

Unit Summary of City Delivery Assignments

City and State:			Zip + 4 Code				Date				
Delivery Unit			Counts and Inspections Made			From		To			
Section 1 - Letter Carriers			Before Adjustments		Proposed Changes		After Adjustments		Total Number of Routes Exceeding the Maximum Office Time Allowed (g)	Weekly Total Hours (f) Divided by	Percent of Avg. Daily Hours
			Number of Assignments DAILY (a)	Net Total Time Used WEEKLY (b)	Number of Assignments DAILY (c)	Number of Hours DAILY (d)	Number of Assignments DAILY (e)	Total Hours WEEKLY (f)			
1. Full-Time Regular Routes											
2. Auxiliary Routes											
3. Routers Assignments											
4. Totals →										Daily Avg. (h)	(i)
5. Describe action take to eliminate excess office time.											

6. Total Possible Deliveries			(a) Before Adjustments		(b) After Adjustments		(c) Anticipated Due to New Construction			
			Business	Residential	Business	Residential	Business	Residential		
			Other		Other		Other			
			Curb		Curb		Curb			
			NDCBU		NDCBU		NDCBU			
			Other Cent		Other Cent		Other Cent			
7. Totals →			Before		After		Anticipated			
8. Delivery Volumes			Letters (a)	DPS (b)	Flats (c)	Seq. (d)	Total Volume (e)	Parcel Post (f)		

Section 2 - Parcel Post and Combination Routes			Before Adjustments			After Adjustments								
			Total Routes (a)	Total Hours Weekly		Proposed Inc/Dec in Routes (d)	Total Routes (e)	Total Hours Weekly						
Weekdays (b)	Sat (c)	Weekdays (f)		Sat (g)										
1. Full-Time Regular Routes														
2. Auxiliary Routes														
3. Auxiliary Assistance to Complete Deliveries														
4. Parcel Post Volume			Mon	Tue	Wed	Thur	Fri	Sat	Mon	Tue	Wed	Thur	Fri	Sat
			Mon	Tue	Wed	Thur	Fri	Sat						

Section 3 - Collection Routes			Before Adjustments						After Adjustments							
			Total Routes (a)			Total Daily Hours (b)			Total Routes (a)			Total Daily Hours (b)				
			Mon Thru Fri	Sat	Sun & Holiday	Mon Thru Fri	Sat	Sun & Holiday	Mon Thru Fri	Sat	Sun & Holiday	Mon Thru Fri	Sat	Sun & Holiday		
1. Full-Time																
2. Part-Time																
3. Totals →																
4. Coll. Pts.																

Section 4 - Inter and Intra City Services Routes Collection Routes			Before Adjustments						After Adjustments							
			Total Routes (a)			Total Daily Hours (b)			Total Routes (a)			Total Daily Hours (b)				
			Mon Thru Fri	Sat	Sun & Holiday	Mon Thru Fri	Sat	Sun & Holiday	Mon Thru Fri	Sat	Sun & Holiday	Mon Thru Fri	Sat	Sun & Holiday		
1. Full-Time																
2. Part-Time																
3. Totals →																

Section 5 - Unit Summary and Review						1. Total Daily All Services					
						2. Total Possible Deliveries (Line 7)					
						3. Unit Linear Reference Volume					
Signature of Reviewing Delivery Supervisor						Signature of Reviewing Unit Manager				<i>(Complete Section 6 on Reverse)</i>	

Section 6 - Personnel Assignment Summary

Date _____

		Before Adjustments			After Adjustments		
		Full-Time Regular Routes	Carrier Technician and Utility Positions	Reserve Part-Time (Aux) Rtes. and Replacements	Full-Time Regular Routes	Carrier Technician and Utility Positions	Reserve Part-Time (Aux) Rtes. and Replacements
Letter Carrier Routes	Regular Carriers						
	PTF Carriers						
Parcel Post & Combination Routes	Regular Carriers						
	PTF Carriers						
Collection Routes	Regular Carriers						
	PTF Carriers						
Inter- & Intra City Routes	Regular Carriers						
	PTF Carriers						
Router	Regular Carriers						

Section 7 - Vehicle Assignment Summary

		Before Adjustments							After Adjustments						
		Postal Owned				Non-Postal Owned			Postal Owned				Non-Postal Owned		
		Light Delivery			1, 2 Ton	Drive Out Agree	Comm. Leased	Employee Leased	Light Delivery			1, 2 Ton	Drive Out Agree	Comm. Leased	Employee Leased
		LLV's	Vans/ Other	Pre- 1984 Jeeps					LLV's	Vans/ Other	Pre- 1984 Jeeps				
City Delivery Letter Routes	Regular														
	Auxiliary														
Parcel Post & Combination Routes	Regular														
	Auxiliary														
Collection Routes	Regular														
	Auxiliary														
Inter- & Intra City Routes	Regular														
	Auxiliary														
Total															

Comments:

Signature Unit Manager	Date Submitted			
Signature District Manager or Designee	Approved	Disapproved	Date	Date Adjustments to be Implemented