

Chapter 9
Summary of Original Individual Route Assessment
(form 33-082-074)

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Letter Carrier Route Measurement System Manual

General The “Summary of original individual route assessment” form 33-082-074 (page 11 and 12) is produced following a volume count to summarize the original assessment of the time allowances for all route, and provides information on the postal installation.

Procedure After completing the original assessment of letter carrier routes at each postal installation, prepare four (4) copies of the “Summary of Original Individual Route Assessment” form 33-082-074 for the following:

- One copy to be posted in the installation;
- Local files (to be kept with all other relevant route measurement forms);
- Manager Urban Services or designated officer;
- CUPW Local

In this chapter This chapter contains the following topics.

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“Summary of Original Individual Route Assessment” form 33-082-074

Headings

In the proper spaces, indicate, the name of the Postal Installation concerned and the date.

Column	Subject	To be done
1	Route Number	Indicate the route number.
2	Type of Route	Indicate the type of route. e.g. RSD foot, RHR mobile, RB private vehicle etc.
3	Possible Points of Delivery	Indicate the daily number of possible points of delivery as shown in column 3 of the “Original Summary of Inventory” form 33-082-070.
4	Total of Variable Values at 100%	Indicate the daily total of variable values at 100%; obtain from column 4 of the “Original Summary of Inventory” form.
5	Total of Variable Values at Route Coverage	Indicate the daily total of variable values at route coverage obtained from column 8 of the “Original Summary of Inventory” form .
6a	Total of Non-Variable Values (038)	Indicate the daily total of non-variable values obtained from column 5a of the "Original Summary of Inventory" form .
6b	Total of Non-Variable Values (NWP)	Indicate the daily total of non-variable values obtained from column 5b of the “Original Summary of Inventory” form. The percentage of coverage is used to adjust the NWP
7	Obtain and Prepare	Indicate the daily total time allowed for the Obtain and Prepare functions obtained from column 9c of the “Original Summary of Inventory” form.
8	Subsidiary Delivery Functions	Indicate the daily total time allowed for the Subsidiary Delivery functions obtained from column 10c of the “Original Summary of Inventory” form.

Note: The data used in columns 3, 4 and 6a originated from the “Inventory of Points of Delivery” form (33-082-038). See page 4-8 for information on the “Bagger Concept” .

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"Summary of Original Individual Route Assessment" form 33-082-074, continued

Headings,
continued

Column	Subject	To be done
9	Preparation	Indicate the daily total time allowed for the preparation functions, obtained from column 11c of the "Original Summary of Inventory" form.
10	Sortation	Indicate the daily total time allowed for the sortation functions (S/L & O/S) obtained from column 13b of the "Original Summary of Inventory" form.
11	Rest Period, Wash-Up, Order Book, Official Communication, Lunch Period, Departure Allowance	<p>Indicate the appropriate allowance (F/T-58.35 P/T-13.35) obtained from line 5 of the "Route Assessment and Letter Carrier Workload" form 33-082-080.</p> <p>This allowance is comprised of the following:</p> <p>Full-time routes:</p> <ul style="list-style-type: none">• 20.00 minutes for daily rest periods;• 5.00 minutes for daily wash-up;• 30.00 minutes for lunch break. <p>Partial routes:</p> <ul style="list-style-type: none">• 10.00 minutes for daily rest period; <p>All routes:</p> <ul style="list-style-type: none">• 0.20 minutes daily to read the order book;• 2.00 minutes daily to prepare official communications, memoranda, etc.;• 1.15 minutes departure allowance.

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"Summary of Original Individual Route Assessment" form 33-082-074, continued

Headings,
continued

Column	Subject	To be done
12	Transportation Allowance	Indicate the daily total transportation allowance to obtain, load and unload, and dispose of the vehicle obtained from line 6a of the "Route Assessment and Letter Carrier Workload" form 33-082-080. This allowance includes the time to: <ul style="list-style-type: none">• obtain the keys and travel to the vehicle;• conduct vehicle safety check;• travel from storage point to office• load the vehicle;• unload the vehicle;• travel from office to storage point;• refuel and dispose of the vehicle;• return keys, logbook and record finishing time.
13	Transportation Allowance: Duties on Other Routes (Motorized Routes Only)	Indicate the daily total transportation allowance for duties performed on other route(s) (conveyance of other letter carriers is not included) obtained from line 6b of the "Route Assessment and Letter Carrier Workload" form 33-082-080.
14	Transportation Allowance: Waiting Time (All Routes)	Indicate the daily total transportation allowance to wait for other letter carriers and/or the appropriate means of transportation obtained from line 6c of the "Route Assessment and Letter Carrier Workload" form 33- 082-080.
15	Transportation Allowance: Actual Riding Time (All Routes)	Indicate the daily total transportation allowance to travel to and from the route, regardless of the mode of transportation, obtained from line 6d of the "Route Assessment and Letter Carrier Workload" form 33- 082-080.

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"Summary of Original Individual Route Assessment" form 33-082-074, continued

Headings,
continued

Column	Subject	To be done
16	Householder Allowance (if applicable)	Indicate the daily total householder allowance obtained from line 8 of the "Route Assessment and Letter Carrier Workload" form 33- 082-080.
17a	Special Allowance	Indicate the daily total special allowance obtained from line 9a of the "Route Assessment and Letter Carrier Workload" form 33-082-080.
17b	Letter Carrier Support	Indicate the daily total letter carrier support obtained from line 9b of the 33-082-080 form.
18	Assistance	Indicate the daily total assistance obtained from line 11 of the "Route Assessment and Letter Carrier Workload" form 33-082-080.
19	Total Letter Carrier Workload	Indicate the individual routes total assessed workload obtained by adding, horizontally, the entries found in columns 5, 6b to 18 inclusive.

**Postal
Installation
Summary**

Prepare a postal installation summary by adding, vertically, the individual columns 3 to 19 inclusive. The total of the totals found in columns 5, 6b to 18 inclusive must equal the total found in column 19.

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Installation Summary

**Number of
Different Calls
Receiving**

1 Delivery Daily	Indicate the number of calls receiving 1 delivery daily.
2 Deliveries Daily	N/A
Total Possible Calls	Indicate the total number of possible calls.

**Number of
Routes**

Full-Time	Foot Routes	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver the calls on foot (i.e. are not assessed to drive a corporate or private vehicle).
	Mailmobile (MM)	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver from a corporate vehicle or “Park & Loop”.
	Personnel Carrier (PC)	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive other carriers to and from their route and assessed to drive the corporate vehicle to and from their own route but are not assessed to use the vehicle in the course of the delivery activity.
	Private Vehicle (PV)	Indicate the number of full-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive a private vehicle to and from the route.
	Passenger Designated Meal Location (PD)	Indicate the number of full-time foot routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Mailmobile Designated Meal Location (MD)	Indicate the number of full-time MM routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Totals	Add and record the total number of routes identified in each of the columns.

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Installation Summary, continued

Number of Routes,
continued

Part-Time	Foot Routes	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver the calls on foot (i.e. are not assessed to drive a corporate or private vehicle).
	Mailmobile (MM)	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that deliver from a corporate vehicle or "Park & Loop".
	Personnel Carrier (PC)	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive other carriers to and from their route and assessed to drive the corporate vehicle to and from their own route but are not assessed to use the vehicle in the course of the delivery activity.
	Private Vehicle (PV)	Indicate the number of part-time routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to drive a private vehicle to and from the route.
	Passenger Designated Meal Location (PD)	Indicate the number of part-time foot routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Mailmobile Designated Meal Location (MD)	Indicate the number of part-time MM routes, by type (RSD, RC, RHR, RB or BUS), that are assessed to have their meal at a designated meal location.
	Totals	Add and record the total number of routes identified in each of the columns.

Authorized Establishment

Supervisory Levels	Indicate the current number of authorized supervisors, by level (AP 4, AP 3, AP 2, and AP 1, Full-Time or Part-Time) who supervise letter carriers only. Part-time supervisors are to be recorded as 0.5.
Relief Letter Carriers	Indicate the current number of authorized full-time letter carrier relief positions in the letter carrier section.

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Installation Summary, continued

**Authorized
Establishment,**
continued

Letter Carriers	Full-Time	Indicate the current number of authorized full-time letter carrier positions delivering mail in the letter carrier section (do not include routers, LCAs, CLAM etc.).
	Part-Time	Indicate the current number of authorized part-time letter carrier positions delivering mail in the letter carrier section (do not include routers, LCAs, CLAM etc.).

Routers	Full-Time Day	Indicate the current number of authorized full-time day router positions in the letter carrier section.
	Full-Time Night	Indicate the current number of authorized full-time night router positions in the letter carrier section.
	Part-Time Day	Indicate the current number of authorized part-time day router positions in the letter carrier section.
	Part-Time Night	Indicate the current number of authorized part-time night router positions in the letter carrier section.

Note: A Router is a letter carrier who sequences and prepares mail for delivery by other letter carriers. A router is not assessed to deliver mail.

Assistant to Letter Carrier Supervisor	CLAM FT	Indicate the current number of authorized full-time positions assigned to the Central Label Application Module (CLAM).
	CLAM PT	Indicate the current number of authorized part-time positions assigned to the Central Label Application Module (CLAM).
	OTHER FT	Indicate the current number of authorized full-time positions assigned to assist the letter carriers (LCAs).
	OTHER PT	Indicate the current number of authorized part-time positions assigned to assist the letter carriers (LCAs).

Note: If an assistant to letter carrier supervisor (LCA) is also assessed to deliver a part-time route, this is to be indicated by adding an asterisk(*).

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General Information

Average Points of Call Served Per FT Route	Indicate the average number of points of call served per FT route obtained by dividing the total number of calls (from column 3, -074 for full-time routes only) by the current number of FT routes.
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Average Workload Per FT Route	Indicate the average workload per FT route obtained by dividing the total letter carrier workload (from column 19, -074 for full-time routes only) by the current number of FT routes.
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Average Points of Call Served Per PT Route	Indicate the average number of points of call served per PT route obtained by dividing the total number of calls (from column 3, -074 for part-time routes only) by the current number of PT routes.
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Average Workload Per PT Route	Indicate the average workload per PT route obtained by dividing the total letter carrier workload (from column 19, -074 for part-time routes only) by the current number of PT routes.
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Postal Depot Dépôt Postal		HALIFAX STN LCD 1 A015		Depot Code Code Dépôt		A015_A1306		IMPLEMENTATION DATE DATE D'IMPLEMENTATION		2013/06/17														
Route Number No de l'itinéraire	Type of Route Genre d'itinéraire	Vehicle Véhicule	Sorted POC PDR triés	Delivered POC PDR livrés	Total variable values at 100% Total des valeurs variables à 100%	% Coverage % Couverture	Total of var values var % desserte Total des valeurs var % desserte	Total of non-variable values (038) Total des valeurs non var (038)	Total of non-variable values (NWP) Total des valeurs non var (NWP)	Obtain and prepare Obtenir et préparer	Subsidiary delivery functions Fonctions auxiliaires de livraison	Preparation Préparation	Sortation Tri	Rest + Wash-up + Order Book + Repos, Lavages, Comm off	Trans. Allowance: Obtain, Load / Unload, Dispose of Vehicle	Trans. Allowance: Waiting Time (all retour la liv	Trans. Allowance: Actual Riding Alloc. de trans: Temps d'attente (routes)	Trans. Allowance: Dure réelle de Alloc. de trans: Temps d'attente Time	Allowance for Call under Construction: Calls	Allowance for Points de remise en constr.: Points de remise actuel	Allowance for CUC: Minutes en constr.: Minutes	Housingholder allowance Allocation pour chef de ménage	Special allowances Allocations spéciales	Letter Carrier workload Somme du travail du facteur
1	2	2b	3a	3b	4	4b	5	6a	6b	7	8	9	10	11	12	13	14	15a	15b	16	17a	18		
119	RHMIN	SV	694	694	161.79	57.04	92.29	73.50	89.23	3.12	9.04	28.40	24.46	58.35	37.20	0.00	25.67	0	0.00	22.01	40.03	429.80		
120	RSDMIN	SV	332	332	205.68	70.29	144.59	100.91	123.17	2.09	2.96	16.12	13.98	58.35	37.92	0.00	14.31	0	0.00	12.41	51.27	477.15		
121	RCHVR3	WW	1179	1179	167.19	58.24	97.40	82.63	74.86	3.75	7.79	52.85	29.45	58.35	31.89	0.00	28.25	0	0.00	36.54	44.88	466.00		
122	RHMIN1	SV	737	737	226.96	51.36	116.60	86.47	101.67	2.14	8.11	32.01	14.26	58.35	37.92	32.21	15.49	0	0.00	27.91	38.07	484.74		
123	RCHVR1	SV	672	672	172.85	56.67	97.84	103.40	115.38	2.42	5.67	24.72	17.17	58.35	37.20	0.00	16.92	0	0.00	21.74	57.66	455.06		
124	RCHVR4	SV	1127	1127	139.41	59.07	82.36	44.64	61.72	3.93	7.36	69.67	32.19	58.35	37.92	4.15	20.97	0	0.00	29.50	112.70	520.82		
125	RCMIN1	SV	453	453	237.14	64.39	152.68	95.16	127.15	2.32	4.23	24.25	15.62	58.35	31.89	0.00	22.55	0	0.00	12.20	17.17	468.41		
126	RHVR1	SV	894	894	242.12	46.97	113.70	83.50	71.41	2.55	11.17	55.49	18.65	58.35	31.89	41.13	18.14	0	0.00	29.79	46.30	498.56		
127	RSD	WW	308	308	221.58	71.81	159.11	89.56	102.15	2.22	3.45	18.44	14.70	58.35	31.89	0.00	15.66	0	0.00	4.77	41.68	452.41		
200	RSDMIN	WW	330	330	216.75	71.96	156.00	115.18	141.75	2.23	3.24	17.38	14.95	58.35	31.89	0.00	13.19	0	0.00	2.02	38.13	479.13		
201	RCMIN	SV	899	899	226.14	49.62	112.14	88.03	117.28	2.41	8.00	33.73	17.98	58.35	43.23	27.14	3.03	0	0.00	9.71	56.17	491.17		
202	RSDMIN	WW	297	297	315.62	71.75	226.44	75.93	98.18	2.01	2.70	15.42	12.44	58.35	31.89	0.00	26.72	0	0.00	0.58	16.30	491.01		
203	RCHVR1	WW	755	755	215.12	60.33	128.76	80.29	100.58	3.19	9.57	35.28	23.97	58.35	31.89	0.00	10.48	0	0.00	10.05	32.89	446.01		
204	RSD	SV	737	737	226.90	57.26	129.89	103.03	121.94	2.40	6.03	22.33	17.30	58.35	37.92	1.69	16.15	0	0.00	4.99	43.98	462.95		
205	RSD	WW	640	640	210.98	51.87	109.49	127.96	158.35	1.98	4.94	18.75	14.53	58.35	31.89	0.00	21.89	0	0.00	2.45	24.40	447.01		
206	RSDMIN	WW	537	537	232.45	57.39	133.42	119.24	142.34	1.86	2.71	15.78	11.95	58.35	31.89	0.00	13.02	0	0.00	4.76	29.55	446.64		
207	RSD	WW	490	490	209.42	69.10	144.66	116.75	142.33	2.47	3.47	17.56	17.41	58.35	31.89	0.00	13.91	0	0.00	4.17	43.60	479.82		
208	RCMIN3	WW	616	616	236.42	50.27	118.93	115.73	163.34	1.60	3.38	14.70	9.44	58.35	31.89	0.00	21.17	0	0.00	4.80	36.95	464.54		
209	RSD	WW	616	616	241.13	60.56	146.04	115.03	153.48	2.20	4.33	17.98	15.18	58.35	31.89	0.00	29.06	0	0.00	6.06	28.84	493.41		
210	RCMIN2	WW	791	791	303.48	47.83	145.14	134.80	154.26	1.71	5.80	16.00	11.08	58.35	31.89	0.00	19.36	0	0.00	6.51	40.28	490.37		
211	RCMIN1	WW	1014	1014	286.88	49.53	142.05	108.79	140.82	2.35	6.05	21.58	16.91	58.35	31.89	0.00	30.30	0	0.00	5.98	27.70	483.98		
215	RSDMIN	WW	720	720	265.94	51.15	136.00	123.35	177.05	1.80	2.83	16.61	13.37	58.35	31.89	0.00	24.83	0	0.00	3.43	20.21	486.36		
217	RSDMIN	SV	362	362	287.51	63.57	182.77	73.73	104.71	1.63	1.23	11.96	9.52	58.35	37.92	15.04	23.67	0	0.00	1.04	42.85	490.68		
FT/PT TOTAL			29018	29018	9519.14	57.88	5498.07	4206.50	5295.79	100.41	242.81	1,066.88	715.06	2450.70	1403.85	130.42	775.51	0	0.00	625.62	1,523.47	13,818.33		

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Postal Depot
Dépôt Postal

HALIFAX STN LCD 1 A015

Depot Code
Code Dépôt

A015_A1306

IMPLEMENTATION DATE
DATE D'IMPLEMENTATION

2013/06/17

Route Number No de l'itinéraire	Type of Route Genre d'itinéraire	Vehicle Véhicule	Sorted POC PDR triés	Delivered POC PDR livrés	Total variable values at 100% Total des valeurs variables à 100%	% Coverage % Couverture	Total of var values at the coverage - Total des valeurs var % desserte	Total of non-variable values (03b) Total des valeurs non var (03b)	Total of non-variable values (NWP) Total des valeurs non var (NWP)	Obtain and prepare Obtenir et préparer	Subsidiary delivery functions Fonctions auxiliaires de livraison	Preparation Préparation	Sortition Tri	Rest + Wash-up + Order Book + Official Comm. Repos. Lavages, Reg'd orders, Comm off	Trans. Allowance: Obtain, Load / Unload, Dispose of Vehicle Alloc Trans: Obl, charg/décharg.	Trans. Allowance: Waiting Time (all routes) Alloc. de trans: Temps d'attente	Trans. Allowance: Actual Riding Time Alloc. de trans: Duree réelle de travail	Allowance for Call under construction: Calls Alloc. pour points de remise actuel en constr.: Points de remise	Allowance for CUC, Minutes Alloc. pour points de remise actuel en constr.: Minutes	Housetender allowance Allocation pour chef de ménage	Special allowances Allocations spéciales	Letter Carrier workload Somme du travail du facteur
1	2	2b	3a	3b	4	4b	5	5b	6b	7	8	9	10	11	12	13	14	15a	15b	16	17a	18
130	RRR-VR2	VW	812	812	136.62	57.73	78.84	29.27	42.58	3.24	13.43	50.25	29.30	13.35	31.89	0.00	0.00	0	0.00	2778	64.36	355.02
	PT/TP TOTAL		812	812	136.62	57.73	78.84	29.27	42.58	3.24	13.43	50.25	29.30	13.35	31.89	0.00	0.00	0	0.00	2778	64.36	355.02
	TOTAL FT-PT/PT-TP		29830	29830	965.76	57.88	5576.91	423.77	533.37	10.65	256.24	1107.13	744.36	246.05	1435.74	130.42	775.51	0	0.00	563.40	1507.83	20,173.35

General Information / Information Générale

Avg Points of Call Served per FT Route
Moyenne des points de remise desservis par itinéraire p.t.

691

Avg Workload per FT Route
Moyenne de la somme de travail par itinéraire p.t.

472

Avg Points of Call Served per PT Route
Moyenne des points de remise desservis par itinéraire t.p.

812

Avg Workload per PT Route
Moyenne de la somme de travail par itinéraire t.p.

355

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