

Joint Alternate Route Adjustment Process

Evaluation Consultation Script

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The NALC and the USPS have developed a Joint Alternate Route Adjustment Process to jointly evaluate and adjust routes to as near as eight hours as possible.

The evaluation process consists of data analysis and input from the regular carrier on the route. After reviewing the input from the regular carrier and the data, decisions regarding the evaluation and adjustment of the routes will be made jointly by a district team consisting of a letter carrier representative selected by the NALC, and a management representative selected by the USPS.

To ensure that the data is accurate and reliable, we were asked by the district team to identify any issues we may have in this office with the integrity of the data being reviewed, so that they can be sure the office and street times for the routes are properly recorded prior to their data analysis.

We were also asked to conduct this consultation with you so that we can obtain your input regarding the office and street value of the route, and any suggestions you have regarding any possible transfers of territory or other potential adjustments, if needed.

Once you have had an opportunity to provide your input on the value of the route and potential adjustments, we will then share with you the results of the data they will use, along with your input, to determine the evaluated office and street time for the route. This will also give you an opportunity to comment on any of the data they will consider in the evaluation.

We will then send your input, recommendations, and comments back to the district team so they can jointly determine the evaluated office and street time of the route based on the results of both this carrier consultation and their data analysis.

Prior to any final adjustment decisions being made, we will be conducting a second carrier consultation with you to explain and obtain your feedback regarding any proposed adjustments to the route from the district team. After consideration of your comments regarding the proposed adjustments, the district team will jointly decide on the final adjustments and provide you with the results.

After the final adjustments are implemented, the district team will jointly revisit the adjustments to ensure that the routes are adjusted to as near eight hours as possible.

At this point we would like you to tell us what you believe the average office time and street time is for the route on a representative day. Keep in mind that your input may differ from the data we will be sharing with you since the data analysis includes your actual office and street times, including auxiliary assistance, for the **month(s) of** _____, as well as a review of the route's base data, a PS Form 3999, and an estimated office standard for the same period.

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Route # _____ **Carrier** _____ **Date** _____

Carrier's Input - Average Office Time _____

Carrier's Input - Average Street Time _____

Carrier's Other Comments on Route Value:

Carrier's Comments on Potential Adjustments

Thank you for your input. Now let's review the other data that the District team will consider in determining the evaluation of the route

The actual average office and street times data is for days that you were on the route during the **months of** _____, and it includes any auxiliary assistance you may have received. Additionally, the team deleted any days which appeared to include any volume, office, or street anomalies.

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An estimated standard office time for the route was also calculated, using the route's average cased volume for the stated months, and a minimum fixed office time of either 33 or 43 minutes. This data was applied to the casing/pull-down standards of 18, 8, and 70 pieces per minute and FOT to determine this estimated standard.

Actual Average Office time	
Estimated Office Standard	
Fixed Office time	
Base Fixed Office time	
Actual Average Cased Letters	
Actual Average Cased Flats	
Actual Average Street Time	
Base Street Time	
PS Form 3999 Street Time	

Your base street time is the street time from the last route adjustment implemented on _____.

Your base Fixed Office Time is the FOT from the last route adjustment implemented on _____.

Additionally, the most current PS Form 3999 on file was conducted with carrier _____,

on (day of week) _____ - (date) _____.

Please provide any comments regarding the above data:

We will provide you with a copy of this completed form/script before we leave today. We will be conducting another consultation with you in the next few weeks, to obtain your feedback regarding the final evaluation of, and proposed adjustments (if any) to the route. Between now and then, the District Evaluation and Adjustment Team will jointly determine the evaluated office and street time of the route. They will then jointly propose any necessary route adjustments based on their agreement of both the evaluated times and any optimizing of the route structure proposed manually or through the Carrier Optimal Routing (COR) process.

The Local Office Contacts may use the space below to comment on any of the feedback provided by the carrier: If a carrier did not provide feedback, please mark this box accordingly.

Initial Consultation conducted by Local Office Contacts:

USPS (name) _____ NALC (name) _____

signature _____ signature _____

Date _____