

Letter Carrier Route Measurement System Manual

The Letter Carrier Route Measurement System was developed to provide management with a means to assess and adjust, on a National basis, an equitable workload for individual letter carrier routes.

The system is designed in accordance with engineered standards and method study techniques, and consists basically of the application of time values to each segment of the duties performed by an average experienced Letter Carrier in the sortation, preparation and delivery of mail.

Mail Operations Policy and Program Development is responsible for the policies and procedures pertaining to the Route Measurement and audit systems. Regional General Managers are responsible for the implementation of Route Measurement and audit procedures.

To ensure the equality and objectivity of the program, detailed instructions and procedures contained in this manual must be followed by Route Measurement Officers in the various regions when establishing letter carrier routes at each individual letter carrier unit. However, in the application of the system, discretion should be exercised to ensure that any exceptional circumstances which could disturb the assessment on a route are given proper consideration.

In this Manual, the masculine gender is considered a neutral term that refers to both males and females without discrimination.

It is further recognized and understood that certain provisions of the current CUPW collective agreement contain special rules and/or qualifiers with respect to the day to day application of the LCRMS and that where those provisions exist, they will prevail.

Should isolated instances indicate the need for modification of or deviation from these instructions and procedures, in order to rectify a particular anomaly, Regional Operational Services will advise the Manager of Mail Operations Policy and Program Development in order that any possible national policy or procedural implications that could result may be identified and examined.

This manual is registered with Configuration Management at Head Office, #T455013. Any changes required to the Manual must be processed through this group.

October, 2002

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Chapter 1:	Inventory of Points of Delivery	form 33-082-038
Chapter 2:	City Mail Volume Index	form 33-082-073
Chapter 3:	Letter Carrier Route Sampling Pocket PCI Application IRMA Desktop Application LDU Sampling Card	form 33-082-072
Chapter 4:	Original and Adjusted Summary of Inventory and Rates per Call (Form 070 / 071)	form 33-082-070 form 33-082-071
Chapter 5:	Calculation of Coverage of Points of Delivery	
Chapter 6:	Householder Allowance Householder Time Allowance Householder Senders index Record of Householder Mailings	form 33-082-085 form 33-082-099 form 33-082-097
Chapter 7:	Letter Carrier Route Transportation Allowance Letter Carrier Route Transportation Allowance Letter Carrier Workload Equalization and Transportation	form 33-082-079 form 33-082-098
Chapter 8:	Route Assessment and Letter Carrier Workload Route Assessment and Letter Carrier Workload Special Allowance form	form 33-082-080
Chapter 9:	Summary of Original Individual Route Assessment Summary of Original Individual Route Assessment and Installation Summary	form 33-082-074
Chapter 10:	Restructuring of Letter Carrier Routes	
Chapter 11:	merged with Chapter 4 July 2016	
Chapter 12:	Summary of Adjusted Individual Route Assessment	form 33-082-075
Chapter 13:	Assessment of Changes and Updating of Route Workload Report and Assessment on Letter Carrier Routes Temporary Mail Handling Instructions	form 33-082-040 form 33-082-039
Chapter 14:	Assessment and Incorporation of New Delivery Areas	
Chapter 15:	Private Vehicle Cost Benefit Analysis Detailed Cost Analysis form	
Chapter 16 :	Postal Transformation Transition	