Notes from the Mapping training:

1. Get all PS Form 4003s (Line of travel, LOT) and edit books up to date now. It will make the process go much faster. It takes 14 days for the system to reflect changes so the sooner you do this the better. (Personal note, READ the 4003 line by line, see where your boxes are placed, verify mileage and L & R turns. Directional N, S, E, W should be replaced with Left and Right. Mgt tends to lump new delivery points at the beginning and not in the correct place. Get that fixed ASAP.)

2. All carriers MUST follow the approved LOT. The system will reflect how you are running your route and the route will not be certified correct unless you are driving the approved LOT. Again, it takes 14 days to reflect your driving route. If you are not following LOT, you will have to leave the process and start over after 14 days. (Please correct this now if you are not driving the approved route so the process will go faster.)

3. Regular carriers will be the ones setting with the mappers. You will get a full day's evaluation. Relief carriers will be on the route the day(s) your route is mapped. If you are on a hold down, you will be doing the mapping.

4. Bring your Edit Book and a red pin with you to make corrections to your edit book as you find them. Be honest with vacant and active mailboxes. The system will show if you are serving the box.

5. If you have boxes that are over 90 days vacant, the system will show you are not stopping at that mailbox, and you will not get credit for the delivery point.

6. You will be marking 3 points; Mailbox location, Park Point and Front Door (or normal delivery location). This will be done for every active delivery point.

7. You MUST come to a complete stop at stop signs for the system to credit it as a stop. It must be an official Stop sign to receive credit. (Personal note: RRECS (Rural Route Evaluated Compensated System) pays extra for stop signs and travel speed. Keep that in mind to be paid correctly.)

8. Hardships will be marked. If the address is in a NDCBU, the actual house location will be plotted.

9. Mailboxes in NDCBUs will be "grouped" together. If the mailboxes are within 5 feet of the next box it is one (1) delivery point but a count for each delivery point. If you have 10 mailboxes in a row, it is a grouping of 10 delivery points but only 1 stop. This will not affect your pay for each active mailbox.

10. LLV routes will mark one (1) location for fuel. If you stop at several locations, Mark the one you stop at most often.

11. After you and the mapper have completed the process, your assigned manager will have to approve the mapping before the route is certified. Again, if you are not following your line of travel, your route can not be certified. All routes MUST be mapped and certified by July 22 if possible. The new pay system will

go into effect then for most routes. Mapping will start next week in most locations.