

Chapter 16

Postal Transformation Transition

Section 1

Purpose Section 1 of Chapter 16 applies in units where Motorized Letter Carriers (MLCs) assume Commercial Pickup (CPU) stops from Mail Service Couriers (MSCs).

Application Time – Commercial Pick Ups:

In units where Motorized Letter Carriers assume Commercial PickUp duties (scheduled pickups, on-demand pickups, and unscheduled deliveries) from Mail Service Couriers, the time credited for these existing duties from the current MSC allowance will be applied to Motorized Letter Carriers performing these same Commercial duties. This time is recorded in Letter Carrier Support on the 33-082-080 report.

Note: Where Commercial Pickup duties are not transferred as a block of time, average drive times for on-demand pickups and unscheduled deliveries will be reviewed to determine whether adjustments are necessary, as per Chapter 5 MSCWSS.

Time allowance for new stops will be applied as outlined in MSCWSS Chapter 5.

Section 2

Purpose Section 2 of Chapter 16 applies to units where the Corporation is implementing machine-sequencing of S/L mail. and the volume count occurred either

- A) before the machine-sequencing process has been implemented or
- B) before the machine-sequencing process has stabilized.

In these situations, the Corporation can;

- use an estimate of the percentage of machine sequenced S/L mail for the unit to assess the S/L mail sortation for each route at restructure and proceed to a pre-implementation verifications at the LDU level.,
- or the Corporation can proceed directly to verification at the LDU level before the restructuring phase.

In order for a volume count to be used in a Chapter 16 process, it must have occurred within the three (3) years preceding the proposed implementation date of the Chapter 16 restructure.

A Chapter 16 restructure implementation may only be applied once in a unit.

Application

In an office where sequencing has not yet been implemented the corporation can;

estimate the percentage of machine sequenced S/L mail that will be applied to the indexed S/L mail recorded at the time of the last volume count, , and will reduce S/L volumes by that percentage. These adjusted volumes will be used to assess the sortation value for S/L mail. Where an estimate has been used, a pre implementation verification at the LDU level will be required. Or, the Corporation can proceed directly to verification at the LDU level before the restructuring phase. Note: The total indexed volumes are used to calculate the percentage of coverage.

**Post-
Implementation
Validation**

**Pre-
Implementation
Verification or
verification
before the
restructuring
phase at the
LDU level**

Count for 5 consecutive days the volume of correctly sorted and sequenced machine sequenced mail (S/L and technical O/S) and the manually sequenced mail (S/L and O/S) at the LDU level (5 day LDU mail volume count). This data, at the LDU level, will be totaled to establish the percentage of correctly sorted and sequenced machine-sequenced mail on the restructured routes. The volume of mail per restructured route shall be determined by the volume recorded in the original volume count and the proportion of correctly sorted and sequenced mail shall be determined by the 5-day LDU mail volume count, as illustrated in the Appendix example. The percentages of machine sequenced S/L mail and machine sequenced O/S mail shall be calculated and applied separately.

- **When the Corporation decides to use an estimate of the percentage of machine sequenced S/L mail for the unit to assess the S/L mail sortation for each route at restructure:**

The restructure will be assessed following the pre implementation verification using the actual sequencing result. The restructured routes will be adjusted when required. Adjustments to the restructured routes will be implemented within four months from the completion of the 5-day LDU mail volume count,

Adjustments to the restructured routes must be made in time to meet the cut off date of the Address Management System.

Adjustments to workload of the route will be completed by moving definable amounts of work (for example, moving an LDU or a portion of an LDU) between routes. No routes will become over-assessed as a result of these adjustments.

- **When the Corporation decides to proceed directly to the verification before the restructuring phase at the LDU level:**

Adjustments to workload of the route will be completed by moving definable amounts of work (for example, moving an LDU or a portion of an LDU) between routes. No routes will become over-assessed as a result of these adjustments.

Definitions

1. For purposes of this chapter, Technical Oversize items are Oversize items that do not come through the Oversize mail stream. Oversize are any items that without folding cannot fit into the standard A-32 case separation without touching the top and bottom of that 140mm high separation.
 2. The 5 day mail volume Count (test), may be conducted in any month other than December.
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Appendix

Pre-Implementation Verification at LDU level -- (Example)

Original Volume Count Rte level	Seq S/L	Man S/L	Seq O/S	Man O/S	total
LDU 1	0	15	0	2	17
LDU 2	0	13	0	3	16
LDU 3	0	12	0	6	18
LDU 4	0	17	0	3	20
LDU 5 to 36	0	693	0	271	964
LDU 37	0	11	0	4	15
LDU 38	0	8	0	1	9
LDU 39	0	22	0	2	24
LDU 40	0	9	0	8	17
Rte Original Volume	0	800	0	300	1100

Restructure - unit level = 70% Each rte = 70%	Seq S/L	Man S/L	Seq O/S	Man O/S	total
LDU 1	10.5	4.5	0	2	17
LDU 2	9.1	3.9	0	3	16
LDU 3	8.4	3.6	0	6	18
LDU 4	11.9	5.1	0	3	20
LDU 5 to 36	485.1	207.9	0	271	964
LDU 37	7.7	3.3	0	4	15
LDU 38	5.6	2.4	0	1	9
LDU 39	15.4	6.6	0	2	24
LDU 40	6.3	2.7	0	8	17
Rte Original Volume	560	240	0	300	1100
Total Rte Original Volume	800		300		1100

Pre-Implementation Verification at Rte/LDU level -- Results of 5 day count	Seq S/L	Manual S/L	Seq O/S	Manual O/S	total	S/L Seq (LDU)	O/S Seq (LDU)
LDU 1	12	5	1	1	19	71%	50%
LDU 2	10	0	4	0	14	100%	100%
LDU 3	10	4	0	2	16	71%	0%
LDU 4	14	6	1	2	23	70%	33%
LDU 5 to 36	550	225	48	190	1013	71%	20%
LDU 37	9	4	1	3	17	69%	25%
LDU 38	6	3	1	1	11	67%	50%
LDU 39	18	7	2	2	29	72%	50%
LDU 40	7	3	3	5	18	70%	38%
Note 1: Do not include missorted or missequenced mail in this count.							
Note 2: Include Technical oversize only in the "Seq O/S" and "Manual O/S" columns							
Rte Validation Volume	636	257	61	206	1160		
Total Rte Validation Volume	893		267		1160		

Pre-Implementation Verification at the Unit level

i. structured routes will be

Sequencing Percentage applied at the LDU Level

Rte Original Volume Validated					
LDU 1	10.6	4.4	1.0	1.0	17.0
LDU 2	13.0	0.0	3.0	0.0	16.0
LDU 3	8.6	3.4	0.0	6.0	18.0
LDU 4	11.9	5.1	1.0	2.0	20.0
LDU 5 to 36	491.8	201.2	54.7	216.3	964.0
LDU 37	7.6	3.4	1.0	3.0	15.0
LDU 38	5.3	2.7	0.5	0.5	9.0
LDU 39	15.8	6.2	1.0	1.0	24.0
LDU 40	6.3	2.7	3.0	5.0	17.0
Rte Original Volume Validated	571.0	229.0	65.2	234.8	1100.0
Rte Original Volume Validated	800.0		300.0		1100.0

July 27, 2017