



3999 Webinar

Conducting Quality 3999s

Introduction

Introduction

Welcome to the 3999 Webinar. Thank you for Attending. Delivery Operations is Conducting this National Webinar because:

1. There is a need to Define “Quality” 3999s
2. There is a need for consistent 3999 Data
3. The Route Adjustment process is affected by poorly completed 3999s

Introduction (Continued)

The Webinar is Divided into 5 Parts:

1. Issues
2. Ramifications and Impacts from Poor Quality 3999 Data on Adjustments
3. Training to Complete Quality 3999s
4. Training on Editing 3999s in DOIS
5. Questions and Answers

Issues

Issues

The issues/problems that we most frequently observe are:

- Incorrectly collecting Travel Within and/or Relay Time or not collecting them at all
- Editing 3999s incorrectly
- Manually conducting 3999s and incorrectly entering them into DOIS
- Leaving one second time increments in the 3999 with no Possible Deliveries

Issues (Continued)

- Collecting multiple occurrences of Travel To and/or Travel From
- Collecting Travel Within between Curblin Deliveries
- Forgetting to “end” the DCD which results in negative time for the Route
- Incorrectly “uploading” DCD data into DOIS

Impacts and Ramifications

- Few or no total deliveries recorded as made
- Missing Load Time (non-foot routes)
- Missing or multiple Travel To/From times

- NOTE: The 3999 Data Exception Report displays routes with these issues

- “Other” delivery accepted as default in DCD
- Negative street time
- Bad data capture dates
- Non-delivery points missing (relays and park points especially)
- Sector segments with less than 1 second of time
- Sector segments with time but no possible deliveries
- Travel Within and Relay Time missing from park & loop routes

- Pivot Plans are incorrect
- Unable to create new Pivot Plans (errors)
- MSP scan point schedules are incorrect
- Must redefine a new adjustment in DOIS to recognize a new 3999
- System errors in DOIS during adjustment process preventing continuation or completion of adjustment (help desk call)
- GPS cannot be set up properly

3999 Training

WHY PERFORM STREET MANAGEMENT

- To validate street base.
- Identify possible safety issues.
- Review route for effective and efficient way to complete assignments – line of travel
- Identify what is actually happening on the route:
 - the conditions,
 - Is the current delivery pattern best; if not, how to make corrections
- Identify inconsistent and late delivery times
- Reduce street variance to base, and increase street performance (SEI)

GETTING STARTED

The best street “supervision” (3999s) starts with proper preparation and utilizing the proper tools.

GETTING STARTED

- Below are some steps and tools needed to properly complete street supervision or a PS Form 3999:
 - REVIEW
 - Unit SOP (scheduled vehicle fueling days)
 - MSP locations & scheduled times
 - PS Form 1564A
 - Park points
 - Relays
 - Authorized lunch times and locations
 - Authorized breaks and locations
 - Collection box locations
 - PS Form 1564 B Special Instruction

GETTING STARTED

▪ TOOLS NEEDED

- PS Forms 3999/3999X-AMS-AQ
- PS Form 4584 Observation of Driving Practices
- Data Collection Device (DCD)
- Clipboard
- Watch with second hand
- Route map
- Red & black/blue pens
- Inclement weather gear for observing carriers outside
- Dog repellent
- Sufficient paper for note taking

Manual 3999



Route Identification Section

Park and Loop, Mounted, & Dismount Routes :

- Should be completed in the office.
- This portion can be completed from the current 1564-A, and speaking with the carrier.

United States Postal Service

Inspection of Letter Carrier Route

Office		Delivery Unit		Route No.	No. of Trips	Truck Type <input type="checkbox"/> LHD <input type="checkbox"/> RHD		Capacity
Vehicle No.		Carrier's Name		ID No.	Age	Length of Service		Length of Service on Route
Type of Route		Curb		Park &		<input type="checkbox"/> Non-EPM <input type="checkbox"/> EPM		
<input type="checkbox"/> Business	<input type="checkbox"/> Delivery	<input type="checkbox"/> Res.	<input type="checkbox"/> Mixed	<input type="checkbox"/> Foot	<input type="checkbox"/> Loop	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Motorized	<input type="checkbox"/> Dismount

Description	Trip 1				
	Time	Elapsed Time	Odometer	Elapsed Miles	Time
End Garage					
End Office					
Arrive Office					
Trans- portation	Leave				
	Board				
Last Delivery					
End Lunch					
Start Lunch					
First Delivery					
Trans- portation	Leave				
	Board				
Leave Office					
Report Office					
Report Garage					
Totals					
Total All Trips*					
Public Transportation Schedule	Time Out		Time Return		Time Out
					Time Return

Times and Mileage data

Actual Time value will be reported on the appropriate line.

- Normally, the carrier will begin at the office and the first entry is recorded as Report Office.

Collect the time and mileage values for:

- Report Office
- Leave Office
- First Delivery
- Start Lunch (when carrier breaks the line of travel for the route if the carrier leaves route for lunch)
- End Lunch
- Last Delivery
- Arrive Office
- End Office

* Minus lunch period and time spent for waiting for mail.

Yes	No	Item	Yes	No	Item
		Does carrier wear regulation uniform and present a neat appearance?			Office Break Option
		Does carrier perform work and conduct himself or herself in a business-like manner?			Is vehicle capacity adequate?
		Is carrier's book up to date?			Does carrier operate the vehicle in a safe manner?
		Are address changes properly maintained on Form 3982?			Is the line of travel the safest possible?
		Are Forms 1776 and 1778 (<i>Hazard & Dog Warning Cards</i>) used?			Is the best mode of transportation used?
		Are computerized case labels used (<i>C.L.A.S.S.</i>)?			Are travel pattern, relay, and park points set up efficiently?
		Should case labels be replaced?			Is there compliance with postal regulations concerning mail receptacles?
		Is the carrier case and drawer free of personal effects and extraneous matter?			Does carrier take enough mail at each relay or park point?
		Does the carrier leave the case unnecessarily?			Does carrier finger mail between deliveries?
		Does the carrier talk unnecessarily with other employees?			Are collection receptacles properly maintained, anchored and schedules legible?
		Does the carrier have a sufficient supply of forms?			Does carrier take obvious short-cuts?
		Does the carrier have a valid driver's license?			Can changes be made to reduce travel time and deadheading?
		Is a last withdrawal of preferential mail made before leaving the office?			Is DPS mail taken directly to the street without casing?

Remarks

 Route Inspected By (*Signature and Title*)

Day and Date

Leave parking lot left on Jones St. right on Elm St.
right on Autumn Pl. first park point at 12 Autumn Pl.

Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	
	Load Time		8:43	7											
	Travel to Route		8:50	4											
P	Park Corner Queen St and Rex St		8:54	1						Note: Mileage 1st delivery 26453.2					
L	3900-3998 Queen St	E	8:55	5	8				5	1					1
L	3999-3901 Queen St	O	9:00	10	28				23	3					3
R	Relay		9:10	1											
L	4000-4098 Queen St	E	9:11	14	10				7	3					3
L	4099-4001 Queen St	O	9:15	5	9				6	MSP Scan point 4013 Queen St.					
	Travel within - Move Vehicle		9:30	1											
P	Park Marion and Grace Rd		9:31	1											
L	100-198 Rex St	X	9:32	22			50		38	(certified 2 mins)					
	Deadhead (2 mins)		9:54	2											
V	900-998 Grace Rd	E	9:56	12			16		15						
V	1000-1098 Grace Rd	E	10:08	18			24		21						
V	1400-1498 Grace Rd	E	11:22	16			28		22						
	Misc. Replenish Mail		11:38	2	(Moved 1 tray DPS and 1 tray of flats)										
V	1499-1401 Grace Rd	E	11:40	14			22		18						
	Lunch - Jack's Deli		11:54	30											
P	Park - 15 Plum St		12:24	1											
Return Office - Show Line of Travel															
Totals															

^a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service Vehicle; or (4) assigned to a Postal Service or contract vehicle.

^b P-Park; L-Loop; V-Vehicle; D-Dismount

^c E-Even O-Odd X-Crisscross

Leave parking lot left on Jones St. right on Elm St. right on Autumn Pl. first park point at 12 Autumn Pl.

Down Grace Rd left on Rex St. park 128 Rex St. Return Rex St right on Grace Rd left on Plum St begin at 15 Plum St

Lunch Time

Park and Loop, Curblin, Dismount, and Foot Routes :

- Carriers are authorized 30 minutes for lunch.
- Lunch starts when the carrier breaks their normal delivery line of travel
- The carrier's lunch ends when they return to their normal line of travel.
- On motorized routes record the begin lunch and end lunch mileage
- Enter the Line of Travel to and from Lunch place.

Delivery Methods b	Time Enter Block	Actual Time	Dels. Poss. Other	Residential				Business				Det. PO Box or NPU		
				Dels. Poss. Curb	Dels. Poss. NDCBU	Dels. Poss. Oth-Cen.	Dels. Made	Dels. Poss. Other	Dels. Poss. Curb	Dels. Poss. NDCBU	Dels. Poss. Oth-Cen.		Dels. Made	
P		4												
L		1												
L	9:00	10	8				5	1					1	
R	9:10	1	28				23	3					3	
L	9:11	14	10				7	3					3	
L	9:15	5	9				6	1					1	
P	9:30	1												
L	9:31	1												
L	9:32	22			50		38	(certified 2 mins)						
V	9:54	2												
V	9:56	12			16		15							
V	10:08	18			24		21							
V	11:22	16			28		22							
V	11:38	2			(Moved 1 tray DPS and 1 tray of flats)									
V	11:40	14			22		18							
P	11:54	30			(Break line of travel for lunch mileage 26456.5									
P	12:24	1			return mileage 26457.1)									
Return Office - Show Line of Travel														
		Totals												

^a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service Vehicle; or (4) assigned to a Postal Service or contract vehicle.

^b P-Park; L-Loop; V-Vehicle; D-Dismount

^c E-Even O-Odd X-Crisscross

Leave Office - Show Line of Travel

Leave parking lot left on Jones St. right on Elm St.
right on Autumn Pl. first park point at 12 Autumn Pl.

Line of Travel to and from Lunch Place ^a

Down Grace Rd left on Rex St. park 128 Rex St.
Return Rex St right on Grace Rd left on Plum St begin
at 15 Plum St

Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	
	Load Time														
	Travel to Route														
P	Park Corner Jones St and Elm St		3:15	1											
L	100-198 Jones St	E	3:16	5	8				5						
L	99-90 Jones ST t	O	3:21	10	28				23						
R	Relay		3:31	1											
L	200-298 Jones St	E	3:32	14	10				7						
L	299-201 Jones St	O	3:46	5	9				6						Note: Mileage last delivery 26461.4
	Travel From - Return to Office		3:51	7											
	Arrive Office		3:58												Note: Mileage Arrive Office 26462.9



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Return Office - Show Line of Travel															
Elm St. right on Jones St. Arrive Office			Totals		382	60	90		506	63					63

^a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service Vehicle; or (4) assigned to a Postal Service or contract vehicle.

^b P-Park; L-Loop; V-Vehicle; D-Dismount

^c E-Even O-Odd X-Crisscross

Data Collection Device 3999

Leave parking lot left on Jones St. right on Elm St.
right on Autumn Pl. first park point at 12 Autumn Pl.

Leave Office – Show Line of Travel

Line of Travel is for ALL route types - Park and Loop, Mounted, Dismount and Foot Routes

Park and Loop, Mounted, Dismount:
• After Load time ends the Travel to Route begins, the carrier will leave for the route. Document the turn directions and street names that lead to the first delivery (when safe)

Foot:
When the carrier leaves for the route. Document the turn directions and street names that lead to the first delivery (when safe)

Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Off-Cen.
	Load Time		8:43	7				
	Travel to Route		8:50					

DCD Instructions for Loading Time

To Begin Loading Time – press the <4> key

To End Loading Time – press the key to begin the next function the carriers performs. This will normally be Travel to Route.

Note: The DCD will begin timing the Loading function

1 ZIP+4 3016	
2 TRAVEL/RELAY	
3 ACCOUNTABLE/SIGN	
4 LOADING	
5 PARCEL POST	
6 BREAK	
08:54:37	08:54:59

DCD Instructions – Travel to Route

To begin Travel to Route Time – press the <2> key followed by the <1> key

To end Travel to Route Time - press the key to begin the next function the carriers performs. Normally this will be the beginning of the first sector segment.

Note: The DCD will begin timing the Loading function

1 ZIP+4 3016	
2 TRAVEL/RELAY	
3 ACCOUNTABLE/SIGN	
4 LOADING	
5 PARCEL POST	
6 BREAK	
LOAD VEHICLE 9998	
08:54:37	08:54:59

RTE# C001 ZIP 97000	
1 TRAVEL TO ROUTE	
2 TRAVEL WITHIN	
3 TRAVEL FROM ROUTE	
4 RELAY TIME	
TRAVEL TO RTE 9998	
08:56:37	08:58:59

a Complete only if carrier is (1) reimbursed for driving vehicle; or (4) assigned to a Postal Service or contract vehicle
b P-Park; L-Loop; V-Vehicle; D-Dismount

vided transportation in a Postal Service Vehi-

Leave parking lot left on Jones St. right on Elm St.
right on Autumn Pl. first park point at 12 Autumn Pl.

DCD Instructions – Segment Time

To Begin Segment Time –

Verify the correct sector segment is displayed on the DCD and press Y or N, for each delivery to indicate whether it is being made or not.

The DCD will beep when you reach the end of the sector segment, you will need to be ready to press the required key to begin the next function performed by the carrier.

If moving directly to the next sector segment, press <enter> at the beginning of the sector segment.

Note: The DCD will begin timing the Delivery time for the segment.

Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential			
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.
	Load Time		8:43	7				
	Travel to Route		8:50	4				
P	Park Corner Queen St and Rex St		8:54	1				
L	3900-3998 Queen St	E	8:55	5	8			
L	3999-3901 Queen St	O	9:00	10	28			
R			9:10	1				
L	4000 Queen St	E	9:11	14	10			
L	4000 Queen St	O	9:15	5	9			
	Travel to Vehicle		9:30	1				

DCD Instructions – Change Delivery Method

Press the <k> key to change the Mode of Delivery

The DCD defaults to Other del when you first start and as you hit the <k> key it rotates through the different modes (Curb, Dismount, Park and Loop , and then Other again)

Note: The DCD will begin timing the Delivery time for the segment when the segment is open and changing the mode does not impact the time.

```

1 ZIP+4 3016
2 TRAVEL/RELAY
3 ACCOUNTABLE/SIGN
4 LOADING
5 PARCEL POST
6 BREAK
TRAVEL TO RTE 9998
08:58:37      09:08:59
    
```

```

          3016
DOUGLAS
ST
DEL TYPE: RES OTHER
DEL MODE: Oth del
DELIVERED Y/N ? _
          ZIP+4 #3016
09:08:37      09:08:59
    
```

```

          3016
DOUGLAS
ST
DEL TYPE: RES OTHER
DEL MODE: Prk/Lop
DELIVERED Y/N ? _
          ZIP+4 #3016
09:08:37      09:08:59
    
```


Leave parking lot left on Jones St. right on Elm St.
right on Autumn Pl. first park point at 12 Autumn Pl.

Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time Enter Block	Actual Time Used	Residential					Business					Det. PO Box or NPU
					Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	Delys. Poss. Other	Delys. Poss. Curb	Delys. Poss. NDCBU	Delys. Poss. Oth-Cen.	Delys. Made	
	Load Time		8:43	7											
	Travel to Route		8:50	4											
P	Park Corner Queen St and Rex St		8:54	1						Note: Mileage 1 st delivery 26453.2					
L	3900-3998 Queen St	E	8:55	5	8				5						
L	3999-3901 Queen St	O	9:00	10	28				23	3				3	
R	Relay		9:10	1											
L	4000-4098 Queen St	E	9:11	14	10				7						
L	4099-4001 Queen St	O	9:15	5	9				6	MSP Scan point 4013 Queen St.					
	Travel within - Move Vehicle		9:30	1											

^a Complete only if carrier is (1) reimbursed for...
^b P-Park; L-Loop; V-Vehicle; D-Dismount

DCD Instructions – Relay Time
To Begin Relay Time –

Press the <2> key and then the <4> Key.

To End the Relay – press the appropriate key to begin the next function, normally the next sector segment

Note: The DCD will begin timing the Relay.

1 ZIP+4 3016 2 TRAVEL/RELAY 3 ACCOUNTABLE/SIGN 4 LOADING 5 PARCEL POST 6 BREAK SEGMENT DELIV 3016 09:18:37 09:18:59	RTE# C001 ZIP 97000 1 TRAVEL TO ROUTE 2 TRAVEL WITHIN 3 TRAVEL FROM ROUTE 4 RELAY TIME 09:18:59	1 ZIP+4 3016 2 TRAVEL/RELAY 3 ACCOUNTABLE/SIGN 4 LOADING 5 PARCEL POST 6 BREAK RELAY TIME 9998 09:20:37 09:20:59
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Service Vehi-

Leave parking lot left on Jones St. right on
right on Autumn Pl. first park point at 12 A

DCD Instructions – Travel Within
To Begin –

Press the <2> key and then the <2> Key.

To End the Travel within – press the appropriate key to begin the next function, normally the next sector segment

Note: The DCD will begin timing the Relay.

1 ZIP+4 3018
2 TRAVEL/RELAY
3 ACCOUNTABLE/SIGN
4 LOADING
5 PARCEL POST
6 BREAK
SEGMENT DELIV 3018
09:20:37 09:20:59

RTE# C001 ZIP 97000
1 TRAVEL TO ROUTE
2 TRAVEL WITHIN
3 TRAVEL FROM ROUTE
4 RELAY TIME
09:20:59

1 ZIP+4 3016
2 TRAVEL/RELAY
3 ACCOUNTABLE/SIGN
4 LOADING
5 PARCEL POST
6 BREAK
TRVL WITHIN RTE 9998
09:25:37 09:25:59

Delivery Methods ^b	Block Number and Street Name	Travel Pattern ^c	Time En Bl																Det. PO Box or NPU
	Load Time		8:4																
	Travel to Route		8:5																
P	Park Corner Queen St and Rex St																		6453.2
L	900-998 Queen St	E																	1
L	999-901 Queen St	O																	3
R	Relay																		
L	1000-1098 Queen St		9:1																
L	1099-1001 Queen St	O	9:1																een St.
	Travel within - Move Vehicle		9:30																
P	Park Marion and Grace Rd		9:31	1															
L	100-198 Rex St	X	9:32	22			50			38									(certified 2 mins)
	Deadhead (2 mins)		9:54	2															
V	900-998 Grace Rd	E	9:56	12		16				15									
V	1000-1098 Grace Rd	E	10:08	18		24				21									
V	1400-1498 Grace Rd	E	11:22	16		28				22									
	Misc. Replenish Mail		11:38	2															
V	1499-1401 Grace Rd	E	11:40	14		22				18									
	Lunch – Jack’s Deli		11:54	30															
P	Park – 15 Plum St		12:24	1															
Return Office - Show Line of Travel																			
	Totals																		

a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service Vehicle; or (4) assigned to a Postal Service or contract vehicle.

b P-Park; L-Loop; V-Vehicle; D-Dismount

c E-Even O-Odd X-Crisscross

Leave parking lot left on Jones St. right on Elm St.
right on Autumn Pl. first park point at 12 Autumn Pl.

Delivery Methods ^b	Block Number and Street Name
	Load Time
	Travel to Route
P	Park Corner Queen St and Rex St
L	900-998 Queen St
L	999-901 Queen St
R	Relay
L	1000-1098 Queen St
L	1099-1001 Queen St
	Travel within - Move Vehicle
P	Park Marion and Grace Rd
L	100-198 Rex St
	Deadhead (2 mins)
V	900-998 Grace Rd
V	1000-1098 Grace Rd
V	1400-1498 Grace Rd
	Misc. Replenish Mail
V	1499-1401 Grace Rd
	Lunch – Jack’s Deli
P	Park – 15 Plum St

DCD Instructions – Misc Time

To Begin Misc Time –

Press the <M> key and then the Misc code <8 > key then select the appropriate element.

To End Misc Time – press the <Enter> key to go back to the Street Main Menu screen and then select <1> to get back to the Sector Segment function

Note: The DCD will begin timing the Misc time.

Misc Other is for Replenish ONLY.

Mounted Routes & Dismount Routes:

“Replenishment time” is not relay time and it begins when the carrier stops the vehicle and/ or leaves the driver’s seat to rearrange mail within the vehicle.

Replenishment time ends as soon as carrier returns to driver’s seat and resumes delivery

3036
ELM ST
DEL TYPE: RES CURB
DEL MODE: Crblne
DELIVERED Y/N ? _
ZIP+4 #3036
09:48:37 09:48:59

1 ZIP+4 3036
2 TRAVEL/RELAY
3 ACCOUNTABLE/SIGN
4 LOADING
5 PARCEL POST
6 BREAK
7 BACKTRACKING
8 MISC TIME
SEGMENT DELIV 3036
10:08:37 10:08:59

Choose misc type:
1 MISC-CUST CONTACT
2 MISC-BACKTRACK
3 MISC-ANIMAL INT
4 MISC-GAS VEHICLE
5 MISC-WAIT RELAY
6 MISC-WAIT TRAN
7 MISC-WAIT OTHER
8 MISC-TEMP DETAIL
9 MISC-MGMT TIME
0 MISC-OTHER

0 <CLEAR FUNCTION>
3 ACCOUNTABLE/SIGN
4 LOADING
5 PARCEL POST
6 BREAK
MISC. OTHER
10:15:37
SEGMENT DELIV 3036
10:08:37 10:08:59

^a Complete only if carrier is (1) reimbursed for driving his vehicle; or (4) assigned to a Postal Service or contract vehicle.

^b P-Park; L-Loop; V-Vehicle; D-Dismount

Leave parking lot left on Jones St. right on Elm St. right on Autumn Pl. first park point at 12 Autumn Pl.

Down Grace Rd left on Rex St. park 128 Rex St. Return Rex St right on Grace Rd left on Plum St begin at 15 Plum St

Block Number

Time Actual

Residential

DCD Instructions – Lunch

To Begin Lunch –

Press the <6> key and then the <2> Key.

To End Lunch – press the <Enter> key and select the appropriate key to begin the next function, normally the next sector segment

Note: The DCD will begin timing Lunch.

1 ZIP+4 3046
 2 TRAVEL/RELAY
 3 ACCOUNTABLE/SIGN
 4 LOADING
 5 PARCEL POST
 6 **BREAK**
 SEGMENT DELIV 3036
 11:45:37 11:45:37

Choose break type:
 1 BREAK
 2 **LUNCH**
 3 PERSONAL NEEDS
 SEGMENT DELIV 3046
 11:45:37 11:45:37

0 <CLEAR FUNCTION>
 3 ACCOUNTABLE/SIGN
 4 LOADING
 5 PARCEL POST
 6 BREAK
LUNCH STREET
 11:45:37
 SEGMENT DELIV 3036
 11:45:37 11:45:37

Lunch Time

Park and Loop, Mounted, Dismount Routes & Foot Routes :

- Carriers are authorized 30 minutes for lunch.
- Lunch starts when the carrier breaks their normal delivery line of travel
- The carrier's lunch ends when they return to their normal line of travel.
- On motorized routes record the begin lunch and end lunch mileage
- Enter the Line of Travel to and from Lunch place.

V	1400-1400	E	11:22	16	28	22
	Misc. Rep. Mail		11:38	2	(Moved 1 tray DPS and 1 tray of flats)	
V	1499-1401 Grace Rd	E	11:40	14	22	18
	Lunch – Jack's Deli		11:54	30	(Break line of travel for lunch mileage 26456.5	
P	Park – 15 Plum St		12:24	1	return mileage 26457.1)	
Return Office - Show Line of Travel			Totals			

^a Complete only if carrier is (1) reimbursed for driving his own vehicle; (2) furnished bus fare or its equivalent; (3) provided transportation in a Postal Service Vehicle; or (4) assigned to a Postal Service or contract vehicle.

^b P-Park; L-Loop; V-Vehicle; D-Dismount

^c E-Even O-Odd X-Crisscross

Editing a 3999 in DOIS

Information System (DOIS)

Window Help

Supervisor Workbench

Daily Workload Mgmt
 Street Mgmt
 Performance Reports
 Planning and Scheduling
 Route and Unit Maint

Route Maintenance

- Route Base Information Maintenance
- Pivot Plan Maintenance
- Non-Delivery Point Maintenance
- 3999 Data Capture/Summary
- 3999 Data Transfer
- DCD Transfer
- 1838-C Data Capture/Special
- Special Office Mail Counts Data

Unit Maintenance

- Maintain Unit Information
- Maintain Carrier Route Assign
- Maintain Dispatch Information

Reports and Forms

- Route Base Information Report
- Route Information Card

3999 Data Capture Record Selection

Route Number:

Available 3999 Records

	Data Capture Date	Street Analysis Type
<input checked="" type="checkbox"/>	03/10/2010	Full 3999

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 15041 Data Capture Date: 03/10/2010 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | 3999 Function Analysis

Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu	
Othr	4601 - 4601 N PARK AVE	0	3:46:04 PM	0:00:03	0	0	0	12	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:07 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:10 PM	0:00:02	0	0	0	9	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:12 PM	0:00:03	0	0	0	2	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:15 PM	0:00:04	0	0	0	11	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:19 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:22 PM	0:00:02	0	0	0	12	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:24 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:27 PM	0:00:03	0	0	0	11	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:30 PM	0:00:02	0	0	0	13	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:32 PM	0:00:02	0	0	0	9	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:34 PM	0:00:47	0	0	0	11	0	0	0	0	0	0	0	
	RELAY TIME		3:47:21 PM	0:05:41												
	TRAVEL FROM		3:53:02 PM	11:05:0												
				Totals:	-6:16:25	0	0	0	450	6	13	0	0	153	123	0

Non-Delivery Point Code Key

C - Collection Point D - Dismount R - Relay P - Park Point

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 15041 Data Capture Date: 03/10/2010 Street Analysis Type: Full 3999

3999 Data Capture 3999 Data Summary 3999 Function Analysis

Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu
Othr	4601 - 4601 N PARK AVE	0	3:46:04 PM	0:00:03	0	0	0	12	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:07 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:10 PM	0:00:02	0	0	0	9	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:12 PM	0:00:03	0	0	0	2	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:15 PM	0:00:04	0	0	0	11	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:19 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:22 PM	0:00:02	0	0	0	12	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:24 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:27 PM	0:00:03	0	0	0	11	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:30 PM	0:00:02	0	0	0	13	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:32 PM	0:00:02	0	0	0	9	0	0	0	0	0	0	0
Othr	4601 - 4601 N PARK AVE	0	3:46:34 PM	0:00:47	0	0	0	11	0	0	0	0	0	0	0
	RELAY TIME		3:47:21 PM	0:05:41											
	TRAVEL FROM		3:53:02 PM	11:05:0											
Totals:				-6:16:25	0	0	0	450	6	13	0	0	153	123	0

Non-Delivery Point Code Key

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 15041 Data Capture Date: 03/10/2010 Street Analysis Type: Full 3999

3999 Data Capture **3999 Data Summary** 3999 Function Analysis

Time Breakdown

Description	Time
Vehicle Load	0:16:00
Travel To	0:06:59
Travel From	-11:05:06
Vehicle Unload	0:08:00
Relay Time	0:29:23
Other Street Time	1:25:44
Non Recurring	0:00:00
Street Time	
Total Allied Time	-8:47:01
Total Delivery Time	2:14:54
Total Gross Time	-6:32:07
Lunch Time	0:15:42

Additional Detail Analysis

Total Possible Deliveries	616
Total Deliveries Made	129
% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	20.9%
Total Other Street Time less Break Time	1:25:44
Other Street Time Average per Delivery Made (sec)	39.88

Preview Audit Trail Preview 3999 Save Close

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 30001 Data Capture Date: 10/27/2009 Street Analysis Type: Full 3999

3999 Data Capture **3999 Data Summary** 3999 Function Analysis

Time Breakdown		Additional Detail Analysis	
Description	Time		
Vehicle Load	0:10:00	Total Possible Deliveries	395
Travel To	0:13:00	Total Deliveries Made	0
Travel From	0:07:00	% Deliveries Made (Total Deliveries Made/Total Possible Deliveries)	0.0%
Vehicle Unload	0:05:00	Total Other Street Time less Break Time	0:13:00
Relay Time	0:08:00	Other Street Time Average per Delivery Made (sec)	0.00
Other Street Time	0:33:01		
Non Recurring Street Time	0:00:00		
Total Allied Time	1:16:01		
Total Delivery Time	4:20:59		
Total Gross Time	5:37:00		
Lunch Time	0:30:00		

Preview Audit Trail Preview 3999 Save Close

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 01001 Data Capture Date: 06/19/2010 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | 3999 Function Analysis

Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu
	TRAVEL WITHIN		3:02:04 PM	0:02:04											
	RELAY TIME		3:04:08 PM	0:01:29											
	STREET BREAK TIME		3:05:37 PM	0:10:00											
Othr	500 - 598 GILMOURE DR	E	3:15:37 PM	0:05:01	9	0	0	0	8	0	0	0	0	0	0
Othr	501 - 599 GILMOURE DR	O	3:20:38 PM	0:04:08	6	0	0	0	6	0	0	0	0	0	0
	RELAY TIME		3:24:46 PM	0:01:17											
	TRAVEL WITHIN		3:26:03 PM	0:02:46											
	RELAY TIME		3:28:49 PM	0:00:19											
Othr	401 - 499 GILMOURE DR	O	3:29:08 PM	0:02:36	6	0	0	0	6	0	0	0	0	0	0
Othr	400 - 402 GILMOURE DR	E	3:31:44 PM	0:00:44	1	0	0	0	1	0	0	0	0	0	0
Othr	404 - 498 GILMOURE DR	E	3:32:28 PM	0:00:00	6	0	0	0	6	0	0	0	0	0	0
	RELAY TIME		3:32:28 PM	0:01:05											
	TRAVEL FROM		3:33:33 PM	0:11:51											
	VEHICLE UNLOAD		3:45:24 PM	0:05:38											
Totals:				6:00:47	331	0	0	0	315	0	0	0	0	0	0

Non-Delivery Point Code Key

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 74033 Data Capture Date: 02/05/2010 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | 3999 Function Analysis

Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /nu	
	VEHICLE LOAD		9:23:34 AM	0:05:23												
Othr	200 - 298 BROKEN ARROW CT	E	9:28:57 AM	0:11:52	0	0	0	0	0	0	0	0	0	0		
	TRAVEL WITHIN		9:40:49 AM	0:06:36												
	ACCOUNTABLE DELIVERY		9:47:25 AM	0:01:24												
Othr	200 - 298 BROKEN ARROW CT	E	9:48:49 AM	0:01:04	0	0	1	0	1	0	0	0	0	0		
Othr	201 - 298 BROKEN ARROW CT	O	9:48:53 AM	0:00:07	0	0	1	0	0	0	0	0	0	0		
Othr	200 - 298 BROKEN ARROW CT	E	9:50:00 AM	0:00:01	0	0	1	0	1	0	0	0	0	0		
Othr	201 - 298 BROKEN ARROW CT	O	9:50:01 AM	0:00:02	0	0	1	0	1	0	0	0	0	0		
Othr	200 - 298 BROKEN ARROW CT	E	9:50:03 AM	0:00:03	0	0	1	0	1	0	0	0	0	0		
Othr	201 - 298 BROKEN ARROW CT	O	9:50:06 AM	0:00:02	0	0	1	0	1	0	0	0	0	0		
Othr	200 - 298 BROKEN ARROW CT	E	9:50:08 AM	0:00:05	0	0	1	0	1	0	0	0	0	0		
Othr	201 - 298 BROKEN ARROW CT	O	9:50:13 AM	0:02:26	0	0	1	0	1	0	0	0	0	0		
Othr	225 - 227 COMANCHE PL	O	9:52:39 AM	0:00:09	0	0	2	0	2	0	0	0	0	0		
Othr	228 - 235 COMANCHE CT	B	9:52:48 AM	0:00:31	0	0	7	0	7	0	0	0	0	0		
Othr	236 - 298 COMANCHE PL	E	9:53:19 AM	0:01:46	0	0	2	0	2	0	0	0	0	0		
Totals:					20:34:44	0	0	935	0	917	3	0	0	0	3	0

Non-Delivery Point Code Key

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

2000 Data Capture / Summary

Insert an Allied Time or Sector Segment

Sheet Analysis Type: Full 3999

Allied Time Type / Sector Segment: **NON-RECURRING STREET TIME**

Allied Time Sub-Type:

Actual Time Used: 0:00:00 Delivery Method:

Sector Segment Information:

Block Range	Pre	Street Name
Begin	End	Dir

Possible/Made Deliveries:

	Other	Curb	NDCBU	Centzd	Made
Residential:	0	0	0	0	0
Business:	0	0	0	0	0
Detached PO Box or NPU:	0				

Buttons: Help, OK, Cancel, **Insert**, Delete, Mileage Data

Non-Delivery Point Code Key:

C - Collection Point D - Dismount R - Relay P - Park Point

	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu
	0	5	0	0	0	0	0	0
	0	4	0	0	0	0	0	0
	0	10	0	0	0	0	0	0
	0	7	0	0	0	0	0	0
	0	10	0	0	0	0	0	0
	0	10	0	0	0	0	0	0
	0	315	0	0	0	0	0	0

Buttons: Preview Audit Trail, Preview 3999, Save, Close

Delivery Operations Information System (DOIS)

File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 15041 Data Capture Date: 03/10/2010 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | 3999 Function Analysis

Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu	
Othr	4601 - 4601 N PARK AVE	0	3:46:04 PM	0:00:03	0	0	0	12	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:07 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:10 PM	0:00:02	0	0	0	9	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:12 PM	0:00:03	0	0	0	2	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:15 PM	0:00:04	0	0	0	11	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:19 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:22 PM	0:00:02	0	0	0	12	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:24 PM	0:00:03	0	0	0	10	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:27 PM	0:00:03	0	0	0	11	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:30 PM	0:00:02	0	0	0	13	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:32 PM	0:00:02	0	0	0	9	0	0	0	0	0	0	0	
Othr	4601 - 4601 N PARK AVE	0	3:46:34 PM	0:00:47	0	0	0	11	0	0	0	0	0	0	0	
	RELAY TIME		3:47:21 PM	0:05:41												
	TRAVEL FROM		3:53:02 PM	11:05:0												
				Totals:	-6:16:25	0	0	0	450	6	13	0	0	153	123	0

Non-Delivery Point Code Key

C - Collection Point D - Dismount R - Relay P - Park Point

Delivery Operations Information System (DOIS)
File Application Options Window Help

Workload Status | **Supervisor Workbench**

3999 Data Transfer


Records on Mainframe			Records on Workstation		
Route Number	Data Capture Date	Street Analysis Type	Route Number	Data Capture Date	Street Analysis Type
16001	01/01/1980	Full 3999	16001	01/01/1980	Full 3999
16001					
16001					
16001					
16001					
16002					
16002					
16002					
16002	10/30/2009	Full 3999			
16002	04/27/2010	Full 3999			
16003	04/21/1998	Full 3999			
16003	03/09/2006	Day of Inspection			
16003	05/30/2007	Full 3999			
16003	05/12/2008	Full 3999			
16003	06/05/2009	Full 3999			
16003	05/10/2010	Full 3999			

DOIS

You are about to transfer a new 3999 to the mainframe. The selected date is **01/01/1980** and must not already exist on the mainframe for this route number. Is the above data capture date correct?

16005	8:05	N	ALL	
16006	8:08	N	ALL	

Current User: SUPERVISOR
 Current Unit: FOREST GROVE, 97116
 Change Delivery Unit



Delivery Operations Information System (DOIS)
File Application Options Window Help

Workload Status | **Supervisor Workbench**

3999 Data Transfer

Records on Mainframe

	Route Number	Data Capture Date	Street Analysis Type
▶	16001	04/21/1998	Full 3999
	16001	03/09/2006	Day of Inspection
	16001	06/15/2007	Full 3999
	16001	05/07/2009	Full 3999
	16001	05/07/2010	Full 3999
	16002	04/21/1998	Full 3999
	16002	03/06/2006	Day of Inspection
	16002	06/21/2007	Full 3999
	16002	05/08/2009	Full 3999
	16002	10/30/2009	Full 3999
	16002	04/27/2010	Full 3999
	16003	04/21/1998	Full 3999
	16003	03/09/2006	Day of Inspection
	16003	05/30/2007	Full 3999
	16003	05/12/2008	Full 3999
	16003	06/05/2009	Full 3999
	16003	05/10/2010	Full 3999

Transfer to Workstation

Records on Workstation


	Route Number	Data Capture Date	Street Analysis Type
▶	16001	01/01/1980	Full 3999
	16001	04/21/1998	Full 3999

DOIS Go to the 3999 Data Capture Summary to correct the date! OK

16005	8:05 N	ALL
16006	8:08 N	ALL

Current User: SUPERVISOR
Current Unit: FOREST GROVE, 97116

Change Delivery Unit



Delivery Operations Information System (DOIS)
 File Application Options Window Help

Workload Status Supervisor Workbench

3999 Data Capture / Summary

Route Number: 16001 Data Capture Date: 01/01/1980 Street Analysis Type: Full 3999

3999 Data Capture | 3999 Data Summary | 3999 Function Analysis

	Delivery Method	Block Number and Street Name	Trvl Pat	Enter Block	Actual Time	Res other	Res curb	Res ndcbu	Res cent	Res made	Bus other	Bus curb	Bus ndcbu	Bus cent	Bus made	Det po /npu
▶	Othr	1601 - 1699 CEDAR ST	O	12:06:38 PM	0:00:03	2	0	0	0	2	0	0	0	0	0	0
	Othr	1629 - 1629 CEDAR ST	O	12:06:41 PM	0:00:02	3	0	0	0	3	0	0	0	0	0	0
	Othr	1601 - 1699 CEDAR ST	O	12:06:43 PM	0:00:01	2	0	0	0	2	0	0	0	0	0	0
	Othr	1600 - 1698 CEDAR ST	E	12:06:44 PM	0:00:09	11	0	0	0	11	0	0	0	0	0	0
	Othr	1601 - 1699 BIRCH ST	O	12:06:53 PM	0:00:22	7	0	0	0	7	0	0	0	0	0	0
	Othr	1644 - 1644 BIRCH ST	E	12:07:15 PM	0:00:18	4	0	0	0	4	0	0	0	0	0	0
	Curb	1600 - 1698 BIRCH ST	E	12:07:33 PM	0:00:23	8	0	0	0	8	0	0	0	0	0	0
	P&L	2101 - 2199 16TH AVE	O	12:07:56 PM	0:00:24	4	0	0	0	4	0	0	0	0	0	0
	P&L	2100 - 2198 16TH AVE	E	12:08:20 PM	0:00:07	5	0	0	0	5	0	0	0	0	0	0
	Dism	1500 - 1598 BIRCH ST	E	12:08:27 PM	0:00:19	3	0	0	0	3	0	0	0	0	0	0
	Dism	2200 - 2298 15TH AVE	E	12:08:46 PM	0:00:01	2	0	0	0	2	0	0	0	0	0	0
	Dism	2201 - 2299 15TH AVE	O	12:08:47 PM	0:00:01	1	0	0	0	1	0	0	0	0	0	0
	Dism	1501 - 1599 BIRCH ST	O	12:08:48 PM	0:00:01	2	0	0	0	2	0	0	0	0	0	0
	Dism	2200 - 2298 16TH AVE	E	12:08:49 PM	0:00:02	6	0	0	0	6	0	0	0	0	0	0
	Dism	2201 - 2299 16TH AVE	O	12:08:51 PM	0:00:02	6	0	0	0	6	0	0	0	0	0	0
Totals:					0:04:33	109	0	6	0	112	0	0	0	0	0	0

Non-Delivery Point Code Key

C - Collection Point D - Dismount R - Relay P - Park Point

DOIS 3999 Data Report

Manager's Link

Midnight Scans by Week FY10
Updated on 7 Sep 2010.

3999s by Week FY10
Updated on 7 Sep 2010.

3999 Data Reports

Every active route's data from the latest full or DOI 3999, grouped by area. For better response, please download the file for your area before opening.

Data as of 7 Sep 2010

- Northeast
- Eastern
- Western
- Pacific
- Southwest
- Southeast
- Great Lakes
- Capital Metro

J	K	L	M	N	O	P	Q	R	S	T	U	V	W	
D	E	F	G	H	I	J	K	L	M	N	O	P	Q	
Pivot Plan 3999 Sync Report Information									RBI	3999 Summary Analysis				
Route	Dlv Code	Last Adj Date	Date of Last 3999	Date of Pivot Plan	3999 Older Than Last Adj.	3999 Older Than One Year	Missing 3999	3999 Newer Than Pivot Plan	Base Street Time (H.HH)	Gross 3999 Time (H.HH)	Net 3999 Time (H.HH)	Sector Segment Time (H.HH)	Total Allied Time (H.HH)	LT (H.HH)
001	04	8/7/2010	5/25/2010	2/22/2010	Y	N	N	Y	5.92	5.93	5.86	3.81	2.12	0
002	01	8/7/2010	5/26/2010	2/22/2010	Y	N	N	Y	6.05	6.07	6.03	4.85	1.22	0
003	02	8/7/2010	5/25/2010	2/22/2010	Y	N	N	Y	6.48	6.22	5.92	4.51	1.71	0
004	04	8/7/2010	6/16/2010	7/1/2010	Y	N	N	N	5.95	6.13	6.13	4.56	1.57	0
005	04	8/7/2010	5/27/2010	2/27/2010	Y	N	N	Y	5.83	6.99	6.25	4.03	2.96	0
006	03	8/7/2010	5/26/2010	2/27/2010	Y	N	N	Y	2.33	2.89	2.89	2.12	0.77	0
011	04	2/27/2010	10/20/2009	7/8/2010	Y	N	N	N	6.28	5.64	5.63	3.85	1.79	0
018	04	2/27/2010	10/5/2009	7/8/2010	Y	N	N	N	6.53	7.65	5.80	3.71	3.94	0
025	04	2/27/2010	10/30/2009	7/8/2010	Y	N	N	N	6.32	5.88	5.88	4.08	1.79	0
031	01	2/27/2010	5/13/2010	7/8/2010	N	N	N	N	5.76	6.04	5.78	4.36	1.67	0
033	04	2/27/2010	3/18/2010	7/8/2010	N	N	N	N	6.20	6.08	6.08	3.82	2.26	0
036	04	2/27/2010	11/13/2009	7/8/2010	Y	N	N	N	6.00	5.88	5.83	4.41	1.48	0
039	04	2/27/2010	11/2/2009	7/8/2010	Y	N	N	N	6.17	6.19	6.13	4.45	1.74	0
040	04	2/27/2010	10/31/2009	7/8/2010	Y	N	N	N	6.09	6.07	6.07	4.55	1.52	0
041	04	2/27/2010	5/26/2010	7/8/2010	N	N	N	N	6.14	6.70	6.34	4.50	2.20	0
043	02	2/27/2010	8/5/2010	7/8/2010	N	N	N	Y	6.04	5.14	5.14	4.02	1.12	0
045	04	2/27/2010	10/28/2009	7/8/2010	Y	N	N	N	6.08	6.19	6.08	4.30	1.89	0
046	04	2/27/2010	4/10/2010	6/11/2010	N	N	N	N	6.09	5.74	5.74	3.69	2.05	0
047	04	2/27/2010	8/4/2010	7/8/2010	N	N	N	Y	6.00	5.85	5.85	4.60	1.25	0
048	04	2/27/2010	4/13/2010	7/8/2010	N	N	N	N	6.23	5.48	5.45	3.40	2.08	0
053	04	2/27/2010	10/21/2009	7/8/2010	Y	N	N	N	5.80	5.89	5.87	3.98	1.91	0
054	02	8/7/2010	5/3/2010	9/2/2010	Y	N	N	N	5.78	6.33	6.21	4.44	1.90	0
055	04	2/27/2010	5/5/2010	7/8/2010	N	N	N	N	6.33	6.19	6.19	4.98	1.21	0

J	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
D	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
		Function Analysis											
Route	Lunch Time (H.HH)	Relay Count	Total Relay Time (H.HH)	Avg. Minutes Per Relay (M.HH)	Travel To Time (H.HH)	Travel From Time (H.HH)	Vehicle Load Time (H.HH)	Vehicle Unload Time (H.HH)	Other Street Time (H.HH)	Non-recurring Street Time (H.HH)	Travel Within Time (H.HH)	Acct. Time (H.HH)	Parcel Time (H.HH)
001	0.50	29	0.38	0.78	0.05	0.21	0.23	0.08	1.09	0.08	0.65	0.03	0.06
002	0.51	2	0.04	1.15	0.09	0.10	0.22	0.24	0.41	0.11	0.00	0.07	0.00
003	0.23	4	0.09	1.40	0.08	0.10	0.38	0.32	0.44	0.30	0.13	0.04	0.00
004	0.46	3	0.06	1.21	0.14	0.15	0.23	0.13	0.56	0.30	0.05	0.02	0.12
005	0.49	6	0.18	1.83	0.18	0.20	0.30	0.19	1.11	0.81	0.66	0.01	0.14
006	0.00	2	0.03	0.92	0.09	0.12	0.18	0.04	0.32	0.00	0.07	0.02	0.00
011	0.50	15	0.40	1.60	0.27	0.22	0.12	0.09	0.65	0.04	0.09	0.06	0.11
018	0.21	5	0.16	1.89	0.17	0.17	0.21	0.26	1.01	1.95	0.40	0.07	0.11
025	0.49	7	0.18	1.55	0.16	0.16	0.14	0.18	0.94	0.04	0.58	0.05	0.00
031	0.00	4	0.07	1.02	0.03	0.13	0.33	0.11	0.71	0.31	0.08	0.10	0.13
033	0.00	18	0.32	1.08	0.22	0.20	0.17	0.10	1.09	0.16	0.54	0.03	0.03
036	0.50	21	0.30	0.86	0.17	0.14	0.23	0.10	0.41	0.11	0.17	0.03	0.05
039	0.48	8	0.24	1.80	0.17	0.23	0.17	0.15	0.67	0.10	0.24	0.05	0.07
040	0.50	16	0.24	0.89	0.22	0.21	0.16	0.12	0.51	0.08	0.07	0.00	0.06
041	0.50	17	0.35	1.24	0.22	0.19	0.27	0.04	0.71	0.42	0.38	0.01	0.02
043	0.00	1	0.02	1.24	0.14	0.37	0.13	0.00	0.47	0.00	0.05	0.05	0.02
045	0.48	2	0.03	0.86	0.21	0.17	0.15	0.16	0.94	0.23	0.27	0.26	0.04
046	0.50	22	0.30	0.82	0.12	0.20	0.17	0.09	1.14	0.03	0.52	0.00	0.15
047	0.42	1	0.07	4.07	0.19	0.25	0.19	0.03	0.52	0.00	0.23	0.00	0.03
048	0.50	24	0.50	1.24	0.11	0.21	0.21	0.12	0.86	0.07	0.45	0.05	0.01
053	0.50	12	0.31	1.57	0.23	0.20	0.16	0.08	0.68	0.24	0.15	0.04	0.05
054	0.46	8	0.18	1.37	0.11	0.22	0.18	0.08	1.00	0.13	0.68	0.06	0.02
055	0.51	5	0.08	0.95	0.07	0.16	0.19	0.17	0.54	0.00	0.15	0.00	0.15

J	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS	AT
D	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN
Total Allied Time													
Other Street Time										Non-Recurr			
Route	Travel Within Time (H.HH)	Acct. Time (H.HH)	Parcel Time (H.HH)	Street Break Time (H.HH)	Collection Time (H.HH)	Deadhead Time (H.HH)	Personal Needs Time (H.HH)	Customer Contact Time (H.HH)	Gas Vehicle Time (H.HH)	Backtrack Time (H.HH)	Animal Inter. Time (H.HH)	Wait Relay Time (H.HH)	Wait Trans. Time (H.HH)
001	0.65	0.03	0.06	0.17	0.04	0.05	0.00	0.01	0.08	0.00	0.00	0.00	0.00
002	0.00	0.07	0.00	0.12	0.00	0.00	0.22	0.00	0.00	0.00	0.00	0.00	0.00
003	0.13	0.04	0.00	0.17	0.00	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00
004	0.05	0.02	0.12	0.17	0.08	0.00	0.07	0.00	0.05	0.07	0.00	0.00	0.00
005	0.66	0.01	0.14	0.17	0.02	0.00	0.11	0.00	0.00	0.06	0.00	0.00	0.00
006	0.07	0.02	0.00	0.17	0.00	0.00	0.06	0.00	0.00	0.00	0.00	0.00	0.00
011	0.09	0.06	0.11	0.17	0.00	0.00	0.21	0.00	0.00	0.00	0.00	0.00	0.00
018	0.40	0.07	0.11	0.17	0.17	0.00	0.10	0.00	0.00	0.00	0.00	0.00	0.00
025	0.58	0.05	0.00	0.15	0.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
031	0.08	0.10	0.13	0.17	0.00	0.00	0.23	0.00	0.00	0.00	0.00	0.00	0.00
033	0.54	0.03	0.03	0.17	0.00	0.10	0.09	0.06	0.06	0.00	0.00	0.00	0.00
036	0.17	0.03	0.05	0.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
039	0.24	0.05	0.07	0.17	0.07	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00
040	0.07	0.00	0.06	0.17	0.02	0.00	0.19	0.00	0.00	0.00	0.00	0.00	0.00
041	0.38	0.01	0.02	0.17	0.00	0.00	0.12	0.00	0.00	0.00	0.00	0.00	0.00
043	0.05	0.05	0.02	0.17	0.00	0.00	0.17	0.00	0.00	0.00	0.00	0.00	0.00
045	0.27	0.26	0.04	0.16	0.05	0.00	0.04	0.04	0.08	0.00	0.00	0.00	0.00
046	0.52	0.00	0.15	0.17	0.00	0.15	0.14	0.01	0.00	0.01	0.00	0.00	0.00
047	0.23	0.00	0.03	0.10	0.00	0.00	0.16	0.00	0.00	0.00	0.00	0.00	0.00
048	0.45	0.05	0.01	0.17	0.00	0.08	0.08	0.01	0.00	0.01	0.00	0.02	0.00
053	0.15	0.04	0.05	0.17	0.00	0.00	0.27	0.00	0.00	0.00	0.00	0.00	0.00
054	0.68	0.06	0.02	0.17	0.00	0.00	0.03	0.00	0.04	0.00	0.00	0.00	0.00
055	0.15	0.00	0.15	0.16	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00

Questions and Answers

