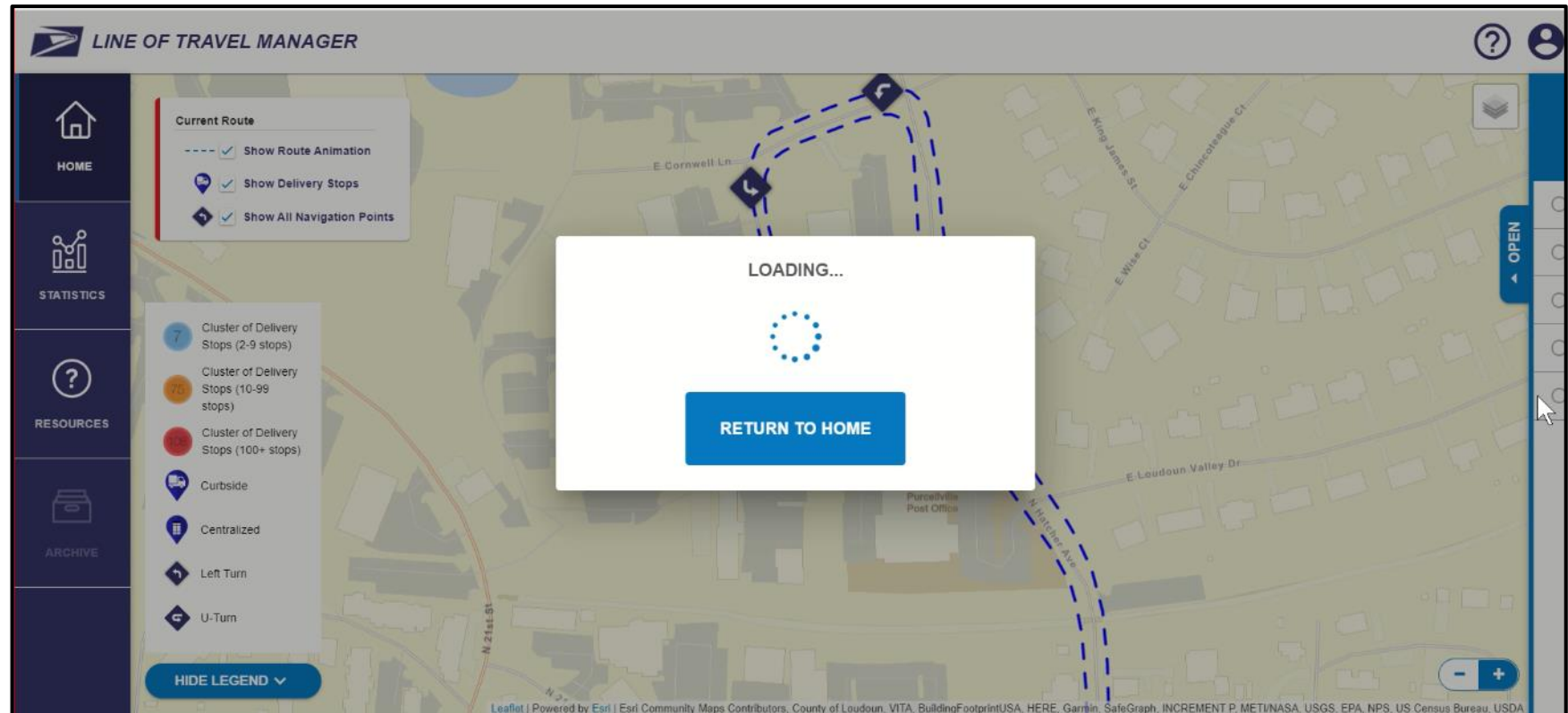
**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 3c: Proceed with Resequencing

After clicking **Resequence Line of Travel** button, there will be a processing period of 5-10 minutes while the Resequenced route is being generated. While the route is processing, it will be in a **Resequencing in Progress** status.



You can click the **Return to Home** button while the Resequenced route is being generated. 26

## Resequencing Steps

### Step 1:

Go to LTM and Log In

### Step 2:

Select the Unit and Route for Resequencing

### Step 3:

Review Current Route in LTM

### Step 4:

Review Resequenced Route in LTM

### Step 5:

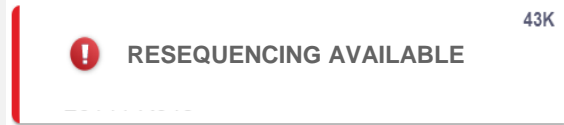
Remeasure New Line of Travel

### Step 6:

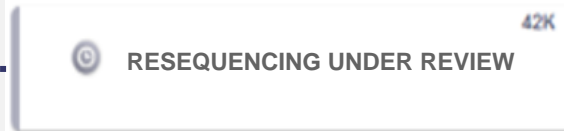
Confirm Remeasurement and Submit to RMSS

## Step 3c: Proceed with Resequencing

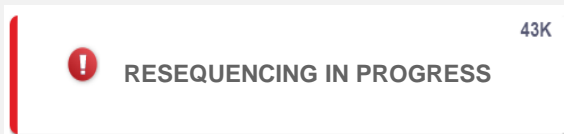
After you submit your current route for resequencing, it should return with either a **Resequencing Available** status or a **Resequencing Under Review** status.



If route returns with **Resequencing Available** status, click on the status to begin review of the Resequenced route.



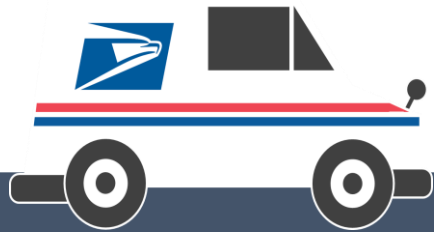
If route returns with **Resequencing Under Review** status, **no further action is required.**



If route stays in a **Resequencing In Progress** status for more than 15 minutes, an error has occurred in processing, **no further action is required.**

If the route is under review, a pop-up will appear. Review the pop-up and click **Return to Home**. A route may be under review because:

1. The route is already optimally driven.
2. Feedback was submitted by the user during review of the current route.



## Module 3

Review Resequenced Route

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

**Step 4:**  
Review Resequence  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 4a: Review Resequence Route

You will be taken to a map of the resequenced route that shows an animation of a vehicle driving the resequenced line of travel. Review the resequenced line of travel in the guided view or free-roam view.

The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation sidebar with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area shows a map with a blue line representing the 'Resequence Route'. A 'Resequence Route Animation' toggle is active. A play button icon is overlaid on the map with the text 'Select Play to begin your resequenced route driving animation'. At the bottom of the map are controls for 'VIEW LEGEND', 'BACK', 'SLOW', and 'FAST'. On the right side, there is a control panel for route 20141 R044. It includes a 'RETURN TO CURRENT ROUTE VIEW' button, a 'Review Current Route' status (checked), and a 'Review Resequence Route' status (checked). Below this is a 'RESEQUENCE SUMMARY' section with a 'LINE OF TRAVEL' tab. It lists two steps: '1 Depart from Post Office Head N From Post Office 0.00 mi' and '2 Leave From Post Office Parking Lot 0.02 mi'. There are buttons for 'CORRECT: PROCEED TO NEXT STEP' and 'INCORRECT: ENTER FEEDBACK'. At the bottom of the panel are 'Print Current Page' and 'Review Resequence Line of Travel' (checked) buttons.



The purpose of reviewing the resequenced route is to verify that all delivery points exist and to review the route for safety and operational drivability.

## Resequencing Steps

- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Review Resequenced Route



The purpose of reviewing the resequenced route is to verify that all delivery points exist and to review the route for safety and operational drivability.

### What to verify during the Resequenced Route Review:



Delivery points exist



Resequenced line of travel is safe



Resequenced line of travel is drivable



Mileage matches current route



Sequence matches current route



Line of travel matches current route

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route



**Step 4:**  
Review Resequence  
Route in LTM

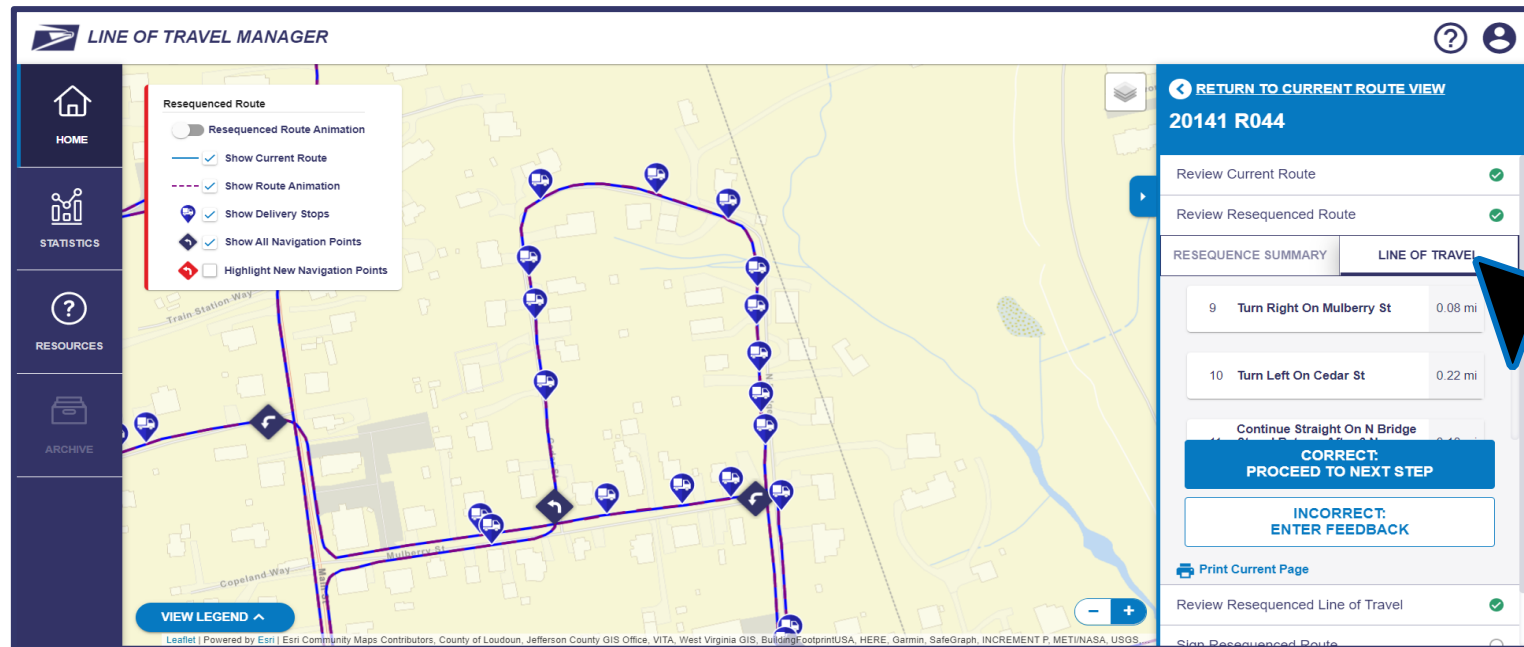
**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 4a: Review Resequence Route

Unclick the **Resequence Route Animation** toggle and click on the **Line of Travel** tab to review the resequenced route in free-roam view.

- Click on the mail stop icons  to confirm that all delivery points for the route exist.
- View navigation point icons  to confirm that turn locations are viable and safe.



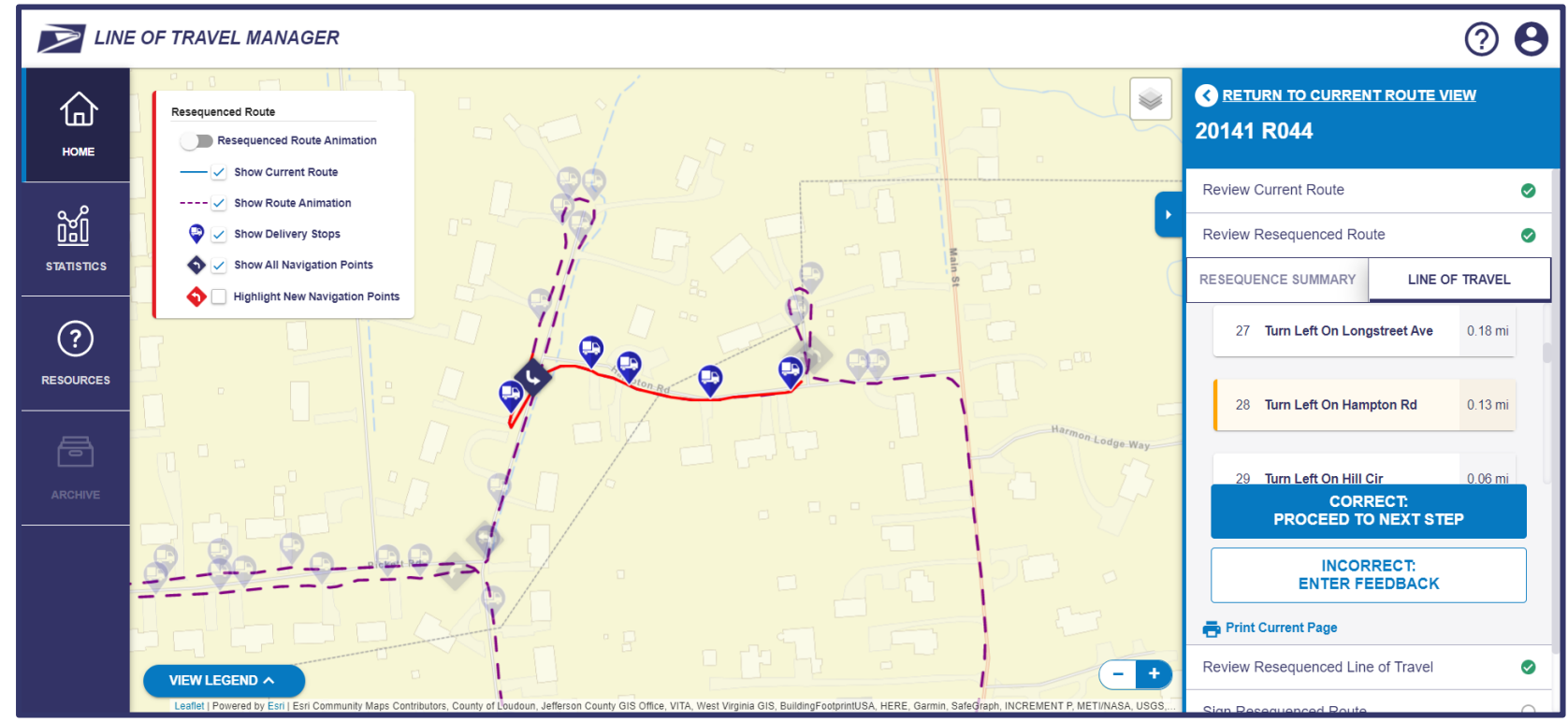
**NOTE:** If you select the **Resequence Route Animation** toggle, you will be taken back to the beginning of the Resequence route.

## Resequencing Steps

- Step 1:  
Go to LTM and Log In
- Step 2:  
Select the Unit and Route for Resequencing
- Step 3:  
Review and Confirm Current Route
- Step 4:**  
Review Resequence Route in LTM
- Step 5:  
Remeasure New Line of Travel
- Step 6:  
Confirm Remeasurement and Submit to RMSS

## Step 4a: Review Resequence Route

Toggle to the **Line of Travel** view in the right-hand sidebar to view specific driving directions. When a driving direction is selected, it will turn red in the route view. New navigation points will appear as red in the map view.



**NOTE:** If delivery stops or navigation points are incorrect or unsafe, click **Incorrect: Enter Feedback**. This will disqualify the route from Resequencing.



## Resequencing Steps

- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequence Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 4b: Confirm Resequence Route

Once you have reviewed the resequenced route on the map, click the **Correct: Proceed to Next Step** button in the right sidebar.

The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation sidebar with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area is a map showing a resequenced route with blue delivery stop markers. A legend box titled 'Resequenced Route' is overlaid on the map, containing the following options: 'Resequenced Route Animation' (unchecked), 'Show Current Route' (checked), 'Show Route Animation' (checked), 'Show Delivery Stops' (checked), 'Show All Navigation Points' (checked), and 'Highlight New Navigation Points' (unchecked). On the right side, a sidebar contains a 'RETURN TO CURRENT ROUTE VIEW' button, the route ID '20141 R044', and a list of route items: 'Review Current Route' (checked), 'Review Resequence Route' (checked), and 'Review Resequence Line of Travel' (checked). Below this list is a 'RESEQUENCE SUMMARY' section with two items: '85 Turn Right On Tedler Cir 0.13 mi' and '86 Turn Right On Lippy Dr 0.05 mi'. At the bottom of the sidebar, there are two buttons: 'CORRECT: PROCEED TO NEXT STEP' (highlighted with a black arrow) and 'INCORRECT: ENTER FEEDBACK'. Other sidebar options include 'Print Current Page' and 'Sign Resequence Route'.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

**Step 4:**  
Review Resequenced  
Route in LTM

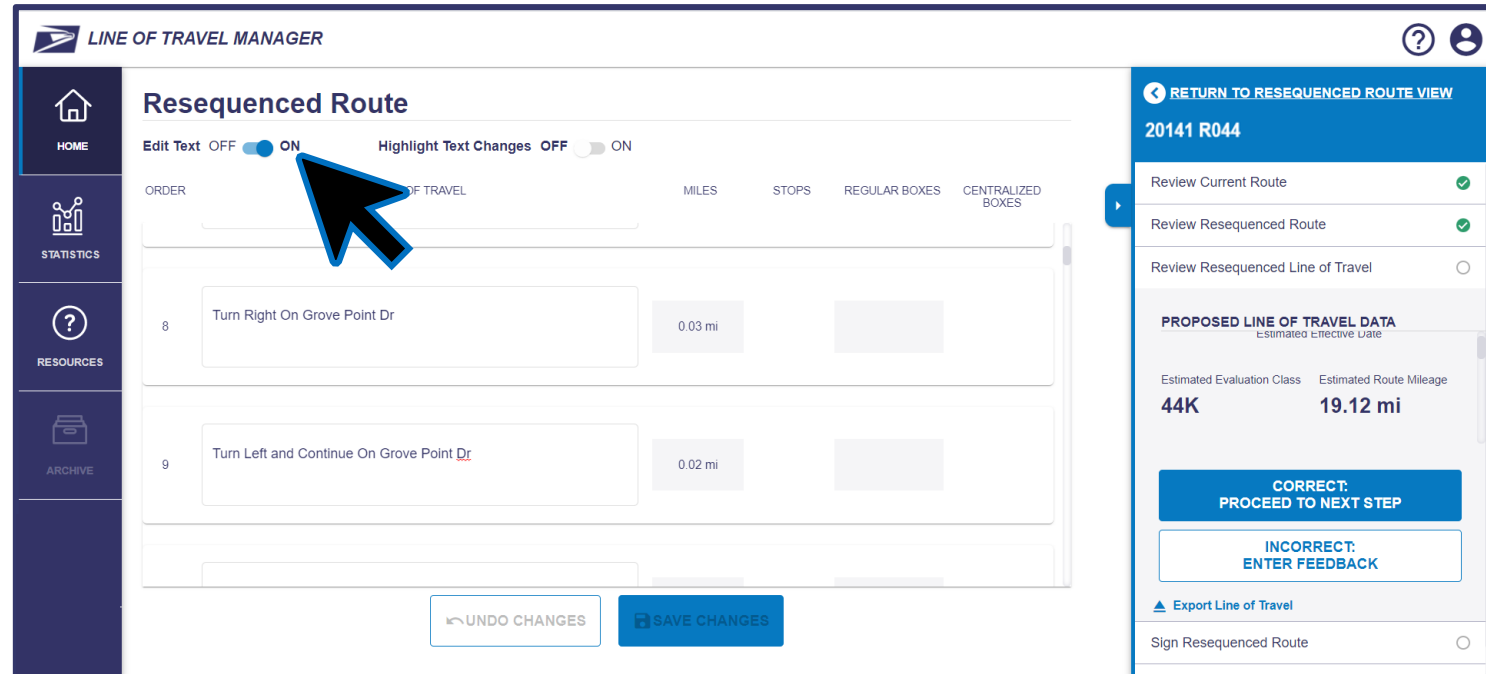
**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 4c: Review Resequenced Line of Travel

You will be taken to the line of travel view of the resequenced route. Scroll to review line-items.

- To edit text, slide the **Edit Text** toggle on and click the line items you want to edit.
- When the pop-up appears, type in the text changes you'd like to make.



The screenshot shows the 'LINE OF TRAVEL MANAGER' interface. At the top, there's a 'Resequenced Route' header with two toggle switches: 'Edit Text' (set to ON) and 'Highlight Text Changes' (set to OFF). Below this is a table with columns for 'ORDER', 'LINE OF TRAVEL', 'MILES', 'STOPS', 'REGULAR BOXES', and 'CENTRALIZED BOXES'. Two line items are visible:

ORDER	LINE OF TRAVEL	MILES	STOPS	REGULAR BOXES	CENTRALIZED BOXES
8	Turn Right On Grove Point Dr	0.03 mi			
9	Turn Left and Continue On Grove Point Dr	0.02 mi			

At the bottom of the table are 'UNDO CHANGES' and 'SAVE CHANGES' buttons. On the right side, there's a sidebar with a 'RETURN TO RESEQUENCED ROUTE VIEW' button, the route ID '20141 R044', and a list of review items: 'Review Current Route' (checked), 'Review Resequenced Route' (checked), and 'Review Resequenced Line of Travel' (unchecked). Below this is a 'PROPOSED LINE OF TRAVEL DATA' section with 'Estimated Evaluation Class' of 44K and 'Estimated Route Mileage' of 19.12 mi. At the bottom of the sidebar are buttons for 'CORRECT: PROCEED TO NEXT STEP', 'INCORRECT: ENTER FEEDBACK', 'Export Line of Travel', and 'Sign Resequenced Route'.

**NOTE:** Any time that **Save Changes** is pressed, a new editing session begins. Any time that **Undo Changes** is pressed, all the line items that were edited since the last time **Save Changes** was pressed will be undone. Be sure to press **Save Changes** frequently so that all line-item changes are not erased at once.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review and Confirm Current Route

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 4d: Confirm Resequenced Line of Travel

Review the proposed line of travel data in the right sidebar, which provides the estimated evaluation class, estimated route mileage, and estimated evaluation minutes. Once you have reviewed all data, click the **Correct: Proceed to Next Step** button in the right sidebar.

**LINE OF TRAVEL MANAGER**

### Resequenced Route

Edit Text  OFF  ON    Highlight Text Changes  OFF  ON

ORDER	LINE OF TRAVEL	MILES	STOPS	REGULAR BOXES	CENTRALIZED BOXES
12	Turn Left On Grove Point Dr	0.30 mi	11	16	
13	Turn Left and Continue On Grove Point Dr	0.03 mi			
14	Turn Right On Plantation Blvd	0.28 mi			
15	Turn Right On Willowbrae Dr	0.03 mi			
16	Turn Right and Continue On Willowbrae Dr	0.02 mi	1	1	
17	Continue Straight On Glen Ivy Ln	0.14 mi	6	10	

**20141 R044**

- Review Current Route
- Review Resequenced Route
- Review Resequenced Line of Travel

**PROPOSED LINE OF TRAVEL DATA**  
Estimated Effective Date

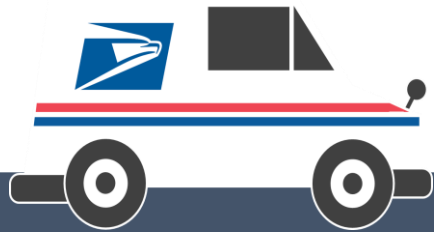
Estimated Evaluation Class: **44K**    Estimated Route Mileage: **19.12 mi**

**CORRECT: PROCEED TO NEXT STEP**

**INCORRECT: ENTER FEEDBACK**

[Export Line of Travel](#)

Sign Resequenced Route



## Module 4

Remeasurement & 4003 Submission

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

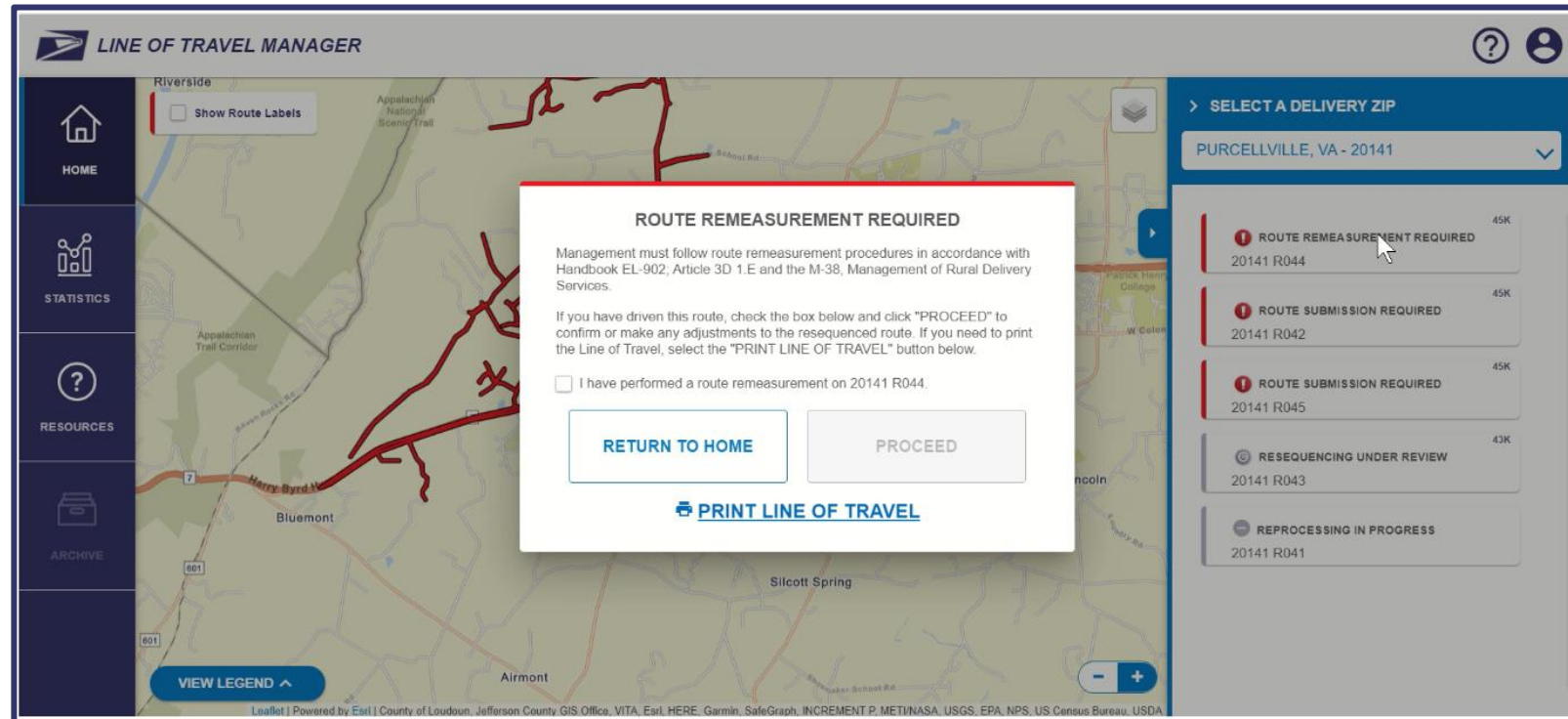
**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 5a: Remeasure Resequenced Route

After reviewing the resequenced route, a **Route Remeasurement Required** pop-up appears. Local management must exit LTM to physically remeasure the route following procedures outlined in **Handbook EL-902; Article 30.1.E and the M-38 chapter 6.**



- Click **Print Line of Travel** for a copy of the line of travel to mark during remeasurement.
- Click **Return to Home** and return once Remeasurement has been completed.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing


**Step 3:**  
Review and Confirm  
Current Route

**Step 4:**  
Review Resequenced  
Route in LTM

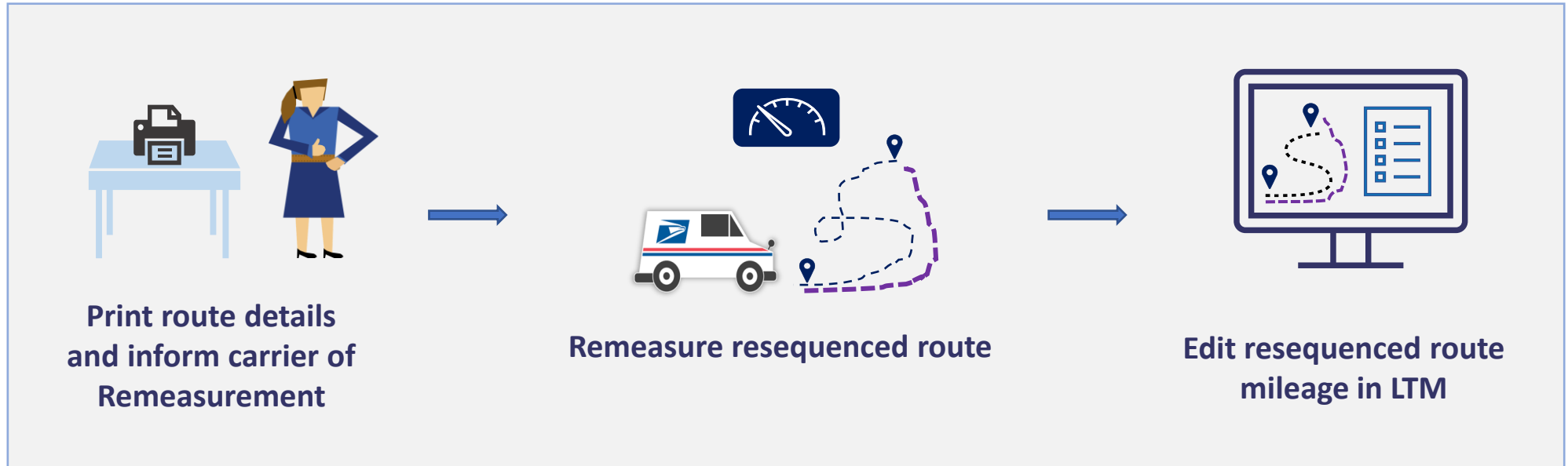
**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Route Remeasurement Required

 Route Remeasurement Required  
20141 R041

This status indicates that local management **must physically remeasure the resequenced route** before completing the remaining resequencing steps in LTM. A route is assigned this status after the proposed resequenced route is reviewed.



**NOTE:** Remeasurement CANNOT take place while the route is being served. Local management must travel the most direct path practical without pulling in and out of service mailboxes.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 5a: Remeasure Resequenced Route

After you complete the route Remeasurement, return to LTM. The route will be in a **Route Remeasurement Required** status.

The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation sidebar with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main area shows a map of a region with a red route overlaid. A 'Show Route Labels' checkbox is visible. On the right, a panel titled 'SELECT A DELIVERY ZIP' shows 'PURCELLVILLE, VA - 20141' selected. Below this, a list of routes is shown with status indicators:

Route ID	Status	Count
20141 R044	ROUTE REMEASUREMENT REQUIRED	45K
20141 R042	ROUTE SUBMISSION REQUIRED	
20141 R045	ROUTE SUBMISSION REQUIRED	45K
20141 R043	RESEQUENCING UNDER REVIEW	43K
20141 R041	REPROCESSING IN PROGRESS	

A blue arrow points to the 'ROUTE REMEASUREMENT REQUIRED' status for route 20141 R044.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

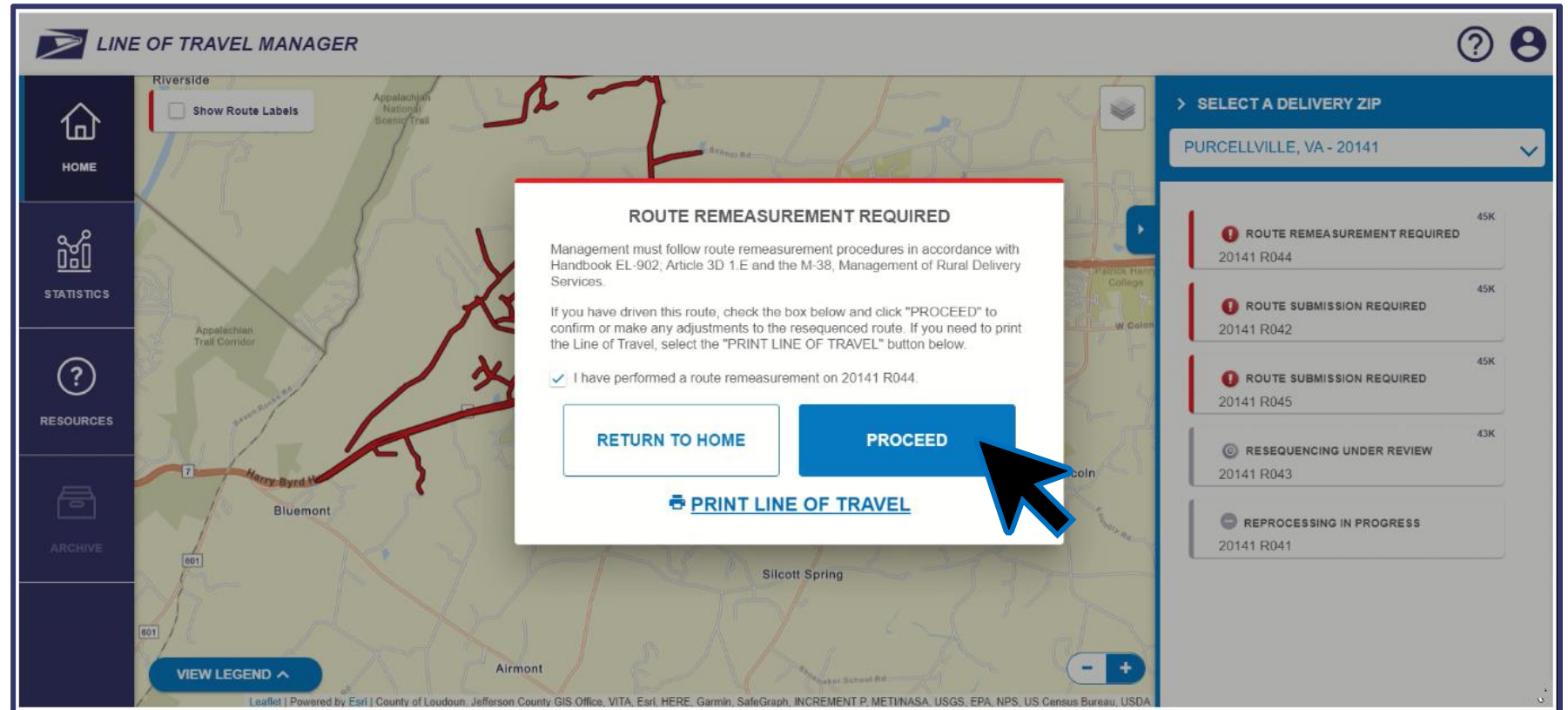
**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 5b: Confirm Remeasurement

Click on the route in the right sidebar and view the **Route Remeasurement Required** pop-up. Click the checkbox in the pop-up to confirm that you have remeasured the route and click the **Proceed** button.



The screenshot displays the 'LINE OF TRAVEL MANAGER' interface. A central map shows a route highlighted in red. A white pop-up dialog box with a red border is overlaid on the map, titled 'ROUTE REMEASUREMENT REQUIRED'. The dialog contains the following text: 'Management must follow route remeasurement procedures in accordance with Handbook EL-902, Article 3D 1.E and the M-38, Management of Rural Delivery Services. If you have driven this route, check the box below and click "PROCEED" to confirm or make any adjustments to the resequenced route. If you need to print the Line of Travel, select the "PRINT LINE OF TRAVEL" button below.' Below the text is a checked checkbox with the label 'I have performed a route remeasurement on 20141 R044.' At the bottom of the dialog are three buttons: 'RETURN TO HOME', 'PROCEED', and 'PRINT LINE OF TRAVEL'. A black mouse cursor is pointing at the 'PROCEED' button. The interface also features a left sidebar with navigation options (HOME, STATISTICS, RESOURCES, ARCHIVE) and a right sidebar with a list of routes under the heading 'SELECT A DELIVERY ZIP'. The selected ZIP is 'PURCELLVILLE, VA - 20141'. The route list includes items like 'ROUTE REMEASUREMENT REQUIRED 20141 R044' and 'ROUTE SUBMISSION REQUIRED 20141 R042'.



## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review and Confirm  
Current Route

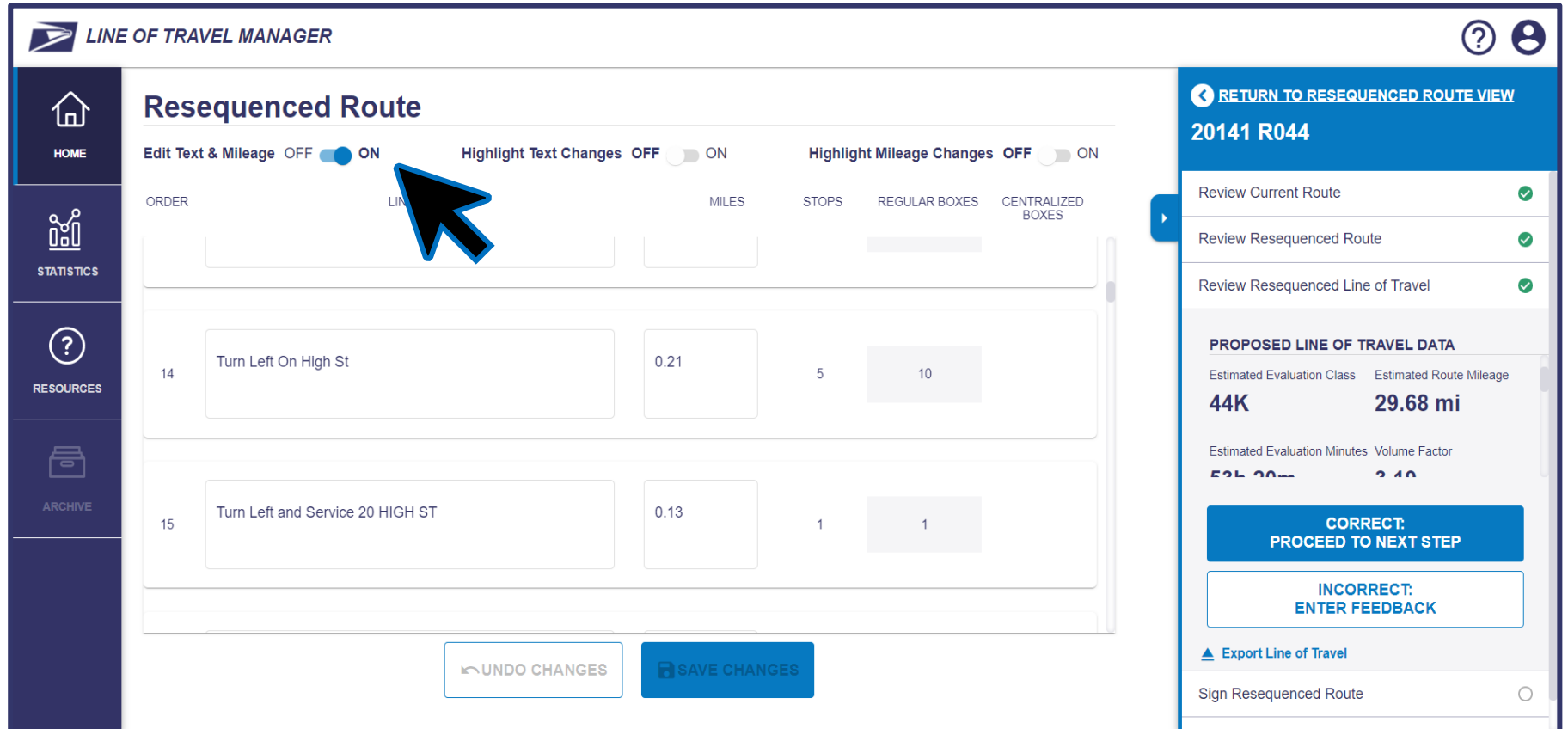
**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Step 5c: Edit Resequenced Line of Travel After Remeasurement

You will be taken to the line of travel view for the resequenced route and be given the opportunity to edit the text and mileage on the route following the remeasurement. To edit text or mileage of a line item, slide the **Edit Text & Mileage** toggle on.



**LINE OF TRAVEL MANAGER**

**Resequenced Route**

Edit Text & Mileage OFF  ON    Highlight Text Changes OFF  ON    Highlight Mileage Changes OFF  ON

ORDER	LINE	MILES	STOPS	REGULAR BOXES	CENTRALIZED BOXES
14	Turn Left On High St	0.21	5	10	
15	Turn Left and Service 20 HIGH ST	0.13	1	1	

UNDO CHANGES    SAVE CHANGES

**RETURN TO RESEQUENCED ROUTE VIEW**  
20141 R044

- Review Current Route
- Review Resequenced Route
- Review Resequenced Line of Travel

**PROPOSED LINE OF TRAVEL DATA**

Estimated Evaluation Class	Estimated Route Mileage
<b>44K</b>	<b>29.68 mi</b>
Estimated Evaluation Minutes	Volume Factor
<b>525.00</b>	<b>3.40</b>

**CORRECT: PROCEED TO NEXT STEP**

**INCORRECT: ENTER FEEDBACK**

Export Line of Travel

Sign Resequenced Route

## Resequencing Steps

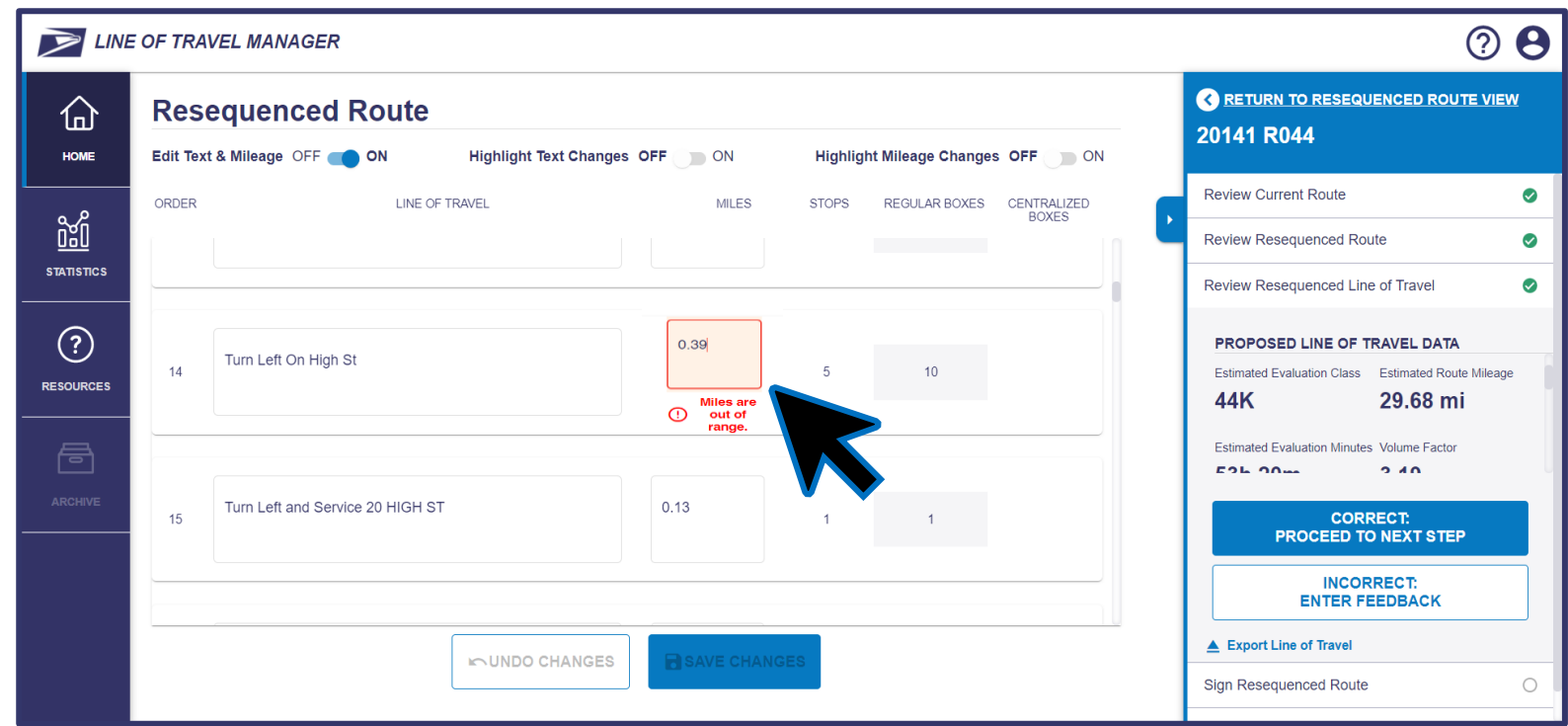
- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequence Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 5c: Edit Resequence Line of Travel After Remeasurement

Mileage thresholds prevent users from making significant changes to Resequence mileage.

- For line-items between 0 and 2 miles, up to 20% mileage change is allowed.
- For line-items over 2 miles, up to 15% mileage change is allowed.

If an entry surpasses these thresholds, LTM will indicate that “Miles are out of range”.



The screenshot shows the 'Resequence Route' interface in the Line of Travel Manager. It features a table with columns for 'ORDER', 'LINE OF TRAVEL', 'MILES', 'STOPS', 'REGULAR BOXES', and 'CENTRALIZED BOXES'. The 'MILES' column for the first item, 'Turn Left On High St', shows a value of 0.39, which is highlighted in red and has a warning icon and text 'Miles are out of range.' below it. A mouse cursor is pointing at this value. The interface also includes toggle switches for 'Edit Text & Mileage', 'Highlight Text Changes', and 'Highlight Mileage Changes'. On the right side, there is a summary panel for route '20141 R044' with buttons for 'CORRECT: PROCEED TO NEXT STEP' and 'INCORRECT: ENTER FEEDBACK'.

ORDER	LINE OF TRAVEL	MILES	STOPS	REGULAR BOXES	CENTRALIZED BOXES
14	Turn Left On High St	0.39	5	10	
15	Turn Left and Service 20 HIGH ST	0.13	1	1	



**In this step, validate that total mileage from the remeasurement is consistent with the total mileage of the Resequence Route. Update line-items only if there is a significant difference.**

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and  
Route for Resequencing

**Step 3:**  
Review Current Route in  
LTM

**Step 4:**  
Review Resequenced  
Route in LTM

**Step 5:**  
Remeasure New Line of  
Travel

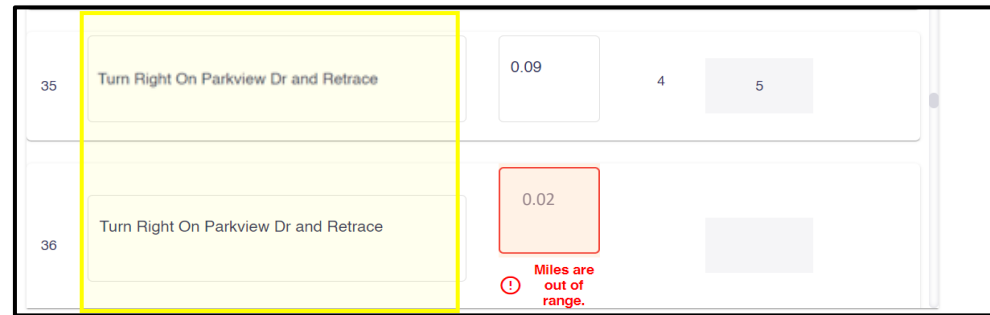
**Step 6:**  
Confirm Remeasurement  
and Submit to RMSS

## Editing Split Driving Directions

Due to the required mileage change thresholds, Line of Travel Manager may prevent updates to low-mileage line items. This can happen in cases where driving directions are displayed in separate line-items.

### Resolution Steps:

1. Check to see if the driving direction is split between line items.



Both driving directions are for:  
***Turn Right on Parkview Dr and Retrace***

- i. If there are multiple line items for a single driving direction, add the driving direction mileages together.
2. If total driving direction mileage still requires updates based on the Remeasurement, edit the line item with the higher mileage.
3. If **Miles are out of range** message still appears, [Submit Feedback](#) or contact [hq.rural.ltm.support@usps.gov](mailto:hq.rural.ltm.support@usps.gov).

**NOTE:** Ensure that the update is necessary before submitting feedback. Submitting feedback will disqualify the route from completing Resequencing.

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review and Confirm Current Route

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 5c: Edit Resequenced Line of Travel After Remeasurement

Once you have made changes to the line of travel text or mileage, you can highlight these changes on the line of travel view. To view these changes, first slide the **Edit Text & Mileage** toggle off. Then, slide the **Highlight Text Changes** and **Highlight Mileage Changes** toggles on.

The screenshot shows the 'LINE OF TRAVEL MANAGER' interface for route 20141 R044. At the top, there are three toggle switches: 'Edit Text & Mileage' (OFF), 'Highlight Text Changes' (ON), and 'Highlight Mileage Changes' (ON). Below these are two tables. The first table lists route segments with columns for ORDER, LINE OF TRAVEL, MILES, STOPS, REGULAR BOXES, and CENTRALIZED BOXES. The second table shows change logs with columns for ACE ID, Date, Field Changed, Old Direction, and New Direction. A right sidebar contains a 'RETURN TO RESEQUENCED ROUTE VIEW' button, a list of actions, and a 'PROPOSED LINE OF TRAVEL DATA' section with buttons for 'CORRECT: PROCEED TO NEXT STEP' and 'INCORRECT: ENTER FEEDBACK'. At the bottom of the sidebar is the 'Export Line of Travel' button, which is highlighted by a blue arrow.

ORDER	LINE OF TRAVEL	MILES	STOPS	REGULAR BOXES	CENTRALIZED BOXES
55	Turn Left On Harry Byrd Hwy	0.62 mi	1	1	
56	Turn Right On Brownell Ln	0.53 mi	6	6	

ACE ID	Date	Field Changed	Old Direction	New Direction
VNQQK5	Sep 13, 2021, 3:06:14 PM	Direction	Turn Right On Brownell Ln	Turn Right On Brownell Ln NW
VNQQK5	Sep 13, 2021, 3:26:28 PM	Direction	Turn Right On Brownell Ln NW	Turn Right On Brownell Ln

ACE ID	Date	Field Changed	Old Mileage	New Mileage
VNQQK5	Sep 13, 2021, 3:06:14 PM	Mileage	0.53	0.53

Click **Export Line of Travel** in the right sidebar to export the edited line of travel as a PDF

## Resequencing Steps

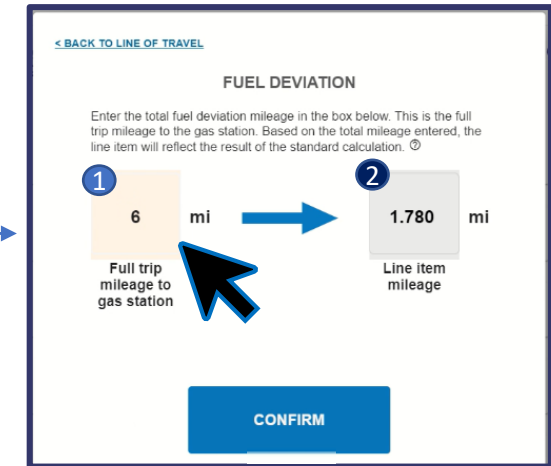
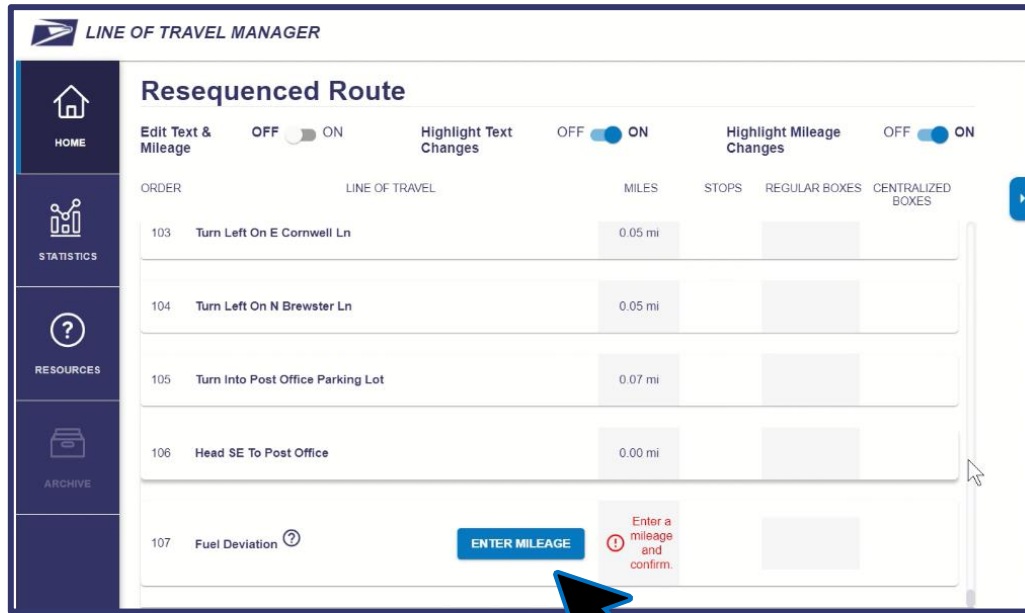
- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 5d: Enter Fuel Stop Mileage

Government vehicle routes must enter fuel stop mileage. After reviewing the driving directions, scroll down to the bottom of the page, where the last line item is "Fuel Deviation". Click the **ENTER MILEAGE** button. Enter the mileage of a full trip to the gas station.

**Fuel deviation mileage will automatically convert to a line-item mileage:**

$$\text{Line-item mileage} = \frac{\text{(Fuel deviation)} \times \text{(daily miles)}}{100}$$



**NOTE:** POV route driving directions will not include a "Fuel Deviation" prompt.

## Resequencing Steps

- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 5e: Confirm Edited Resequenced Line of Travel

Once you have reviewed the line of travel after the remeasurement and made any necessary changes, click the **Correct: Proceed to Next Step** button in the right sidebar.

**LINE OF TRAVEL MANAGER**

**Resequenced Route**

Edit Text & Mileage  OFF  ON    Highlight Text Changes  OFF  ON    Highlight Mileage Changes  OFF  ON

ORDER	LINE OF TRAVEL	MILES	STOPS	REGULAR BOXES	CENTRALIZED BOXES
1	Head N From Post Office	0.00 mi			
2	Leave From Post Office Parking Lot	0.02 mi			
3	Bear Right On N Brewster Ln	0.07 mi			
4	Turn Right On E Cornwell Ln	0.04 mi			
5	Turn Right On N Hatcher Ave	0.28 mi			
6	Turn Right On W Main St	2.26 mi	1	1	

**RETURN TO RESEQUENCED ROUTE VIEW**

**20141 R044**

- Review Current Route ✓
- Review Resequenced Route ✓
- Review Resequenced Line of Travel ✓

**PROPOSED LINE OF TRAVEL DATA**

Estimated Evaluation Class	Estimated Route Mileage
<b>44K</b>	<b>29.68 mi</b>
Estimated Evaluation Minutes	Volume Factor
<b>525.00</b>	<b>2.10</b>

**CORRECT: PROCEED TO NEXT STEP**

**INCORRECT: ENTER FEEDBACK**

[Export Line of Travel](#)

Sign Resequenced Route



**NOTE:** In order to click **Correct: Proceed to Next Step**, the **Edit Text & Mileage** toggle must be turned off.


## Resequencing Steps


- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS


## Step 6a: Sign Resequenced Route Confirmation


You will be taken to a signature page before submitting the route to the district. Confirm that the route changes have been discussed with the assigned regular carrier and the route remeasurement has been completed confirming route line of travel and mileage.


LINE OF TRAVEL MANAGER
? 

  
HOME

  
STATISTICS

  
RESOURCES

  
ARCHIVE

**Management Confirmation**

With my e-signature I acknowledge that:

Route changes have been discussed with assigned regular carrier

Route remeasurement has been completed confirming route line of travel and mileage

Today's Date  
09/22/21

Type Management e-Signature Here...

---


**Carrier Review**

Regular assigned carrier of 29620 R003 is:

Today's Date  
09/22/21

Type Regular Assigned Carrier Name Here...

---

 RETURN TO LINE OF TRAVEL

20141 R044

Review Current Route ✓

Review Resequenced Route ✓

Review Resequenced Line of Travel ✓

Sign Resequenced Route ○

RESEQUENCE SUMMARY

Estimated Effective Date

	EXISTING		PROPOSED
Estimated Evaluation Class	45K	→	44K

▼ SCROLL FOR MORE

CORRECT:  
PROCEED TO NEXT STEP

Print Current Page

## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review and Confirm Current Route

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 6a: Sign Resequenced Route Confirmation

Provide the local management signature in the **Management Confirmation** section and type the regular carrier's name in the **Carrier Review** section. Then, click the **Correct: Proceed to Next Step** button.

The screenshot shows the 'LINE OF TRAVEL MANAGER' interface. On the left is a navigation sidebar with icons for HOME, STATISTICS, RESOURCES, and ARCHIVE. The main content area is divided into two sections: 'Management Confirmation' and 'Carrier Review'. The 'Management Confirmation' section includes a statement 'With my e-signature I acknowledge that:' followed by two checked items: 'Route changes have been discussed with assigned regular carrier' and 'Route remeasurement has been completed confirming route line of travel and mileage'. Below this is a signature line for 'Management Signature' with a date field set to 'Today's Date' (09/22/21). The 'Carrier Review' section shows 'Regular assigned carrier of 29620 R003 is:' followed by a text input field for 'Regular Carrier Name' and a date field set to 'Today's Date' (09/22/21). On the right side, there is a summary panel for route '20141 R044' with a 'RETURN TO LINE OF TRAVEL' button. It lists four items: 'Review Current Route' (checked), 'Review Resequenced Route' (checked), 'Review Resequenced Line of Travel' (checked), and 'Sign Resequenced Route' (unchecked). Below this is a 'RESEQUENCE SUMMARY' table showing 'Estimated Effective Date' and 'Estimated Evaluation Class' (45K existing, 44K proposed). At the bottom of the summary panel is a large blue button that says 'CORRECT: PROCEED TO NEXT STEP' with a mouse cursor pointing to it. A 'Print Current Page' button is also visible at the bottom left of the summary panel.



## Resequencing Steps

**Step 1:**  
Go to LTM and Log In

**Step 2:**  
Select the Unit and Route for Resequencing

**Step 3:**  
Review and Confirm Current Route

**Step 4:**  
Review Resequenced Route in LTM

**Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 6b: Submit Resequenced Route to the District

To complete the Resequencing process in LTM, click the **Approve Route Package and Send to District** button in the right sidebar. Once you submit the resequenced route to the district, you **cannot** undo submission.

**Route R044 - Resequencing Status**

Phase 1: Initiated on 09/10/21  
COMPLETE

Phase 2: Postmaster Review/Approval  
PENDING

- Map View Verified  
Completed on 09/13/21 by VNQCK5  
COMPLETE
- Line of Travel Verified  
Completed on 09/13/21 by VNQCK5  
COMPLETE
- Confirmation Finalized  
Completed on 09/13/21 by VNQCK5  
COMPLETE
- Send to District for Review by selecting the button from the right-hand sidebar  
PENDING

Phase 3: District Review/Approval  
PENDING

**20141 R044**

- Review Resequenced Route
- Review Resequenced Line of Travel
- Sign Resequenced Route
- Monitor Submission Progress

**RESEQUENCE SUMMARY**

	EXISTING	PROPOSED
Estimated Effective Date		
Estimated Evaluation Class	45K	44K

APPROVE ROUTE PACKAGE AND SEND TO DISTRICT

**This completes the Resequencing process in LTM.**

## Resequencing Steps

- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

Once a route has been submitted to the District in LTM, it will be put in an **“Awaiting District Approval”** status. At this time, local management must make resulting mileage and sequence updates in RMSS and AMS.

LTM STEPS COMPLETE

**AWAITING DISTRICT APPROVAL**

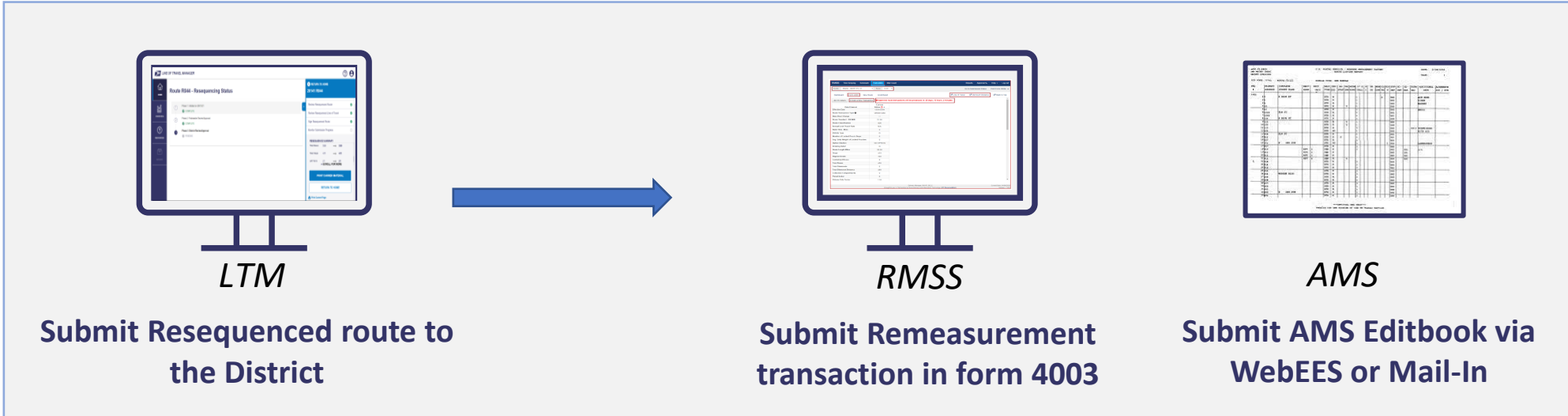
20148 R050

44K

**NOTE:** During the Resequencing Pilot, once a route is submitted to the District in LTM, it will remain in an “Awaiting District Approval” status.

### Resequencing Steps

### Post-Resequencing Steps



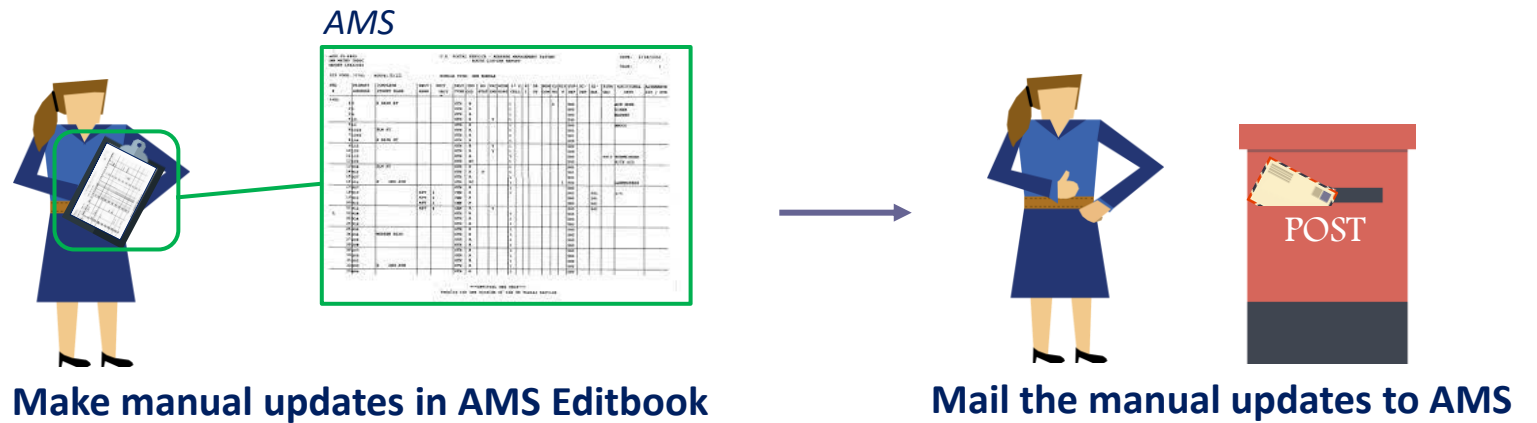
## Resequencing Steps

- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel
- Step 6:**  
Confirm Remeasurement and Submit to RMSS

## Step 6c: Submit Updates in AMS

Once the route has been submitted to the District in LTM, Local Management must make updates in the **AMS Editbook** in accordance with current SOPs.

**Option 1**  
Mail in AMS updates



**Option 2**  
Submit updates via WebEES



## Resequencing Steps

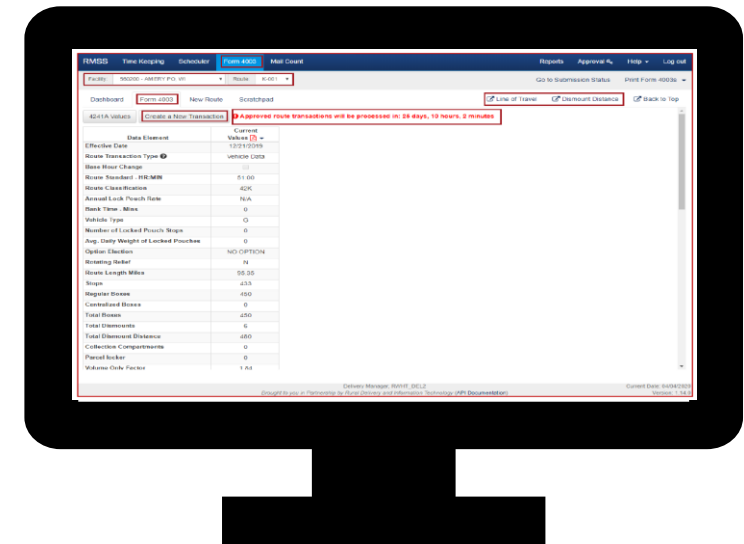
- Step 1:**  
Go to LTM and Log In
- Step 2:**  
Select the Unit and Route for Resequencing
- Step 3:**  
Review and Confirm Current Route
- Step 4:**  
Review Resequenced Route in LTM
- Step 5:**  
Remeasure New Line of Travel

**Step 6:**  
Confirm Remeasurement and Submit to RMSS

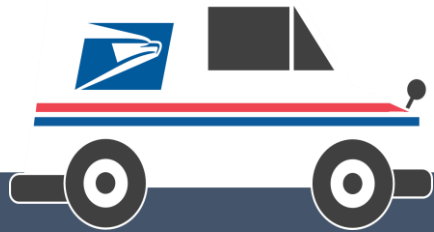
## Step 6d: Submit Updates in RMSS

Once the route has been submitted to the District in LTM, Local Management must submit a **Remeasurement** transaction in the form **4003** in **RMSS**.

Order	Line of Travel	Miles	Stops	Regular Boxes	Centralized Boxes
1	Head E From Post Office	0 mi			
2	Leave From Post Office Parking Lot	0.27 mi			
3	Bear Left On W Village Dr	0.17 mi			
4	Turn Right On Ehrlich Rd	0.83 mi			
5	Turn Left On Summerwind Dr	0.1 mi	1	1	
6	Turn Right On Freshwind Ave	0.04 mi	2	2	
7	Turn Right On Foxhound Pl	0.07 mi	5	5	
8	Turn Right On Freshwind Ave	0.12 mi	7	8	
9	Turn Right On Summerwind Dr SW	0.05 mi			
10	Turn Right On Grainary Rd	0.73 mi	40	47	
11	Turn Right On Country Hills Dr	0.24 mi	16	16	
12	Turn Right On Woodcock Pl	0.04 mi			
13	Turn Right On Bullock Ct	0.25 mi	16	19	
14	Turn Right On Woodcock Pl	0.12 mi	7	8	
15	Turn Right On Country Hills Dr	0.04 mi			
16	Turn Right On Warbler Pl	0.2 mi	14	15	
17	Turn Right On Country Hills Dr	0.04 mi			
18	Turn Right On Squirrel Tree Pl	0.22 mi	16	17	
19	Turn Right On Country Hills Dr	0.04 mi			
20	Turn Right On Country Lake Dr and Retrace After 15719	0.28 mi	18	20	



- Use the printed driving directions of resequenced route to submit a Remeasurement transaction. Submit transaction in accordance with current SOPs.
- The carrier should begin driving the resequenced route on the effective date of the remeasurement.



## Module 5

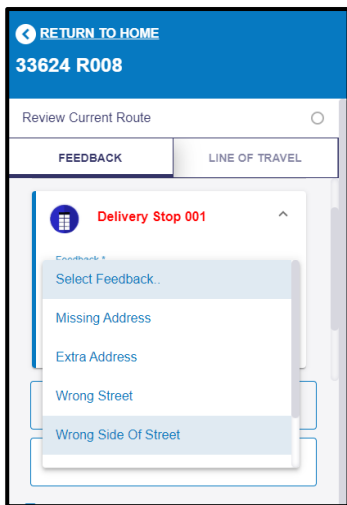
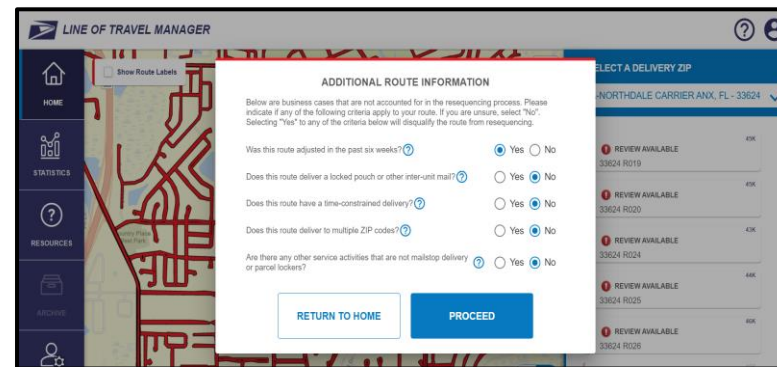
Additional Information,  
Resources and Questions

Feedback can be entered on a route during review of the **Additional Route Information Pop-up**, while reviewing the **Current Route**, and while reviewing the proposed **Resequenced Route**.

## Additional Route Information Pop-up

Entering feedback in the Additional Route Information disqualifies **business cases** that are not accounted for in the resequencing process including:

- Route adjustment in the past 6 weeks
- Route delivers to locked pouch/inter-unit mail
- Route has a time-constrained delivery
- Route delivers to multiple ZIP Codes
- Route has other service activities that are not mailstop or parcel lockers



## Current and Resequenced Route Review

Entering feedback during the current and Resequenced route reviews **corrects for accuracy and safety**.

### *Accuracy*



- Extra or missing stop or address on street
- Delivery stop on wrong side of street or wrong street
- Wrong delivery type (curbside vs. centralized)

### *Safety*



- Bad road conditions
- Street closed
- Wrong way on one-way street
- Unsafe turn

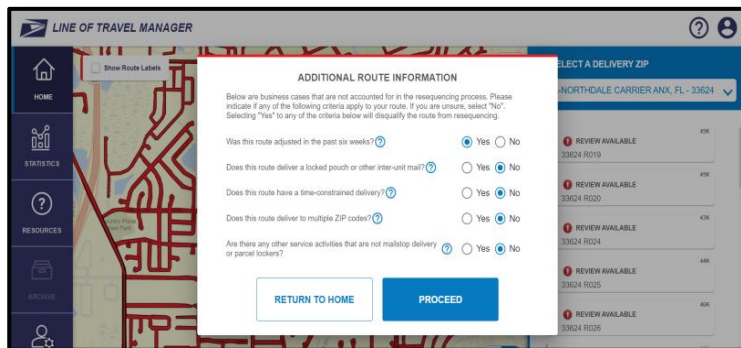
Review the *Resequencing: When to Enter Feedback Quick Reference Guide* for more information.

The quick reference guide can be found on the [Resources](#) page under [Training Materials](#) >> "Resequencing" >> "Quick Reference Guides"

## Entering Feedback on a Route in the Additional Route Information Pop-up

If a route in a Resequencing Available status meets criteria that requires entering feedback, follow the steps below:

### Step 1: Select Route and Review Criteria



- Click on the route in the right sidebar
- Review the **Additional Route Information** pop-up

### Step 2: Select Criteria

**ADDITIONAL ROUTE INFORMATION**

Below are business cases that are not accounted for in the resequencing process. Please indicate if any of the following criteria apply to your route. If you are unsure, select "No". Selecting "Yes" to any of the criteria below will disqualify the route from resequencing.

Was this route adjusted in the past six weeks?  Yes  No

Does this route deliver a locked pouch or other inter-unit mail?  Yes  No

Does this route have a time-constrained delivery?  Yes  No

Does this route deliver to multiple ZIP codes?  Yes  No

Are there any other service activities that are not mailstop delivery or parcel lockers?  Yes  No

- Select **Yes** to the relevant questions in the pop-up for the criteria that apply to the route
- Click the **Proceed** button

### Step 3: Return to Home

**ADDITIONAL ROUTE INFORMATION RECEIVED**

Thank you for your feedback. Based on your answers, the route will not get resequenced. There is no additional action needed at this time.

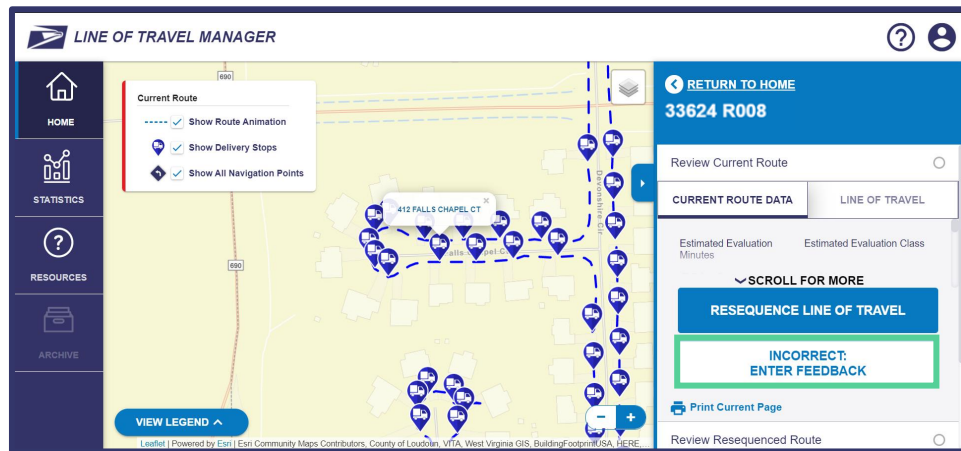
**RETURN TO HOME**

- Click the **Return Home** button in the pop-up

## Entering Feedback on a Current Route

If you have confirmed that a current route has a delivery stop or direction issue that requires entering feedback, follow the steps below:

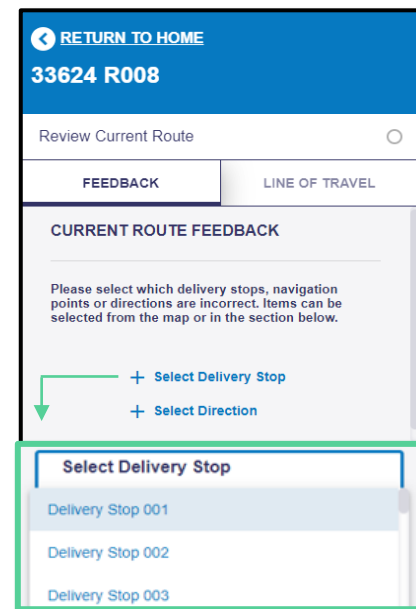
### Step 1: Locate Feedback Button



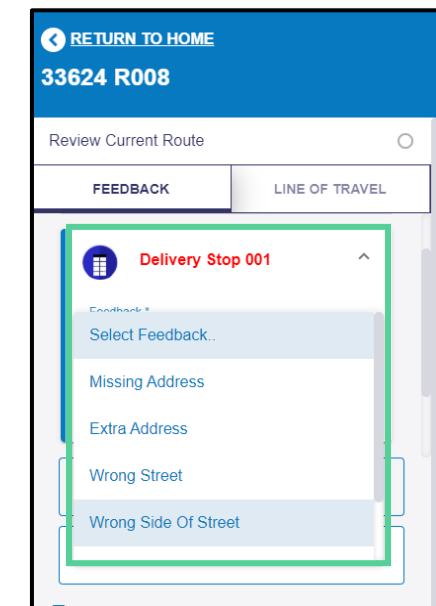
1. Click the **Incorrect: Enter Feedback** button in the right sidebar.
2. Click **Select Delivery Stop** or **Select Direction** in the right sidebar based on issue type.
  - **Delivery Stop issue** - Select the delivery stop number or address in the dropdown
  - **Direction issue** - Select the line of travel line item(s) in the dropdown
3. Select the relevant issue from the **Feedback** dropdown and repeat for any additional issues.
4. Click the **Submit Feedback** button.

To undo feedback before submission, click **Cancel Feedback** or **Clear All Feedback**.

### Step 2: Select Issue Location



### Step 3: Select Issue Type



### Step 4: Submit Feedback

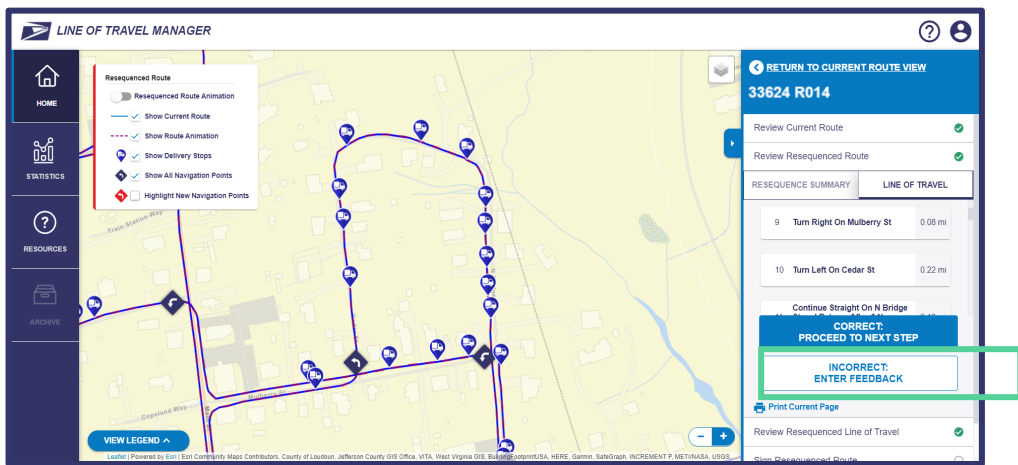




## Entering Feedback on a Resequenced Route

If you have confirmed that a resequenced route has a delivery stop navigation point, or direction issue that requires entering feedback, follow the steps below:

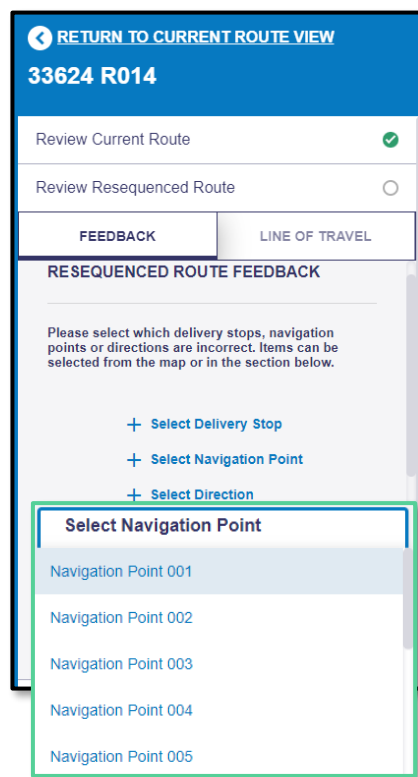
### Step 1: Locate Feedback Button



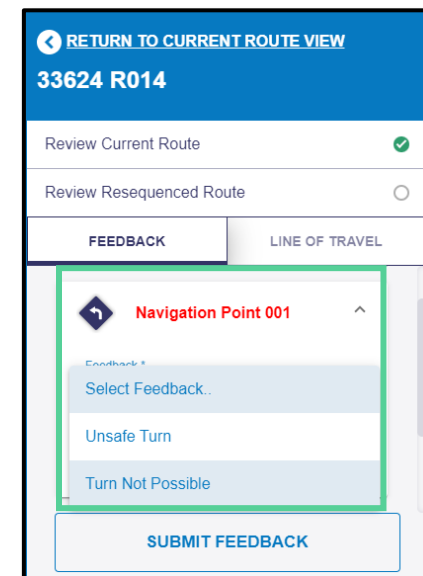
1. Click the **Incorrect: Enter Feedback** button in the right sidebar.
2. Click **Select Delivery Stop**, **Select Navigation Point**, or **Select Direction** in the right sidebar based on issue type.
  - **Delivery Stop issue** - Select the delivery stop number or address in the dropdown
  - **Direction issue** - Select the line of travel line item(s) in the dropdown
  - **Navigation Point issue** - Select the feedback of choice from the dropdown menu. After submitting feedback, the navigation point icon will turn purple.
3. Select the relevant issue from the **Feedback** dropdown and repeat for any additional issues.
4. Click the **Submit Feedback** button.

To undo feedback before submission, click **Cancel Feedback** or **Clear All Feedback**.

### Step 2: Select Issue Location



### Step 3: Select Issue Type



### Step 4: Submit Feedback





## Before Resequencing Pilot

### Responsible Individual

- |  |                               |
|--|-------------------------------|
| 1. Ensure local management has appropriate LTM Application access                        | Local and District Management |
| 2. Ensure route Edit Books and 4003s are up to date                                      | Local Management              |
| 3. Escalate access issues or any blockers preventing completion of the preparatory steps | Local Management              |
| 4. Provide Resequencing Pilot Stand-Up talk to carriers                                  | Local Management              |



## During Resequencing Pilot

- |  |                     |
|--|---------------------|
| 5. Complete Resequencing confirmation in LTM for eligible routes in unit and submit to District                  | Local Management    |
| 6. Remeasure Resequenced route per instructions in <b>Handbook EL-902; Article 30.1.E and the M-38 chapter 6</b> | Local Management    |
| 7. Approve transactions submitted through RMSS   | District Management |
| 8. In case of any technical problems, contact the appropriate resources for support, as needed                   | Local Management    |



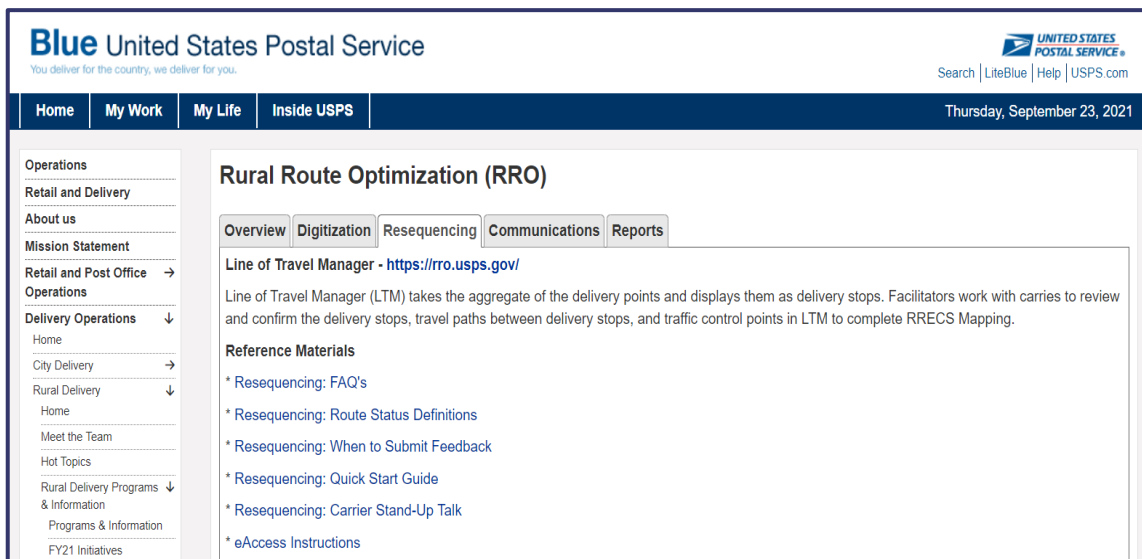
## Post Resequencing Pilot

- |  |                  |
|--|------------------|
| 9. Monitor Resequenced route statuses and instruct carrier to drive newly Resequenced route              | Local Management |
| 10. Complete Resequencing follow-up activities, including providing feedback on the Resequencing process | Local Management |

Additional information about the RRO Program can be found on the RRO Blue Page and the Resources Page in LTM. For questions, please refer to the LTM Support email.

## RRO Blue Page:

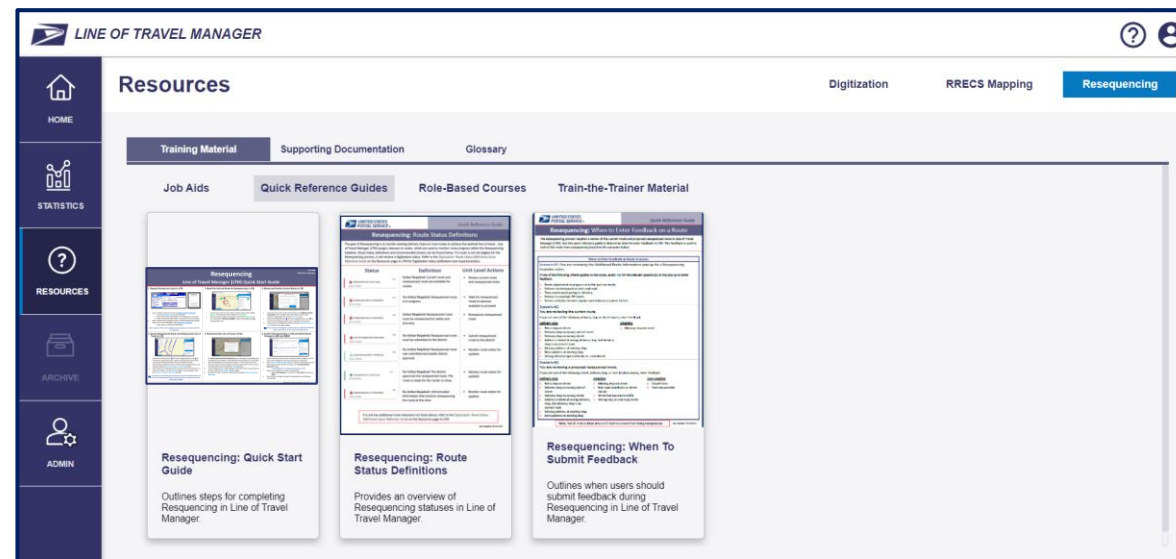
<https://blue.usps.gov/delret/rural-delivery/programs-information/rural-digital-route-initiative-rdri.htm>



The screenshot shows the Blue United States Postal Service website. The main heading is "Rural Route Optimization (RRO)". Below it, there are tabs for "Overview", "Digitization", "Resequencing", "Communications", and "Reports". The "Resequencing" tab is selected. The content area includes a link to "Line of Travel Manager - <https://lro.usps.gov/>" and a description: "Line of Travel Manager (LTM) takes the aggregate of the delivery points and displays them as delivery stops. Facilitators work with carries to review and confirm the delivery stops, travel paths between delivery stops, and traffic control points in LTM to complete RRECS Mapping." Below this, there is a "Reference Materials" section with several links: "\* Resequencing: FAQ's", "\* Resequencing: Route Status Definitions", "\* Resequencing: When to Submit Feedback", "\* Resequencing: Quick Start Guide", "\* Resequencing: Carrier Stand-Up Talk", and "\* eAccess Instructions".

## LTM Application: Resources

<https://lro.usps.gov/#/resources>

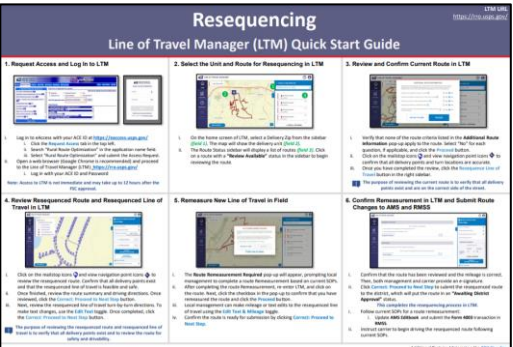


The screenshot shows the "Resources" page in the Line of Travel Manager application. The page has a dark blue sidebar with navigation icons for Home, Statistics, Resources, Archive, and Admin. The main content area is titled "Resources" and has tabs for "Training Material", "Supporting Documentation", and "Glossary". Under "Training Material", there are sub-tabs for "Job Aids", "Quick Reference Guides", "Role-Based Courses", and "Train-the-Trainer Material". The "Quick Reference Guides" sub-tab is selected, showing three cards: "Resequencing: Quick Start Guide", "Resequencing: Route Status Definitions", and "Resequencing: When To Submit Feedback". Each card has a brief description of its content.

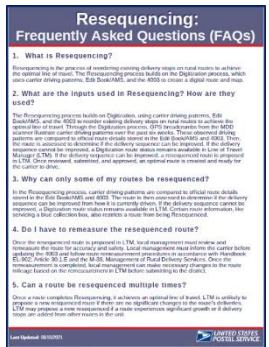
**LTM Support:** ([hq.rural.ltm.support@usps.gov](mailto:hq.rural.ltm.support@usps.gov))

Line of Travel Manager inbox for LTM application assistance

All Resequencing resources will be available to you on the **Resources** page of LTM. These resources include informative postcards, one pagers, frequently asked questions (FAQs), standup talk guide, quick reference guides (QRGs), and this training deck. To access resources in LTM, click on the **Resources** page in the left sidebar.



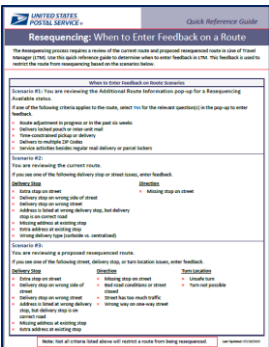
**Resequencing Quick Start Guide**



**FAQs**



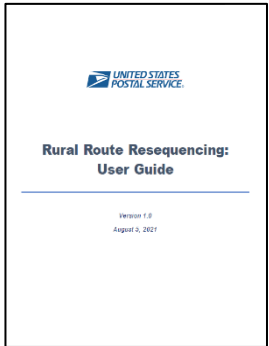
**Route Status Definitions QRG**



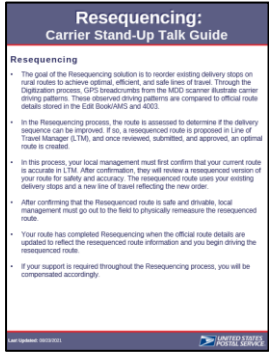
**When to Enter Feedback QRG**



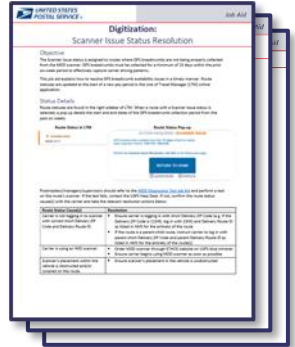
**Training Materials**



**Resequencing Job Aid**

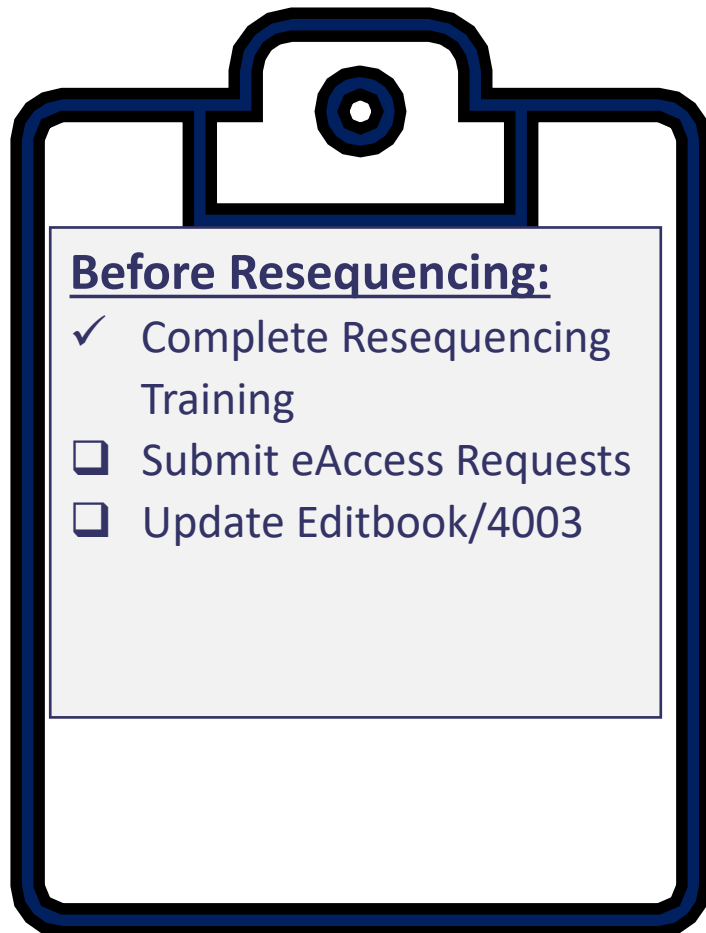


**Standup Talk Guide**



**Status Resolution Job Aids**

For the Resequencing pilot to begin, local management must ensure that they've submitted eAccess Requests and updated route Editbooks/4003.



## Key Upcoming Dates

<b>Mon 10/04/21</b>	<b>***Resequencing Pilot Begins***</b>
<b>Tue 10/19/21</b>	<b>Resequencing Office Hours</b> The <i>Open Zoom Session</i> will be open as office hours for Unit Managers / Supervisors to raise and receive answers for their questions.
<b>Tue 10/26/21</b>	

## Making Changes to the Route

At this time, submitting a resequenced route in LTM will not automatically update the Form 4003 or AMS data for a route. Management will need to manually make these updates following current SOPs, handbooks, and manuals. Ensure carriers are informed prior to submission of any changes to their assigned route.

### M-38, Management of Rural Delivery Services

#### **610 REQUIREMENT**

#### **611 INITIAL MEASUREMENT**

All newly established routes must be officially measured. New routes include any route established:

- a. To serve areas where no previous delivery service was offered.
- b. To relieve overburdened routes.
- c. As a result of adjustment of routes.
- d. By a consolidation of routes.
- e. By conversion of highway contract routes.

#### **612 REMEASUREMENTS**

Existing rural routes will be remeasured when:

- a. Line of travel is affected.
- b. Adjustments are made to the rural routes of an office.
- c. The mileage recorded during the inspection of a route varies with that recorded on Form 4003, Official Rural Route Description.
- d. It is requested by the rural carrier.
- e. It is deemed necessary by management.

### Handbook EL-902; Article 30.1.E

#### **E. Route Remeasurement**

Rural routes shall be remeasured upon request of the rural carrier or when the Employer determines it necessary. The rural carrier assigned to the route has the right to be present in a non-duty status at the remeasurement.

#### **620 PROCEDURES**

#### **621 MEASUREMENT AND REMEASUREMENT**

The postmaster or designee will remeasure the rural route using a measuring device tested for accuracy. If an odometer is used, drive the vehicle over a known distance to prove the accuracy of the odometer. **Do not make the measurement with the carrier while serving the route.** Start and end the measurement at the authorized loading and unloading area of the route. The roads must be traveled by the most direct line practical without pulling in and out to service mailboxes.

#### **622 LENGTH OF ROUTE IS UNCHANGED**

If it is determined that the route's length before and after remeasurement is the same, place a memorandum in the route folder indicating the date of the measurement, the method used, and the finding.

#### **623 LENGTH OF ROUTE IS CHANGED**

If the correct length is longer or shorter and there is no dispute, complete Form 4003, Official Rural Route Description, (covering the remeasurement) and a memorandum documenting the date of the remeasurement and the method used.



# Questions