

RRECS Office Walking Distances: Data Collection Form

FACILITY, ST, ZIP		FINANCE #		RR #
MANAGER NAME: (Printed)		MANAGER NAME: (Signature)		DATE:
CARRIER NAME: (Printed)		CARRIER NAME: (Signature)		DATE:
Does this route receive Withdrawal Credit?	Yes or No (Circle One)	Is this route assigned a POV or a Left Hand Drive Government Vehicle?	Yes or No (Circle One)	
Walking Distance Segments For Non-Withdrawal Routes measure only Segments 1, 5-12; Do not measure Segment 6 if the carrier uses a Privately Owned Vehicle (POV) to service the route (Enter "N/A") Measure the "Round Trip" distance (Footage) required for the carrier to complete the segment where applicable.				
Segment Number	From	To	Distance (Footage)	Instructions
01	Scanner Storage Area	Carrier's Case		From the point the where the carrier stands when retrieving the scanner to the point where the carrier stands when casing mail.
02	Carrier's Case	Raw Letter or Raw Flats Distribution Case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving raw letters or raw flats, whichever is further. Include walking distance to obtain a conveyance if typically required.
03	Carrier's Case	DPS Letters Distribution rack		From the point where the carrier stands when casing mail to the point where the carrier normally stands when retrieving the first tray from the DPS Letter rack. Include walking distance to obtain a conveyance if typically required.
04	Carrier's Case	DPS Flats (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 DPS Flats (FSS) rack. Include walking distance to obtain a conveyance if typically required. Note: This segment only applies to routes that use a Privately Own Vehicle (POV) or are assigned a Left Hand Drive (LHD) Government Vehicle
05	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.
06	Carrier's Case	Assigned location 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.
07	Carrier's Case	CFS / Markup / MMM /Centralized Hold Mail To the Carrier's Case		From the point where the carrier stands when casing mail and follows their normal path to the CFS, the Markup case, the MMM location, Centralized Hold and back to the carrier's case. Note: The order of the locations may vary according to local practices.
08	Carrier's Case	Accountables Distribution point		From the point where the carrier stands when casing mail to the point where the carrier receives accountable mail from the clerk in the morning.
09	Carrier's Case	Hot case		From the point where the carrier stands when casing mail to the point where the carrier stands when retrieving hot case mail
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 transporting 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.
12	Carrier's Case	Location of where the Safety/Service talk is given		From the point where the carrier stands when casing mail to the designated Safety/Service Talk.