

# USPS/NALC

## Joint Alternate Route Adjustment Process and Resource Guide

Training Guide  
May 2010

| <b>Item</b> | <b>Description</b>  |
|-------------|---|
| 1           | 04/29/10 JARAP MOU  |
| 2           | 04/29/10 Deliver Routes not Finalized MOU                         |
| 3           | 04/29/10 Alternate Evaluation and Adjustment Processes MOU        |
| 4           | 04/30/10 JARAP Guidelines   |
| 5           | JARAP PowerPoint Presentation                                     |
| 6           | Steward, Standby and Meeting Time Report                          |
| 7           | TAC100R2 v2.002 Operation Summary Report                          |
| 8           | Flash Report  |
| 9           | MODS Operation Numbers Listing                                    |
| 10          | Unit Stand-up Talk  |
| 11          | Local Contact Duties/Responsibilities                             |
| 12          | Carrier Consultation Script – Evaluation                          |
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| 14          | Instructions for obtaining a 3999 Audit Trail Report through DOIS |
| 15          | COR Presentation (Resource Document)                              |

The above list represents training and resource material related to the May 2010 Joint Alternate Route Adjustment Process training.



Alan S. Moore  
Manager, Labor Relations  
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Dale P. Hart  
Director  
National Association of  
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**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: **Joint Alternate Route Adjustment Process 2010**

In accordance with the Memorandum of Understanding (MOU) Re: *Alternate Route Evaluation Process*, the parties agree to the following:

The National Association of Letter Carriers, AFL-CIO (NALC) and United States Postal Service (USPS) recognize the importance of maintaining routes in proper adjustment throughout the year. The parties agree that in a stable and consistent mail volume environment, a historical review of data over a longer period would be preferred and the parties will continue to pursue a permanent process which encompasses the regular carrier's office and street time.

The parties further agree that certain conditions may require that the review period be of a shorter and more recent duration for the evaluation to be representative of the current mail volume environment.

The current environment has resulted in a significant and continued decline in mail volume over recent months. Therefore, the parties agree to the following Joint Alternate Route Adjustment Process to be used on selected routes/zones for 2010.

If mail volume continues to decline during the life of the current National Agreement, the parties agree to evaluate and adjust city delivery routes through a new jointly developed expedited evaluation and adjustment process, unless the parties mutually agree to use the Joint Alternate Route Adjustment Process outlined in this Memorandum of Understanding. Additionally, if annual mail volume increases during the remaining term of the National Agreement, city delivery routes will be evaluated and adjusted in accordance with the expedited process agreed to pursuant to this paragraph.

**Joint Alternate Route Adjustment Process**

1. The parties will appoint a joint NALC/USPS route evaluation team(s) in each District who will be used to implement the methodology outlined below (with the NALC team member compensated on a no loss, no gain basis). In Districts with more than one team, a lead team will be established. The evaluation team(s) will be responsible for data analysis, route evaluation and adjustment, and an oversight of jointly conducted carrier consultations. The NALC representative(s) on the evaluation team(s) will be appointed by the National NALC President while the USPS representative(s) will be selected by the District Manager.
2. Each member of the District Lead Team may select routes/zones for evaluation. The following periods will be used for evaluation, analysis, and implementation, unless the District Evaluation and Adjustment Team mutually agree to use a different period.

| Evaluation Period | Analysis Start Date | Implementation Period |
|-------------------|---------------------|-----------------------|
| March/April       | May 1               | May 1–July 31         |
| April/May         | June 1              | June 1–August 15      |

3. The District Lead Team will use the following period to review the evaluations and adjustments conducted pursuant to paragraph 2 above, unless the District Evaluation and Adjustment Team mutually agrees to select a different period.

The District Lead Team will review the Route Review Reports for the time frame below to jointly determine if the routes/zones are in proper adjustment. If the team determines that all previously evaluated routes within a zone are properly adjusted, no further action is required. If the District Lead Team determines otherwise, a District Evaluation and Adjustment Team will be assigned to complete an evaluation of the routes/zone using the below period, unless the District Lead Team mutually agrees that only small changes need to be made. In such case, the District Lead Team may initiate changes based on available data.

| Evaluation Period    | Analysis Start Date | Implementation Period    |
|----------------------|---------------------|--------------------------|
| September–October 15 | October 18          | October 18–February 28 * |

\*No adjustments will be implemented between November 15 and January 1.

### DATA ANALYSIS

#### Data Integrity

Data integrity issues will be addressed prior to any analysis and adjustments. Such issues include, but are not limited to, amended clock rings, work hour transfers, and designation of work hour codes.

#### Volume for the Selected Period by Route

- o Cased Letters
- o Cased Flats

#### Office Evaluation

The District Evaluation and Adjustment Team will select from the lesser of the following for the data analysis review period when determining the evaluated office time on each route:

1. The regular carrier’s actual average total office time (which includes any auxiliary assistance and anomaly adjustments) for the data analysis review period, or
2. The estimated standard for the route using the average cased volume (which includes any anomaly adjustments) on the route for the data analysis review period. The adjusted estimated standard is the sum of the following:
  - the average cased letters divided by 18, plus
  - the average cased flats divided by 8, plus
  - the average cased letters and flats divided by 70, plus
  - the fixed office time (while the minimum FOT of 33/43 is normally used, the team should review the route’s base FOT and the carrier’s input to ensure that the FOT selected is representative of the route). If necessary, the team can request that specific elements of fixed office time be observed and recorded.

The District Evaluation and Adjustment Team will consider feedback from the carrier's initial consultation regarding the route's office time, and regarding the above components used for the data analysis review period to ensure that the office time selected is representative of the route.

### **Street Evaluation**

The District Evaluation and Adjustment Team will consider the following when determining the evaluated street time on each route:

- A) The regular carrier's actual average total street time (which includes any auxiliary assistance and anomaly adjustments) for the data analysis review period.
- B) A valid base street time and a representative PS Form 3999 for the route.
- C) Feedback from the carrier initial consultation regarding the route's street time, and regarding the above data to ensure that the street time selected is representative of the route.

### **Replacement Carriers**

All actual office and street time data used will be based on the performance of the regular carrier as described above. On vacant routes or routes where the data for the regular carrier is not available for the analysis period, the parties may use the data from a mutually agreed to replacement carrier.

### **Consultations**

Joint consultations will be conducted with each carrier to obtain his/her input regarding the evaluation and proposed adjustments. No adjustment will be finalized until after the carrier consultations have taken place.

### **Adjustments**

The teams will be guided by sections 243.21.b, 243.22, & 243.23 of Handbook M-39 when adjusting routes.

A current PS Form 3999 will be used by the District Team to determine the street value of territory transferred.

The associated office time for the territory transferred will be jointly determined using any of the methods in the M-39 section 243.316.b.

In any unit where the team determines that the number of routes will be reduced, preference should be given to selecting auxiliary routes, vacant routes, and then routes held by junior carriers, provided such selections are efficient and effective. Additionally, carrier seniority should be considered when excessive route changes are anticipated, provided such consideration does not adversely affect the efficiency or effectiveness of the adjustments.

When available, Carrier Optimal Routing will be jointly used by the District Evaluation and Adjustment Team as a tool for route optimization and adjustment.

This agreement is without prejudice to the position of either party in this or any other matter. The procedures described in this agreement will be utilized solely for the purpose of implementing the Joint Alternate Route Adjustment Process, and may be cited only for purposes of enforcing the terms of the agreement. Termination of this agreement pursuant to the paragraph below shall not

affect completion of the Joint Alternate Route Adjustment Process or invalidate any adjustments made as a result of that process.

Either party may terminate this agreement if; 1) the Postal Service implements a route adjustment process other than as provided by this agreement, pursuant to Section 271 of Handbook M-39, or by mutual agreement; 2) the Memorandum of Understanding Re: *Assignment of City Delivery* is terminated pursuant to the last paragraph of that Memorandum of Understanding; 3) either party fails in good faith to live up to its obligations under the Memorandum of Understanding Re: *Assignment of City Delivery* or 4) the Memorandum of Understanding Re: *Assignment of City Delivery* is invalidated, in whole or in part, by a decision of an arbitrator, a court, the National Labor Relations Board or by any other forum.



Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service



Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date 4-29-10

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: Delivery Units Not Finalized Under MIARAP 2009

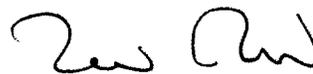
The National Association of Letter Carriers, AFL-CIO and United States Postal Service agree to use the following process to evaluate and adjust routes in zones that completed the initial carrier consultation and agreed to route evaluation times during the fall 2009 Modified Interim Alternate Route Adjustment Process (MIARAP) evaluation period, but did not implement the results because the implementation period expired:

- All routes in each zone will be evaluated using two months of data—the month used for the fall 2009 evaluation and March 2010.
- The routes will be evaluated and necessary adjustments implemented using the *Joint Alternate Route Adjustment Process 2010 (JARAP)*.
- For the purposes of JARAP, the analysis start date is the date of this agreement and the implementation period is May 1 through July 31.
- The evaluation and adjustment of these routes will be given priority over the evaluation and adjustment of other routes/zones.

This agreement is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms.



Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service



Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date 4-29-10

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: Alternative Evaluation and Adjustment Processes

The National Association of Letter Carriers, AFL-CIO (NALC) and United States Postal Service have a mutual interest in exploring new and innovative methods for maintaining routes in proper adjustment throughout the year in an efficient and effective manner. To that end, the parties agree to the following for locally developed route evaluation and adjustment processes:

- The local parties may jointly submit a locally developed alternate route evaluation and adjustment process to the NALC National President and the Postal Service Vice President, Labor Relations.
- A submitted proposal must include a cover letter signed by the NALC Branch President and the Postal Service Installation Head, and must provide a detailed explanation of the process.
- If the proposal is jointly agreed to by the national parties, the local parties will be notified regarding implementation.

This agreement expires on December 31, 2010 and is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms.



Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service



Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date 4-29-10

April 30, 2010

**Joint Alternate Route Adjustment Process – 2010**

This jointly-developed document provides the mutual understanding of the national parties on issues related to the Memorandum of Understanding, *Re: Joint Alternate Route Adjustment Process - 2010*. It is intended for use by the parties at all levels in properly applying the terms of the Joint Alternate Route Adjustment Process.



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Alan S. Moore  
Manager, Labor Relations  
Policy and Programs  
U.S. Postal Service



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Dale P. Hart  
Director  
National Association of  
Letter Carriers, AFL-CIO

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

**Re: Joint Alternate Route Adjustment Process 2010**

In accordance with the Memorandum of Understanding (MOU) Re: *Alternate Route Evaluation Process*, the parties agree to the following:

The National Association of Letter Carriers, AFL-CIO (NALC) and United States Postal Service (USPS) recognize the importance of maintaining routes in proper adjustment throughout the year. The parties agree that in a stable and consistent mail volume environment, a historical review of data over a longer period would be preferred and the parties will continue to pursue a permanent process which encompasses the regular carrier's office and street time.

The parties further agree that certain conditions may require that the review period be of a shorter and more recent duration for the evaluation to be representative of the current mail volume environment.

The current environment has resulted in a significant and continued decline in mail volume over recent months. Therefore, the parties agree to the following Joint Alternate Route Adjustment Process to be used on selected routes/zones for 2010.

If mail volume continues to decline during the life of the current National Agreement, the parties agree to evaluate and adjust city delivery routes through a new jointly developed expedited evaluation and adjustment process, unless the parties mutually agree to use the Joint Alternate Route Adjustment Process outlined in this Memorandum of Understanding. Additionally, if annual mail volume increases during the remaining term of the National Agreement, city delivery routes will be evaluated and adjusted in accordance with the expedited process agreed to pursuant to this paragraph.

**Joint Alternate Route Adjustment Process**

1. The parties will appoint a joint NALC/USPS route evaluation team(s) in each District who will be used to implement the methodology outlined below (with the NALC team member compensated on a no loss, no gain basis). In Districts with more than one team, a lead team will be established. The evaluation team(s) will be responsible for data analysis, route evaluation and adjustment, and an oversight of jointly conducted carrier consultations. The NALC representative(s) on the evaluation team(s) will be appointed by the National NALC President while the USPS representative(s) will be selected by the District Manager.

**Structure**

**National Oversight Team** - The members of the National Oversight Team will oversee the process and resolve issues referred by the Area/Regional Teams. The National Oversight Team will provide training on the process to the Area/Regional Teams and oversee training for District Lead Teams and District Evaluation and Adjustment Teams.

The National Parties are responsible for jointly developing all training material used in conjunction with training sessions attended by the Regional Area Teams, District Lead Teams and District Evaluation and Adjustment Teams.

**Area/Regional Teams** - Area/Regional Teams will consist of the NALC National Business Agent (NBA) or his/her designee from each NALC region and the Area Managers Delivery Programs Support or his/her designee from each Postal Service Area. It will be the responsibility of each Area/Regional Team to monitor the process, determine the number of district teams needed, and resolve issues advanced by the District Lead Teams. Any issue that cannot be resolved by the Area/Regional Team will be referred to the National Oversight Team within three working days of receipt of the issue. The Area/Regional Team will regularly communicate with both District Lead Teams and the National Oversight Team. The Area/Regional Teams will provide training on the Evaluation and Adjustment Process to the District Lead Teams and to the District Evaluation and Adjustment Teams. Such training should be provided in-person; however, the parties recognize and agree that there will be situations where in-person training is not efficient and economical.

Anticipated changes to the representatives on the District Lead Team or the District Evaluation and Adjustment Team must first be jointly discussed with the Area/Regional Team.

**District Lead Teams** - There will be one lead team in each district. The District Lead Team is responsible for the following:

- Overseeing both the process and District Evaluation and Adjustment Teams within its district.
- Selecting routes/zones for evaluation and determining the number of the selected routes/zones that will be adjusted using Carrier Optimal Routing (COR). This information will be used to make recommendation to Area/Regional Team on the number of District Evaluation and Adjustment Teams and other resources needed to timely complete evaluations and adjustments.
- Determining which routes/zones are reevaluated during the September/October period.
- When COR is used for adjustments, the District Lead Team will, after coordinating with a district office designee, schedule COR technicians, make sure that valid PS Form 3999s are available, and ensure that necessary travel time validations are completed so as there are no delays in scheduled evaluations or adjustments.
- Determine the number of District Evaluation and Adjustment Teams necessary to complete evaluation and adjustments within the JARAP time frame and provide that information to the Area/Regional Team.
- Prioritizing and scheduling evaluations and adjustments so that all necessary adjustments can be completed in a timely manner.
- Providing evaluation and adjustment schedules to the Area/Regional Teams.
- Resolving issues advanced by a District Evaluation and Adjustment Team and referring within two working days any unresolved issue.
- Assigning District Evaluation and Adjustment Teams to units and communicating with them at least weekly.

- Completing data entries that track the progress of each District Evaluation and Adjustment Team in all the units and compile the results of the evaluation and adjustment process by delivery unit, installation, and district, and forward this information to the Area/Regional and National Oversight Teams.
- Participating in training District Evaluation and Adjustment Teams on the evaluation and adjustment process. Such training should be provided in-person; however, the parties recognize and agree that there will be situations where in-person training is not efficient and economical.
- Ensuring that all base data entered into the Delivery Operations Information System (DOIS) is an accurate reflection of the agreed to adjustment.
- Ensure evaluations and adjustments are completed in a timely manner.
- Any delays in the process resulting from the unavailability of a District Lead Team or District Evaluation and Adjustment Team member will be immediately elevated to the Area/Regional Team.

**District Evaluation and Adjustment Teams** – District Evaluation and Adjustment Teams are responsible for the following:

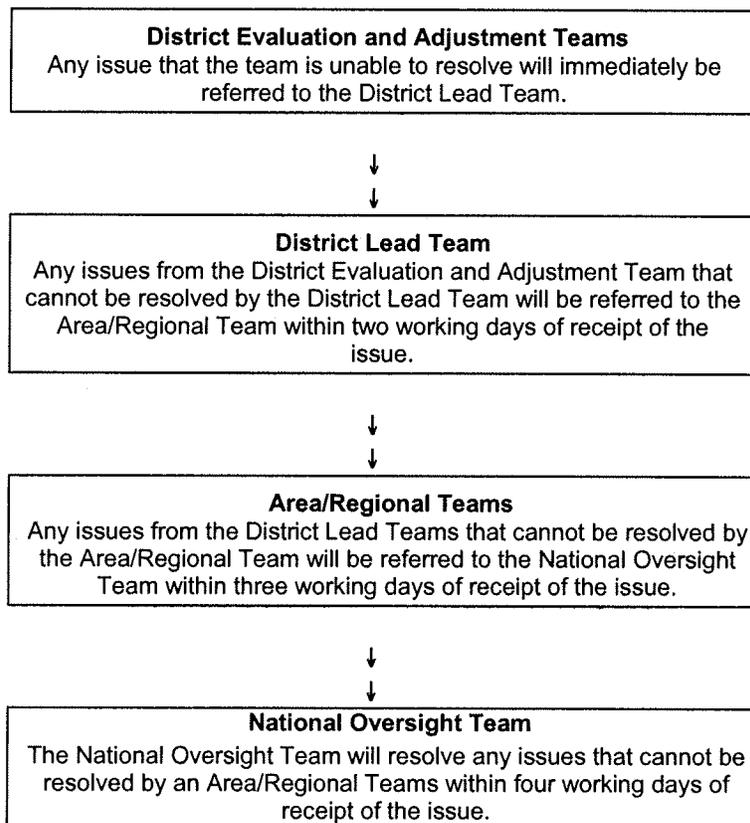
- Data analysis, route evaluation and adjustment, and oversight of jointly conducted carrier consultations.
- Maintaining ongoing communication with local office contacts to obtain information needed to evaluate and adjust the routes.
- Ensuring that local office consultations are completed by an assigned date. Failure by the local office contacts to meet the completion date will result in the immediate referral of this issue to the District Lead Team. District Evaluation and Adjustment Teams may conduct carrier consultations when necessary to ensure that the evaluation and adjustment process is completed in a timely manner.
- Review all available information for anomalies and potential data integrity issues. Should a data integrity issue be identified by the team, all reports related to that issue will be made available to the District Evaluation and Adjustment Team upon request.
- Upon assignment to a delivery unit, the District Evaluation and Adjustment Team should immediately advise their Local Office Contacts that they need current representative PS Forms 3999 for the purpose of moving territory, if necessary, during adjustments. Such PS Form 3999 will be completed as soon as practicable.
- Consider all information provided including actual times, base time, PS Form 3999s, fixed office times, mail volumes and carrier comments to come up with an evaluated time and adjust the routes if needed.
- Should a District Evaluation and Adjustment Team be unable to resolve any issue, the matter must immediately be referred to the District Lead Team.
- Forward to the District Lead Team copies of all data and adjustments.
- Ensure the evaluation and adjustments are completed in a timely manner.
- Assign management and union representatives to present a nationally-developed standup talk to employees in a unit selected for this process.

**Local Office Contacts** - Local Office Contacts will be the Postmaster or designee and the Branch President or designee. The contacts will be provided information on their duties and responsibilities and discuss these tasks with their assigned District Evaluation and Adjustment Team, prior to performing Local Office Contact tasks.

The Local Office Contacts are responsible for notifying their designated District Evaluation and Adjustment Team of any local issue relevant to route evaluation and adjustment, current or anticipated vacancies, or any potential data integrity issues. Local Office Contacts will provide seniority lists and information regarding replacement carriers. Local Office Contacts will advise the District Evaluation and Adjustment Team if there is a reason the selected review periods may not be valid for evaluation. Local Office Contacts will use a prepared script to conduct both the initial and the proposed adjustment consultations with the carriers. The Local Office Contacts should provide the District Evaluation and Adjustment Team comments regarding the feedback received from the carrier during consultations.

The District Lead Team may, by mutual agreement, assign additional tasks to a specific pair of Local Office Contacts, on an individual case by case basis. For example, the District Lead Team may agree to assign a specific Local Office Contact pair to determine how adjustments will be made in a specific unit.

### Issue Resolution



If both members of the District Lead Team question an evaluation and/or adjustment, they will discuss the proposed evaluation and/or adjustment with the District Evaluation and Adjustment Team in order to reach an accord. If they are able to do so, no further action is necessary. If an accord is not reached, the issue will be immediately forwarded to the Area/Regional Team for resolution.

2. Each member of the District Lead Team may select routes/zones for evaluation. The following periods will be used for evaluation, analysis, and implementation, unless the District Evaluation and Adjustment Team mutually agree to use a different period.

| <b>Evaluation Period</b> | <b>Analysis Start Date</b> | <b>Implementation Period</b> |
|--------------------------|----------------------------|------------------------------|
| March/April              | May 1                      | May 1–July 31                |
| April/May                | June 1                     | June 1–August 15             |

Selection of routes/zones for the March/April evaluation period must be made by May 21 and route/zone selection for the April/May evaluation period must be made by June 18. A route/zone may not be selected for evaluation for more than one evaluation period.

The District Lead Team will discuss the selection of routes/zones. The selection of routes within a zone is not complete until both team members have had the opportunity to make selections by the May 21/June 18 deadlines.

Any disagreement over whether a Flat Sequencing System (FSS) site may be selected for evaluation and adjustment pursuant to this agreement will be addressed by the parties at the national level.

The following addresses zones that did not finalize adjustments during the second MIARAP – 2009 evaluation and adjustment period.

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: Delivery Units Not Finalized Under MIARAP 2009

The National Association of Letter Carriers, AFL-CIO and United States Postal Service agree to use the following process to evaluate and adjust routes in zones that completed the initial carrier consultation and agreed to route evaluation times during the fall 2009 Modified Interim Alternate Route Adjustment Process (MIARAP) evaluation period, but did not implement the results because the implementation period expired:

- All routes in each zone will be evaluated using two months of data—the month used for the fall 2009 evaluation and March 2010.
- The routes will be evaluated and necessary adjustments implemented using the *Joint Alternate Route Adjustment Process 2010* (JARAP).
- For the purposes of JARAP, the analysis start date is the date of this agreement and the implementation period is May 1 through July 31.
- The evaluation and adjustment of these routes will be given priority over the evaluation and adjustment of other routes/zones.

This agreement is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms.

Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service

Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date: 4-29-10

- The District Lead Team will use the following period to review the evaluations and adjustments conducted pursuant to paragraph 2 above, unless the District Evaluation and Adjustment Team mutually agrees to select a different period.

The District Lead Team will review the Route Review Reports for the time frame below to jointly determine if the routes/zones are in proper adjustment. If the team determines that all previously evaluated routes within a zone are properly adjusted, no further action is required. If the District Lead Team determines otherwise, a District Evaluation and Adjustment Team will be assigned to complete an evaluation of the routes/zone using the below period, unless the District Lead Team mutually agrees that only small changes need to be made. In such case, the District Lead Team may initiate changes based on available data.

| Evaluation Period    | Analysis Start Date | Implementation Period    |
|----------------------|---------------------|--------------------------|
| September–October 15 | October 18          | October 18–February 28 * |

\*No adjustments will be implemented between November 15 and January 1.

If it is determined that several routes will likely need adjustment the District Lead Team may assign the evaluation/adjustment over to a District Evaluation and Adjustment Team for completion. The team completing the evaluation will use the methodology outlined in this agreement for those routes needing adjustments.

Evaluation and adjustment of collection and parcel post routes that do not include any casing and delivery of mail are not covered by this agreement. Evaluation and adjustment of these types of routes will be handled pursuant to the relevant provisions of Handbook M-39. However, when a collection or parcel post route includes the casing or delivery of mail, it is covered by this agreement. Additionally, when a collection or parcel post route that does not include casing and delivery of mail is going to be adjusted to include the casing or delivery of mail, the inspection paperwork will be given to the District Evaluation and Adjustment Team to include in their adjustment package under this process.

Evaluation and adjustment of city delivery routes in non-DOIS offices will use the following procedures except that PS Forms 3997 and 3921 will be used in place of the Workhour Workload Reports referenced below.

#### DATA ANALYSIS

##### Data Integrity

Data integrity issues will be addressed prior to any analysis and adjustments. Such issues include, but are not limited to, amended clock rings, work hour transfers, and designation of work hour codes.

It is in the best interests of the parties that data used for this process is accurate and reliable. Local Office Contacts should make the District Evaluation and Adjustment Team

aware of any issues they have with the integrity of the data resulting from such things as altered time records, MODS code changes, or work hour transfers. Additionally, the District Evaluation and Adjustment Team should review relevant reports for each delivery unit, including the "Flash Last 4 Weeks Report" and TACS100R2 v2.002 to determine if there are any data integrity issues. The team will review and address any such issues prior to completing any analysis or adjustment.

Any known operational changes should occur prior to the analysis period.

Analysis and evaluation spreadsheet formulas are established at the national level. No changes may be made to those formulas.

### **Anomalies**

District Evaluation and Adjustment Teams will review the Workhour Workload reports for each route to identify any erroneous volume, office time, or street time entries. Such errors may have resulted from work hours that were not transferred, or erroneously transferred, from one route to another, e.g. failure to properly track auxiliary assistance. The team should also look for delivered volume discrepancies on the regular carrier's non-scheduled day. Additionally, there could have been an erroneous volume entry. The team will exclude days which they agree may include errors, or days which they agree the entries are not representative of the normal range of volume, office time, or street time for that day on the route.

#### **Volume for the Selected Period by Route**

- Cased Letters
- Cased Flats

As indicated below, the cased volume will be used to calculate the Estimated Standard for each route which is then used in determining the office evaluation.

#### **Office Evaluation**

The District Evaluation and Adjustment Team will select from the lesser of the following for the data analysis review period when determining the evaluated office time on each route:

1. The regular carrier's actual average total office time (which includes any auxiliary assistance and anomaly adjustments) for the data analysis review period, or
2. The estimated standard for the route using the average cased volume (which includes any anomaly adjustments) on the route for the data analysis review period. The adjusted estimated standard is the sum of the following:
  - the average cased letters divided by 18, plus
  - the average cased flats divided by 8, plus
  - the average cased letters and flats divided by 70, plus
  - the fixed office time (while the minimum FOT of 33/43 is normally used, the team should review the route's base FOT and the carrier's input to ensure that the FOT selected is representative of the route). If necessary, the team can request that specific elements

of fixed office time be observed and recorded.

The District Evaluation and Adjustment Team will consider feedback from the carrier's initial consultation regarding the route's office time, and regarding the above components used for the data analysis review period to ensure that the office time selected is representative of the route.

When a dispute arises over any line item, the issue will be resolved by performing an 1838C to get a time value solely for the line item in question. FOT will not go below the base minimum for the line items utilized.

It is intended that the District Evaluation and Adjustment Team will use the resources described above to determine an evaluated office time which is representative of the route in the current mail volume environment. The District Evaluation and Adjustment Team should immediately refer any unresolved disputes regarding the evaluated office time to the District Lead Team.

#### **Street Evaluation**

The District Evaluation and Adjustment Team will consider the following when determining the evaluated street time on each route:

- A) The regular carrier's actual average total street time (which includes any auxiliary assistance and anomaly adjustments) for the data analysis review period.
- B) A valid base street time and a representative PS Form 3999 for the route.
- C) Feedback from the carrier initial consultation regarding the route's street time, and regarding the above data to ensure that the street time selected is representative of the route.

It is intended that the District Evaluation and Adjustment Team will use the resources described above to determine an evaluated street time which is representative of the route in the current mail volume environment. The District Evaluation and Adjustment Team should immediately refer any unresolved disputes regarding the evaluated street time to the District Lead Team.

#### **Replacement Carriers**

All actual office and street time data used will be based on the performance of the regular carrier as described above. On vacant routes or routes where the data for the regular carrier is not available for the analysis period, the parties may use the data from a mutually agreed to replacement carrier.

Prior to the data analysis, Local Office Contacts will advise the District Evaluation and Adjustment team of any routes that were vacant or did not have data available for the regular carrier during the data analysis review period. After discussion with the local parties, the team will decide whether data from a replacement carrier will be used.

### Consultations

Joint consultations will be conducted with each carrier to obtain his/her input regarding the evaluation and proposed adjustments. No adjustment will be finalized until after the carrier consultations have taken place.

If the regular city letter carrier requests a copy of the representative PS Form 3999 during the consultation, a copy will be provided to the city carrier by the District Evaluation and Adjustment Team as soon as practicable. If the city carrier has additional comments after reviewing PS Form 3999, such comments will be immediately forwarded to the District Evaluation and Adjustment Team for consideration in the evaluation and adjustment.

The following script and form will be used by the Local Office Contacts to conduct the initial consultation with each carrier. The District Evaluation and Adjustment Team will enter the bolded data elements into the script prior to sending the forms to the Local Office Contacts.

*The NALC and the USPS have developed an alternative 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.

**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.

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.

|                                     |  |
|-------------------------------------|--|
| <b>Actual Average Office time</b>   |  |
| <b>Estimated Office Standard</b>    |  |
| <b>Fixed Office time</b>            |  |
| <b>Base Fixed Office time</b>       |  |
| <b>Actual Average Cased Letters</b> |  |
| <b>Actual Average Cased Flats</b>   |  |
| <b>Actual Average Street Time</b>   |  |
| <b>Base Street Time</b>             |  |
| <b>PS Form 3999 Street Time</b>     |  |

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 \_\_\_\_\_

**Adjustments**

The teams will be guided by sections 243.21.b, 243.22, & 243.23 of Handbook M-39 when adjusting routes.

A current PS Form 3999 will be used by the District Team to determine the street value of territory transferred.

The associated office time for the territory transferred will be jointly determined using any of the methods in the M-39 section 243.316.b.

In any unit where the team determines that the number of routes will be reduced, preference should be given to selecting auxiliary routes, vacant routes, and then routes held by junior carriers, provided such selections are efficient and effective. Additionally, carrier seniority should be considered when excessive route changes are anticipated, provided such consideration does not adversely affect the efficiency or effectiveness of the adjustments.

Following an adjustment, management will complete a new PS Form 3999 for the route as soon as practicable.

Where jointly agreed to by the District Evaluation and Adjustment Team, another method to transfer office time under this agreement is an office factor based on the evaluated office time, possible deliveries, and FOT minus five minutes (for lines 8 to 13). The formula is: Evaluated office time minus the adjusted FOT (FOT - 5 minutes), divided by possible deliveries. This formula provides the time value that can be used to determine the amount of office time to transfer based on the number of deliveries being moved.

Handbook M-39

**243.21 Routes of More than 8 Hours**

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*243.21.b. Permanent relief may be provided by reducing carrier office or street time. Consider items such as additional segmentations, use of routers, hand-offs, relocating*

vehicle parking, withdrawal of mail by clerks or mailhandlers, providing a cart system for accountable items, etc. When routes require a current adjustment and Delivery Point Sequencing will commence within 6 months, management will adjust using non-territorial, non-scheme change adjustments. Where actual transfer of territory is necessary, see 243.23. If a hand-off is the method selected for providing relief on the street, the time value associated with the delivery of the hand-off must be deducted from the route getting relief and transferred to the gaining route.

#### **243.22 Route Less than 8 Hours**

On routes where the evaluated time is less than 8 hours, make permanent additions by transferring territory through a realignment of the territory in the delivery unit. This realignment could reduce or eliminate an existing auxiliary route, reduce a regular route to auxiliary status, or eliminate it entirely.

#### **243.23 Transferring Territory**

243.231 Before transferring territory, determine the objectives of the final route adjustments and consider the following points:

- a. Implementation of new programs.
- b. Whether the adjustments should be:
  - (1) Entirely within regular routes only.
  - (2) Transferred from established auxiliary routes to regular routes.
  - (3) From regular routes to established auxiliary routes.
  - (4) To establish additional auxiliary routes.
  - (5) To convert auxiliary routes to a regular status.
  - (6) To eliminate auxiliary or regular route.
  - (7) To reduce a regular route to an auxiliary route.
- c. Consider adjustments in terms of sectors and segments to be added to or taken from the route. Adjustments must not result in the splitting of a segment.
  - (1) A sector is designated by the sixth and seventh digits of the ZIP+4 Code. It is composed of a maximum of 100 segments.
  - (2) A segment is the smallest unit to which mechanized distribution and carrier route adjustments can be provided. The eighth and ninth digits of the ZIP+4 Code identify the area known as a segment. A segment may be any of the following:
    - (a) Block-face (one side of street between intersections) or block;
    - (b) Cove or cul-de-sac;
    - (c) Hundred-block range which is not intersected by another street;
    - (d) Firm, building, or firm within a multi-firm building;
    - (e) Floor or floors within a building;
    - (f) Cluster box, group of apartment boxes;
    - (g) All or part of a mobile home park.

- 243.232 To determine the territory to be transferred to or from any route, consider that:
- a. Scheme changes should be kept to a minimum and simplified where possible.
  - b. Routes should be compact, avoiding dog-legs and should not cross ZIP Code boundaries except in unusual circumstances.
  - c. Routes should begin and end as near as possible to the delivery unit or transportation.
  - d. Excessive retracing or deadheading should be avoided.

- e. Adjustments should be made so that future growth may be absorbed by auxiliary routes.
- f. Variations in territory, mail volume and methods of delivery will affect the final adjustment.

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### 243.316 Office Time Column

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b. The character of the route more or less governs the method of computing the office time for the territory being transferred between routes. Following are some methods which may be used:

(1) If the deliveries on the route are similar in character, the following simple formula for determining the amount of office time for the deliveries transferred may be used: Divide the average office time of the inspection period appearing on Form 1840 for the route from which territory is being transferred by the total number of possible deliveries. For example: a route has 400 possible deliveries and the average office time for inspection period was 120 minutes: 120 divided by 400 equals .3 minutes per delivery. The total number of deliveries being considered for transfer should be multiplied by minutes or fraction of minutes per delivery.

(2) Another method to determine the office time percentage factor is to divide the average office time for the count week by the average total time. For example 165 minutes office time divided by 486 minutes total time equals 34 percent. Therefore, the allowance of 34 percent of the total time value of any territory to be added or taken away from a route must be allowed for office time to prepare the mail for delivery.

(3) Another method when utilizing the hand-held computer is to count the mail by ZIP+4 sector/segment so the number of mailpieces delivered in a segment can be calculated to determine the office time allowance for each segment to be transferred between routes. To calculate the office time allowance when transferring particular route segments, any other following three methods may be used.

(a) Apply the current casing standards of 18 (letter size), 8 (other size), and 70 (strap out) to the actual segment(s) mail count from the day of inspection. For example: A segment receives 220 pieces on day of inspection; 180 letters divided by 18 = 10 minutes; 40 other size pieces divided by 8 = 5 minutes; 220 divided by 70 = 4 minutes. The office time allowance for that segment would be 19 minutes.

(b) Follow (a) above but factor in the percentage of standard office time used during the week of inspection from the carrier who serviced that segment(s) in the most recent inspection. For example: The carrier who serviced the segment utilized .80 of standard office time allowed during week of inspection (19 x .80 = 16 minutes). The office time allowance for that segment would be 16 minutes.

(c) Follow (a) above but factor in the percentage of standard office time used during the week of inspection from the carrier whose route is gaining the segment(s) being transferred. For example: The carrier whose route will pick up

*the segment utilized .85 of standard office time allowed during the week of inspection (19 x .85 = 17 minutes). The office time allowance for that segment would be 17 minutes.*

**Note:** *The effort here is to arrive at the most accurate time allowance for the transferred segment(s), negating the need for corrective adjustments.*

### **Considerations for Router Adjustments**

1. Routes evaluating more than 8 hours can use router as permanent relief.
2. Routes evaluating less than 8 hours, that currently have router time assigned to the route(s);
  - a. consider reducing/eliminating router time to adjust route(s)
  - b. consider territorial adjustments to adjust route(s)
3. Routes evaluating less than 8 hours, that do not currently have router time assigned to that route/s, must make permanent additions by transferring territory in the delivery unit.
4. The establishment and administration of router positions must be consistent with the November 21, 2001 National Memorandum of Understanding, Re: *Router, Carrier Craft*, and other agreements between the parties regarding routers.
5. Maximization of router positions must comply with the September 21, 1988 Router Assignment Instructions and the April 13, 1989 settlement agreement on case number H4N-5C-C 36660, which states in part:

*Item 3, of the September 21, 1988, Router Assignment Instructions states that "Router positions should be maximized to full-time, 8-hour positions to the extent practicable.*

The parties may consider implementing router adjustments and then reviewing the practical administration of the router assignments during the revisit of the adjustments as a means of addressing certain disputes over the use of routers.

When available, Carrier Optimal Routing will be jointly used by the District Evaluation and Adjustment Team as a tool for route optimization and adjustment.

### **Carrier Optimal Routing [COR]**

The use of COR by the District Lead Team or District Evaluation and Adjustment Team must be consistent with the applicable provisions of the M-39 Handbook, and their application of the COR process must also comply with the parties national settlement which is reproduced below.

When transferring territory, the back of the PS Form 1840 will indicate by sector segment, any change in street credit from the actual street time used for that sector segment on PS Form 3999, including all relay, travel, allied time, etc. Any such proposed

adjustment to the carrier's street time must be documented and explained by appropriate comments on the reverse of PS Form 1840.

For example, territory transferred from Route C002 to Route C004 would be noted, by sector/segment, in the "Relief" Column on the PS Form 1840 Reverse for Route C002. The same territory would be noted, by sector/segment, in the "Addition" Column on the PS Form 1840 Reverse for Route C004. Allied times associated with that territory will also be reviewed to determine if they should be transferred to the gaining route C004, or left on the losing Route C002.

Old relay times from the existing 3999 (recorded as EXR) and new relay times (recorded as ADJ) for the proposed adjustment on each route are identified on the reverse of PS Form 1840 by relay as well as total relay time for the route. The difference between these two total times is noted in the relief or addition column of the PS Form 1840 Reverse. The District Evaluation and Adjustment Team will be provided the relevant reports generated by COR to review the specifics of the proposed changes regarding relays and relay times so that they can jointly make decisions regarding the proposed changes, and then have the necessary documentation for the adjustment consultations regarding any agreed to changes.

The Allied Time Report will be used as a tool to review proposals regarding the transfer of allied time after the District Evaluation and Adjustment Team jointly decides what is transferred. The report will be used to document any agreed to changes during the adjustment consultations on the PS Form 1840, *Reverse*.

Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during the carrier consultation. If there is a different credit of time proposed for travel within or travel to and from the route other than what existed as reflected by PS Form 3999, such new time will be validated and a decision made by the District Evaluation and Adjustment Team regarding the proposed change, prior to the second consultation with the letter carrier. It is not necessary that the validation itself be done jointly in order to satisfy the District Evaluation and Adjustment Team.

For example, all Travel To, Travel From, and the total of all Travel Within times from the 3999 (recorded as EXR) are identified on the reverse of the PS Form 1840 and new travel times are identified as an adjustment (recorded as ADJ) on the reverse of PS Form 1840. The difference between these two times will be noted in the relief or addition column on the reverse of PS Form 1840. The District Evaluation and Adjustment Team will be provided all relevant reports generated by COR to review the specifics of the proposed changes regarding travel times so they can jointly make decisions regarding the proposed changes, and then have the necessary documentation for the adjustment consultations regarding any agreed to changes. Any change in travel times from the 3999 due to a proposed new travel pattern must be validated, and then reviewed by the District Evaluation and Adjustment Team so they can jointly make decisions regarding the proposed change. The Route Summary Report will be used as a tool to aid in the validation process.

1. The evaluated office and street times selected by the District Evaluation and Adjustment Teams will be transferred to the top left hand corner of the PS Form 1840 reverse. The initial proposed adjusted office and street times from the COR process will appear on the top right corner of the PS Form 1840 reverse. The

difference between these two times must be identified on the 1840 Reverse by sector segment (when applicable) for each route. The difference in these times that must be specifically identified includes items such as proposed changes in relay times, travel times, allied times, delivery times, miscellaneous times, and eliminated/added routes (eliminated/added routes can impact the total time difference due to demonstrated performance, selected street time, and fixed time such as travel to, travel from, loading time, street breaks, etc).

2. The District Evaluation and Adjustment Team will be working with a COR Technician who knows the system. The COR Technician is there to make the necessary inputs and to explain any aspect of the COR program/process that the Team needs to make decisions regarding the proposed adjustments. The COR Technician will conduct such duties at the joint direction of the District and Evaluation Team.
3. All decisions regarding the evaluations and adjustments of routes, including deductions and/or changes proposed by COR, or manually, are made jointly by the District Evaluation and Adjustment Team. Any items of disagreement will be identified and documented by the District Evaluation and Adjustment Team and immediately referred to the District Lead Team.
4. When transferring territory in COR and non COR sites, the District Lead Team or District Evaluation and Adjustment Team may agree to change the time credit for a sector segment. Such changes will be noted on the reverse of the PS Form 1840 with the team's explanation of the time that was added to or deducted from and the reason.
5. If a PS Form 3999 was changed after being downloaded into DOIS, for either a COR or non COR site, the parties will jointly review the DOIS 3999 Audit Trail Report.

Mr. William H. Young  
President  
National Association of Letter  
Carriers, AFL-CIO  
100 Indiana Avenue, N.W.  
Washington, DC 20001-2144

Re: Q01N-4Q-C 05022605  
Class Action  
Washington DC 20260-4100

Dear Mr. Young:

Recently our representatives met in pre-arbitration discussion of the above-referenced grievance.

After reviewing this matter, the parties agree to the following:

The Carrier Optimal Routing (COR) process is a management tool to assist with the adjustment of letter carrier routes pursuant to Chapter 2 of Handbook M-39. No components of the COR program or application of the COR process will be inconsistent with the route inspection, evaluation, or adjustment process found in Chapter 2 of the M-39 Handbook.

Should the Postal Service develop COR for use in the minor route adjustment process, related components of the COR program or application of the COR process will be consistent with the specific minor route adjustment formula in Section 141.19 of Handbook M-39. Local parties that have established, by mutual agreement, an alternate route adjustment method may also use applications of COR consistent with their alternate route adjustment process.

To facilitate the practical application of this understanding, when transferring territory the back of the PS Form 1840 will indicate, by sector segment, any change in street credit from the actual street time used in sector-segment on PS Form 3999; including all relay, travel, allied time, etc. Any such adjustment to the carrier's actual street time must be documented and explained by appropriate comments on the reverse of PS Form 1840. Additionally, any time adjustment to the base street time, which must be selected pursuant to M-39 Section 242.321, will be documented and explained under the comments section on the reverse of PS Form 1840. Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during carrier consultation. The actual time should be taken from the Inspection PS Form 3999, unless a new pattern is created during the route adjustment process. If a new travel pattern has been created, the new times must be validated.

Notwithstanding any disputes regarding documentation of and/or justification for time adjustments made, the intent of the previous paragraph is for the letter carrier to be made aware of any proposed time adjustment to the carrier's base street time and/or to the street time of the territory being transferred. Time adjustments for territory being transferred will be by sector-segment, including all relay, allied, parcels, accountables, etc. Any time adjustment to a carrier's base street time must comply with the M-39 Section 242.345 through 242.347.

Any grievance held pending a decision on this case will be resolved consistent with the principles of this agreement.

Please sign and return the enclosed copy of this decision as acknowledgment of your agreement to settle this grievance and remove it from the national arbitration docket.

Sincerely,

Doug Tulino  
Vice-President  
Labor Relations  
U.S. Postal Service

William H. Young  
President  
National Association of  
Letter Carriers, AFL-CIO

Date: 7-30-07

**The terms of this settlement became effective September 11, 2007 with ratification of the 2006-2011 National Agreement.**

**Adjustment Consultation**

City carriers will be provided the evaluated time for their routes as soon as practicable after the Evaluation Consultation and in advance of the Adjustment Consultation. Any changes made to the proposed adjustments after the Adjustment Consultation will be communicated with the carrier in advance of implementing route adjustments.

A copy of the following statement will be provided to the carrier:

*Once the District Evaluation and Adjustment Team has agreed on their proposed adjustments, with or without the use of COR, they must send the completed PS Forms 1840 Reverse to the Local Office Contacts to conduct the adjustment consultations with the carriers. The PS Form 1840 Reverse and any attachments must be provided to each carrier at least 1 day prior to the consultation.*

*Along with all the information regarding the proposed adjustments, the 1840 Reverse must include the District Evaluation and Adjustment Team's reasons for the selection of the evaluated office and street times.*

*Every proposed adjustment must be clearly identified, documented, and explained on the PS 1840 Reverse and attachments so that they can be easily discussed between the Local Office Contacts and the carrier. If any of the proposed changes are unclear to either member of the LOC or the carrier, the District Evaluation and Adjustment Team should be contacted for clarification before continuing the consultation.*

*The comments and recommendations of the carrier and whether there is agreement or disagreement with the proposed adjustments along with the reasons should be entered on the PS Form 1840 Reverse. The carrier is not required to sign the form or any statement. A completed copy of the PS Form 1840 Reverse and any attachments will be provided to the carrier.*

*After reviewing the comments from the carrier consultation, the District Evaluation and Adjustment Team will make any jointly agreed to changes to the proposed adjustments, sign off on their final agreed to adjustments, and submit the package to the District office for implementation. Copies of any amended PS Form 1840, Reverse, will be sent to the appropriate carrier through the Local Office Contacts.*

*Proposed Adjustment Consultation conducted by:*

*USPS (name)  
(signature)*

*NALC (name) \_\_\_\_\_  
(signature) \_\_\_\_\_*

*Date \_\_\_\_\_*

**NOTE:** Under no circumstances will route adjustments be implemented unless both the union and management District Evaluation and Adjustment Team members have signed off on the adjustments.

This agreement is without prejudice to the position of either party in this or any other matter. The procedures described in this agreement will be utilized solely for the purpose of implementing the Joint Alternate Route Adjustment Process, and may be cited only for purposes of enforcing the terms of the agreement. Termination of this agreement pursuant to the paragraph below shall not affect completion of the Joint Alternate Route Adjustment Process or invalidate any adjustments made as a result of that process.

Either party may terminate this agreement if; 1) the Postal Service implements a route adjustment process other than as provided by this agreement, pursuant to Section 271 of Handbook M-39, or by mutual agreement; 2) the Memorandum of Understanding Re: *Assignment of City Delivery* is terminated pursuant to the last paragraph of that Memorandum of Understanding; 3) either party fails in good faith to live up to its obligations under the Memorandum of Understanding Re: *Assignment of City Delivery* or 4) the Memorandum of Understanding Re: *Assignment of City Delivery* is invalidated, in whole or in part, by a decision of an arbitrator, a court, the National Labor Relations Board or by any other forum.

In any unit where the Area/Regional Team jointly agrees that this process/methodology cannot be applied, they will jointly contact the National Oversight Team to discuss an alternative joint process to evaluate and adjust the routes.

Any data from route inspections conducted pursuant to Section 271 of Handbook M-39 in a zone selected for evaluation under this agreement will be forwarded to the appropriate District Lead Team for assignment to a District Evaluation and Adjustment Team for adjustment during the next analysis and implementation period for that delivery unit provided the time limit/extension provisions of Handbook M-39, Section 211.3, for implementing any necessary adjustments resulting from these inspections is adhered to. Additionally, the District Lead Team may mutually agree to assign a District Evaluation and Adjustment Team to implement the results of any other route inspections conducted pursuant to Section 271. Any questions over the preceding sentence will be discussed with the Area/Regional Team.

The following addresses locally developed proposals for evaluating and adjusting routes:

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: Alternative Evaluation and Adjustment Processes

The National Association of Letter Carriers, AFL-CIO (NALC) and United States Postal Service have a mutual interest in exploring new and innovative methods for maintaining routes in proper adjustment throughout the year in an efficient and effective manner. To that end, the parties agree to the following for locally developed route evaluation and adjustment processes:

- The local parties may jointly submit a locally developed alternate route evaluation and adjustment process to the NALC National President and the Postal Service Vice President, Labor Relations.
- A submitted proposal must include a cover letter signed by the NALC Branch President and the Postal Service Installation Head, and must provide a detailed explanation of the process.
- If the proposal is jointly agreed to by the national parties, the local parties will be notified regarding implementation.

This agreement expires on December 31, 2010 and is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms.

Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service

Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date: 4-29-10

# **JOINT ALTERNATE ROUTE ADJUSTMENT PROCESS (JARAP) May 3, 2010 Training**

# Scope

- IARAP Approximately 90,000 Routes Evaluated in 2008
- MIARAP Extension of 10/22/08 MOU
- MIARAP All City Delivery Letter Routes Evaluated in 2009
- Continued Mail Volume Decline

- Key Changes
  - Team Responsibilities
  - Selection of Routes
  - Timeframes
  - Issues Resolution Process
  - COR
  - Training
  - Analysis Process
  - Consultation
  - 2 New MOU's

**Re: Joint Alternate Route Adjustment Process – 2010**

- *In accordance with the Memorandum of Understanding Re: Alternate Route Evaluation Process, the parties agree to the following:*
- *The National Association of Letter Carriers, AFL-CIO (NALC) and United States Postal Service (USPS) recognize the importance of maintaining routes in proper adjustment throughout the year. The parties agree that in a stable and consistent mail volume environment, a historical review of data over a longer period would be preferred and the parties will continue to pursue a permanent process which encompasses the regular carrier's office and street time.*

## Re: **Joint** Alternate Route Adjustment Process – 2010

- *The parties further agree that certain conditions may require that the review period be of a shorter and more recent duration for the evaluation to be representative of the current mail volume environment.*
- *The current environment has resulted in a significant and continued decline in mail volume over recent months. Therefore, the parties agree to the following **Joint** Alternate Route Adjustment Process to be used on selected routes/zones for 2010.*

## Re: **Joint** Alternate Route Adjustment Process – **2010**

- *If mail volume continues to decline during the life of the current National Agreement, the parties agree to evaluate and adjust city delivery routes through a new jointly developed expedited evaluation and adjustment process, unless the parties mutually agree to use the **Joint** Alternate Route Adjustment Process outlined in this Memorandum of Understanding. Additionally, if annual mail volume increases during the remaining term of the National Agreement, city delivery routes will be evaluated and adjusted in accordance with the expedited process agreed to pursuant to this paragraph.*

## Re: **Joint** Alternate Route Adjustment Process – **2010**

### **Joint** Alternate Route Adjustment Process

- *The parties will appoint a joint NALC/USPS route evaluation team(s) in each District who will be used to implement the methodology outlined below (with the NALC team member compensated on a no loss, no gain basis). In Districts with more than one team, a lead team will be established. The evaluation team(s) will be responsible for data analysis, route evaluation and adjustment, and oversight of jointly conducted carrier consultations. The NALC representative on the evaluation team(s) will be appointed by the National NALC President while the USPS representative will be selected by the District Manager.*

# **Joint Alternate Route Adjustment Process – 2010**

## **Teams**

### **National Oversight Team –**

- The members of the National Oversight Team will
  - Oversee the process
  - Resolve issues referred by the Area/Regional Teams
  - Provide and oversee training of the Process
  - **Jointly develop all training materials to be used**

# Joint Alternate Route Adjustment Process – 2010

## Teams

### Area/Regional Teams –

- The members of the Area/Regional Teams will
  - Consist of the NALC National Business Agent (NBA) or their designee from each NALC region and the Area Managers Delivery Programs Support or their designee from each Postal Service Area.
  - Monitor the process
  - **Determine the number of district teams needed**
  - Resolve issues advanced by the District Lead Teams
  - Regularly communicate with their District Lead Teams and the National Oversight Team
  - Provide training **on the Evaluation and Adjustment Process**
    - Training should be provided in-person
    - The parties recognize and agree that there will be situations where in-person training is not efficient and economical
  - **Anticipated changes to representatives on the DLT or DEAT must first be discussed jointly**

## Joint Alternate Route Adjustment Process – 2010

### Teams (cont)

#### District Lead Teams -

- The members will be responsible for:
  - Overseeing the process and District Evaluation and Adjustment Teams
  - **Selecting routes/zones for evaluation (apply New MOU)**
  - **Determining which routes/zones are reevaluated during the September/October period**
  - When COR is used coordinating with a District office, to schedule the COR technicians when COR is used for adjustments
    - Ensure that valid PS Form 3999s are available
    - Ensure that necessary travel time validations are completed
  - **Determining the number of routes/zones that will be adjusted using COR**
  - Determine the number of DEATs necessary to complete evaluations and Adjustments, provide to Area/Regional Team
  - Prioritizing and scheduling evaluations and adjustments
  - Resolving issues referred by the District Evaluation and Adjustment Teams (within 2 days)
  - Assigning the District Evaluation and Adjustment Teams to units and communicating with them at least weekly

## Joint Alternate Route Adjustment Process – 2010

### Teams (cont)

#### District Lead Teams (cont.) -

- The members will be responsible for:
  - Data entries and tracking the progress of each of their District Evaluation and Adjustment Teams (Unit Checklist)
  - Participating in training District Evaluation and Adjustment Teams on the Evaluation and Adjustment Process
    - Training should be provided in person if it can be done so efficiently and economically
    - The parties recognize and agree that there will be situations where in-person training is not efficient and economical
  - Ensuring all base data entered into DOIS is an accurate reflection of agreed to adjustments
  - Ensuring evaluations and adjustments are completed in a timely manner
  - To avoid delays designate replacement representatives (DLT or DEAT) to ensure the continuation of the process in the event of any absences, immediately elevate to the Area/Regional Team if it becomes an issue



# Joint Alternate Route Adjustment Process – 2010

## Teams (cont)

### District Evaluation and Adjustment Teams -

- The members will be responsible for:
  - Data analysis, route evaluation and adjustment, and oversight of jointly conducted carrier consultations
  - Communicating with local office contacts to obtain information needed to evaluate and adjust the routes
  - **Ensuring that local consultations are completed by an assigned date**
    - **If not the issue should be immediately elevated to the District Lead Team**
  - Reviewing all available information for anomalies and potential data integrity issues
  - Advising their Local Office Contacts that they need current representative PS Forms 3999 for the purpose of moving territory
  - Considering all information provided including actual times, base time, PS Form 3999s, fixed office times, mail volumes and carrier comments

# Joint Alternate Route Adjustment Process – 2010

## Teams (cont)

### District Evaluation and Adjustment Teams -

- The members will be responsible for:
  - Unresolved issues (immediately referred to DLT)
  - Providing the District Lead Team with copies of Final Packages
  - Assign a Union and Management representative to conduct a nationally developed local standup talk

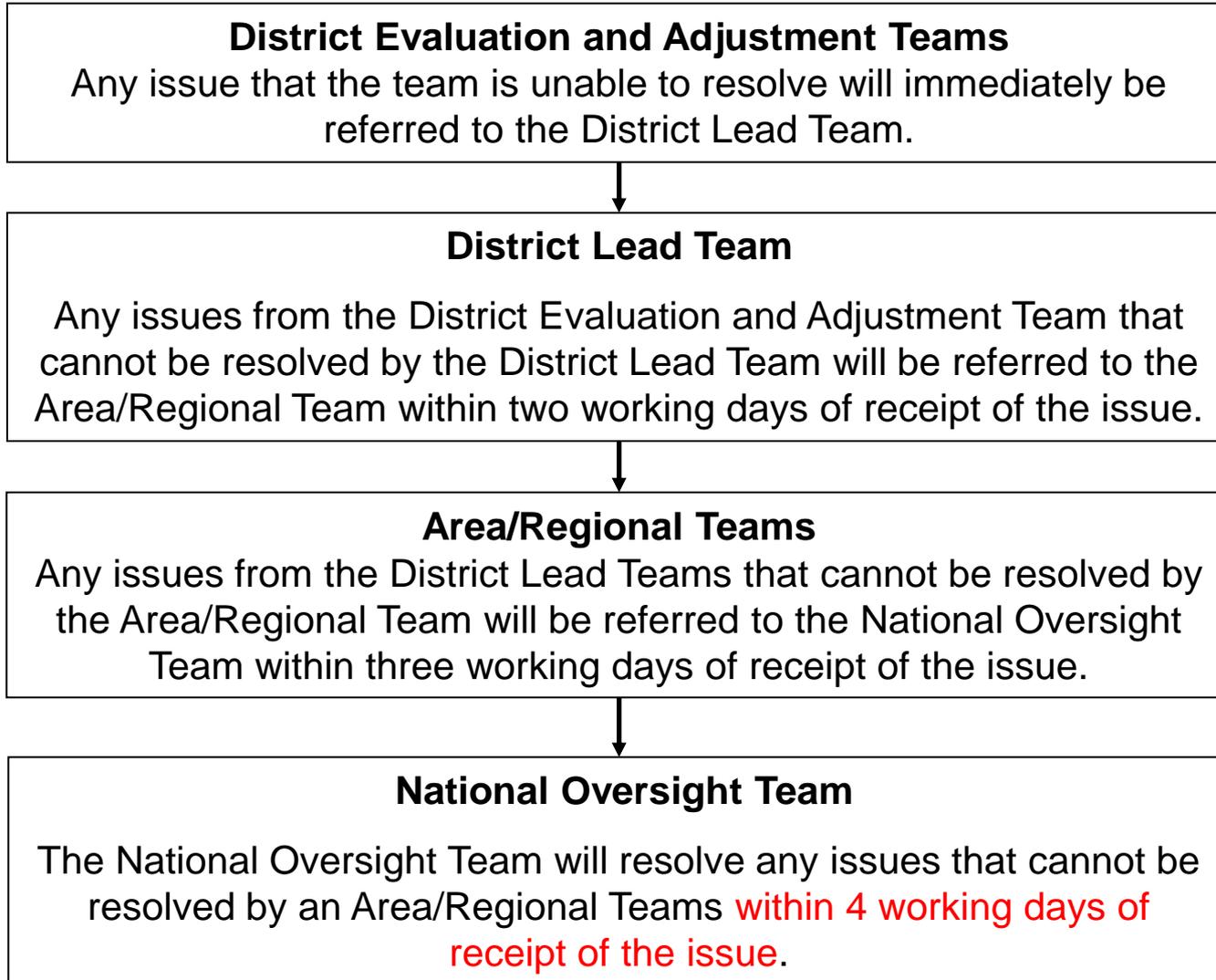
# Joint Alternate Route Adjustment Process – 2010

## Teams (cont)

### Local Office Contacts

- The members will
  - Be the Postmaster/Station Manager or their designee and the NALC Branch President or their designee for the unit
  - **Be provided duties and responsibilities by DEAT**
  - Provide feedback to District Evaluation and Adjustment Team
    - Vacancies
    - Data Integrity
    - Seniority List
    - 3999's
  - **Advise DEAT of any reason the selected period may not be valid**
  - Perform initial and adjustment consultations
  - **Provide feedback to the DEAT (consultation)**
  - **May be assigned additional duties by DLT**

## Issue Resolution



**Re: Joint Alternate Route Adjustment Process – 2010**

2. *Each member of the District Lead Team may select routes/zones for evaluation. The following review periods will be used for evaluation, analysis, and implementation, unless the District Evaluation and Adjustment Team mutually agrees to select a different period.*

| Evaluation Period | Analysis Start Date | Implementation Period |
|-------------------|---------------------|-----------------------|
| March – April     | May 1               | May 1 – July 31       |
| April – May       | June 1              | July 1 – August 15    |

# **Joint Alternate Route Adjustment Process – 2010**

## **Routes/Zones Selection**

### **Selection of routes/zones –**

- March/April Evaluation period must be made by May 21
- April/May period must be made by June 18
- Routes/zones may not be selected for more than one evaluation period
- District Lead Team will discuss the selection of routes/zones
  - Selection of routes within a zone is not complete until both team members have had the opportunity to make selections by the May 21/June 18 deadlines
- Disagreement over whether a Flats Sequencing System (FSS) site may be selected for evaluation and adjusted pursuant to this agreement will be addressed by the parties at the national level

## **New MOU *Delivery Units Not Finalized Under MIARAP 2009***

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: Delivery Units Not Finalized Under MIARAP 2009

The National Association of Letter Carriers, AFL-CIO and United States Postal Service agree to use the following process to evaluate and adjust routes in zones that completed the initial carrier consultation and agreed to route evaluation times during the fall 2009 Modified Interim Alternate Route Adjustment Process (MIARAP) evaluation period, but did not implement the results because the implementation period expired:

- All routes in each zone will be evaluated using two months of data—the month used for the fall 2009 evaluation and March 2010.
- The routes will be evaluated and necessary adjustments implemented using the *Joint Alternate Route Adjustment Process 2010 (JARAP)*.
- For the purposes of JARAP, the analysis start date is the date of this agreement and the implementation period is May 1 through July 31.
- The evaluation and adjustment of these routes will be given priority over the evaluation and adjustment of other routes/zones.

This agreement is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms.

Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service

Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date: 4-29-10

**Re: Joint Alternate Route Adjustment Process – 2010**

3. *The District **Lead** Teams will use the following review period to review the evaluations and adjustments conducted pursuant to paragraph 2 above, unless the District Evaluation and Adjustment Team mutually agrees to select a different period.*

*The District Lead Team will review the Route Review Reports for the time frame below to jointly determine if the routes/zones are in proper adjustment. If the team determines that all previously evaluated routes within a zone are properly adjusted, no further action is required. If the District Lead Team determines otherwise, a District Evaluation and Adjustment Team will be assigned to complete an evaluation of the routes/zone using the below period, unless the District Lead Team mutually agrees that only small changes need to be made. In such case, the District Lead Team may initiate changes based on available data.*

| Evaluation Period    | Analysis Start Date | Implementation Period    |
|----------------------|---------------------|--------------------------|
| September–October 15 | October 18          | October 18–February 28 * |

**\*No adjustments will be implemented between November 15 and January 1.**

# **Joint Alternate Route Adjustment Process – 2010**

## **Review of Evaluations and Adjustments**

### **District Lead Team review the Route Review Reports –**

- Jointly determine if the routes/zones are in proper adjustment.
  - If the team determines that all previously evaluated routes within a zone are properly adjusted, no further action is required.
  - If the District Lead Team determines otherwise, a District Evaluation and Adjustment Team will be assigned to complete an evaluation of the routes/zone using the below period,
  - Unless the District Lead Team mutually agrees that only small changes need to be made.
    - In such case, the District Lead Team may initiate changes based on available data

## **Joint Alternate Route Adjustment Process – 2010**

### **Other Routes**

- Collection and parcel post routes that do not include any casing and delivery of mail are not covered by this agreement.
  - Evaluation and adjustment of these types of routes will be handled pursuant to the relevant provisions of Handbook M-39.
  - Exception - when a collection or parcel post route includes the casing or delivery of mail, it is covered by this agreement.
  - When a collection or parcel post route that does not include casing and delivery of mail is going to be adjusted to include the casing or delivery of mail, the inspection paperwork will be given to the District Evaluation and Adjustment Team to include in their adjustment package under this process.
- Evaluation and adjustment of routes in non-DOIS offices will use this process except that PS Forms 3997 and 3921 will be used in place of the Workhour Workload Reports

# Re: **Joint** Alternate Route Adjustment Process – 2010

## **DATA ANALYSIS**

### ***Data Integrity***

- *Data integrity issues will be addressed prior to any analysis and adjustments. Such issues include, but are not limited to, amended clock rings, work hour transfers, and designation of work hour codes.*
  - The Local Office Contacts should make the District Evaluation and Adjustment Team aware of any issues they have had with the integrity
  - **District Evaluation and Adjustment Team should review relevant reports for each delivery unit including “FLASH Last 4 Weeks Report and TACS100R2 v002 to determine if there are data integrity issues**
  - **Any known operational changes should occur prior to the analysis period**
  - **Analysis and evaluation spreadsheet formulas are established at the national level. No changes may be made to those formulas**

## Joint Alternate Route Adjustment Process – 2010

### DATA ANALYSIS

#### *Data Integrity (cont.)*

- Anomalies
  - The District Evaluation and Adjustment Teams will review the Workhour Workload reports for each route to identify any erroneous volume, office time, or street time entries
  - Such errors may have resulted from work hours that were not transferred or erroneously transferred (e.g. failure to properly track auxiliary assistance)
    - Delivered volume discrepancies on the regular carrier's non-scheduled day
  - The team will exclude days which they agree may include errors, or days which they agree the entries are not representative of the normal range of volume, office time, or street time for that day on the route

## Re: **Joint** Alternate Route Adjustment Process – 2010

- ***Volume for the Selected Period by Route***
- *Cased Letters*
- *Cased Flats*

## Re: **Joint** Alternate Route Adjustment Process – 2010

- ***Office Evaluation***
- *The District Evaluation and Adjustment Team will select from the lesser of the following for the data analysis review period when determining the evaluated office time on each route:*
- *The regular carrier's actual average total office time (which includes any auxiliary assistance and anomaly adjustments), for the data analysis review period, or*

## Re: **Joint** Alternate Route Adjustment Process – **2010**

OR

- *The estimated standard for the route using the average cased volume (which includes any anomaly adjustments) on the route for the data analysis review period. The adjusted estimated standard is the sum of the following:*
  - *the average cased letters divided by 18, plus*
  - *the average cased flats divided by 8, plus*
  - *the average cased letters and flats divided by 70, plus*
  - *the fixed office time (while the minimum FOT of 33/43 is normally used, the team should review the route's base FOT and the carrier's input to ensure that the FOT selected is representative of the route). If necessary, the team can request that specific elements of fixed office time be observed and recorded.*
- **FOT will not go below the base minimum for the line items utilized**

**Re: Joint Alternate Route Adjustment Process – 2010**

- *The District Evaluation and Adjustment Team will consider feedback from the carrier's initial consultation regarding the route's office time, and regarding the above components used for the data analysis review period to ensure that the office time selected is representative of the route.*

## Re: **Joint** Alternate Route Adjustment Process – 2010

- **Street Evaluation**
- *The District Evaluation and Adjustment Team will consider the following when determining the evaluated street time on each route:*
  - *A) The regular carrier's actual average total street time (which includes any auxiliary assistance and anomaly adjustments), for the data analysis review period.*
  - *B) A valid base street time and a representative PS Form 3999 for the route.*
  - *C) Feedback from the carrier initial consultation regarding the route's street time, and regarding the above data to ensure that the street time selected is representative of the route.*

## **Joint Alternate Route Adjustment Process – 2010**

### **Office and Street Evaluation**

- It is intended that the District Evaluation and Adjustment Team use the resources described above to determine an evaluated times which are representative of the route in the current mail volume environment.
- The District Evaluation and Adjustment Team should immediately refer any unresolved disputes regarding the evaluated office time to the District Lead Team.

## **Joint** Alternate Route Adjustment Process – **2010**

### **Data Analysis**

- The District Evaluation and Adjustment Team will use the following data. This data will be used in a nationally provided template.

# Workhour Workload Report (by Route)

RESTRICTED INFORMATION

M-01725

|                         |            |   |   |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-------------------------|------------|---|---|----------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Delivery Unit:</b>   | 2026001    |   |   |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Date Range:</b>      | 03/01/2009 | - | - | 03/31/09 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Route:</b>           | 10002      |   |   |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Regular Carrier:</b> | SMITH, R D |   |   |          |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

| Date  | Carrier      | Office Time |         |         |        |        |         |         |        | Street Time |         |          |          |         | Total Time |           |            |           | Volumes |                 |                 |       |     |       |    |                |
|-------|--------------|-------------|---------|---------|--------|--------|---------|---------|--------|-------------|---------|----------|----------|---------|------------|-----------|------------|-----------|---------|-----------------|-----------------|-------|-----|-------|----|----------------|
|       |              | Act AM      | AM Asst | Proj AM | AM Var | Act PM | PM Asst | Proj PM | PM Var | OEI         | Act Str | Str Asst | Proj Str | Str Var | SEI        | Act Total | Proj Total | Total Var | TEI     | Total Cased Ltr | Total Cased Fit | DPS   | FSS | Seq   | PP | Total Divd Pcs |
| 03/02 | SMITH, R D   | 1:14        | 0:00    | 1:17    | -0:03  | 0:04   | 0:00    | 0:10    | 0:06   | 573.84      | 6:42    | 0:00     | 6:52     | -0:10   | 111.34     | 8:00      | 8:19       | -0:19     | 93.25   | 161             | 458             | 2,017 |     |       | 20 | 2,636          |
| 03/03 | SMITH, R D   | 0:59        | 0:00    | 0:53    | 0:06   | 0:10   | 0:00    | 0:10    | 0:00   | 648.69      | 6:51    | 0:00     | 6:52     | -0:01   | 108.90     | 8:00      | 7:55       | 0:05      | 93.25   | 148             | 214             | 1,114 |     | 652   | 6  | 2,128          |
| 03/04 | SMITH, R D   | 0:48        | 0:00    | 0:51    | -0:03  | 0:08   | 0:00    | 0:10    | 0:02   | 802.15      | 6:49    | 0:00     | 6:52     | -0:03   | 109.38     | 7:45      | 7:53       | -0:08     | 96.25   | 67              | 236             | 1,218 |     |       | 19 | 1,521          |
| 03/05 | SMITH, R D   | 1:07        | 0:00    | 1:08    | -0:01  | 0:12   | 0:00    | 0:10    | 0:02   | 565.15      | 6:34    | 0:00     | 6:52     | -0:18   | 113.71     | 7:53      | 8:09       | -0:17     | 94.67   | 80              | 401             | 1,218 |     |       | 12 | 1,699          |
| 03/06 | SMITH, R D   | 1:04        | 0:00    | 0:59    | 0:05   | 0:11   | 0:00    | 0:10    | 0:02   | 592.06      | 6:31    | 0:00     | 6:52     | -0:21   | 114.41     | 7:47      | 8:01       | -0:14     | 95.88   | 128             | 285             | 1,057 |     |       | 15 | 1,470          |
| 03/07 | LEE JR, C G  | 1:12        | 0:00    | 1:05    | 0:07   | 0:10   | 0:00    | 0:10    | 0:00   | 548.52      | 5:53    | 0:00     | 6:52     | -0:59   | 126.87     | 7:14      | 8:07       | -0:52     | 103.03  | 262             | 282             | 939   |     |       | 19 | 1,483          |
| 03/09 | SMITH, R D   | 1:31        | 0:00    | 1:25    | 0:06   | 0:11   | 0:00    | 0:10    | 0:02   | 436.25      | 6:14    | 0:00     | 6:52     | -0:38   | 119.55     | 7:57      | 8:26       | -0:29     | 93.83   | 297             | 470             | 1,873 |     |       | 19 | 2,640          |
| 03/10 | SMITH, R D   | 0:48        | 0:00    | 0:56    | -0:08  | 0:11   | 0:00    | 0:10    | 0:01   | 761.22      | 7:01    | 0:00     | 6:52     | 0:09    | 106.26     | 8:00      | 7:57       | 0:03      | 93.25   | 78              | 276             | 1,920 |     | 652   | 6  | 2,926          |
| 03/11 | SMITH, R D   | 0:53        | 0:00    | 0:54    | -0:01  | 0:10   | 0:00    | 0:10    | 0:01   | 703.77      | 5:51    | 0:00     | 6:52     | -1:01   | 127.52     | 6:55      | 7:56       | -1:01     | 107.95  | 74              | 264             | 779   |     |       | 14 | 1,117          |
| 03/12 | SMITH, R D   | 1:02        | 0:00    | 1:10    | -0:07  | 0:10   | 0:00    | 0:10    | 0:00   | 621.66      | 6:27    | 0:00     | 6:52     | -0:25   | 115.65     | 7:39      | 8:11       | -0:32     | 97.51   | 81              | 419             | 1,037 |     |       | 8  | 1,537          |
| 03/13 | SMITH, R D   | 0:43        | 0:00    | 1:00    | -0:17  | 0:11   | 0:00    | 0:10    | 0:01   | 828.68      | 6:28    | 0:00     | 6:52     | -0:24   | 115.47     | 7:22      | 8:01       | -0:40     | 101.35  | 138             | 288             | 1,415 |     |       | 11 | 1,841          |
| 03/14 | LEE JR, C G  | 1:05        | 0:00    | 1:26    | -0:21  | 0:11   | 0:00    | 0:10    | 0:01   | 587.40      | 5:45    | 0:00     | 6:52     | -1:07   | 129.73     | 7:01      | 8:28       | -1:27     | 106.26  | 91              | 392             | 1,188 |     |       | 8  | 1,671          |
| 03/16 | SMITH, R D   | 1:10        | 0:00    | 1:07    | 0:02   | 0:10   | 0:00    | 0:10    | 0:01   | 560.90      | 6:40    | 0:00     | 6:52     | -0:12   | 111.84     | 8:00      | 8:09       | -0:09     | 93.25   | 137             | 368             | 1,691 |     |       | 25 | 2,196          |
| 03/17 | GRASSEL, T P | 1:06        | 0:00    | 1:20    | -0:14  | 0:09   | 0:00    | 0:10    | 0:01   | 596.80      | 5:43    | 0:00     | 6:52     | -1:09   | 130.41     | 6:58      | 8:22       | -1:24     | 107.03  | 166             | 311             | 648   |     | 1,304 | 6  | 2,429          |
| 03/18 | SMITH, R D   | 1:00        | 0:00    | 1:15    | -0:15  | 0:10   | 0:00    | 0:10    | 0:01   | 637.60      | 6:50    | 0:00     | 6:52     | -0:02   | 109.22     | 8:00      | 8:17       | -0:17     | 93.25   | 83              | 478             | 1,870 |     |       | 19 | 2,431          |
| 03/19 | SMITH, R D   | 1:02        | 0:00    | 1:07    | -0:04  | 0:08   | 0:00    | 0:10    | 0:01   | 632.20      | 6:23    | 0:00     | 6:52     | -0:29   | 116.92     | 7:34      | 8:08       | -0:35     | 98.67   | 64              | 398             | 987   |     |       | 8  | 1,449          |
| 03/20 | SMITH, R D   | 0:00        | 0:47    | 0:51    | -0:04  | 0:00   | 0:06    | 0:10    | 0:04   | 847.72      | 0:00    | 6:19     | 6:52     | -0:33   | 118.22     | 7:11      | 7:53       | -0:41     | 103.75  | 92              | 222             | 993   |     |       | 19 | 1,307          |
| 03/21 | GRASSEL, T P | 1:10        | 0:00    | 1:32    | -0:22  | 0:02   | 0:00    | 0:10    | 0:07   | 621.66      | 5:45    | 0:00     | 6:52     | -1:07   | 129.73     | 6:57      | 8:33       | -1:36     | 107.33  | 303             | 325             | 916   |     |       | 14 | 1,544          |
| 03/23 | SMITH, R D   | 0:57        | 0:00    | 1:04    | -0:07  | 0:16   | 0:00    | 0:10    | 0:06   | 616.52      | 6:37    | 0:00     | 6:52     | -0:15   | 112.85     | 7:49      | 8:06       | -0:17     | 95.39   | 59              | 374             | 1,256 |     |       | 16 | 1,689          |
| 03/24 | SMITH, R D   | 0:59        | 0:00    | 1:07    | -0:09  | 0:13   | 0:00    | 0:10    | 0:04   | 621.66      | 6:48    | 0:00     | 6:52     | -0:04   | 109.70     | 8:00      | 8:09       | -0:09     | 93.25   | 153             | 360             | 1,278 |     | 1,304 | 11 | 3,095          |
| 03/25 | SMITH, R D   | 0:40        | 0:00    | 0:47    | -0:06  | 0:00   | 0:00    | 0:10    | 0:10   | #####       | 6:14    | 0:00     | 6:52     | -0:38   | 119.55     | 6:55      | 7:48       | -0:54     | 107.95  | 50              | 195             | 896   |     |       | 10 | 1,141          |
| 03/26 | SMITH, R D   | 0:56        | 0:00    | 0:55    | 0:02   | 0:00   | 0:00    | 0:10    | 0:04   | 793.61      | 7:04    | 0:00     | 6:52     | 0:12    | 105.66     | 8:00      | 7:56       | 0:04      | 93.25   | 63              | 275             | 1,251 |     | 652   | 6  | 2,241          |
| 03/27 | SMITH, R D   | 0:52        | 0:00    | 0:58    | -0:07  | 0:14   | 0:00    | 0:10    | 0:04   | 684.40      | 6:40    | 0:00     | 6:52     | -0:12   | 112.01     | 7:45      | 8:00       | -0:15     | 96.25   | 145             | 271             | 1,360 |     |       | 16 | 1,776          |
| 03/28 | LEE JR, C G  | 0:00        | 0:00    | 0:57    | -0:57  | 0:09   | 0:00    | 0:10    | 0:01   | #####       | 5:45    | 0:00     | 6:52     | -1:07   | 129.73     | 5:54      | 7:59       | -2:05     | 126.44  | 132             | 160             | 789   |     |       | 9  | 1,081          |
| 03/30 | SMITH, R D   | 1:13        | 0:00    | 1:17    | -0:04  | 0:04   | 0:00    | 0:10    | 0:06   | 582.81      | 6:43    | 0:00     | 6:52     | -0:09   | 111.01     | 8:00      | 8:18       | -0:18     | 93.25   | 255             | 407             | 2,458 |     |       | 17 | 3,120          |

| Reg/Repl  | Avg and Tot | Office Time |         |         |        |        |         |         |        | Street Time |         |          |          |         | Total Time |           |            |           | Volumes |                 |                 |     |       |     |    |                |   |
|-----------|-------------|-------------|---------|---------|--------|--------|---------|---------|--------|-------------|---------|----------|----------|---------|------------|-----------|------------|-----------|---------|-----------------|-----------------|-----|-------|-----|----|----------------|---|
|           |             | Act AM      | AM Asst | Proj AM | AM Var | Act PM | PM Asst | Proj PM | PM Var | OEI         | Act Str | Str Asst | Proj Str | Str Var | SEI        | Act Total | Proj Total | Total Var | TEI     | Total Cased Ltr | Total Cased Fit | DPS | FSS   | Seq | PP | Total Divd Pcs |   |
| Reg Avg   | 0:00        | 0:00        | 0:00    | 0:00    | 0:00   | 0:00   | 0:00    | 0:00    | 0:00   | 0           | 0:00    | 0:00     | 0:00     | 0:00    | 0          | 0:00      | 0:00       | 0:00      | 0       | 0               | 0               | 0   | 0     | 0   | 0  | 0              | 0 |
| Repl Avg  | 0:57        | 0:02        | 1:06    | -0:07   | 0:09   | 0:00   | 0:10    | -0:01   | ###    | 6:10        | 0:15    | 6:52     | -0:27    | ####    | 7:33       | 8:07      | -0:35      | 98.89     | 132     | 325             | 1,287           | 0   | 183   | 13  |    | 1,927          |   |
| Reg Tot   | 0:00        | 0:00        | 0:00    | 0:00    | 0:00   | 0:00   | 0:00    | 0:00    | 0:00   | 0:00        | 0:00    | 0:00     | 0:00     |         | 0:00       | 0:00      | 0:00       |           | 0       | 0               | 0               | 0   | 0     | 0   |    | 0              |   |
| Repl Tot  | 23:34       | 0:47        | 27:22   | -3:01   | 3:33   | 0:06   | 4:00    | -0:21   | 54:1   | 6:19        | 171:40  | -11:04   |          |         | 188:35     | 203:02    | -14:27     |           | 3,307   | 8,129           | 32,168          | 0   | 4,564 | 333 |    | 48,168         |   |
| Route Tot | 23:34       | 0:47        | 27:22   | -3:01   | 3:33   | 0:06   | 4:00    | -0:21   | 54:1   | 6:19        | 171:40  | -11:04   |          |         | 188:35     | 203:02    | -14:27     |           | 3,307   | 8,129           | 32,168          | 0   | 4,564 | 333 |    | 48,168         |   |

| Base Information |      |         |     |         |   |          |    |       |  |    |          |      |           |       |            |       |           |       |            |       |      |       |       |       |           |  |
|------------------|------|---------|-----|---------|---|----------|----|-------|--|----|----------|------|-----------|-------|------------|-------|-----------|-------|------------|-------|------|-------|-------|-------|-----------|--|
| Office           | 1:11 | AM Ltrs | 112 | PM Ltr  | 0 | % to Std | 69 | DPS % |  | 36 | Parcels  | 14   | Dly Begin | 07:45 | Dly Return | 16:05 | Sat Begin | 07:45 | Sat Return | 16:05 | 8-13 | 14-21 | Lines | Lines | Total FOT |  |
| Street           | 6:52 | AM Flts | 404 | PM Flts | 0 | FSS %    |    |       |  | 0  | Rtr Hour | 0:00 | Dly Leave | 09:18 | Dly End    | 16:15 | Sat Leave | 09:05 | Sat End    | 16:15 | 0:04 | 0:31  | 0:35  |       |           |  |

GENERATED BY: TAD GALLO



M-01725

Microsoft Excel - Workhour Workload May Template Training

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for help

100%

Reply with Changes... End Review...

Arial 8

AN26 =IF((AM26)="X",(L26+M26),"")

| Workhour Workload |       |              |      |      |      |       |      |      |      |      |      |      |      | Anomaly Worksheet   |         |                  |               |                  |          |          |       |                  |                  |          |      |     |      |   |      |
|-------------------|-------|--------------|------|------|------|-------|------|------|------|------|------|------|------|---------------------|---------|------------------|---------------|------------------|----------|----------|-------|------------------|------------------|----------|------|-----|------|---|------|
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Route:              | 10002   | Regular Carrier: | SMITH, R D    | Evaluated by:    |          |          |       |                  |                  |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Date data analyzed: |         |                  |               |                  |          |          |       |                  |                  |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Date Range:         |         | 03/01/2009       | -             | -                | 03/31/09 |          |       |                  |                  |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Route:              |         | 10002            |               |                  |          |          |       |                  |                  |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Regular Carrier:    |         | SMITH, R D       |               |                  |          |          |       |                  |                  |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Office Time         |         | Street Time      |               | Average          | Est. Std | Average  |       | Volume Anomalies |                  | Average  |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | 1:08                | 1:27    | 132              | 325           | Volume Anomalies |          | 6:35     |       |                  |                  |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Office Anomalies    |         |                  | Cased Volumes |                  | Letters  |          | Flats |                  | Street Anomalies |          |      |     |      |   |      |
|                   |       |              |      |      |      |       |      |      |      |      |      |      |      | Total               | Carrier | Selected         | 1:08          | Letters          | Flats    | Selected | 132   | 325              | Total            | Selected | 6:35 |     |      |   |      |
| 11                | 03/02 | SMITH, R D   | 1:14 | 0:00 | 1:17 | -0:03 | 0:04 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 573.84              | 6:42    | 0:00             | 6:52          | 1:18             | Reg      | X        | 1:18  | 161              | 458              | X        | 161  | 458 | 6:42 | X | 6:42 |
| 12                | 03/03 | SMITH, R D   | 0:59 | 0:00 | 0:53 | 0:06  | 0:10 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 648.69              | 6:51    | 0:00             | 6:52          | 1:09             | Reg      | X        | 1:09  | 148              | 214              | X        | 148  | 214 | 6:51 | X | 6:51 |
| 13                | 03/04 | SMITH, R D   | 0:48 | 0:00 | 0:51 | -0:03 | 0:08 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 802.15              | 6:49    | 0:00             | 6:52          | 0:56             | Reg      | X        | 0:56  | 67               | 236              | X        | 67   | 236 | 6:49 | X | 6:49 |
| 14                | 03/05 | SMITH, R D   | 1:07 | 0:00 | 1:08 | -0:01 | 0:12 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 565.15              | 6:34    | 0:00             | 6:52          | 1:19             | Reg      | X        | 1:19  | 80               | 401              | X        | 80   | 401 | 6:34 | X | 6:34 |
| 15                | 03/06 | SMITH, R D   | 1:04 | 0:00 | 0:59 | 0:05  | 0:11 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 592.06              | 6:31    | 0:00             | 6:52          | 1:15             | Reg      | X        | 1:15  | 128              | 285              | X        | 128  | 285 | 6:31 | X | 6:31 |
| 16                | 03/07 | LEE JR, C G  | 1:12 | 0:00 | 1:05 | 0:07  | 0:10 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 548.52              | 5:53    | 0:00             | 6:52          |                  |          |          |       | 262              | 282              | X        | 262  | 282 |      |   |      |
| 17                | 03/09 | SMITH, R D   | 1:31 | 0:00 | 1:25 | 0:06  | 0:11 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 436.25              | 6:14    | 0:00             | 6:52          | 1:42             | Reg      | X        | 1:42  | 297              | 470              | X        | 297  | 470 | 6:14 | X | 6:14 |
| 18                | 03/10 | SMITH, R D   | 0:48 | 0:00 | 0:56 | -0:08 | 0:11 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 761.22              | 7:01    | 0:00             | 6:52          | 0:59             | Reg      | X        | 0:59  | 78               | 276              | X        | 78   | 276 | 7:01 | X | 7:01 |
| 19                | 03/11 | SMITH, R D   | 0:53 | 0:00 | 0:54 | -0:01 | 0:10 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 703.77              | 5:51    | 0:00             | 6:52          | 1:03             | Reg      | X        | 1:03  | 74               | 264              | X        | 74   | 264 | 5:51 | X | 5:51 |
| 20                | 03/12 | SMITH, R D   | 1:02 | 0:00 | 1:10 | -0:07 | 0:10 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 621.66              | 6:27    | 0:00             | 6:52          | 1:12             | Reg      | X        | 1:12  | 81               | 419              | X        | 81   | 419 | 6:27 | X | 6:27 |
| 21                | 03/13 | SMITH, R D   | 0:43 | 0:00 | 1:00 | -0:17 | 0:11 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 828.88              | 6:28    | 0:00             | 6:52          | 0:54             | Reg      | X        | 0:54  | 138              | 288              | X        | 138  | 288 | 6:28 | X | 6:28 |
| 22                | 03/14 | LEE JR, C G  | 1:05 | 0:00 | 1:26 | -0:21 | 0:11 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 587.40              | 5:45    | 0:00             | 6:52          |                  |          |          |       | 91               | 392              | X        | 91   | 392 |      |   |      |
| 23                | 03/16 | SMITH, R D   | 1:10 | 0:00 | 1:07 | 0:02  | 0:10 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 560.90              | 6:40    | 0:00             | 6:52          | 1:20             | Reg      | X        | 1:20  | 137              | 368              | X        | 137  | 368 | 6:40 | X | 6:40 |
| 24                | 03/17 | GRASSEL, T P | 1:06 | 0:00 | 1:20 | -0:14 | 0:09 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 596.80              | 5:43    | 0:00             | 6:52          |                  |          |          |       | 166              | 311              | X        | 166  | 311 |      |   |      |
| 25                | 03/18 | SMITH, R D   | 1:00 | 0:00 | 1:15 | -0:15 | 0:10 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 637.60              | 6:50    | 0:00             | 6:52          | 1:10             | Reg      | X        | 1:10  | 83               | 478              | X        | 83   | 478 | 6:50 | X | 6:50 |
| 26                | 03/19 | SMITH, R D   | 1:02 | 0:00 | 1:07 | -0:04 | 0:08 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 632.20              | 6:23    | 0:00             | 6:52          | 1:10             | Reg      | X        | 1:10  | 64               | 398              | X        | 64   | 398 | 6:23 | X | 6:23 |
| 27                | 03/20 | SMITH, R D   | 0:00 | 0:47 | 0:51 | -0:04 | 0:00 | 0:06 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 847.72              | 0:00    | 6:19             | 6:52          | 0:53             | Reg      | X        | 0:53  | 92               | 222              | X        | 92   | 222 | 6:19 | X | 6:19 |
| 28                | 03/21 | GRASSEL, T P | 1:10 | 0:00 | 1:32 | -0:22 | 0:02 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 621.66              | 5:45    | 0:00             | 6:52          |                  |          |          |       | 303              | 325              | X        | 303  | 325 |      |   |      |
| 29                | 03/23 | SMITH, R D   | 0:57 | 0:00 | 1:04 | -0:07 | 0:16 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 616.52              | 6:37    | 0:00             | 6:52          | 1:13             | Reg      | X        | 1:13  | 59               | 374              | X        | 59   | 374 | 6:37 | X | 6:37 |
| 30                | 03/24 | SMITH, R D   | 0:59 | 0:00 | 1:07 | -0:09 | 0:13 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 621.66              | 6:48    | 0:00             | 6:52          | 1:12             | Reg      | X        | 1:12  | 153              | 360              | X        | 153  | 360 | 6:48 | X | 6:48 |
| 31                | 03/25 | SMITH, R D   | 0:40 | 0:00 | 0:47 | -0:06 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 0:00 | 614.00              | 6:14    | 0:00             | 6:52          | 0:40             | Reg      | X        | 0:40  | 50               | 195              | X        | 50   | 195 | 6:14 | X | 6:14 |

Draw AutoShapes

Ready NUM

Start | Inboxes - Microsoft Outlook | Microsoft PowerPoint - [...] | Unit Checklist 5-5-09 | Workhour Workload ... | untitled - Paint

8:49 AM



# Anomaly Worksheet

Route: 10002 Regular Carrier: SMITH, R D

Evaluated by:

Date data analyzed:

010



M-01725

| Average          |       |         |          | Est. Std      | Average |         |                         |                  | Average |       |                |      | Total   |       |       |
|------------------|-------|---------|----------|---------------|---------|---------|-------------------------|------------------|---------|-------|----------------|------|---------|-------|-------|
| 1:08             |       |         |          | 1:27          | 132     | 325     | <b>Volume Anomalies</b> |                  |         | 6:35  |                |      |         |       |       |
| Office Anomalies |       |         |          | Cased Volumes |         | Letters | Flats                   | Street Anomalies |         |       | Regular Volume |      | Dlvd    |       |       |
| Date             | Total | Carrier | Selected | 1:08          | Letters | Flats   | Selected                | 132              | 325     | Total | Selected       | 6:35 | Letters | Flats | Pcs   |
| 03/02            | 1:18  | Reg     | X        | 1:18          | 161     | 458     | X                       | 161              | 458     | 6:42  | X              | 6:42 | 161     | 458   | 2,636 |
| 03/03            | 1:09  | Reg     | X        | 1:09          | 148     | 214     | X                       | 148              | 214     | 6:51  | X              | 6:51 | 148     | 214   | 2,128 |
| 03/04            | 0:56  | Reg     | X        | 0:56          | 67      | 236     | X                       | 67               | 236     | 6:49  | X              | 6:49 | 67      | 236   | 1,521 |
| 03/05            | 1:19  | Reg     | X        | 1:19          | 80      | 401     | X                       | 80               | 401     | 6:34  | X              | 6:34 | 80      | 401   | 1,699 |
| 03/06            | 1:15  | Reg     | X        | 1:15          | 128     | 285     | X                       | 128              | 285     | 6:31  | X              | 6:31 | 128     | 285   | 1,470 |
| 03/07            |       |         |          |               | 262     | 282     | X                       | 262              | 282     |       |                |      |         |       | 1,483 |
| 03/09            | 1:42  | Reg     | X        | 1:42          | 297     | 470     | X                       | 297              | 470     | 6:14  | X              | 6:14 | 297     | 470   | 2,640 |
| 03/10            | 0:59  | Reg     | X        | 0:59          | 78      | 276     | X                       | 78               | 276     | 7:01  | X              | 7:01 | 78      | 276   | 2,926 |
| 03/11            | 1:03  | Reg     | X        | 1:03          | 74      | 264     | X                       | 74               | 264     | 5:51  | X              | 5:51 | 74      | 264   | 1,117 |
| 03/12            | 1:12  | Reg     | X        | 1:12          | 81      | 419     | X                       | 81               | 419     | 6:27  | X              | 6:27 | 81      | 419   | 1,537 |
| 03/13            | 0:54  | Reg     | X        | 0:54          | 138     | 288     | X                       | 138              | 288     | 6:28  | X              | 6:28 | 138     | 288   | 1,841 |
| 03/14            |       |         |          |               | 91      | 392     | X                       | 91               | 392     |       |                |      |         |       | 1,671 |
| 03/16            | 1:20  | Reg     | X        | 1:20          | 137     | 368     | X                       | 137              | 368     | 6:40  | X              | 6:40 | 137     | 368   | 2,196 |
| 03/17            |       |         |          |               | 166     | 311     | X                       | 166              | 311     |       |                |      |         |       | 2,429 |
| 03/18            | 1:10  | Reg     | X        | 1:10          | 83      | 478     | X                       | 83               | 478     | 6:50  | X              | 6:50 | 83      | 478   | 2,431 |
| 03/19            | 1:10  | Reg     | X        | 1:10          | 64      | 398     | X                       | 64               | 398     | 6:23  | X              | 6:23 | 64      | 398   | 1,449 |
| 03/20            | 0:53  | Reg     | X        | 0:53          | 92      | 222     | X                       | 92               | 222     | 6:19  | X              | 6:19 | 92      | 222   | 1,307 |
| 03/21            |       |         |          |               | 303     | 325     | X                       | 303              | 325     |       |                |      |         |       | 1,544 |
| 03/23            | 1:13  | Reg     | X        | 1:13          | 59      | 374     | X                       | 59               | 374     | 6:37  | X              | 6:37 | 59      | 374   | 1,689 |
| 03/24            | 1:12  | Reg     | X        | 1:12          | 153     | 360     | X                       | 153              | 360     | 6:48  | X              | 6:48 | 153     | 360   | 3,095 |
| 03/25            | 0:40  | Reg     | X        | 0:40          | 50      | 195     | X                       | 50               | 195     | 6:14  | X              | 6:14 | 50      | 195   | 1,141 |
| 03/26            | 0:56  | Reg     | X        | 0:56          | 63      | 275     | X                       | 63               | 275     | 7:04  | X              | 7:04 | 63      | 275   | 2,241 |
| 03/27            | 1:06  | Reg     | X        | 1:06          | 145     | 271     | X                       | 145              | 271     | 6:40  | X              | 6:40 | 145     | 271   | 1,776 |
| 03/28            |       |         |          |               | 132     | 160     | X                       | 132              | 160     |       |                |      |         |       | 1,081 |
| 03/30            | 1:17  | Reg     | X        | 1:17          | 255     | 407     | X                       | 255              | 407     | 6:43  | X              | 6:43 | 255     | 407   | 3,120 |

### Data from Anomaly review

| Office | Volume     | Cased Volumes |       | Street  | Reg Volumes |       |
|--------|------------|---------------|-------|---------|-------------|-------|
|        |            | Letters       | Flats |         | Letters     | Flats |
| 22:44  | Total Days | 3,307         | 8,129 | 131:46  | 2,353       | 6,659 |
| Days   | 20         | Days          | 25    | Days    | 20          | 20    |
|        | Average    | 132           | 325   | Average | 118         | 333   |



# Anomaly Worksheet

Route: 10002 Regular Carrier: SMITH, R D

Evaluated by:

Date data analyzed:

2010



M-01725

| Average          |       | Est. Std |          | Average       |         | Volume Anomalies |          |         |     | Average |          |                  |         | Total          |       |      |
|------------------|-------|----------|----------|---------------|---------|------------------|----------|---------|-----|---------|----------|------------------|---------|----------------|-------|------|
| 1:08             |       | 1:23     |          | 132           | 325     |                  |          |         |     | 6:35    |          |                  |         |                |       |      |
| Office Anomalies |       |          |          | Cased Volumes |         |                  |          | Letters |     | Flats   |          | Street Anomalies |         | Regular Volume |       | Divd |
| Date             | Total | Carrier  | Selected | 1:06          | Letters | Flats            | Selected | 113     | 306 | Total   | Selected | 6:34             | Letters | Flats          | Pcs   |      |
| 03/02            | 1:18  | Reg      | X        | 1:18          | 161     | 458              | X        | 161     | 458 | 6:42    | X        | 6:42             | 161     | 458            | 2,636 |      |
| 03/03            | 1:09  | Reg      | X        | 1:09          | 148     | 214              |          |         |     | 6:51    | X        | 6:51             |         |                | 2,128 |      |
| 03/04            | 0:56  | Reg      | X        | 0:56          | 67      | 236              | X        | 67      | 236 | 6:49    | X        | 6:49             | 67      | 236            | 1,521 |      |
| 03/05            | 1:19  | Reg      | X        | 1:19          | 80      | 401              | X        | 80      | 401 | 6:34    | X        | 6:34             | 80      | 401            | 1,699 |      |
| 03/06            | 1:15  | Reg      | X        | 1:15          | 128     | 285              | X        | 128     | 285 | 6:31    | X        | 6:31             | 128     | 285            | 1,470 |      |
| 03/07            |       |          |          |               | 262     | 282              | X        | 262     | 282 |         |          |                  |         |                | 1,483 |      |
| 03/09            | 1:42  | Reg      |          |               | 297     | 470              |          |         |     | 6:14    | X        | 6:14             |         |                | 2,640 |      |
| 03/10            | 0:59  | Reg      | X        | 0:59          | 78      | 276              | X        | 78      | 276 | 7:01    |          |                  | 78      | 276            | 2,926 |      |
| 03/11            | 1:03  | Reg      | X        | 1:03          | 74      | 264              | X        | 74      | 264 | 5:51    |          |                  | 74      | 264            | 1,117 |      |
| 03/12            | 1:12  | Reg      | X        | 1:12          | 81      | 419              |          |         |     | 6:27    | X        | 6:27             |         |                | 1,537 |      |
| 03/13            | 0:54  | Reg      | X        | 0:54          | 138     | 288              | X        | 138     | 288 | 6:28    | X        | 6:28             | 138     | 288            | 1,841 |      |
| 03/14            |       |          |          |               | 91      | 392              | X        | 91      | 392 |         |          |                  |         |                | 1,671 |      |
| 03/16            | 1:20  | Reg      | X        | 1:20          | 137     | 368              | X        | 137     | 368 | 6:40    | X        | 6:40             | 137     | 368            | 2,196 |      |
| 03/17            |       |          |          |               | 166     | 311              | X        | 166     | 311 |         |          |                  |         |                | 2,429 |      |
| 03/18            | 1:10  | Reg      | X        | 1:10          | 83      | 478              |          |         |     | 6:50    | X        | 6:50             |         |                | 2,431 |      |
| 03/19            | 1:10  | Reg      | X        | 1:10          | 64      | 398              | X        | 64      | 398 | 6:23    | X        | 6:23             | 64      | 398            | 1,449 |      |
| 03/20            | 0:53  | Reg      | X        | 0:53          | 92      | 222              | X        | 92      | 222 | 6:19    | X        | 6:19             | 92      | 222            | 1,307 |      |
| 03/21            |       |          |          |               | 303     | 325              |          |         |     |         |          |                  |         |                | 1,544 |      |
| 03/23            | 1:13  | Reg      | X        | 1:13          | 59      | 374              | X        | 59      | 374 | 6:37    | X        | 6:37             | 59      | 374            | 1,689 |      |
| 03/24            | 1:12  | Reg      | X        | 1:12          | 153     | 360              | X        | 153     | 360 | 6:48    | X        | 6:48             | 153     | 360            | 3,095 |      |
| 03/25            | 0:40  | Reg      | X        | 0:40          | 50      | 195              | X        | 50      | 195 | 6:14    | X        | 6:14             | 50      | 195            | 1,141 |      |
| 03/26            | 0:56  | Reg      | X        | 0:56          | 63      | 275              | X        | 63      | 275 | 7:04    |          |                  | 63      | 275            | 2,241 |      |
| 03/27            | 1:06  | Reg      | X        | 1:06          | 145     | 271              | X        | 145     | 271 | 6:40    | X        | 6:40             | 145     | 271            | 1,776 |      |
| 03/28            |       |          |          |               | 132     | 160              | X        | 132     | 160 |         |          |                  |         |                | 1,081 |      |
| 03/30            | 1:17  | Reg      | X        | 1:17          | 255     | 407              |          |         |     | 6:43    | X        | 6:43             |         |                | 3,120 |      |

### Data from Anomaly review

| Days | Office | Volume     | Cased Volumes |       | Street  | Reg Volumes |       |
|------|--------|------------|---------------|-------|---------|-------------|-------|
|      | 21:02  |            | Letters       | Flats |         | Letters     | Flats |
|      |        | Total Days | 2,140         | 5,816 | 111:50  | 1,489       | 4,671 |
| 19   |        | 25         | 19            | 19    | 17      | 15          | 15    |
|      |        | Average    | 113           | 306   | Average | 99          | 311   |

|            |                 |                  |            |                    |                     |             |             |                   |                |           |
|------------|-----------------|------------------|------------|--------------------|---------------------|-------------|-------------|-------------------|----------------|-----------|
| Route:     | 10002           | Regular Carrier: | SMITH, R D | Evaluated by:      | T Gallo & F Rolando |             |             |                   |                |           |
|            |                 |                  |            | Date data entered: | 5/5/2009            |             |             |                   |                |           |
| Avg Office | Est. Std Office | FOT              | Base FOT   | Carrier Off Input  | Avg Street          | Base Street | 3999 Street | Carrier Str Input | Reg Std Office | Act/Std % |
| 1:06       | 1:23            | 0:33             | 0:35       | 1:15               | 6:34                | 6:52        | 6:30        | 6:45              | 1:23           | 79.5%     |

**Comments:** [250 characters per section]  
 The basis for the evaluation selection was based on the information provided by the carrier and the data available minus the days identified in the report which were considered anomalies during the selected period, the evaluation times are listed below.

This route will be considered for adjustment if the unit warrants adjustment. If adjustments are considered in this unit COR will be used.

|  |      |  |  |  |  |  |  |  |  |   |      |
|--|------|--|--|--|--|--|--|--|--|---|------|
| <b>Route Evaluation Times - Left side of 1840, reverse</b> |      |  |  |  |  |  |  |  |  | <b>Final Adjustment Times - Right side of 1840, reverse</b> |      |
| Office   | 1:06 |  |  |  |  |  |  |  |  | Office  |      |
| Street   | 6:34 |  |  |  |  |  |  |  |  | Street  |      |
| Total  | 7:40 |  |  |  |  |  |  |  |  | Total   | 0:00 |
| Router   | 0:00 |  |  |  |  |  |  |  |  | Router  |      |

## Unit Summary Report

| Delivery Unit: |            | 2026001        |                |                   |            |             |             |                  |               |             |   |        |       |        |      |   |         |         |         |           |  |
|----------------|------------|----------------|----------------|-------------------|------------|-------------|-------------|------------------|---------------|-------------|---|--------|-------|--------|------|---|---------|---------|---------|-----------|--|
| Date Range:    |            | 03/01/2009     |                | through           |            | 03/31/09    |             |                  |               |             |   |        |       |        |      |   |         |         |         |           |  |
|                |            | Analysis Times |                |                   |            |             |             |                  |               |             | Evaluation Times Selected - Left side of 1840 reverse |        |       |        |      | Final Adjustment Times - Right side of 1840 reverse |         |         |         | Act/Std % |  |
| Route #        | Regular    | Avg Office     | Est Std Office | Carrier Off Input | Avg Street | Base Street | 3999 Street | Carrier St Input | Cased Letters | Cased Flats | Office  | Street | Total | Router | FOT  | Office  | Street  | Total   | Router  | Act/Std % |  |
| 10002          | SMITH, R D | 1:06           | 1:23           | 1:15              | 6:34       | 6:52        | 6:30        | 6:45             | 113           | 306         | 1:06  | 6:34   | 7:40  | 0:00   | 0:33 |   |         |         |         | 79.5%     |  |
| Unit Total     |            | 1:06           | 1:23           | 1:15              | 6:34       | 6:52        | 6:30        | 6:45             | 113           | 306         | 1:06  | 6:34   | 7:40  | 0:00   | 0:33 | 0:00  | 0:00    | 0:00    | 0:00    |           |  |
| Unit AVERAGE   |            | 1:06           | 1:23           | 1:15              | 6:34       | 6:52        | 6:30        | 6:45             | 113           | 306         | 1:06  | 6:34   | 7:40  | 0:00   | 0:33 | #DIV/0!   | #DIV/0! | #DIV/0! | #DIV/0! | 79.5%     |  |

## Re: **Joint** Alternate Route Adjustment Process – 2010

- ***Replacement Carriers***

- *All actual office and street time data used will be based on the performance of the regular carrier as described above. On vacant routes or routes where the data for the regular carrier is not available for the analysis period, the parties may use the data from a mutually agreed to replacement carrier.*

## Re: **Joint** Alternate Route Adjustment Process – **2010**

- **Consultations**

- *Joint consultations will be conducted with each carrier to obtain his/her input regarding the evaluation and proposed adjustments. No adjustment will be finalized until after the carrier consultations have taken place.*

## **Joint Alternate Route Adjustment Process – 2010**

### **• Consultations**

- If the regular city letter carrier requests a copy of the representative PS Form 3999 during the consultation,
  - a copy will be provided to the city carrier by the District Evaluation and Adjustment Team as soon as practicable
  - If the city carrier has additional comments after reviewing PS Form 3999, such comments will be immediately forwarded to the District Evaluation and Adjustment Team for consideration in the evaluation and adjustment
- Jointly developed scripts and forms will be used by the Local Office Contacts to conduct the initial and adjustment consultations with each carrier.
- The District Evaluation and Adjustment Team will enter all appropriate data elements into the script prior to sending the forms to the Local Office Contacts.
- **Local Office Contacts will provide a comment if the carrier has no feedback for the District Evaluation and Adjustment Team**

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. M01725

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.

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.

## Evaluation Consultation Script (Page 2)

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.

## Evaluation Consultation Script (Page 3)

M-01725

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:

## Evaluation Consultation Script (Page 4)

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 \_\_\_\_\_

## Re: **Joint** Alternate Route Adjustment Process – 2010

- **Adjustments**

- *The teams will be guided by sections 243.21.b, 243.22, & 243.23 of Handbook M-39 when adjusting routes.*
- *A current 3999 will be used by the District Team to determine the street value of territory transferred.*
- *The associated office time for the territory transferred will be jointly determined using any of the methods in the M-39 section 243.316.b.*

**Re: Joint Alternate Route Adjustment Process – 2010**

- *In any unit where the team determines that the number of routes will be reduced, preference should be given to selecting auxiliary routes, vacant routes, and then routes held by junior carriers, provided such selections are efficient and effective. Additionally, carrier seniority should be considered when excessive route changes are anticipated, provided such consideration does not adversely affect the efficiency or effectiveness of the adjustments.*

# Joint Alternate Route Adjustment Process – 2010

## Adjustments

- Following an adjustment, management will complete a new PS Form 3999 for the route as soon as practicable.
- Where jointly agreed to by the District Evaluation and Adjustment Team, another method to transfer office time under this agreement is an office factor based on the evaluated office time, possible deliveries, and FOT minus five minutes (for lines 8 to 13).
  - The formula is:
    - Evaluated office time minus the adjusted FOT (FOT - 5 minutes), divided by possible deliveries. This formula provides the time value that can be used to determine the amount of office time to transfer based on the number of deliveries being moved.

# Re: **Joint Alternate Route Adjustment Process – 2010**

## Considerations for Router Adjustments

1. Routes evaluating more than 8 hours can use router as permanent relief.
2. Routes evaluating less than 8 hours, that currently have router time assigned to the route(s);
  1. consider reducing/eliminating router time to adjust route(s)
  2. consider territorial adjustments to adjust route(s)
3. Routes evaluating less than 8 hours, that do not currently have router time assigned to that route/s, must make permanent additions by transferring territory in the delivery unit.
4. The establishment and administration of router positions must be consistent with the November 21, 2001 National Memorandum of Understanding, Re: Router, Carrier Craft, and other agreements between the parties regarding routers.
5. Maximization of router positions must comply with the September 21, 1988 Router Assignment Instructions and the April 13, 1989 settlement agreement on case number H4N-5C-C 36660, which states in part:

Item 3, of the September 21, 1988, Router Assignment Instructions states that "Router positions should be maximized to full-time, 8-hour positions to the extent practicable.

The parties may consider implementing router adjustments and then reviewing the practical administration of the router assignments during the revisit of the adjustments as a means of addressing certain disputes over the use of routers.

**Re: Joint** Alternate Route Adjustment Process – 2010

- *When available, Carrier Optimal Routing (COR) will be jointly used by the District Evaluation and Adjustment Team as a tool for route optimization and adjustment.*

## COR JARAP

- **The team's use of COR must be consistent with the applicable provisions of the M-39 Handbook, and their application of the COR process must also comply with the parties national settlement which is reproduced below.**

## COR JARAP

- **When transferring territory, the back of the PS Form 1840 will indicate by sector segment, any change in street credit from the actual street time used for that sector segment on PS Form 3999, including all relay, travel, allied time, etc. Any such proposed adjustment to the carrier's street time must be documented and explained by appropriate comments on the reverse of PS Form 1840.**



## The COR Agreement provides that:

When transferring territory, the back of the PS 1840 will indicate by sector segment, any change in street credit from the actual street time used for that sector segment on PS Form 3999, including all relay, travel, allied time, etc.

***“Any such proposed adjustments to the carrier’s street time must be documented and explained by appropriate comments on the reverse of the PS 1840.”***

| ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE |                   |                    | Route: C065 ZIP: 33181 | RECORD OF OFFICE AND STREET ADJUSTMENTS MADE |                |      |                         |                                   |        |                   | Date: 11/20/08 Page 5 of 8 |                |                   |
|--|-------------------|--------------------|------------------------|--|----------------|------|-------------------------|-----------------------------------|--------|-------------------|----------------------------|----------------|-------------------|
| ITEM   | HOURS AND MINUTES | NEW CONST. MINUTES | RELIEF (R)             | STREET                                       | ADDRESS RANGES |      | ZIP + 4 SECTOR/ SEGMENT | TRANS-FERRED TO/FROM ROUTE NUMBER | DELYS. | OFFICE TIME MM:SS | STREET TIME MM:SS          | ADJUSTED ROUTE |                   |
|  |                   |                    | ADDITION (A)           |  | BEGIN          | END  |                         |                                   |        |                   |                            | ITRN           | HOURS AND MINUTES |
| OFFICE TIME                                    |                   |                    | R                      | NE NORTH MIAMI BLVD                          | 1880           | 1880 | 2818                    | C064                              | -7     | 00:00             | 00:08                      | OFFICE TIME    |                   |
| STREET TIME                                    |                   |                    | R                      | NE NORTH MIAMI BLVD                          | 1890           | 1890 | 2819                    | C064                              | -6     | 00:08             | 00:04                      | STREET TIME    |                   |
| TOTAL TIME                                     |                   |                    | R                      | NE NORTH MIAMI BLVD                          | 1896           | 1896 | 2820                    | C064                              | -7     | 00:01             | 00:29                      | TOTAL TIME     |                   |
| RELIEF   |                   |                    | R                      | NE NORTH MIAMI BLVD                          | 1880           | 1880 | 2866                    | C064                              | -5     | 00:24             | 05:12                      |                |                   |
| ADDITION                                       |                   |                    | R                      | NE NORTH MIAMI BLVD                          | 1890           | 1890 | 2867                    | C064                              | -6     | 00:47             | 02:23                      |                |                   |
|  |                   |                    | R                      | Relay Time: EXR 13:58, ADJ 04:17             | 0              | 0    |                         |                                   | 0      | 00:00             | 09:41                      |                |                   |
|  |                   |                    | R                      | Travel To Route: EXR 09:45, ADJ 05:56        | 0              | 0    |                         |                                   | 0      | 00:00             | 03:49                      |                |                   |
|  |                   |                    | R                      | Travel From Route: EXR 13:47, ADJ 04:57      | 0              | 0    |                         |                                   | 0      | 00:00             | 08:50                      |                |                   |
|  |                   |                    | R                      | Travel Within: EXR 43:09, ADJ 03:00          | 0              | 0    |                         |                                   | 0      | 00:00             | 40:09                      |                |                   |
|  |                   |                    |                        | *****  | 0              | 0    |                         |                                   | 0      | 00:00             | 00:00                      |                |                   |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -00:34       | 1896           | 1896 | 2820                    |                                   | 0      | 00:00             | 00:00                      |                |                   |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -00:10       | 1948           | 1948 | 2800                    |                                   | 0      | 00:00             | 00:00                      |                |                   |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -01:04       | 1950           | 1998 | 2858                    |                                   | 0      | 00:00             | 00:00                      |                |                   |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -00:57       | 2124           | 2124 | 2939                    |                                   | 0      | 00:00             | 00:00                      |                |                   |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -01:00       | 2100           | 2198 | 2902                    |                                   | 0      | 00:00             | 00:00                      |                |                   |

Comments

- Office break Option chosen  Yes or  No.
- Base Time for Route evaluation from Form  is  (Hours and Minutes).
- Street Time for adjustment 05:50 (hours and minutes).
- Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

## Type in comments explaining changes to Allied time

**Allied Time Comment Editor**

Route: C002

|                          | Time (MM:SS) | Adjustment | Comment   |
|--------------------------|--------------|------------|---|
| Relay Time               | 00:00        | 00:00      |   |
| Replenish Time           | 00:00        | 00:00      |   |
| <b>Travel To</b>         | 02:22        | -02:22     | Route abolished   |
| <b>Travel From</b>       | 06:06        | -06:06     | Route abolished   |
| <b>Vehicle Load</b>      | 08:03        | -08:03     | Route abolished   |
| <b>Vehicle Unload</b>    | 02:39        | -02:39     | Route abolished   |
| Travel Within            | 00:00        | 00:00      |   |
| <b>Accountable Del</b>   | 17:36        | -17:36     | Time transferred to gaining route 29021 & 29017 & 29011 |
| <b>Parcel Del</b>        | 09:31        | -09:31     | Time transferred to gaining route 29021 & 29017 & 29011 |
| <b>Street Break Time</b> | 10:00        | -10:00     | Route abolished   |
| Collection Time          | 00:00        | 00:00      |   |
| Deadhead Time            | 00:00        | 00:00      |   |
| Personal Needs           | 00:00        | 00:00      |   |
| Customer Contact         | 00:00        | 00:00      |   |
| Gas Vehicle              | 00:00        | 00:00      |   |
| Backtracking             | 00:00        | 00:00      |   |
| Animal Interference      | 00:00        | 00:00      |   |
| Waiting For Relays       | 00:00        | 00:00      |   |
| Waiting - Other          | 00:00        | 00:00      |   |
| Temporary Detail         | 00:00        | 00:00      |   |
| <b>Management Time</b>   | 00:00        | -26:00     | Route abolished   |
| Accident                 | 00:00        | 00:00      |   |
| Waiting - Other          | 00:00        | 00:00      |   |
| Misc. Other              | 00:00        | 00:00      |   |
| Additional Comments      |              |            |   |

**Travel to, Travel From, Load, Unload eliminated because route was abolished**

**All Accountable and Parcel Time transferred to gaining route. Check other routes' 1840's to make sure this happened**

Save Exit

Start | Maptitude - [33029.Map ...] | COR Engine | COR allied time entry - M... | Allied Time Comment ... | 3:19 PM

**Note changes to Relay Time, Travel To, Travel From, Travel Within**

| ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE |                   |                    | Route: C065 ZIP: 33181 |   | RECORD OF OFFICE AND |      |
|--|-------------------|--------------------|------------------------|---|----------------------|------|
| ITEM   | HOURS AND MINUTES | NEW CONST. MINUTES | RELIEF (R)             | STREET                                  | ADDRESS RANGE        |      |
|  |                   |                    | ADDITION (A)           |   | BEGIN                | END  |
| OFFICE TIME                                    |                   |                    | R                      | NE NORTH MIAMI BLVD                     | 1880                 | 1880 |
| STREET TIME                                    |                   |                    | R                      | NE NORTH MIAMI BLVD                     | 1890                 | 1890 |
| TOTAL TIME                                     |                   |                    | R                      | NE NORTH MIAMI BLVD                     | 1896                 | 1896 |
| RELIEF   |                   |                    | R                      | NE NORTH MIAMI BLVD                     | 1880                 | 1880 |
| ADDITION                                       |                   |                    | R                      | NE NORTH MIAMI BLVD                     | 1890                 | 1890 |
|  |                   |                    | R                      | Relay Time: EXR 13:58, ADJ 04:17        | 0                    | 0    |
|  |                   |                    | R                      | Travel To Route: EXR 09:45, ADJ 05:56   | 0                    | 0    |
|  |                   |                    | R                      | Travel From Route: EXR 13:47, ADJ 04:57 | 0                    | 0    |
|  |                   |                    | R                      | Travel Within: EXR 43:09, ADJ 03:00     | 0                    | 0    |
|  |                   |                    |                        | *****                                   | 0                    | 0    |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -00:34  | 1896                 | 1896 |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -00:10  | 1948                 | 1948 |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -01:04  | 1950                 | 1998 |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -00:57  | 2124                 | 2124 |
|  |                   |                    |                        | Old Relay: NE NORTH MIAMI BLVD, -01:00  | 2100                 | 2198 |

Comments

- Office break Option chosen  Yes or  No.
- Base Time for Route evaluation from Form  is :  (Hours and Minutes).
- Street Time for adjustment 05:50 (hours and minutes).
- Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

## COR JARAP

- **Travel To, Travel From, and Travel Within times must be validated, documented, and discussed during the carrier consultation. If there is a different credit of time proposed for travel within or travel to and from the route other than what existed as reflected by PS Form 3999, such new time will be validated and a decision made by the District Evaluation and Adjustment Team regarding the proposed change, prior to the second consultation with the letter carrier. It is not necessary that the validation itself be done jointly in order to satisfy the District Evaluation and Adjustment Team.**
- **The Route Summary Report will be used as a tool to aid in the validation process.**

```

*****
*                               Route Summary Report                               *
*   Date: Sun Jan 18             Zone 32809                                     Page: 1*
*****

```

M-01725

Office Transfer Mode: Demonstrated Performance by Relieved Carrier  
 Volumes: Non Full Coverage

# Route Summary Report

| Route | Possible Deliveries | Allied Time | Street Time | Office Time | Priority Time | Total Time |
|-------|---------------------|-------------|-------------|-------------|---------------|------------|
| C005  | 0                   | 00:16       | -00:12      | 00:12       | 00:00         | 00:00      |
| C009  | 346                 | 03:24       | 06:34       | 01:31       | 00:00         | 08:05      |
| C014  | 848                 | 01:57       | 05:02       | 02:12       | 01:45         | 07:14      |
| C016  | 409                 | 01:36       | 06:49       | 01:22       | 03:01         | 08:11      |
| C019  | 271                 | 03:43       | 06:20       | 01:52       | 00:00         | 08:12      |
| C022  | 414                 | 01:35       | 06:28       | 01:56       | 00:00         | 08:24      |
| C024  | 0                   | -00:55      | -00:45      | 00:45       | 00:00         | 00:00      |
| C025  | 673                 | 01:41       | 05:49       | 02:10       | 00:27         | 07:59      |
| C028  | 0                   | -00:32      | -00:29      | 00:29       | 00:00         | 00:00      |
| C038  | 0                   | 00:41       | -00:06      | 00:06       | 00:00         | 00:00      |
| C041  | 0                   | 00:32       | 00:01       | -00:01      | 00:00         | 00:00      |

**This report is a summary of each route listing the number of deliveries, office and street times, etc.**

**It also displays Allied Time Details.**

Allied Time Details (MM:SS):

| Route | Loading Time | Travel To Time | Travel From Time | Travel Within Time | Deadhead Time | Relay Time |
|-------|--------------|----------------|------------------|--------------------|---------------|------------|
| C005  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C009  | 14:47        | 05:52          | 06:25            | 04:26              | 20:37         | 07:27      |
| C014  | 18:51        | 00:06          | 02:38            | 26:45              | 06:38         | 02:10      |
| C016  | 10:32        | 03:05          | 04:01            | 11:27              | 10:54         | 09:50      |
| C019  | 22:06        | 05:09          | 05:16            | 02:20              | 12:47         | 11:26      |
| C022  | 14:13        | 04:28          | 05:25            | 03:50              | 23:47         | 19:28      |
| C024  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C025  | 35:24        | 03:12          | 03:37            | 10:50              | 02:20         | 00:40      |
| C028  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C038  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C041  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |

# Route Summary Report

**Park Locations:**

| Route | Park Cnt | Relay Cnt |
|-------|----------|-----------|
| C009  | 3        | 5         |
| C014  | 1        | 1         |
| C016  | 2        | 4         |
| C019  | 3        | 7         |
| C022  | 4        | 7         |
| C025  | 1        | 1         |

Lists the number of park points and relays for each route.

**ROUTE C009**

```

** Park vehicle at the end of DICKENS AVE after 1099 **
Start relay      1 7015    1105 CHESTERTON AVE
Start relay      2 7027    7709 TENNYSON ST
Start relay      3 7027    7713 TENNYSON ST
** Park vehicle at the end of BROCKBANK DR after 7309 **
Start relay      4 6349    7324 BROCKBANK DR
** Park vehicle at the end of FORESTER AVE after 1100 **
Start relay      5 6355    7618 BROCKBANK DR
    
```

**ROUTE C014**

```

** Park vehicle at W LANCASTER RD & CALYPSO DR **
Start relay      1 4934    6419 CALYPSO DR
    
```

**ROUTE C016**

```

** Park vehicle along BOICE ST between 6498 & 6598 **
Start relay      1 5811    6426 BOICE ST
Start relay      2 5855    1210 PLATO AVE
Start relay      3 5812    6504 BOICE ST
** Park vehicle at FORESTER AVE & PRECOURT DR **
    
```

Also displays the location of each park point and the beginning point of each relay.

## COR JARAP

- **The District Evaluation and Adjustment Team will be provided the relevant reports generated by COR to review the specifics of the proposed changes regarding relays and relay times so that they can jointly make decisions regarding the proposed changes, and then have the necessary documentation for the adjustment consultations regarding any agreed to changes.**
- **The Allied Time Report will be used as a tool to review proposals regarding the transfer of allied time. After the District Evaluation and Adjustment Team jointly decides what is transferred. The report will be used to document any agreed to changes during the adjustment consultations on the PS Form 1840, *Reverse*.**

## Existing Route Summary

U.S. POSTAL SERVICE  
Delivery Routing System  
Existing Route Summary  
06/10/09 14:16:00

This report should be printed first, as it is a summary of the zone and each route in the zone as they exist before any changes are made.

This is the “BEFORE” picture of the routes/zone.

You will compare this to the Adjusted Route Summary after COR optimizes the zone.

Zone: 33027  
-----

| ROUTE ID | POS DEL | STREET TIME |          | OFFICE TIME |       |        | ROUTE TIME |
|----------|---------|-------------|----------|-------------|-------|--------|------------|
|          |         | ALLIED      | DELIVERY | NET         | STD   | FACTOR |            |
| CC60     | 574     | 01:19       | 05:30    | 02:02       | 02:02 | 0.213  | 07:32      |
| CC60     | 335     | 01:06       | 04:30    | 02:02       | 02:02 | 0.364  | 06:32      |
| CC61     | 449     | 01:25       | 05:25    | 01:56       | 01:56 | 0.258  | 07:21      |
| CC62     | 728     | 01:12       | 05:45    | 01:59       | 01:59 | 0.136  | 07:24      |
| CC63     | 786     | 01:36       | 05:36    | 01:45       | 01:45 | 0.134  | 07:21      |
| CC64     | 784     | 02:04       | 05:50    | 01:37       | 01:37 | 0.124  | 07:07      |
| CC65     | 850     | 03:08       | 06:30    | 01:36       | 01:36 | 0.113  | 08:06      |
| CC66     | 790     | 01:27       | 05:25    | 01:45       | 01:45 | 0.135  | 07:10      |
| CC67     | 716     | 01:29       | 05:15    | 01:44       | 01:44 | 0.145  | 06:59      |
| CC68     | 821     | 01:01       | 05:13    | 01:58       | 01:58 | 0.144  | 07:11      |
| CC69     | 477     | 01:06       | 05:31    | 02:14       | 02:14 | 0.281  | 07:45      |
| CC70     | 408     | 01:00       | 05:21    | 02:09       | 02:09 | 0.316  | 07:30      |
| CC71     | 865     | 01:00       | 05:00    | 02:09       | 02:09 | 0.149  | 07:09      |
| CC72     | 503     | 01:00       | 05:11    | 02:12       | 02:12 | 0.262  | 07:22      |
| CC73     | 514     | 01:06       | 05:22    | 02:06       | 02:06 | 0.245  | 07:22      |
| CC74     | 678     | 01:27       | 05:25    | 01:48       | 01:48 | 0.159  | 07:12      |
| CC75     | 760     | 01:19       | 06:03    | 01:50       | 01:50 | 0.145  | 07:52      |
| CC76     | 418     | 01:32       | 05:42    | 02:13       | 02:13 | 0.318  | 07:56      |
| CC77     | 548     | 01:22       | 05:45    | 02:05       | 02:05 | 0.220  | 07:50      |
| CC78     | 520     | 01:26       | 05:15    | 02:08       | 02:08 | 0.246  | 07:22      |
| CC79     | 504     | 01:06       | 05:22    | 02:04       | 02:04 | 0.246  | 07:26      |
| CC80     | 574     | 01:16       | 05:10    | 02:01       | 02:01 | 0.211  | 07:11      |
| CC81     | 603     | 01:21       | 05:30    | 02:06       | 02:06 | 0.209  | 07:36      |
| CC82     | 465     | 01:40       | 05:25    | 02:10       | 02:10 | 0.280  | 07:35      |
| CC83     | 513     | 01:12       | 05:15    | 02:11       | 02:11 | 0.255  | 07:26      |
| CC84     | 339     | 01:06       | 06:32    | 01:41       | 01:41 | 0.298  | 08:13      |
| CC85     | 481     | 01:49       | 05:16    | 02:15       | 02:15 | 0.281  | 07:31      |
| CC86     | 554     | 01:26       | 05:50    | 02:00       | 02:00 | 0.217  | 07:50      |
| CC87     | 456     | 01:29       | 05:45    | 02:15       | 02:15 | 0.296  | 08:00      |
| CC88     | 559     | 01:27       | 05:16    | 02:18       | 02:18 | 0.247  | 07:34      |
| CC89     | 417     | 01:38       | 05:30    | 02:06       | 02:06 | 0.302  | 07:06      |
| CC90     | 611     | 01:56       | 05:30    | 02:15       | 02:15 | 0.221  | 07:45      |
| CC91     | 582     | 01:22       | 05:23    | 01:59       | 01:59 | 0.204  | 07:02      |
| CC92     | 663     | 01:26       | 05:40    | 02:01       | 02:01 | 0.180  | 07:41      |
| CC94     | 654     | 01:40       | 05:30    | 02:07       | 02:07 | 0.194  | 07:37      |

It is suggested that the Team jointly come to agreement on the number of full-time and auxiliary routes that the zone can support and compare this with what COR proposes.

Zone: 33027  
 -----

# Existing Route Summary

| ROUTE ID     | POS DEL      | STREET TIME  |               | OFFICE TIME  |              |              | ROUTE TIME    |
|--------------|--------------|--------------|---------------|--------------|--------------|--------------|---------------|
|              |              | ALLIED       | DELIVERY      | NET          | STD          | FACTOR       |               |
| C030         | 574          | 01:19        | 05:30         | 02:02        | 02:02        | 0.213        | 07:32         |
| C060         | 335          | 01:06        | 04:30         | 02:02        | 02:02        | 0.364        | 06:32         |
| C061         | 449          | 01:25        | 05:25         | 01:56        | 01:56        | 0.258        | 07:21         |
| C062         | 728          | 01:12        | 05:45         | 01:39        | 01:39        | 0.136        | 07:24         |
| C063         | 786          | 01:36        | 05:36         | 01:45        | 01:45        | 0.134        | 07:21         |
| C064         | 784          | 02:04        | 05:50         | 01:37        | 01:37        | 0.124        | 07:27         |
| C065         | 850          | 03:08        | 06:30         | 01:36        | 01:36        | 0.113        | 08:06         |
| C066         | 792          | 01:27        | 05:25         | 01:45        | 01:45        | 0.133        | 07:10         |
| C067         | 716          | 01:29        | 05:15         | 01:44        | 01:44        | 0.145        | 06:59         |
| C068         | 821          | 01:01        | 05:13         | 01:58        | 01:58        | 0.144        | 07:11         |
| C069         | 477          | 01:36        | 05:31         | 02:14        | 02:14        | 0.281        | 07:45         |
| C070         | 408          | 01:03        | 05:21         | 02:09        | 02:09        | 0.316        | 07:30         |
| C071         | 865          | 01:23        | 05:00         | 02:09        | 02:09        | 0.149        | 07:09         |
| C072         | 503          | 01:33        | 05:11         | 02:12        | 02:12        | 0.262        | 07:23         |
| C073         | 514          | 01:06        | 05:22         | 02:06        | 02:06        | 0.245        | 07:28         |
| C074         | 678          | 01:27        | 05:25         | 01:48        | 01:48        | 0.159        | 07:13         |
| C075         | 760          | 01:19        | 06:03         | 01:50        | 01:50        | 0.145        | 07:53         |
| C076         | 418          | 01:32        | 05:43         | 02:13        | 02:13        | 0.318        | 07:56         |
| C077         | 548          | 01:32        | 05:45         | 02:05        | 02:05        | 0.228        | 07:50         |
| C078         | 520          | 01:26        | 05:15         | 02:08        | 02:08        | 0.246        | 07:23         |
| C079         | 504          | 01:06        | 05:22         | 02:04        | 02:04        | 0.246        | 07:26         |
| C080         | 574          | 01:16        | 05:10         | 02:01        | 02:01        | 0.211        | 07:11         |
| C081         | 603          | 01:21        | 05:30         | 02:06        | 02:06        | 0.209        | 07:36         |
| C082         | 465          | 01:40        | 05:25         | 02:10        | 02:10        | 0.280        | 07:35         |
| C083         | 513          | 01:12        | 05:15         | 02:11        | 02:11        | 0.255        | 07:26         |
| C084         | 339          | 01:06        | 06:32         | 01:41        | 01:41        | 0.298        | 08:13         |
| C085         | 481          | 01:49        | 05:16         | 02:15        | 02:15        | 0.281        | 07:31         |
| C086         | 554          | 01:26        | 05:50         | 02:00        | 02:00        | 0.217        | 07:50         |
| C087         | 456          | 01:29        | 05:45         | 02:15        | 02:15        | 0.296        | 08:00         |
| C088         | 559          | 01:27        | 05:16         | 02:18        | 02:18        | 0.247        | 07:34         |
| C089         | 417          | 01:38        | 05:20         | 02:06        | 02:06        | 0.302        | 07:26         |
| C090         | 611          | 01:56        | 05:30         | 02:15        | 02:15        | 0.221        | 07:45         |
| C091         | 582          | 01:22        | 05:23         | 01:59        | 01:59        | 0.204        | 07:22         |
| C092         | 663          | 01:26        | 05:40         | 02:01        | 02:01        | 0.183        | 07:41         |
| C094         | 654          | 01:40        | 05:30         | 02:07        | 02:07        | 0.194        | 07:37         |
| C095         | 516          | 01:21        | 05:05         | 02:10        | 02:10        | 0.252        | 07:15         |
| C096         | 829          | 02:13        | 06:30         | 02:26        | 02:26        | 0.176        | 08:56         |
| C097         | 400          | 01:30        | 05:20         | 02:28        | 02:28        | 0.370        | 07:48         |
| C098         | 828          | 01:35        | 05:48         | 01:39        | 01:39        | 0.120        | 07:27         |
| C099         | 721          | 01:13        | 05:10         | 02:00        | 02:00        | 0.166        | 07:10         |
| <b>Total</b> | <b>23795</b> | <b>59:30</b> | <b>220:12</b> | <b>81:10</b> | <b>81:10</b> | <b>-----</b> | <b>301:22</b> |

These are the times for the individual routes and should match the DOIS times

This is the total time for the zone should match the DOIS time

This is the total Allied Time for the zone. COR is going to focus on this.



## Editing the Existing Route Summary

These times should be whatever the DEAT team has agreed the evaluated office and street times should be.

These times should match the times agreed to by the DEAT team for each route in the zone.

The Existing Route Summary Report should be printed.

If changes are made to any of these times, a new Existing Route Summary Report should be generated and printed and compared with the one created after the routes are adjusted in COR.

**COR: Route Adjustment**

| Category                               | Command                            |
|--|------------------------------------|
| Startup & Import/Export Procedures     | Create Blockface Layer             |
| Delivery Location Procedures           | <b>Edit Existing Route Summary</b> |
| Delivery Data Procedures               | Select Office Transfer Mode        |
| Street and Office Layer Preparation    | Select Volume Coverage             |
| <b>Route Initialization Procedures</b> | Initialize Route Data              |
| Territory Realignment                  |                                    |
| Line of Travel                         |                                    |
| Reports and Plots                      |                                    |
| Solution Management                    |                                    |

Version: 1.3

**Existing Route Summary Editor - Zone 32809**

| Route ID       | Pos Del     | Street Time  |              | Office Time  |              | Route Time   |
|----------------|-------------|--------------|--------------|--------------|--------------|--------------|
|                |             | Allied       | Delivery     | Net          | Std          |              |
| C005           | 30          | +00:57       | +00:59       | +00:19       | 00:24        | 0.633 +01:18 |
| C009           | 180         | +03:14       | +04:48       | +01:10       | 01:27        | 0.389 +05:58 |
| C014           | 577         | +01:48       | +02:36       | +01:13       | 01:31        | 0.127 +03:49 |
| C016           | 30          | +01:15       | +01:31       | +00:06       | 00:07        | 0.200 +01:37 |
| C019           | 112         | +03:39       | +04:58       | +01:07       | 01:06        | 0.589 +06:04 |
| C022           | 374         | +00:34       | +00:00       | +00:00       | 00:00        | 0.000 +00:00 |
| C024           | 255         | +00:00       | +00:00       | +00:00       | 00:00        | 0.000 +00:00 |
| C025           | 563         | +00:02       | +00:00       | +00:00       | 00:00        | 0.000 +00:00 |
| C028           | 224         | +01:03       | +03:50       | +01:13       | 01:16        | 0.326 +05:03 |
| C038           | 298         | +01:02       | +02:48       | +01:05       | 01:12        | 0.218 +03:53 |
| C041           | 318         | +01:30       | +04:34       | +01:26       | 01:30        | 0.270 +06:00 |
| <b>Totals:</b> | <b>2961</b> | <b>15:04</b> | <b>26:04</b> | <b>07:39</b> | <b>08:33</b> | <b>33:42</b> |

Buttons: **OK** **Cancel** **Print** **Insert** **Delete**

## Territory Transfer Summary Report

Zone = 33027

Thu Jun 18 14:29:48 2009

# Territory Transfer Summary

These columns show the number of deliveries that were on the existing (old) route and the delivery time this represents, how many of these remain on the model (adjusted) route, and what percentage of the old route this represents

| Retained Possible Deliveries |       |       |         | Route Inspection Delivery Time |       |         |
|------------------------------|-------|-------|---------|--------------------------------|-------|---------|
| Route                        | Model | Exist | Percent | Model                          | Exist | Percent |
| C030                         | 363   | 574   | 63.2%   | 02:35                          | 03:59 | 64.9%   |
| C060                         | 22    | 335   | 6.6%    | 00:28                          | 02:34 | 18.0%   |
| C061                         | 348   | 449   | 77.5%   | 02:38                          | 03:23 | 77.8%   |
| C062                         | 728   | 728   | 100.0%  | 04:44                          | 04:44 | 100.0%  |
| C063                         | 784   | 786   | 99.7%   | 03:51                          | 03:57 | 97.5%   |
| C064                         | 734   | 784   | 93.6%   | 03:28                          | 03:40 | 94.4%   |
| C065                         | 338   | 850   | 39.8%   | 01:15                          | 03:28 | 35.9%   |
| C066                         | 0     | 792   | 0.0%    | 00:00                          | 04:24 | 0.0%    |
| C067                         | 432   | 716   | 60.3%   | 02:25                          | 03:54 | 62.0%   |
| C068                         | 416   | 821   | 50.7%   | 01:35                          | 03:15 | 48.8%   |
| C069                         | 105   | 477   | 22.0%   | 01:01                          | 03:21 | 30.3%   |
| C070                         | 316   | 408   | 77.5%   | 02:17                          | 02:53 | 79.2%   |
| C071                         | 864   | 865   | 99.9%   | 03:13                          | 03:14 | 99.5%   |
| C072                         | 447   | 503   | 88.9%   | 03:50                          | 04:17 | 89.4%   |
| C073                         | 362   | 514   | 70.4%   | 02:33                          | 03:34 | 71.4%   |
| C074                         | 287   | 678   | 42.3%   | 00:51                          | 02:52 | 29.2%   |
| C075                         | 760   | 760   | 100.0%  | 04:47                          | 04:47 | 100.0%  |
| C076                         | 210   | 418   | 50.2%   | 01:58                          | 03:52 | 50.7%   |
| C077                         | 358   | 548   | 65.3%   | 02:17                          | 03:41 | 62.0%   |
| C078                         | 104   | 520   | 20.0%   | 00:43                          | 03:42 | 19.1%   |
| C079                         | 504   | 504   | 100.0%  | 03:51                          | 03:51 | 100.0%  |
| C080                         | 564   | 574   | 98.3%   | 03:25                          | 03:31 | 96.9%   |
| C081                         | 0     | 603   | 0.0%    | 00:00                          | 03:24 | 0.0%    |
| C082                         | 307   | 465   | 66.0%   | 02:20                          | 03:30 | 66.6%   |
| C083                         | 451   | 513   | 87.9%   | 03:18                          | 03:42 | 89.2%   |
| C084                         | 304   | 339   | 89.7%   | 04:34                          | 05:09 | 88.7%   |
| C085                         | 380   | 481   | 79.0%   | 02:09                          | 02:48 | 76.8%   |
| C086                         | 477   | 554   | 86.1%   | 03:05                          | 03:31 | 87.6%   |
| C087                         | 271   | 456   | 59.4%   | 01:54                          | 03:20 | 57.0%   |
| C088                         | 491   | 559   | 87.8%   | 03:22                          | 03:50 | 87.8%   |
| C089                         | 179   | 417   | 42.9%   | 01:33                          | 03:01 | 51.2%   |

| Retained Possible Deliveries |       |       |         | Route Inspection Delivery Time |       |         |
|------------------------------|-------|-------|---------|--------------------------------|-------|---------|
| Route                        | Model | Exist | Percent | Model                          | Exist | Percent |
| C030                         | 363   | 574   | 63.2%   | 02:35                          | 03:59 | 64.9%   |
| C060                         | 22    | 335   | 6.6%    | 00:28                          | 02:34 | 18.0%   |

# Changing Route Numbers

Use the Edit Route Assignments screen to change route numbers.

You can swap the assignment for an RS Route number and an Existing Route number.

*Click and hold* the Exist Route entry, then *drag* it to the new position and release it.

You may also swap routes with the Unassigned Exist Routes list.

The [Confirm Swap] window will appear. Click to confirm the change.

Edit Route Assignments M-01725

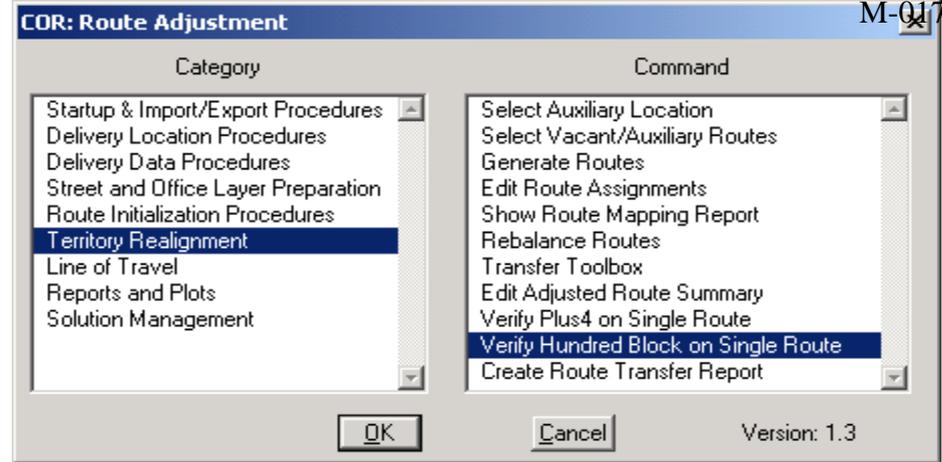
| Group ID | RS Route | Exist Route | Possible Deliveries | % Covered | Unassigned Exist Routes |
|----------|----------|-------------|---------------------|-----------|-------------------------|
| 1        | 101      | C009        | 0                   | .00       | C005                    |
|          | 102      | C014        | 263                 | 45.58     | C024                    |
|          | 103      | C016        | 0                   | .00       | C028                    |
|          | 104      | C019        | 77                  | 68.75     | C038                    |
|          | 105      | C022        | 245                 | 65.51     |                         |
|          | 106      | C025        | 455                 | 80.82     |                         |
|          | 107      | C041        | 205                 | 64.47     |                         |

Confirm Swap ✕


Are you sure you would like to swap <C009> with <C016>?



## Verifying that Routes do not Split Hundred Blocks



```

*****
*   USPS Delivery Routing System - Verify Hundred Blocks on a Single Route   *
*                                                                 *
*                               Zone = 32809                               *
*                                                                 *
*                               Tues Jan 20 13:20:11 2005                 *
*                                                                 *
*****

```

The following Hundred Blocks were assigned to different routes:

| Name         | Block | Side | Route | Street ID | Low Addr | High Addr |
|--------------|-------|------|-------|-----------|----------|-----------|
| BROCKBANK DR | 7300  | Odd  | C009  | 130115743 | 7301     | 7307      |
| BROCKBANK DR | 7300  | Odd  | C019  | 130058732 | 7309     | 7399      |
| JORDAN AVE   | 800   | Even | C022  | 130115851 | 800      | 802       |
| JORDAN AVE   | 800   | Even | C019  | 130059064 | 820      | 862       |
| JORDAN AVE   | 800   | Even | C019  | 130059119 | 804      | 818       |
| JORDAN AVE   | 800   | Odd  | C022  | 130115851 | 801      | 801       |
| JORDAN AVE   | 800   | Odd  | C019  | 130059064 | 817      | 863       |
| JORDAN AVE   | 800   | Odd  | C019  | 130059119 | 803      | 815       |

Note: The street records in this report were added to the new "Hundred Block Conflicts" selection set.

Total Number of Hundred Blocks found on different routes = 4.

**Move territory using  
the Transfer Toolbox  
to resolve  
100-block splits**

## Verify the line of travel by printing the Line of Travel Report and reviewing it

\*\*\*\*\*

•Line of Travel Report

\*

\* Date: Thurs Jan 22                      Zone 32809, Route C009                      Page: 1\*

\*\*\*\*\*

| Directions                            | STREET NAME     | Route |       |       |
|---------------------------------------|-----------------|-------|-------|-------|
| Deliv.                                | (Address Range) |       | Time  | Mode  |
| -----                                 | -----           | ----- | ----- | ----- |
| -                                     |                 |       |       |       |
| Depart from post office along         | S ORANGE AVE    |       | 0:00  |       |
| Make a U-turn at the end of the block |                 |       | 0:00  |       |
| Continue along                        | S ORANGE AVE    |       | 0:00  |       |
| Turn right onto                       | SAND LAKE RD    |       | 0:01  |       |
| Continue along                        | SAND LAKE RD    |       | 0:01  |       |
| Turn right onto                       | VOLTAIRE DR     |       | 0:03  |       |
| Continue along                        | VOLTAIRE DR     |       | 0:04  |       |
| Turn left onto                        | EVANGELINE AVE  |       | 0:04  |       |
| Turn left onto                        | CHAUCER LN      |       | 0:05  |       |
| Go straight onto                      | DICKENS AVE     |       | 0:05  |       |
| Park vehicle and begin walking        |                 |       |       |       |
| START RELAY 1                         |                 |       |       |       |
| Leave park point and head onto        | CHESTERTON AVE  |       | 0:05  |       |
| ---> Service on the right             | (1101-1199)     |       | 0:05  | Walk  |
| Continue along                        | CHESTERTON AVE  |       | 0:07  |       |
| ---> Service on the right             | (1201-1299)     |       | 0:07  | Walk  |
| Continue along                        | CHESTERTON AVE  |       | 0:08  |       |
| ---> Service on the right             | (1301-1399)     |       | 0:08  | Walk  |
| Turn right onto                       | SKYVIEW DR      |       | 0:10  |       |
| Cross and return the opposite side    |                 |       | 0:11  |       |



Zone: 33027  
 -----

## Adjusted Route Summary

| ROUTE ID | POS DEL | STREET ALLIED | TIME DELIVERY | OFFICE SELECTED | TIME FACTOR | ROUTE TIME |
|----------|---------|---------------|---------------|-----------------|-------------|------------|
| C030     | 733     | 01:28         | 06:01         | 02:09           | 0.213       | 08:10      |
| C060     | 774     | 01:06         | 05:38         | 02:24           | 0.364       | 08:02      |
| C061     | 530     | 01:34         | 06:08         | 02:04           | 0.258       | 08:12      |
| C062     | 812     | 01:06         | 06:06         | 01:49           | 0.136       | 07:55      |
| C063     | 976     | 01:18         | 06:00         | 02:03           | 0.134       | 08:03      |
| C064     | 950     | 01:35         | 06:21         | 01:53           | 0.124       | 08:14      |
| C065     | 828     | 02:09         | 06:29         | 01:29           | 0.113       | 07:58      |
| C066     | 0       | 00:00         | -00:25        | 00:24           | 0.133       | -00:01     |
| C067     | 944     | 01:17         | 05:47         | 02:18           | 0.145       | 08:05      |
| C068     | 816     | 01:14         | 05:59         | 02:01           | 0.144       | 08:00      |
| C069     | 473     | 01:52         | 05:31         | 02:07           | 0.281       | 07:38      |
| C070     | 353     | 01:16         | 05:38         | 02:17           | 0.316       | 07:55      |
| C071     | 938     | 01:07         | 05:31         | 02:20           | 0.149       | 07:51      |
| C072     | 548     | 01:34         | 05:30         | 02:21           | 0.262       | 07:51      |
| C073     | 550     | 01:03         | 05:39         | 02:22           | 0.245       | 08:01      |
| C074     | 745     | 01:32         | 06:14         | 01:58           | 0.159       | 08:12      |
| C075     | 809     | 01:18         | 06:12         | 01:56           | 0.145       | 08:08      |
| C076     | 596     | 01:48         | 06:09         | 02:12           | 0.318       | 08:21      |
| C077     | 596     | 01:30         | 05:48         | 02:18           | 0.228       | 08:06      |
| C078     | 545     | 01:20         | 05:13         | 02:40           | 0.246       | 07:53      |
| C079     | 589     | 01:04         | 05:49         | 02:16           | 0.246       | 08:05      |
| C080     | 654     | 01:18         | 05:37         | 02:13           | 0.211       | 07:50      |
| C081     | 0       | 00:00         | 00:45         | 00:43           | 0.209       | 01:28      |
| C082     | 511     | 01:25         | 05:43         | 02:33           | 0.280       | 08:16      |
| C083     | 581     | 01:13         | 05:46         | 02:25           | 0.255       | 08:11      |
| C084     | 332     | 01:15         | 06:30         | 01:29           | 0.298       | 07:59      |
| C085     | 536     | 01:29         | 05:30         | 02:18           | 0.281       | 07:48      |
| C086     | 545     | 01:27         | 05:53         | 02:02           | 0.217       | 07:55      |
| C087     | 566     | 01:11         | 05:49         | 02:29           | 0.296       | 08:18      |
| C088     | 633     | 01:23         | 05:35         | 02:32           | 0.247       | 08:07      |
| C089     | 462     | 01:33         | 05:47         | 02:17           | 0.302       | 08:04      |
| C090     | 679     | 01:54         | 05:42         | 02:16           | 0.221       | 07:58      |
| C091     | 583     | 01:21         | 05:41         | 02:12           | 0.204       | 07:53      |
| C092     | 723     | 01:22         | 05:46         | 02:08           | 0.183       | 07:54      |
| C094     | 721     | 01:28         | 05:58         | 02:18           | 0.194       | 08:16      |
| C095     | 637     | 01:29         | 05:42         | 02:22           | 0.252       | 08:04      |
| C096     | 0       | 00:00         | -00:00        | 00:44           | 0.176       | 00:44      |
| C097     | 694     | 01:47         | 05:38         | 02:36           | 0.370       | 08:14      |
| C098     | 0       | 00:00         | 01:17         | 00:21           | 0.120       | 01:38      |
| C099     | 833     | 01:06         | 05:52         | 02:19           | 0.166       | 08:11      |
| -----    |         |               |               |                 |             |            |
| Total    | 23795   | 50:52         | 211:49        | 81:38           | -----       | 293:27     |

This is the "AFTER" picture of the routes/zone

Eliminated Routes show zero possible deliveries

Note: Some eliminated routes still have office and/or street time. Why?

Compare these values to those on the Existing Route Summary

This report shows approximately 9 hours less in the zone than existed before COR adjusted the routes. Where did it go?

A: Some of the loss is expected as 4 routes were abolished (loading time, breaks, travel to and from, etc).

If a significant amount of time is taken out, Teams must check to find out why.

| Route | Loading Time | Travel To Time | Travel From Time | Travel Within Time | Deadhead Time | Relay Time |
|-------|--------------|----------------|------------------|--------------------|---------------|------------|
| C030  | 15:00        | 06:21          | 06:19            | 08:44              | 00:00         | 00:00      |
| C060  | 11:49        | 00:57          | 06:11            | 11:30              | 00:00         | 00:00      |
| C061  | 16:00        | 14:07          | 16:08            | 09:32              | 00:00         | 00:00      |
| C062  | 09:51        | 08:24          | 10:46            | 00:38              | 00:00         | 00:00      |
| C063  | 13:00        | 08:04          | 06:20            | 01:39              | 00:00         | 00:00      |
| C064  | 20:00        | 06:48          | 07:27            | 02:45              | 00:00         | 00:00      |
| C065  | 22:15        | 07:39          | 08:33            | 04:18              | 00:00         | 00:00      |
| C066  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C067  | 11:52        | 08:52          | 09:15            | 02:03              | 00:00         | 00:00      |
| C068  | 06:24        | 08:51          | 08:02            | 02:07              | 00:00         | 00:00      |
| C069  | 16:00        | 08:02          | 10:53            | 07:05              | 00:00         | 00:00      |
| C070  | 10:09        | 01:45          | 02:22            | 04:46              | 00:00         | 00:00      |
| C071  | 20:00        | 06:10          | 06:37            | 08:15              | 00:00         | 00:00      |
| C072  | 16:18        | 11:45          | 15:05            | 11:55              | 00:00         | 00:00      |
| C073  | 15:51        | 08:27          | 08:33            | 07:09              | 00:00         | 00:00      |
| C074  | 08:36        | 04:44          | 04:18            | 12:30              | 00:00         | 00:00      |
| C075  | 17:51        | 06:46          | 08:17            | 03:03              | 00:00         | 00:00      |
| C076  | 11:36        | 11:22          | 13:57            | 13:19              | 00:00         | 00:00      |
| C077  | 12:39        | 04:39          | 04:41            | 06:11              | 00:00         | 00:00      |
| C078  | 11:00        | 03:02          | 02:56            | 14:09              | 00:00         | 00:00      |
| C079  | 15:44        | 05:45          | 06:27            | 06:41              | 00:00         | 00:00      |
| C080  | 27:09        | 13:31          | 12:39            | 02:36              | 00:00         | 00:00      |
| C081  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C082  | 21:00        | 06:38          | 08:34            | 06:45              | 00:00         | 00:00      |
| C083  | 17:00        | 06:43          | 07:28            | 05:49              | 00:00         | 00:00      |
| C084  | 18:00        | 04:05          | 06:33            | 16:26              | 00:00         | 00:00      |
| C085  | 16:00        | 11:13          | 10:54            | 08:36              | 00:00         | 00:00      |
| C086  | 10:01        | 08:47          | 08:52            | 03:59              | 00:00         | 00:00      |
| C087  | 13:03        | 03:51          | 06:39            | 07:22              | 00:00         | 00:00      |
| C088  | 19:00        | 08:06          | 09:16            | 07:31              | 00:00         | 00:00      |
| C089  | 18:00        | 01:59          | 03:42            | 05:29              | 00:00         | 00:00      |
| C090  | 17:00        | 13:51          | 14:03            | 11:44              | 00:00         | 00:00      |
| C091  | 15:00        | 04:36          | 06:15            | 14:47              | 00:00         | 00:00      |
| C092  | 19:00        | 16:04          | 16:44            | 05:17              | 00:00         | 00:00      |
| C094  | 14:20        | 09:55          | 11:54            | 04:31              | 00:00         | 00:00      |
| C095  | 14:10        | 08:26          | 09:03            | 12:36              | 00:00         | 00:00      |
| C096  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C097  | 22:00        | 01:35          | 04:42            | 22:31              | 00:00         | 00:00      |
| C098  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C099  | 09:00        | 05:34          | 06:11            | 10:15              | 00:00         | 00:00      |

**The Allied Time Details shows the loading, travel to, from, within, deadhead and relay times for each route *after* the adjustments.**

**Abolished routes should show all zeros**

**Any changes from the Existing Route Summary must be documented on the 1840 reverse and verified.**



**Allied Time Detail Report shows the parcel and accountable times that were moved off the route and what stayed.**

\*\*\*\*\*  
Allied Time \*  
\*  
Zone = 33027 \*  
\*  
Thu Jun 18 14:26:40 2009 \*  
\*\*\*\*\*

\*\*\*\*\*  
\* Existing Route C030 \*  
\*\*\*\*\*

-----  
Transferred Plus4s  
-----

| Plus4 | NDS   | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|-------|---------|-------|-----|-----------|-------------------|-------|-------|
| 2680  | 13401 | -       | 13499 | SW  | 24TH ST   | Accountable       | 120   | C07   |
| 2690  | 2200  | -       | 2298  | SW  | 135TH AVE | Accountable       | 120   | C07   |
| 2690  | 2200  | -       | 2298  | SW  | 135TH AVE | Parcel            | 60    | C07   |
| 2691  | 2300  | -       | 2398  | SW  | 135TH AVE | Parcel            | 120   | C07   |
| 3466  | 1900  | -       | 1998  | SW  | 135TH WAY | Accountable       | 120   | C07   |
| 3443  | 13601 | -       | 13699 | SW  | 19TH ST   | Accountable       | 120   | C07   |
| 3487  | 13601 | -       | 13699 | SW  | 18TH ST   | Accountable       | 120   | C07   |

-----  
Non-transferred Plus4s  
-----

| Plus4 | NDS   | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|-------|---------|-------|-----|-----------|-------------------|-------|-------|
| 3400  | 13000 | -       | 13098 | SW  | 20TH ST   | Accountable       | 120   | C030  |
| 2535  | 12901 | -       | 12999 | SW  | 17TH CT   | Accountable       | 180   | C030  |
| 2524  | 1900  | -       | 1998  | SW  | 125TH AVE | Accountable       | 240   | C030  |
| 2531  | 1800  | -       | 1898  | SW  | 124TH WAY | Accountable       | 120   | C030  |
| 2513  | 12701 | -       | 12799 | SW  | 20TH ST   | Accountable       | 120   | C030  |
| 2514  | 12801 | -       | 12899 | SW  | 20TH ST   | Accountable       | 120   | C030  |
| 3463  | 1901  | -       | 1999  | SW  | 133RD TER | Accountable       | 60    | C030  |

\*\*\*\*\*  
\* Existing Route C060 \*  
\*\*\*\*\*

-----  
Transferred Plus4s  
-----

| Plus4 | NDS   | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|-------|---------|-------|-----|-----------|-------------------|-------|-------|
| 3931  | 3001  | -       | 3099  | SW  | 137TH TER | Parcel            | 85    | C078  |
| 3975  | 13701 | -       | 13749 | SW  | 31ST ST   | Parcel            | 26    | C078  |
| 3943  | 3000  | -       | 3098  | SW  | 139TH AVE | Parcel            | 89    | C078  |
| 3982  | 14001 | -       | 14099 | SW  | 32ND ST   | Parcel            | 65    | C078  |
| 3981  | 14101 | -       | 14199 | SW  | 32ND ST   | Accountable       | 164   | C078  |
| 3981  | 14101 | -       | 14199 | SW  | 32ND ST   | Parcel            | 71    | C078  |

-----  
Non-transferred Plus4s  
-----

| Plus4 | NDS  | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|------|---------|-------|-----|-----------|-------------------|-------|-------|
| 3259  | 3350 | -       | 3350  | SW  | 148TH AVE | Accountable       | 462   | C060  |

\*\*\*\*\*  
\* Existing Route C061 \*  
\*\*\*\*\*

**Block Ranges**

**This was the accountable and parcel time for addresses that were moved to other routes**

**Parcel and accountable time for addresses that stayed on the existing route.**

```

*****
*
* Allied Time *
*
* Zone = 33027 *
*
* Thu Jun 18 14:26:40 2009 *
*
*****
    
```

```

*****
* Existing Route C030 *
*****
    
```

```

-----
Transferred Plus4s
-----
    
```

**The Team decides to move this Allied Time with the territory**



| Plus4 | NDS     | Address | Range        | NDS Name    | Allied Time(secs) | Model | Route |
|-------|---------|---------|--------------|-------------|-------------------|-------|-------|
| 2680  | 13401 - | 13499   | SW 24TH ST   | Accountable | 120               | C079  |       |
| 2690  | 2200 -  | 2298    | SW 135TH AVE | Accountable | 120               | C079  |       |
| 2690  | 2200 -  | 2298    | SW 135TH AVE | Parcel      | 60                | C079  |       |
| 2691  | 2300 -  | 2398    | SW 125TH AVE | Parcel      | 120               | C079  |       |
| 3466  | 1900 -  | 1998    | SW 135TH WAY | Accountable | 120               | C078  |       |
| 3443  | 13601 - | 13699   | SW 19TH ST   | Accountable | 120               | C078  |       |
| 3487  | 13601 - | 13699   | SW 18TH ST   | Accountable | 120               | C078  |       |

```

-----
Non-transferred Plus4s
-----
    
```

| Plus4 | NDS     | Address | Range        | NDS Name    | Allied Time(secs) | Model | Route |
|-------|---------|---------|--------------|-------------|-------------------|-------|-------|
| 3400  | 13000 - | 13098   | SW 20TH ST   | Accountable | 120               | C030  |       |
| 2535  | 12901 - | 12999   | SW 17TH CT   | Accountable | 180               | C030  |       |
| 2524  | 1900 -  | 1998    | SW 125TH AVE | Accountable | 240               | C030  |       |
| 2531  | 1800 -  | 1898    | SW 124TH WAY | Accountable | 120               | C030  |       |
| 2513  | 12701 - | 12799   | SW 20TH ST   | Accountable | 120               | C030  |       |
| 2514  | 12801 - | 12899   | SW 20TH ST   | Accountable | 120               | C030  |       |
| 3463  | 1901 -  | 1999    | SW 133RD TER | Accountable | 60                | C030  |       |



M-01725

\*\*\*\*\*  
 \* Existing Route C030 \*  
 \*\*\*\*\*  
 -----  
 Transferred Plus4s  
 -----

| Plus4 | NDS Address Range | NDS Name     | Allied Time(secs) | Model Route |
|-------|-------------------|--------------|-------------------|-------------|
| 2680  | 13401 - 13499     | SW 24TH ST   | Accountable 120   | C079        |
| 2690  | 2200 - 2298       | SW 135TH AVE | Accountable 120   | C079        |
| 2690  | 2200 - 2298       | SW 135TH AVE | Parcel 60         | C079        |
| 2691  | 2300 - 2398       | SW 135TH AVE | Parcel 120        | C079        |
| 3466  | 1900 - 1998       | SW 135TH WAY | Accountable 120   | C078        |
| 3443  | 13601 - 13699     | SW 19TH ST   | Accountable 120   | C078        |
| 3487  | 13601 - 13699     | SW 18TH ST   | Accountable 120   | C078        |

To move this Allied Time...

Adjusted Route Summary Editor - Zone 32809

| Route ID | Pos Del | Street Allied | Street Delivery | Office Selected | Office Factor | Route Time |
|----------|---------|---------------|-----------------|-----------------|---------------|------------|
| C005     | 0       | +00:34        | +00:06          | +00:12          | 0.633         | +00:18     |
| C009     | 365     | +03:48        | +07:17          | +01:36          | 0.339         | +08:53     |
| C014     | 551     | +03:30        | +06:28          | +02:05          | 0.127         | +08:33     |
| C016     | 499     | +01:54        | +03:49          | +00:39          | 0.200         | +04:28     |
| C019     | 220     | +03:34        | +05:41          | +01:21          | 0.589         | +07:02     |
| C022     | 489     | +01:36        | +05:24          | +01:51          | 0.251         | +07:15     |
| C024     | 0       | +00:58        | +01:07          | +00:45          | 0.259         | +01:15     |
| C025     | 470     | +02:24        | +05:42          | +01:51          | 0.231         | +07:00     |
| C028     | 0       | +00:32        | +00:34          | +00:29          | 0.326         | +01:03     |
| C038     | 0       | +00:49        | +00:02          | +00:06          | 0.218         | +00:08     |
| C041     | 367     | +01:46        | +05:43          | +01:30          | 0.270         | +07:13     |
| Totals:  | 2961    | 21:25         | 41:53           | 12:25           |               | 54:18      |

OK Cancel Print

Then, Click Here

Add 2:00 Here

Add 1:00 Here

Allied Time

|               |          |          |
|---------------|----------|----------|
|               | (mmm:ss) | (mmm:ss) |
| Relay Time:   | +007:04  | +000:00  |
| Replenish:    | +000:00  | +000:00  |
| Travel To:    | +003:08  | +000:00  |
| Travel From:  | +003:08  | +000:00  |
| Vehicle Load: | +010:32  | +000:00  |
| Other Time:   | +051:58  | +000:00  |
| Add'nl Time:  | +008:51  | +000:00  |

OK Cancel

Other Time

|                    |          |          |
|--------------------|----------|----------|
|                    | (mmm:ss) | (mmm:ss) |
| Travel Within:     | +022:06  | +000:00  |
| Accountable Del:   | +000:00  | +000:00  |
| Parcel Del:        | +003:10  | +000:00  |
| Street Break Time: | +017:57  | +000:00  |
| Collection Time:   | +000:00  | +000:00  |
| Deadhead Time:     | +000:00  | +000:00  |
| Personal Needs:    | +000:00  | +000:00  |
| Customer Contact:  | +000:35  | +000:00  |
| Gas Vehicle:       | +000:00  | +000:00  |

OK Cancel

Click Here

A

B

C

# Verifying Allied Time Changes

**COR recalculates driving times (travel to and from and travel within) based upon speed limits input.**

**COR will generate reduced relays and vehicle moves based on satchel weight (Max Volume/Relay)**

**COR does not automatically transfer parcels and accountables**

**Teams need to verify that allied time changes are documented and legitimate and reaccredited when necessary.**

Adjusted Route Summary Editor - Zone 32809

| Route ID | Pos Del | Street Time |          | Office Time |        | Route Time |
|----------|---------|-------------|----------|-------------|--------|------------|
|          |         | Allied      | Delivery | Selected    | Factor |            |
| C005     | 0       | +00:34      | +00:06   | +00:12      | 0.633  | +00:18     |
| C009     | 365     | +03:48      | +07:17   | +01:36      | 0.339  | +08:53     |
| C014     | 551     | +03:30      | +06:28   | +02:05      | 0.127  | +08:33     |
| C016     | 499     | +01:54      | +03:49   | +00:39      | 0.200  | +04:28     |
| C019     | 220     | +03:34      | +05:41   | +01:21      | 0.589  | +07:02     |
| C022     | 489     | +01:36      | +05:24   | +01:51      | 0.251  | +07:15     |
| C024     | 0       | +00:58      | +01:07   | +00:45      | 0.259  | +01:52     |
| C025     | 470     | +02:24      | +05:42   | +01:51      | 0.231  | +07:33     |
| C028     | 0       | +00:32      | +00:34   | +00:29      | 0.326  | +01:03     |
| C038     | 0       | +00:49      | +00:02   | +00:06      | 0.218  | +00:08     |
| C041     | 367     | +01:46      | +05:43   | +01:30      | 0.270  | +07:13     |
| Totals:  |         | 2961        | 21:25    | 41:53       | 12:25  | 54:18      |

# Adjusting Allied, Other or Additional Time

- Click on the *Allied Time* box for a route, and the [Allied Time] window will appear. Notice that the Relay Time, Travel To, and Travel From values have been provided by the COR routing process.
- Click on the *Other Time* box and the [Other Time] window will appear.
- Click on the *Add'nl Time* box and the [Additional Time] window will appear.
- Adjustments to these times should be entered when the DEAT believes it would be appropriate, based on valid input to them.

| Allied Time   |                                       |                                       |
|---------------|---------------------------------------|---------------------------------------|
|               | (mmm:ss)                              | (mmm:ss)                              |
| Relay Time:   | +007:04                               | + <input type="text" value="000:00"/> |
| Replenish:    | +000:00                               | + <input type="text" value="000:00"/> |
| Travel To:    | +003:08                               | + <input type="text" value="000:00"/> |
| Travel From:  | +003:08                               | + <input type="text" value="000:00"/> |
| Vehicle Load: | +010:32                               | + <input type="text" value="000:00"/> |
| Other Time:   | + <input type="text" value="051:58"/> | + <input type="text" value="000:00"/> |
| Add'nl Time:  | + <input type="text" value="008:51"/> | + <input type="text" value="000:00"/> |

| Other Time         |          |                                       |
|--------------------|----------|---------------------------------------|
|                    | (mmm:ss) | (mmm:ss)                              |
| Travel Within:     | +022:06  | + <input type="text" value="000:00"/> |
| Accountable Del:   | +000:00  | + <input type="text" value="000:00"/> |
| Parcel Del:        | +003:10  | + <input type="text" value="000:00"/> |
| Street Break Time: | +017:57  | + <input type="text" value="000:00"/> |
| Collection Time:   | +000:00  | + <input type="text" value="000:00"/> |
| Deadhead Time:     | +000:00  | + <input type="text" value="000:00"/> |
| Personal Needs:    | +000:00  | + <input type="text" value="000:00"/> |
| Customer Contact:  | +000:35  | + <input type="text" value="000:00"/> |
| Gas Vehicle:       | +000:00  | + <input type="text" value="000:00"/> |

| Additional Time      |          |                                       |
|----------------------|----------|---------------------------------------|
|                      | (mmm:ss) | (mmm:ss)                              |
| Backtracking:        | +000:00  | - <input type="text" value="01:03"/>  |
| Animal Interference: | +000:00  | + <input type="text" value="000:00"/> |
| Waiting for Relays:  | +000:00  | + <input type="text" value="000:00"/> |
| Waiting for Trans:   | +000:00  | + <input type="text" value="000:00"/> |
| Wait - Other:        | +000:00  | + <input type="text" value="000:00"/> |
| Temporary Detail:    | +000:00  | + <input type="text" value="000:00"/> |
| Management Time:     | +000:00  | + <input type="text" value="000:00"/> |
| Accident:            | +000:00  | + <input type="text" value="000:00"/> |
| Misc. Other:         | +000:00  | - <input type="text" value="008:00"/> |

## COR JARAP

- 1. The evaluated office and street times selected by the District Evaluation and Adjustment Teams will be transferred to the top left hand corner of the PS Form 1840 reverse. The initial proposed adjusted office and street times from the COR process will appear on the top right corner of the PS Form 1840 reverse. The difference between these two times must be identified on the 1840 Reverse by sector segment (when applicable) for each route. The difference in these times that must be specifically identified includes items such as proposed changes in relay times, travel times, allied times, delivery times, miscellaneous times, and eliminated/added routes (eliminated/added routes can impact the total time difference due to demonstrated performance, selected street time, and fixed time such as travel to, travel from, loading time, street breaks, etc).**

## COR JARAP

- 2. The District Evaluation and Adjustment Team will be working with a COR Technician who knows the system. The COR Technician is there to make the necessary inputs and to explain any aspect of the COR program/process that the Team needs to make decisions regarding the proposed adjustments. The COR Technician will conduct such duties at the joint direction of the District and Evaluation Team**
  
- 3. All decisions regarding the evaluations and adjustments of routes, including deductions and/or changes proposed by COR, or manually, are made jointly by the District Evaluation and Adjustment Team. Any items of disagreement will be identified and documented by the District Evaluation and Adjustment Team and immediately referred to the District Lead Team.**

3999

| Leave Office - Show Line of Travel  |                              |                             |                  |                  | Line of Travel to and from Lunch Place <sup>a</sup> |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|-------------------------------------|------------------------------|-----------------------------|------------------|------------------|---|-------------------|--------------------|-----------------------|-------------|--------------------|-------------------|--------------------|-----------------------|-------------|--------------------|---|--|
| Delivery Methods <sup>b</sup>       | Block Number and Street Name | Travel Pattern <sup>c</sup> | 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 |                    |   |  |
|                                     | VEHICLE LOAD                 |                             | 9:16:13          | 00:14:13         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | PERSONAL NEEDS               |                             | 9:30:26          | 00:05:05         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | WAITING OTHER                |                             | 9:35:31          | 00:05:00         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | TRAVEL TO                    |                             | 9:40:31          | 00:05:00         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | WAITING OTHER                |                             | 9:45:31          | 00:00:01         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 17001 - 17013 W DIXIE HWY    | O                           | 9:45:32          | 00:04:06         |   |                   |                    |                       |             | 4                  |                   |                    |                       |             |                    | 2 |  |
| O                                   | 17015 - 17025 W DIXIE HWY    | O                           | 9:49:37          | 00:02:43         |   |                   |                    |                       |             |                    |                   |                    |                       | 5           |                    | 5 |  |
| O                                   | 17027 - 17027 W DIXIE HWY    | O                           | 9:52:21          | 00:01:56         |   |                   |                    |                       |             |                    |                   |                    | 10                    |             | 3                  |   |  |
|                                     | WAITING OTHER                |                             | 9:54:16          | 00:01:52         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 17027 - 17027 W DIXIE HWY    | O                           | 9:56:08          | 00:02:26         |   |                   |                    |                       |             |                    |                   |                    | 16                    |             | 10                 |   |  |
| O                                   | 17029 - 17099 W DIXIE HWY    | O                           | 9:58:35          | 00:04:49         |   |                   |                    |                       |             | 5                  |                   |                    |                       |             | 5                  |   |  |
|                                     | DEADHEAD TIME                |                             | 10:03:24         | 00:00:38         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | WAITING OTHER                |                             | 10:04:02         | 00:02:55         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 17000 - 17098 W DIXIE HWY    | E                           | 10:06:57         | 00:13:14         |   |                   |                    |                       |             | 13                 |                   |                    |                       |             |                    | 9 |  |
|                                     | WAITING OTHER                |                             | 10:20:11         | 00:02:16         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 17010 - 17010 W DIXIE HWY    | E                           | 10:22:27         | 00:02:18         |   |                   |                    |                       |             |                    |                   |                    |                       | 4           | 2                  |   |  |
| O                                   | 17010 - 17010 W DIXIE HWY    | E                           | 10:24:45         | 00:02:08         |   |                   |                    |                       |             |                    |                   |                    |                       | 1           | 0                  |   |  |
| O                                   | 17020 - 17020 W DIXIE HWY    | E                           | 10:26:53         | 00:00:15         |   |                   |                    |                       |             |                    |                   |                    |                       | 2           | 0                  |   |  |
|                                     | WAITING OTHER                |                             | 10:27:08         | 00:02:07         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | ACCOUNTABLE DELIVERY         |                             | 10:29:15         | 00:02:14         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | TRAVEL WITHIN                |                             | 10:31:29         | 00:03:11         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:34:40         | 00:13:43         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:23         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:27         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:31         | 00:00:03         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:34         | 00:00:05         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:39         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:43         | 00:00:15         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:58         | 00:03:50         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:52:48         | 00:00:05         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:52:53         | 00:00:05         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
|                                     | TRAVEL WITHIN                |                             | 10:52:58         | 00:00:43         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | RELAY TIME                   |                             | 10:53:41         | 00:00:52         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 10:54:33         | 00:16:31         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:11:04         | 00:01:45         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:49         | 00:00:03         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:52         | 00:00:03         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:55         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:59         | 00:00:06         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:05         | 00:00:06         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:11         | 00:00:26         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:37         | 00:00:04         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:41         | 00:03:08         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |   |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:16:49         | 00:00:05         |   |                   |                    |                       |             | 1                  |                   |                    |                       |             |                    | 1 |  |
|                                     | WAITING OTHER                |                             | 11:16:54         | 00:06:12         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | TRAVEL WITHIN                |                             | 11:23:06         | 00:01:29         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                     | RELAY TIME                   |                             | 11:24:35         | 00:01:40         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| Return Office - Show Line of Travel |                              |                             |                  | Totals           |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |

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<sup>a</sup> 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.  
<sup>b</sup> P - Park; L-Loop; V - Vehicle; D- Dismount <sup>c</sup> E-Even O -Odd X - Crisscross



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| ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE |                   |                    | Route: C060 ZIP: 33160  |   | RECORD OF OFFICE AND STREET ADJUSTMENTS MADE |       |                         |                                   |        |                   | ADJUSTED ROUTE    |      |                   |
|--|-------------------|--------------------|-------------------------|---|--|-------|-------------------------|-----------------------------------|--------|-------------------|-------------------|------|-------------------|
| ITEM   | HOURS AND MINUTES | NEW CONST. MINUTES | RELIEF (R) ADDITION (A) | STREET                                  | ADDRESS RANGES                               |       | ZIP + 4 SECTOR/ SEGMENT | TRANS-FERRED TO/PROM ROUTE NUMBER | DELYS. | OFFICE TIME MM:SS | STREET TIME MM:SS | ITEM | HOURS AND MINUTES |
|  |                   |                    |                         |   | BEGIN  | END   |                         |                                   |        |                   |                   |      |                   |
| OFFICE TIME                                    |                   |                    | R                       | Relay Time: EXR 16:56, ADJ 01:32        | 0  | 0     |                         |                                   |        |                   |                   |      |                   |
| STREET TIME                                    |                   |                    | R                       | Travel To Route: EXR 05:00, ADJ 04:10   | 0  | 0     |                         |                                   |        |                   |                   |      |                   |
| TOTAL TIME                                     |                   |                    | R                       | Travel From Route: EXR 05:00, ADJ 04:04 | 0  | 0     |                         |                                   |        |                   |                   |      |                   |
| RELIEF   |                   |                    | R                       | Travel Within: EXR 28:54, ADJ 00:23     | 0  | 0     |                         |                                   |        |                   |                   |      |                   |
| ADDITION                                       |                   |                    |                         | *****                                   | 0  | 0     |                         |                                   | 0      | 00:00             | 00:00             |      |                   |
|  |                   |                    |                         | Old Relay: NE 173RD ST, -00:52          | 2365   | 2365  | 4847                    |                                   |        |                   |                   |      |                   |
|  |                   |                    |                         | Old Relay: NE 173RD ST, -01:40          | 2375   | 2375  | 4873                    |                                   |        |                   |                   |      |                   |
|  |                   |                    |                         | Old Relay: NE 173RD ST, -00:01          | 2300   | 2398  | 4831                    |                                   |        |                   |                   |      |                   |
|  |                   |                    |                         | Old Relay: NE 23RD AVE, -00:51          | 17400  | 17448 | 2915                    |                                   |        |                   |                   |      |                   |
|  |                   |                    |                         | Old Relay: NE 23RD AVE, -01:51          | 17300  | 17398 | 2913                    |                                   |        |                   |                   |      |                   |
|  |                   |                    |                         | Old Relay: NE 172ND ST, -00:21          | 2300   | 2398  | 2923                    |                                   | 0      | 00:00             | 00:00             |      |                   |
|  |                   |                    |                         | Old Relay: NE 172ND ST, -02:37          | 2280   | 2280  | 2973                    |                                   | 0      | 00:00             | 00:00             |      |                   |
|  |                   |                    |                         | Old Relay: NE 171ST ST, -01:02          | 2300   | 2398  | 2919                    |                                   | 0      | 00:00             | 00:00             |      |                   |
|  |                   |                    |                         | Old Relay: NE 171ST ST, -01:15          | 2270   | 2270  | 2975                    |                                   | 0      | 00:00             | 00:00             |      |                   |
|  |                   |                    |                         | Old Relay: NE 23RD AVE, -05:13          | 17051  | 17051 | 3738                    |                                   | 0      | 00:00             | 00:00             |      |                   |

Note relay time and travel within changes

Here are the "relays" from the previous slide that were missed on the 3999

Comments

- Office break Option chosen  Yes or  No.
- Base Time for Route evaluation from Form  is :  (Hours and Minutes).
- Street Time for adjustment 05:57 (hours and minutes).
- Reasons for selection of street time:  
Office Time Mode: Demonstrated Performance by Relieved Carrier

This lists any changes made to the 3999.

**1 = Entry on original 3999**

**2 = Changed entry**

**Obtain original 3999. Any changes should be reviewed and verified**

## 3999 Audit Trail Report

RESTRICTED INFORMATION

Zip Code: 48009

Route Number: 007

Data Capture Date: 04/23/2009

| Ver Nbr | Del Met | Block Number & Street Name | Tvl Pat | Actual Time Used | Residential |      |       |      |      | Business |      |       |      |      | Det. PO Box or NPU |
|---------|---------|----------------------------|---------|------------------|-------------|------|-------|------|------|----------|------|-------|------|------|--------------------|
|         |         |                            |         |                  | Other       | Curb | NDCBU | Cent | Made | Other    | Curb | NDCBU | Cent | Made |                    |
| 1       | Othr    | 36663 - 36663 WOODWARD AVE | O       | 0:01:09          | 0           | 0    | 0     | 8    | 6    | 0        | 0    | 0     | 0    | 6    | 0                  |
| 2       | Othr    | 36663 - 36663 WOODWARD AVE | O       | 0:01:09          | 0           | 0    | 0     | 8    | 6    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       | Othr    | 701 - 799 LAKEVIEW AVE     | O       | 0:00:43          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       |         | STREET BREAK TIME          |         | 0:09:51          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 2       |         | STREET BREAK TIME          |         | 0:10:00          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       |         | VEHICLE UNLOAD             |         | 0:07:28          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 2       |         | VEHICLE UNLOAD             |         | 0:08:11          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |

**ASK:**

1) 6 "made" business deliveries to 36663 Woodward Ave deleted. Why?

2) :43 on 701-799 Lakeview Ave. Why? Where's the changed entry?

3):09 added to Street Break Time. Why?

4):43 seconds added to Vehicle Unload. Why?

# The "After" 3999 showing the changed entries

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| Leave Office - Show Line of Travel |                              |                             |                  |                  | Line of Travel to and from Lunch Place <sup>a</sup> |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|------------------------------------|------------------------------|-----------------------------|------------------|------------------|---|-------------------|--------------------|-----------------------|-------------|--------------------|-------------------|--------------------|-----------------------|-------------|--------------------|---|--|
| Delivery Methods <sup>b</sup>      | Block Number and Street Name | Travel Pattern <sup>c</sup> | 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-Gen. | Delys. Made | Delys. Poss. Other | Delys. Poss. Curb | Delys. Poss. NDCBU | Delys. Poss. Oth-Gen. | Delys. Made |                    |   |  |
|                                    | VEHICLE LOAD                 |                             | 9:29:13          | 00:09:57         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
|                                    | TRAVEL TO                    |                             | 9:39:10          | 00:07:01         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |  |
| O                                  | 36801 - 36899 WOODWARD AVE   | O                           | 9:46:11          | 00:01:44         |   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    | 1 |  |
| O                                  | 36801 - 36801 WOODWARD AVE   | O                           | 9:47:55          | 00:04:27         |   |                   |                    |                       |             |                    | 4                 |                    |                       |             |                    | 4 |  |
| O                                  | 36801 - 36801 WOODWARD AVE   | O                           | 9:52:22          | 00:00:51         |   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    | 1 |  |
| O                                  | 36801 - 36801 WOODWARD AVE   | O                           | 9:53:13          | 00:02:41         |   |                   |                    |                       |             |                    | 8                 |                    |                       |             |                    | 8 |  |
| O                                  | 36101 - 36199 WOODWARD AVE   | O                           | 9:55:54          | 00:02:03         |   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    | 1 |  |
| O                                  | 35901 - 35999 WOODWARD AVE   | O                           | 9:57:57          | 00:02:35         |   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    | 0 |  |
| O                                  | 801 - 899 REDDING RD         | O                           | 10:00:00         | 00:06:07         | 7   |                   |                    |                       |             |                    | 6                 |                    |                       |             |                    |   |  |
| O                                  | 701 - 799 REDDING RD         | O                           | 10:06:39         | 00:06:51         | 12  |                   |                    |                       |             |                    | 11                |                    |                       |             |                    |   |  |
| E                                  | 700 - 798 REDDING RD         | E                           | 10:10:02         | 00:00:34         |   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 800 - 898 REDDING RD         | E                           | 10:10:36         | 00:04:23         | 4   |                   |                    |                       |             |                    | 4                 |                    |                       |             |                    |   |  |
| O                                  | 1400 - 1498 LAKESIDE DR      | E                           | 10:14:59         | 00:02:02         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1500 - 1598 LAKESIDE DR      | E                           | 10:17:01         | 00:02:12         | 3   |                   |                    |                       |             |                    | 3                 |                    |                       |             |                    |   |  |
| O                                  | 1501 - 1599 LAKESIDE DR      | O                           | 10:19:13         | 00:01:50         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1401 - 1499 LAKESIDE DR      | O                           | 10:21:03         | 00:05:49         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1301 - 1399 LAKESIDE DR      | O                           | 10:26:52         | 00:00:42         | 1   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 1201 - 1299 LAKESIDE DR      | O                           | 10:27:34         | 00:03:01         | 5   |                   |                    |                       |             |                    | 5                 |                    |                       |             |                    |   |  |
| O                                  | 1101 - 1199 LAKESIDE DR      | O                           | 10:30:35         | 00:02:36         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1100 - 1198 LAKESIDE DR      | E                           | 10:33:11         | 00:07:06         | 6   |                   |                    |                       |             |                    | 6                 |                    |                       |             |                    |   |  |
| O                                  | 1200 - 1298 LAKESIDE DR      | E                           | 10:40:17         | 00:02:12         | 3   |                   |                    |                       |             |                    | 3                 |                    |                       |             |                    |   |  |
| O                                  | 1300 - 1398 LAKESIDE DR      | E                           | 10:42:29         | 00:06:20         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1400 - 1498 OLD SALEM CT     | E                           | 10:48:49         | 00:01:38         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1500 - 1598 OLD SALEM CT     | E                           | 10:50:27         | 00:00:51         | 1   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 1501 - 1599 OLD SALEM CT     | O                           | 10:51:19         | 00:00:11         | 1   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 1401 - 1499 OLD SALEM CT     | O                           | 10:51:30         | 00:09:25         | 3   |                   |                    |                       |             |                    | 3                 |                    |                       |             |                    |   |  |
| O                                  | 1000 - 1098 RAYNALE ST       | E                           | 11:00:55         | 00:00:54         | 1   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 1001 - 1099 LAKESIDE DR      | O                           | 11:01:49         | 00:03:19         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1000 - 1080 MIDLAND ST       | E                           | 11:05:08         | 00:00:04         | 1   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 900 - 998 LAKESIDE DR        | E                           | 11:05:54         | 00:02:11         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 1000 - 1098 LAKESIDE DR      | E                           | 11:08:05         | 00:18:15         | 3   |                   |                    |                       |             |                    | 3                 |                    |                       |             |                    |   |  |
| O                                  | 36601 - 36699 WOODWARD AVE   | O                           | 11:26:20         | 00:10:14         | 6   |                   |                    |                       |             |                    | 6                 |                    |                       |             |                    |   |  |
| O                                  | 36663 - 36663 WOODWARD AVE   | O                           | 11:36:34         | 00:01:09         |   |                   |                    |                       | 8           |                    | 6                 |                    |                       |             |                    |   |  |
| O                                  | 36601 - 36699 WOODWARD AVE   | O                           | 11:37:43         | 00:00:13         | 1   |                   |                    |                       |             |                    | 1                 |                    |                       |             |                    |   |  |
| O                                  | 600 - 698 COLONIAL CT        | E                           | 11:37:56         | 00:00:21         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 700 - 798 COLONIAL CT        | E                           | 11:38:17         | 00:00:40         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 701 - 799 COLONIAL CT        | O                           | 11:38:57         | 00:02:16         | 4   |                   |                    |                       |             |                    | 4                 |                    |                       |             |                    |   |  |
| O                                  | 601 - 699 COLONIAL CT        | O                           | 11:41:13         | 00:01:26         | 2   |                   |                    |                       |             |                    | 2                 |                    |                       |             |                    |   |  |
| O                                  | 36501 - 36599 WOODWARD AVE   | O                           | 11:42:39         | 00:06:47         | 10  |                   |                    |                       |             |                    | 10                |                    |                       |             |                    |   |  |

Here you see the entry for #1 - There are no "Business Deliveries Made" entries for 36663 Woodward Ave. This should be compared with the original 3999 and the Audit Trail.

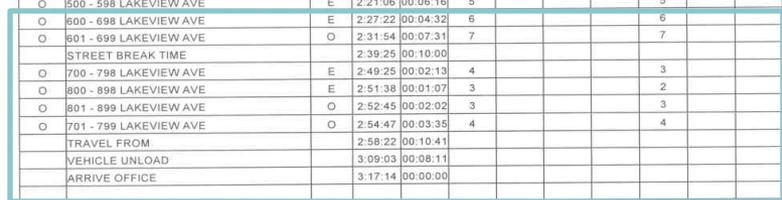
|   |                            |   |          |          |   |  |  |   |  |  |   |  |  |  |  |  |  |
|---|----------------------------|---|----------|----------|---|--|--|---|--|--|---|--|--|--|--|--|--|
| O | 1000 - 1098 LAKESIDE DR    | E | 11:08:05 | 00:18:15 | 3 |  |  |   |  |  | 3 |  |  |  |  |  |  |
| O | 36601 - 36699 WOODWARD AVE | O | 11:26:20 | 00:10:14 | 6 |  |  |   |  |  | 6 |  |  |  |  |  |  |
| O | 36663 - 36663 WOODWARD AVE | O | 11:36:34 | 00:01:09 |   |  |  | 8 |  |  | 6 |  |  |  |  |  |  |
| O | 36601 - 36699 WOODWARD AVE | O | 11:37:43 | 00:00:13 | 1 |  |  |   |  |  | 1 |  |  |  |  |  |  |
| O | 600 - 698 COLONIAL CT      | E | 11:37:56 | 00:00:21 | 2 |  |  |   |  |  | 2 |  |  |  |  |  |  |



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**Route Adjustment Process 2010**

| Leave Office - Show Line of Travel |                                |                             |                  |                  |                    | Line of Travel to and from Lunch Place <sup>a</sup> |                    |                       |             |                    |                   |                    |                       |             |  |                    |   |  |
|------------------------------------|--------------------------------|-----------------------------|------------------|------------------|--------------------|---|--------------------|-----------------------|-------------|--------------------|-------------------|--------------------|-----------------------|-------------|--|--------------------|---|--|
| Delivery Methods <sup>b</sup>      | Block Number and Street Name   | Travel Pattern <sup>c</sup> | Time Enter Block | Actual Time Used | Delys. Poss. Other | Residential   |                    |                       |             |                    | Business          |                    |                       |             |  | Det. PO Box or NPU |   |  |
|                                    |                                |                             |                  |                  |                    | Delys. Poss. Curb                                   | Delys. Poss. NDCCU | Delys. Poss. Oth-Cen. | Delys. Made | Delys. Poss. Other | Delys. Poss. Curb | Delys. Poss. NDCCU | Delys. Poss. Oth-Cen. | Delys. Made |  |                    |   |  |
| O                                  | 1111 - 1111 N OLD WOODWARD AVE | O                           | 1:08:59          | 00:02:57         |                    |   |                    |                       | 8           | 7                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 1111 - 1111 N OLD WOODWARD AVE | O                           | 1:11:56          | 00:04:58         |                    |   |                    |                       | 10          | 9                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 1115 - 1115 N OLD WOODWARD AVE | O                           | 1:16:54          | 00:06:18         |                    |   |                    |                       | 11          | 10                 |                   |                    |                       |             |  |                    |   |  |
| O                                  | 1115 - 1115 N OLD WOODWARD AVE | O                           | 1:23:12          | 00:01:46         |                    |   |                    |                       | 8           | 6                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 1115 - 1115 N OLD WOODWARD AVE | O                           | 1:24:58          | 00:02:41         |                    |   |                    |                       | 10          | 8                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 1113 - 1113 N OLD WOODWARD AVE | O                           | 1:27:39          | 00:05:27         |                    |   |                    |                       | 10          | 9                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 1113 - 1113 N OLD WOODWARD AVE | O                           | 1:33:06          | 00:07:59         |                    |   |                    |                       | 10          | 9                  |                   |                    |                       |             |  |                    |   |  |
| PERSONAL NEEDS                     |                                |                             |                  |                  | 1:41:05            | 00:08:23  |                    |                       |             |                    |                   |                    |                       |             |  |                    |   |  |
| O                                  | 801 - 899 WOODLAND ST          | O                           | 1:49:28          | 00:00:09         | 1                  |   |                    |                       |             | 1                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 701 - 799 WOODLAND ST          | O                           | 1:49:37          | 00:00:40         | 1                  |   |                    |                       |             | 1                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 800 - 898 WOODLAND ST          | E                           | 1:50:17          | 00:02:30         | 2                  |   |                    |                       |             | 2                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 601 - 699 WOODLAND ST          | O                           | 1:52:47          | 00:01:04         |                    |   |                    |                       |             |                    | 1                 |                    |                       |             |  |                    | 1 |  |
| O                                  | 600 - 698 WOODLAND ST          | E                           | 1:53:51          | 00:01:51         | 4                  |   |                    |                       |             | 3                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 500 - 598 WOODLAND ST          | E                           | 1:55:42          | 00:04:33         | 3                  |   |                    |                       |             | 3                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 700 - 798 HAZELWOOD ST         | E                           | 2:00:15          | 00:04:45         | 3                  |   |                    |                       |             | 2                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 800 - 898 HAZELWOOD ST         | E                           | 2:05:00          | 00:02:16         | 3                  |   |                    |                       |             | 3                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 801 - 899 HAZELWOOD ST         | O                           | 2:07:16          | 00:02:05         | 3                  |   |                    |                       |             | 3                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 701 - 799 HAZELWOOD ST         | O                           | 2:09:21          | 00:05:17         | 3                  |   |                    |                       |             | 2                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 501 - 599 LAKEVIEW AVE         | O                           | 2:14:38          | 00:06:28         | 7                  |   |                    |                       |             | 6                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 500 - 598 LAKEVIEW AVE         | E                           | 2:21:06          | 00:06:16         | 5                  |   |                    |                       |             | 5                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 600 - 698 LAKEVIEW AVE         | E                           | 2:27:22          | 00:04:32         | 6                  |   |                    |                       |             | 6                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 601 - 699 LAKEVIEW AVE         | O                           | 2:31:54          | 00:07:31         | 7                  |   |                    |                       |             | 7                  |                   |                    |                       |             |  |                    |   |  |
| STREET BREAK TIME                  |                                |                             |                  |                  | 2:39:25            | 00:10:00  |                    |                       |             |                    |                   |                    |                       |             |  |                    |   |  |
| O                                  | 700 - 798 LAKEVIEW AVE         | E                           | 2:49:25          | 00:02:13         | 4                  |   |                    |                       |             | 3                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 800 - 898 LAKEVIEW AVE         | E                           | 2:51:38          | 00:01:07         | 3                  |   |                    |                       |             | 2                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 801 - 899 LAKEVIEW AVE         | O                           | 2:52:45          | 00:02:02         | 3                  |   |                    |                       |             | 3                  |                   |                    |                       |             |  |                    |   |  |
| O                                  | 701 - 799 LAKEVIEW AVE         | O                           | 2:54:47          | 00:03:35         | 4                  |   |                    |                       |             | 4                  |                   |                    |                       |             |  |                    |   |  |
| TRAVEL FROM                        |                                |                             |                  |                  | 2:58:22            | 00:10:41  |                    |                       |             |                    |                   |                    |                       |             |  |                    |   |  |
| VEHICLE UNLOAD                     |                                |                             |                  |                  | 3:09:03            | 00:08:11  |                    |                       |             |                    |                   |                    |                       |             |  |                    |   |  |
| ARRIVE OFFICE                      |                                |                             |                  |                  | 3:17:14            | 00:00:00  |                    |                       |             |                    |                   |                    |                       |             |  |                    |   |  |



This page of the 3999 shows the rest of the changes that were made.

#2 shows the time used on 701-799 Lakeview Ave as 3:35.

#3 and #4 show the street break and vehicle unload times.

These should be compared to the original 3999 and the Audit Trail.

|          |   |                        |   |         |          |   |  |  |  |  |  |  |  |  |  |  |  |   |
|----------|---|------------------------|---|---------|----------|---|--|--|--|--|--|--|--|--|--|--|--|---|
|          | O | 600 - 698 LAKEVIEW AVE | E | 2:27:22 | 00:04:32 | 6 |  |  |  |  |  |  |  |  |  |  |  | 6 |
|          | O | 601 - 699 LAKEVIEW AVE | O | 2:31:54 | 00:07:31 | 7 |  |  |  |  |  |  |  |  |  |  |  | 7 |
| <b>3</b> |   | STREET BREAK TIME      |   | 2:39:25 | 00:10:00 |   |  |  |  |  |  |  |  |  |  |  |  |   |
|          | O | 700 - 798 LAKEVIEW AVE | E | 2:49:25 | 00:02:13 | 4 |  |  |  |  |  |  |  |  |  |  |  | 3 |
|          | O | 800 - 898 LAKEVIEW AVE | E | 2:51:38 | 00:01:07 | 3 |  |  |  |  |  |  |  |  |  |  |  | 2 |
|          | O | 801 - 899 LAKEVIEW AVE | O | 2:52:45 | 00:02:02 | 3 |  |  |  |  |  |  |  |  |  |  |  | 3 |
| <b>2</b> | O | 701 - 799 LAKEVIEW AVE | O | 2:54:47 | 00:03:35 | 4 |  |  |  |  |  |  |  |  |  |  |  | 4 |
|          |   | TRAVEL FROM            |   | 2:58:22 | 00:10:41 |   |  |  |  |  |  |  |  |  |  |  |  |   |
| <b>4</b> |   | VEHICLE UNLOAD         |   | 3:09:03 | 00:08:11 |   |  |  |  |  |  |  |  |  |  |  |  |   |
|          |   | ARRIVE OFFICE          |   | 3:17:14 | 00:00:00 |   |  |  |  |  |  |  |  |  |  |  |  |   |

## **Joint Alternate Route Adjustment Process – 2010**

### **Adjustment Consultaion**

- City carriers will be provided the evaluated time for their routes as soon as practicable after the Evaluation Consultation and in advance of the Adjustment Consultation.
- Any changes made to the proposed adjustments after the Adjustment Consultation will be communicated with the carrier in advance of implementing route adjustments.

## Joint Alternate Route Adjustment Adjustment Consultation Script

City carriers will be provided the evaluated time for their routes as soon as practicable after the Evaluation Consultation and in advance of the Adjustment Consultation. Any changes made to the proposed adjustments after the Adjustment Consultation will be communicated with the carrier in advance of implementing route adjustments.

Once the District Evaluation and Adjustment Team has agreed on their proposed adjustments, with or without the use of COR, they must send the completed PS Forms 1840 Reverse to the Local Office Contacts to conduct the adjustment consultations with the carriers. The PS Form 1840 Reverse and any attachments must be provided to each carrier at least 1 day prior to the consultation.

Along with all the information regarding the proposed adjustments, the 1840 Reverse must include the District Evaluation and Adjustment Team's reasons for the selection of the evaluated office and street times.

Every proposed adjustment must be clearly identified, documented, and explained on the PS 1840 Reverse and attachments so that they can be easily discussed between the Local Office Contacts and the carrier. If any of the proposed changes are unclear to either member of the Local Office Contact's or the carrier, the District Evaluation and Adjustment Team should be contacted for clarification before continuing the consultation.

The comments and recommendations of the carrier and whether there is agreement or disagreement with the proposed adjustments along with the reasons should be entered on the PS Form 1840 Reverse. The carrier is not required to sign the form or any statement. A completed copy of the PS Form 1840 Reverse and any attachments will be provided to the carrier.

After reviewing the comments from the carrier consultation, the District Evaluation and Adjustment Team will make any jointly agreed to changes to the proposed adjustments, sign off on their final agreed to adjustments, and submit the package to the District office for implementation. Copies of any amended PS Form 1840, Reverse, will be sent to the appropriate carrier through the Local Office Contacts.

Proposed Adjustment Consultation conducted by:

USPS (name) \_\_\_\_\_

NALC (name) \_\_\_\_\_

(signature ) \_\_\_\_\_

(signature) \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Under no circumstances will route adjustments be implemented unless both the NALC & USPS District Evaluation and Adjustment Team members have signed off on the adjustments.

## Re: **Joint** Alternate Route Adjustment Process – 2010

- This agreement is without prejudice to the position of either party in this or any other matter. The procedures described in this agreement will be utilized solely for the purpose of implementing the **Joint** Alternate Route Adjustment Process, and may be cited only for purposes of enforcing the terms of the agreement. Termination of this agreement pursuant to the paragraph below shall not affect completion of the Joint Alternate Route Adjustment Process or invalidate any adjustments made as a result of that process.*

## Re: **Joint** Alternate Route Adjustment Process – **2010**

- *Either party may terminate this agreement if 1) the Postal Service implements a route adjustment process other than as provided by this agreement, pursuant to Section 271 of Handbook M-39, or by mutual agreement; 2) the Memorandum of Understanding Re: Assignment of City Delivery is terminated pursuant to the last paragraph of that MOU; 3) either party fails in good faith to live up to its obligations under the Memorandum of Understanding Re: Assignment of City Delivery or 4) the Memorandum of Understanding Re: Assignment of City Delivery is invalidated, in whole or in part, by a decision of an arbitrator, a court, the National Labor Relations Board or by any other forum.*

## **Joint Alternate Route Adjustment Process – 2010**

- Any data from route inspections conducted pursuant to Section 271 of Handbook M-39 **in a zone selected for evaluation under this agreement** will be forwarded to the appropriate District Lead Team for assignment to a District Evaluation and Adjustment Team for adjustment during the next analysis and implementation period for that delivery unit provided the time limit/extension provisions of Handbook M-39, Section 211.3, for implementing any necessary adjustments resulting from these inspections is adhered to. **Additionally, the District Lead Team may mutually agree to assign a District Evaluation and Adjustment Team to implement the results of any other route inspections conducted pursuant to Section 271. Any questions over the preceding sentence will be discussed with the Area/Regional Team.**

# Alternative Evaluation and Adjustment Processes

**The following addresses locally developed proposals for evaluating and adjusting routes:**

**MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
NATIONAL ASSOCIATION OF LETTER CARRIERS**

Re: Alternative Evaluation and Adjustment Processes

The National Association of Letter Carriers, AFL-CIO (NALC) and United States Postal Service have a mutual interest in exploring new and innovative methods for maintaining routes in proper adjustment throughout the year in an efficient and effective manner. To that end, the parties agree to the following for locally developed route evaluation and adjustment processes:

- The local parties may jointly submit a locally developed alternate route evaluation and adjustment process to the NALC National President and the Postal Service Vice President, Labor Relations.
- A submitted proposal must include a cover letter signed by the NALC Branch President and the Postal Service Installation Head, and must provide a detailed explanation of the process.
- If the proposal is jointly agreed to by the national parties, the local parties will be notified regarding implementation.

This agreement expires on December 31, 2010 and is without prejudice to the position of either party in this or any other matter and may not be cited in any forum except to enforce its terms.

Doug A. Tulino  
Vice President  
Labor Relations  
U.S. Postal Service

Fredric V. Rolando  
President  
National Association of Letter  
Carriers, AFL-CIO

Date: 4-29-10

# Steward, Standby and Meeting Time Report

M-01726

RESTRICTED INFORMATION

Delivery Unit: 4543401  
 Begin Date: 04/03/2010  
 End Date: 04/09/2010  
 Service Week: 28

## Steward Time 613

| Carrier Name        | Type | Date       | Begin Time | End Time | Duration    |
|---------------------|------|------------|------------|----------|-------------|
| BEVERLY J M         | REG  | 04/06/2010 | 08:24      | 08:33    | 0:09        |
| KENNEDY C D         | PTF  | 04/06/2010 | 08:43      | 08:52    | 0:08        |
| MAHONEY S E         | T-6  | 04/03/2010 | 17:46      | 18:25    | 0:40        |
|                     |      | 04/06/2010 | 08:12      | 09:13    | 1:01        |
|                     |      | 04/06/2010 | 18:00      | 18:28    | 0:28        |
| SMITH M S           | PTF  | 04/06/2010 | 08:21      | 08:33    | 0:12        |
|                     |      | 04/06/2010 | 08:34      | 08:41    | 0:07        |
| SMITH T             | REG  | 04/07/2010 | 08:18      | 08:30    | 0:13        |
| STEINMETZ K A       | REG  | 04/07/2010 | 08:32      | 08:40    | 0:08        |
| WOLFF D L           | REG  | 04/06/2010 | 08:10      | 08:33    | 0:23        |
|                     |      | 04/07/2010 | 08:18      | 08:40    | 0:22        |
| ZGODA R E           | REG  | 04/06/2010 | 08:12      | 08:25    | 0:13        |
| <b>Unit Totals:</b> |      |            |            |          | <b>4:04</b> |

## Standby Time 354

| Carrier Name        | Type | Date       | Begin Time | End Time | Duration    |
|---------------------|------|------------|------------|----------|-------------|
| BALAGUER P          | REG  | 04/08/2010 | 09:22      | 09:26    | 0:04        |
| GILBERT D M         | REG  | 04/08/2010 | 09:18      | 09:26    | 0:08        |
| WOODEN S C          | REG  | 04/08/2010 | 08:40      | 08:44    | 0:04        |
| <b>Unit Totals:</b> |      |            |            |          | <b>0:16</b> |

## Meeting Time 782

| Carrier Name        | Type | Date | Begin Time | End Time | Duration    |
|---------------------|------|------|------------|----------|-------------|
|                     |      |      |            |          |             |
| <b>Unit Totals:</b> |      |      |            |          | <b>0:00</b> |

782-training service tol



User ID: XPW1XB

Report: TAC100R2 v2.002  
 YrPPWk: 2010-01-2 to 2010-07-1  
 Fin. #: 01-3110

Restricted USPS T&A Information  
 FLORENCE AL  
 Operation Summary Report

Date: 03/25/10  
 Time: 10:15 AM  
 Page: 2

YrPPWk: 2010-02-1  
 Sub Unit: 0000

Weekly Summary

| Operation                    | Work Hrs       | Overtime Hrs  | % OT         | Penalty Hrs  | % Penalty   | Sick Leave   | % SL        |
|------------------------------|----------------|---------------|--------------|--------------|-------------|--------------|-------------|
| 0790                         | 2.83           | 0.00          | 0.00         | 0.00         | 0.00        | 0.00         | 0.00        |
| 1510                         | 7.50           | 0.00          | 0.00         | 0.00         | 0.00        | 0.00         | 0.00        |
| 2400                         | 195.10         | 32.90         | 16.86        | 0.05         | 0.03        | 14.53        | 7.45        |
| 3550                         | 39.47          | 0.95          | 2.41         | 0.00         | 0.00        | 8.00         | 20.27       |
| 5150                         | 42.73          | 0.00          | 0.00         | 0.00         | 0.00        | 0.00         | 0.00        |
| 5680                         | 97.00          | 7.43          | 7.66         | 1.99         | 2.05        | 0.00         | 0.00        |
| 6130                         | 24.51          | 0.51          | 2.08         | 0.00         | 0.00        | 0.00         | 0.00        |
| 6710                         | 72.00          | 0.00          | 0.00         | 0.00         | 0.00        | 0.00         | 0.00        |
| 7050                         | 78.20          | 0.00          | 0.00         | 0.00         | 0.00        | 0.00         | 0.00        |
| 7080                         | 40.00          | 0.00          | 0.00         | 0.00         | 0.00        | 0.00         | 0.00        |
| 7210                         | 1246.45        | 181.89        | 14.59        | 11.82        | 0.95        | 0.00         | 0.00        |
| 7220                         | 301.69         | 29.81         | 9.88         | 5.48         | 1.82        | 43.08        | 14.28       |
| 7310                         | 31.08          | 15.12         | 48.65        | 3.37         | 10.64       | 0.00         | 0.00        |
| 7410                         | 24.53          | 4.03          | 16.43        | 0.51         | 2.08        | 0.00         | 0.00        |
| 7420                         | 225.83         | 18.01         | 7.98         | 0.01         | 0.00        | 8.00         | 3.54        |
| 7430                         | 62.40          | 5.85          | 9.38         | 0.66         | 1.06        | 0.00         | 0.00        |
| 7470                         | 62.44          | 0.00          | 0.00         | 0.00         | 0.00        | 6.72         | 10.76       |
| 7530                         | 31.08          | 0.24          | 0.77         | 0.00         | 0.00        | 0.00         | 0.00        |
| 7690                         | 33.65          | 8.10          | 24.07        | 2.24         | 6.66        | 0.00         | 0.00        |
| <b>ALL OPERATIONS</b>        | <b>2618.49</b> | <b>304.84</b> | <b>11.64</b> | <b>26.13</b> | <b>1.00</b> | <b>80.33</b> | <b>3.07</b> |
| <b>FLSA OVERTAGES (-)</b>    | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>  | <b>0.00</b> |
| <b>BORROWED HRS (-)</b>      | <b>72.00</b>   | <b>0.00</b>   | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>  | <b>0.00</b> |
| <b>LOANED HRS (+)</b>        | <b>0.00</b>    | <b>0.00</b>   | <b>0.00</b>  | <b>0.00</b>  | <b>0.00</b> | <b>0.00</b>  | <b>0.00</b> |
| <b>TOTAL T&amp;A HRS (=)</b> | <b>2546.49</b> | <b>304.84</b> | <b>11.97</b> | <b>26.13</b> | <b>1.03</b> | <b>80.33</b> | <b>3.15</b> |

Flash Last 4 Weeks Report: Week 28B 2010  
Finance Office RENO PO - 317280  
890 - Reno Stations

/12/10  
2:57:26 AM 317280

| /C Description           | Act Ddays 6 Sply Ddays 6 |       |       |        | Act Ddays 24 Sply Ddays 24 |          |       |        | Act Ddays 157 Sply Ddays 158 |          |        |        |
|--------------------------|--------------------------|-------|-------|--------|----------------------------|----------|-------|--------|------------------------------|----------|--------|--------|
|                          | Actual                   | Plan  | %Plan | %SPLY  | Actual 4WK                 | Plan 4WK | %4WK  | %S 4WK | Actual YTD                   | Plan YTD | %P YTD | %S YTD |
| B1 OPS MP SAL/BEN        | 0                        | 0     | 0.0   | -100.0 | 0                          | 0        | 0.0   | -100.0 | 29                           | 0        | 0.0    | -422.2 |
| 0 D/S SUPERVISOR         | 268                      | 278   | -3.6  | -28.3  | 966                        | 1,114    | -13.3 | -17.0  | 7,309                        | 7,107    | 2.8    | -1.0   |
| 1 OFFICE                 | 1,011                    | 901   | 12.2  | -4.4   | 4,076                      | 3,691    | 10.4  | -11.3  | 28,695                       | 26,364   | 8.8    | -17.2  |
| 2 STREET                 | 2,914                    | 2,746 | 6.1   | -1.4   | 11,680                     | 11,247   | 3.8   | -0.3   | 77,373                       | 80,154   | -3.5   | -3.0   |
| 3 OTHER                  | 0                        | 0     | 0.0   | 0.0    | 0                          | 0        | 0.0   | -100.0 | 255                          | 0        | 0.0    | 93.2   |
| 6 CC CUS SUPPORT         | 26                       | 6     | 333.3 | 0.0    | 86                         | 24       | 258.3 | -1.1   | 477                          | 185      | 157.8  | -24.9  |
| 7 COLLECTIONS            | 102                      | 86    | 18.6  | -1.0   | 407                        | 337      | 20.8  | 0.5    | 2,821                        | 2,392    | 17.9   | 11.0   |
| 2 OPNS D/S TNG HRS       | 70                       | 0     | 0.0   | 0.0    | 155                        | 0        | 0.0   | 2114.3 | 219                          | 0        | 0.0    | -7.2   |
| N2C CITY CARRIER HRS     | 4,027                    | 3,733 | 7.9   | -2.1   | 16,163                     | 15,275   | 5.8   | -3.3   | 109,144                      | 108,910  | 0.2    | -6.8   |
| N2B CITY DELIVERY        | 4,391                    | 4,017 | 9.3   | -2.2   | 17,370                     | 16,413   | 5.8   | -3.4   | 117,149                      | 116,202  | 0.8    | -6.5   |
| 00T OT-D/S SUPERVS HRS   | 12                       | 0     | 0.0   | 20.0   | 78                         | 0        | 0.0   | 73.3   | 1,515                        | 0        | 0.0    | 134.2  |
| 2SR D/S SUPERVS OT RATIO | 4.48                     | 0.00  | 0.0   | 67.5   | 8.07                       | 0.00     | 0.0   | 108.9  | 20.73                        | 0.00     | 0.0    | 136.5  |
| T2C CITY CARRIER OT      | 344                      | 0     | 0.0   | 54.3   | 1,612                      | 0        | 0.0   | 59.0   | 13,415                       | 0        | 0.0    | 22.8   |
| 2CR CITY CARR OT RATIO   | 8.54                     | 0.00  | 0.0   | 57.6   | 9.97                       | 0.00     | 0.0   | 64.5   | 12.29                        | 0.00     | 0.0    | 31.7   |
| T2B FN2B OT              | 356                      | 225   | 58.2  | 52.8   | 1,695                      | 767      | 121.0 | 60.1   | 14,942                       | 7,373    | 102.7  | 29.1   |
| 2BR FN2B OT RATIO        | 8.11                     | 5.60  | 44.7  | 56.2   | 9.76                       | 4.67     | 108.8 | 65.7   | 12.75                        | 6.34     | 101.0  | 38.1   |
| O2C CITY CARRIER PO      | 2                        | 0     | 0.0   | 100.0  | 54                         | 0        | 0.0   | 86.2   | 420                          | 0        | 0.0    | 50.0   |
| 2CR CITY CARR PO RATIO   | 0.05                     | 0.00  | 0.0   | 104.4  | 0.33                       | 0.00     | 0.0   | 92.6   | 0.38                         | 0.00     | 0.0    | 60.9   |
| L2B CITY DELIVERY SL     | 96                       | 171   | -43.9 | -31.9  | 596                        | 680      | -12.4 | 7.0    | 4,557                        | 4,600    | -0.9   | 2.8    |
| 2CR CITY CARR SL RATIO   | 2.38                     | 0.00  | 0.0   | -26.2  | 3.69                       | 0.00     | 0.0   | 12.3   | 3.74                         | 0.00     | 0.0    | 0.3    |
| 5 RURAL CARRIERS         | 159                      | 157   | 1.3   | -12.2  | 632                        | 629      | 0.5   | -12.7  | 4,170                        | 4,114    | 1.4    | -22.0  |
| RB RURAL BOXES           | 1,672                    | 1,745 | -4.2  | 0.3    | 1,672                      | 1,740    | -3.9  | 0.3    | 1,672                        | 1,736    | -3.7   | 0.3    |
| SH RURAL STANDARD HOURS  | 157                      | 0     | 0.0   | -12.8  | 628                        | 0        | 0.0   | -12.8  | 4,083                        | 0        | 0.0    | -13.9  |
| SHG RURAL GAP            | 1.27                     | 0.00  | 0.0   | 129.3  | 0.64                       | 0.00     | 0.0   | 14.6   | 2.13                         | 0.00     | 0.0    | -83.3  |
| T25 RURAL OT             | 12                       | 2     | 500.0 | 0.0    | 24                         | 8        | 200.0 | 0.0    | 97                           | 35       | 177.1  | 6.6    |
| 25R RURAL OT RATIO       | 7.55                     | 1.27  | 492.5 | 0.0    | 3.80                       | 1.27     | 198.6 | 0.0    | 2.33                         | 0.85     | 173.4  | 36.6   |
| L25 RURAL SL             | 16                       | 6     | 166.7 | 100.0  | 48                         | 24       | 100.0 | 200.0  | 181                          | 136      | 33.1   | 277.1  |
| 25R RURAL SL RATIO       | 10.06                    | 3.82  | 163.3 | 127.7  | 7.59                       | 3.82     | 99.1  | 243.7  | 4.34                         | 3.31     | 31.3   | 383.2  |
| B25 RURAL SAL/BEN        | 5,195                    | 5,056 | 2.7   | 1.8    | 20,200                     | 20,916   | -3.4  | 1.7    | 129,500                      | 134,341  | -3.6   | -12.3  |
| N2 TOTAL D/S HRS         | 4,550                    | 4,174 | 9.0   | -2.6   | 18,002                     | 17,042   | 5.6   | -3.7   | 121,319                      | 120,316  | 0.8    | -7.1   |
| 3 OPNS V/SEP/E TNG HRS   | 0                        | 0     | 0.0   | 0.0    | 35                         | 0        | 0.0   | 0.0    | 36                           | 0        | 0.0    | 0.0    |
| N3B TOTAL PLNT & EQUIP   | 0                        | 0     | 0.0   | 0.0    | 35                         | 0        | 0.0   | 0.0    | 36                           | 0        | 0.0    | 0.0    |
| B3B PLNT & EQUIP SAL/BEN | 0                        | 0     | 0.0   | 0.0    | 1,285                      | 0        | 0.0   | 0.0    | 1,319                        | 0        | 0.0    | 0.0    |
| 43L UNIT DIST HRS LETTER | 32                       | 0     | 0.0   | -8.6   | 110                        | 0        | 0.0   | 64.2   | 772                          | 0        | 0.0    | -24.4  |
| 43P UNIT DIST HRS FLATS  | 64                       | 0     | 0.0   | 39.1   | 231                        | 0        | 0.0   | 148.4  | 1,328                        | 0        | 0.0    | -15.6  |
| 43A UNIT DIST HRS PARCEL | 59                       | 0     | 0.0   | -37.9  | 217                        | 0        | 0.0   | 8.5    | 2,426                        | 0        | 0.0    | 3.8    |
| 2 BUSINESS RETURN SERV   | 14                       | 267   | -28.1 | 15.8   | 643                        | 1,078    | -40.4 | -41.5  | 4,671                        | 7,756    | -39.8  | -18.3  |
| 3 UNIT DIST MANUAL       | 346                      | 267   | 29.6  | 1.5    | 1,201                      | 1,078    | 11.4  | -17.7  | 9,197                        | 7,756    | 18.6   | -13.6  |
| 4 PO BOX DIST            | 82                       | 51    | 60.8  | 32.3   | 293                        | 207      | 41.5  | 23.1   | 1,872                        | 1,475    | 26.9   | 0.0    |
| 5 WINDOW SERVICE         | 403                      | 244   | 65.2  | -10.0  | 1,582                      | 986      | 60.4  | -0.4   | 9,884                        | 7,002    | 41.2   | -8.4   |
| 8 ADMIN MISC             | 209                      | 213   | -1.9  | -59.5  | 1,235                      | 865      | 42.8  | -34.9  | 8,790                        | 6,150    | 42.9   | -21.7  |
| 14 OPNS C/S TNG HRS      | 0                        | 0     | 0.0   | -100.0 | 19                         | 0        | 0.0   | -51.3  | 405                          | 0        | 0.0    | -33.5  |
| N4 TOTAL C/S HRS         | 1,054                    | 775   | 36.0  | -24.2  | 4,360                      | 3,136    | 39.0  | -16.5  | 30,219                       | 22,383   | 35.0   | -14.0  |
| 15OT OT-WINDOW SERVICE   | 27                       | 0     | 0.0   | 35.0   | 125                        | 0        | 0.0   | 115.5  | 1,163                        | 0        | 0.0    | 256.7  |
| 15PO PO-WINDOW SERVICE   | 1                        | 0     | 0.0   | 0.0    | 3                          | 0        | 0.0   | 0.0    | 35                           | 0        | 0.0    | 400.0  |
| 174 OPS RETAIL OT        | 78                       | 24    | 225.0 | 20.0   | 358                        | 93       | 284.9 | 88.4   | 3,069                        | 1,065    | 188.2  | 52.7   |

**MODS OPERATION NUMBERS**

| LDC SUPV | LDC NON-SU | Volume Type | MODS OPER   | DESCRIPTION   | Shape Method | Comments                          |
|----------|------------|-------------|-------------|---|--------------|-----------------------------------|
|          |            | 11 FHP      | 897         | DBCS/DIOSS BCS BOX SECTION                              | LTR AUTO     |                                   |
|          |            | 11 FHP      | 898         | DBCS/DIOSS BCS SEC/SEG, 1ST PASS                        | LTR AUTO     |                                   |
|          |            | 11          | 899         | DBCS/DIOSS BCS SEC/SEG, 2ND PASS                        | LTR AUTO     |                                   |
|          |            |             | <b>908C</b> | <b>COMPOSITE CSBCS (908-911)</b>                        |              |                                   |
|          |            | 11 FHP      | 908         | CSBCS - SECTOR SEGMENT                                  | LTR AUTO     |                                   |
|          |            | 11 FHP      | 909         | CSBCS - INCOMING SECONDARY                              | LTR AUTO     |                                   |
|          |            | 11 FHP      | 910         | CSBCS - BOX MAIL  | LTR AUTO     |                                   |
|          |            | 11 FHP      | 911         | CSBCS - DELIVERY POINT SEQUENCE DPS                     | LTR AUTO     |                                   |
|          |            | 11 FHP      | 914         | MPBCS - DELIVERY POINT SEQUENCE, 1ST PASS               | LTR AUTO     | Invalidated in TACS February 2009 |
|          |            | 11          | 915         | MPBCS - DELIVERY POINT SEQUENCE, 2ND PASS               | LTR AUTO     | Invalidated in TACS February 2009 |
|          |            | 11 FHP      | 918         | DBCS/DIOSS BCS DPS, 1ST PASS                            | LTR AUTO     |                                   |
|          |            | 11          | 919         | DBCS/DIOSS BCS DPS, 2ND PASS                            | LTR AUTO     |                                   |
| 10       |            |             | 927         | MANAGER, DISTRIBUTION OPERATIONS                        |              |                                   |
| 10       |            |             | 928         | SUPERVISOR, DISTRIBUTION OPERATIONS                     |              |                                   |
|          | 18         | N-TPH       | 930         | BUSINESS REPLY/POSTAGE DUE                              |              |                                   |
| 10       |            |             | 932         | SUPERVISOR, INTERNATIONAL                               |              |                                   |
|          | 13         | FHP         | 938         | LCUS - OUTGOING PARCEL POST                             | PP MECH      |                                   |
|          | 13         | FHP         | 939         | LCUS - INCOMING PARCEL POST                             | PP MECH      |                                   |
|          | 13         | FHP         | 940         | LCUS - OUTGOING NMO                                     | PP MECH      |                                   |
|          | 13         | FHP         | 941         | LCUS - INCOMING NMO                                     | PP MECH      |                                   |
|          | 13         | FHP         | 942         | LCUS - OUTGOING PRIORITY                                | PP MECH      |                                   |
|          | 13         | FHP         | 943         | LCUS - INCOMING PRIORITY                                | PP MECH      |                                   |
|          |            |             | <b>960C</b> | <b>COMPOSITE - DIOSS BULKY OCR MODE (961-967)</b>       |              |                                   |
|          | 11         | FHP         | 961         | DIOSS BULKY OCR MODE - OUTGOING PRIMARY                 | LTR AUTO     |                                   |
|          | 11         |             | 962         | DIOSS BULKY OCR MODE - OUTGOING SECONDARY               | LTR AUTO     |                                   |
|          | 11         | FHP         | 963         | DIOSS BULKY OCR MODE - MANAGED MAIL                     | LTR AUTO     |                                   |
|          | 11         | FHP         | 964         | DIOSS BULKY OCR MODE - INCOMING SCF                     | LTR AUTO     |                                   |
|          | 11         | FHP         | 965         | DIOSS BULKY OCR MODE - INCOMING PRIMARY                 | LTR AUTO     |                                   |
|          | 11         | FHP         | 966         | DIOSS BULKY OCR MODE - INCOMING SECONDARY               | LTR AUTO     |                                   |
|          | 11         | FHP         | 967         | DIOSS BULKY OCR MODE - BOX SECTION                      | LTR AUTO     |                                   |
|          |            |             | <b>970C</b> | <b>COMPOSITE - BAR CODE OUTPUT SUB SYSTEM (971-979)</b> |              |                                   |
|          | 11         | FHP         | 971         | BCS-OSS-OUTGOING PRIMARY                                | LTR AUTO     | Invalidated in TACS February 2009 |
|          | 11         |             | 972         | BCS-OSS-OUTGOING SECONDARY                              | LTR AUTO     | Invalidated in TACS February 2009 |
|          | 11         | FHP         | 973         | BCS-OSS-MANAGED MAIL                                    | LTR AUTO     | Invalidated in TACS February 2009 |
|          | 11         | FHP         | 974         | BCS-OSS-INCOMING SCF                                    | LTR AUTO     | Invalidated in TACS February 2009 |
|          | 11         | FHP         | 975         | BCS-OSS-INCOMING PRIMARY                                | LTR AUTO     | Invalidated in TACS February 2009 |
|          | 11         | FHP         | 976         | BCS-OSS-INCOMING SECONDARY                              | LTR AUTO     | Invalidated in TACS February 2009 |
|          | 11         | FHP         | 977         | BCS-OSS-BOX SECTION                                     | LTR AUTO     | Invalidated in TACS February 2009 |

**DELIVERY SERVICES**

|    |    |  |     |   |  |  |
|----|----|--|-----|---|--|--|
| 20 | 21 |  | 354 | STANDBY - DELIVERY SERVICE                    |  |  |
|    |    |  | 520 | RURAL CARRIERS                                |  |  |
|    |    |  | 521 | RURAL CARRIERS                                |  |  |
|    |    |  | 522 | RURAL CARRIERS                                |  |  |
|    |    |  | 523 | RURAL CARRIERS                                |  |  |
|    |    |  | 524 | RURAL CARRIERS                                |  |  |
|    |    |  | 525 | RURAL CARRIERS                                |  |  |
|    |    |  | 526 | RURAL CARRIERS                                |  |  |
|    |    |  | 527 | RURAL CARRIERS                                |  |  |
|    |    |  | 528 | RURAL CARRIERS                                |  |  |
|    |    |  | 529 | RURAL CARRIERS                                |  |  |
|    |    |  | 613 | STEWARDS - CARRIERS                           |  |  |
| 20 | 21 |  | 622 | TRAVEL - DELIVERY SERVICES                    |  |  |
| 20 | 21 |  | 632 | MEETING TIME - DELIVERY SERVICES              |  |  |
| 20 |    |  | 705 | MANAGER/SUPERVISOR - DELIVERY SERVICES        |  |  |
| 20 |    |  | 707 | MANAGER/SUPERVISOR - ROUTE EXAMINATION        |  |  |
| 20 |    |  | 708 | MANAGER/SUPERVISOR - OTHER DELIVERY/CUST SERV |  |  |
|    | 29 |  | 709 | ROUTERS                                       |  |  |
|    | 29 |  | 710 | ROUTERS                                       |  |  |
|    | 29 |  | 711 | ROUTERS                                       |  |  |
| 20 | 22 |  | 713 | VIM ROUTE - STREET                            |  |  |
| 20 | 21 |  | 714 | VIM ROUTE - OFFICE                            |  |  |
| 20 | 22 |  | 715 | 2-TRIP BUSINESS - STREET                      |  |  |
| 20 | 21 |  | 716 | 2-TRIP BUSINESS - OFFICE                      |  |  |
| 20 | 22 |  | 717 | 1-TRIP BUSINESS - STREET                      |  |  |
| 20 | 21 |  | 718 | 1-TRIP BUSINESS - OFFICE                      |  |  |
| 20 | 22 |  | 719 | RESIDENTIAL FOOT-STREET                       |  |  |
| 20 | 21 |  | 720 | RESIDENTIAL FOOT-OFFICE                       |  |  |

**MODS OPERATION NUMBERS**

| LDC<br>SUPV | LDC<br>NON-SU | Volume<br>Type | MODS<br>OPER | DESCRIPTION                          | Shape Method | Comments |
|-------------|---------------|----------------|--------------|--------------------------------------|--------------|----------|
| 20          | 22            |                | 721          | RESIDENTIAL MOTOR-STREET             |              |          |
| 20          | 21            |                | 722          | RESIDENTIAL MOTOR-OFFICE             |              |          |
| 20          | 22            |                | 723          | 2TRIP MIXED FOOT-STREET              |              |          |
| 20          | 21            |                | 724          | 2TRIP MIXED FOOT-OFFICE              |              |          |
| 20          | 22            |                | 725          | 2TRIP MIXED MOTOR-STREET             |              |          |
| 20          | 21            |                | 726          | 2TRIP MIXED MOTOR-OFFICE             |              |          |
| 20          | 22            |                | 727          | 1TRIP MIXED FOOT-STREET              |              |          |
| 20          | 21            |                | 728          | 1TRIP MIXED FOOT-OFFICE              |              |          |
| 20          | 22            |                | 729          | 1TRIP MIXED MOTOR-STREET             |              |          |
| 20          | 21            |                | 730          | 1TRIP MIXED MOTOR-OFFICE             |              |          |
| 20          | 27            |                | 731          | COLLECTIONS STREET                   |              |          |
| 20          | 27            |                | 732          | COLLECTIONS OFFICE                   |              |          |
| 20          | 23            |                | 733          | PARCEL-POST-STREET                   |              |          |
| 20          | 23            |                | 734          | PARCEL-POST-OFFICE                   |              |          |
| 20          | 23            |                | 735          | RELAY-STREET                         |              |          |
| 20          | 23            |                | 736          | RELAY-OFFICE                         |              |          |
| 20          | 23            |                | 737          | COMBINATION-STREET                   |              |          |
| 20          | 23            |                | 738          | COMBINATION-OFFICE                   |              |          |
| 20          | 23            |                | 739          | CARRIER DRIVERS - STREET             |              |          |
| 20          | 23            |                | 740          | CARRIER DRIVERS - OFFICE             |              |          |
|             | 26            |                | 743          | CARRIER CUSTOMER SUPPORT ACTIVITIES  |              |          |
|             | 21            |                | 744          | PM - CARRIER OFFICE TIME             |              |          |
|             | 25            |                | 757          | CITY EMPLOYEE ON RURAL ROUTES        |              |          |
|             | 28            |                | 768          | CITY CARRIER - TERTIARY DISTRIBUTION |              |          |

**MAINTENANCE**

|    |    |  |     |   |  |                           |
|----|----|--|-----|---|--|---------------------------|
|    | 34 |  | 614 | STANDBY - PVS OPERATIONS                      |  | New Operation - July 2008 |
|    | 31 |  | 615 | STEWARDS - VMF                                |  |                           |
|    | 39 |  | 616 | STEWARDS - MTE                                |  |                           |
|    | 31 |  | 617 | STEWARDS - MVS                                |  |                           |
| 35 | 39 |  | 624 | TRAVEL - PLANT & EQUIPMENT                    |  |                           |
| 35 | 39 |  | 634 | MEETING TIME - PLANT & EQUIPMENT              |  |                           |
|    | 33 |  | 647 | VOMA SUPPORT                                  |  |                           |
|    | 32 |  | 676 | ADMIN & CLERICAL - MAINTENANCE SUPPORT        |  |                           |
| 30 | 31 |  | 679 | ADMIN & CLERICAL - TRANSPORTATION & NETWORKS  |  |                           |
|    | 39 |  | 680 | ADMIN & CLERICAL - PLANT & EQUIPMENT          |  |                           |
|    | 39 |  | 745 | MAINTENANCE OPERATIONS SUPPORT                |  |                           |
|    | 39 |  | 746 | TELEPHONE SWITCHBOARD                         |  |                           |
|    | 38 |  | 747 | BUILDING SERVICES                             |  |                           |
|    | 38 |  | 748 | BUILDING SERVICES                             |  |                           |
|    | 38 |  | 749 | BUILDING SERVICES                             |  |                           |
|    | 36 |  | 750 | POSTAL OPERATING EQUIPMENT                    |  |                           |
|    | 36 |  | 751 | POSTAL OPERATING EQUIPMENT                    |  |                           |
|    | 36 |  | 752 | POSTAL OPERATING EQUIPMENT                    |  |                           |
|    | 37 |  | 753 | BUILDING SYSTEMS EQUIPMENT                    |  |                           |
|    | 37 |  | 754 | BUILDING SYSTEMS EQUIPMENT                    |  |                           |
| 30 |    |  | 758 | MANAGER, TRANSPORTATION & NETWORKS            |  |                           |
| 30 |    |  | 759 | SUPERVISOR, TRANSPORTATION OPERATIONS         |  |                           |
| 30 |    |  | 760 | MANAGER, VEHICLE MAINTENANCE                  |  |                           |
| 30 | 32 |  | 761 | REPAIR-GENERAL MAINTENANCE                    |  |                           |
| 30 | 32 |  | 762 | SERVICING-GENERAL MAINTENANCE                 |  |                           |
|    | 31 |  | 763 | VEHICLE MAINTENANCE FACILITY                  |  |                           |
|    | 31 |  | 764 | MOTOR VEHICLE SERVICE                         |  |                           |
|    | 34 |  | 765 | MOTOR VEHICLE OPERATORS                       |  |                           |
|    | 34 |  | 766 | TRACTOR TRAILER OPERATOR                      |  |                           |
|    | 34 |  | 772 | MOTOR VEHICLE OPERATOR - COLLECTIONS          |  |                           |
|    | 34 |  | 773 | TRACTOR TRAILER OPERATOR - COLLECTIONS        |  |                           |
| 30 | 31 |  | 901 | TRAVEL - VEHICLE SERVICE                      |  |                           |
| 35 |    |  | 933 | MANAGER, MAINTENANCE OPERATIONS               |  |                           |
| 35 |    |  | 951 | SUPERVISOR, MAINTENANCE OPERATIONS            |  |                           |
| 35 |    |  | 952 | MANAGER/SUPERVISOR, MAINT. OPERATIONS SUPPORT |  |                           |
| 35 |    |  | 953 | MANAGER, FIELD MAINTENANCE OPERATIONS         |  |                           |

**CUSTOMER SERVICES**

037C

COMPOSITE - MANUAL (037-039)

Page 10

## MODS OPERATION NUMBERS

| LDC<br>SUPV | LDC<br>NON-SU | Volume<br>Type | MODS<br>OPER | DESCRIPTION  | Shape | Method | Comments                     |
|-------------|---------------|----------------|--------------|--|-------|--------|------------------------------|
|             |               | FHP            | 037          | MANUAL LTR- OUTGOING PRIMARY                           |       |        |                              |
|             |               |                | 038          | MANUAL LTR - OUTGOING SECONDARY                        |       |        |                              |
|             |               | FHP            | 039          | MANUAL LTR - SCF DISTRIBUTION                          |       |        |                              |
|             |               |                | <b>048C</b>  | <b>COMPOSITE - RBCS - RTS (048-049)</b>                |       |        |                              |
|             |               | FHP            | 048          | ISS - RETURN TO SENDER                                 | LTR   | AUTO   |                              |
|             |               | FHP            | 049          | OSS - RETURN TO SENDER                                 | LTR   | AUTO   |                              |
|             |               |                | 065          | SCANNING OPERATIONS                                    |       |        |                              |
|             |               |                | <b>076C</b>  | <b>COMPOSITE - MANUAL (076-078)</b>                    |       |        |                              |
|             |               | FHP            | 076          | MANUAL FLT - OUTGOING PRIMARY                          |       |        |                              |
|             |               |                | 077          | MANUAL FLT - OUTGOING SECONDARY                        |       |        |                              |
|             |               | FHP            | 078          | MANUAL FLT - SCF DISTRIBUTION                          |       |        |                              |
|             |               | FHP            | 079          | PACKAGES/SPRS INCOMING DISTRIBUTION                    | MIX   | MANL   | New Operation - January 2008 |
|             |               |                | 085          | COA SCANNING   |       |        |                              |
|             |               |                | 086          | CFS 3982 LABEL PROCESSING                              |       |        |                              |
|             |               |                | <b>151C</b>  | <b>COMPOSITE - MANUAL (151, 161, 166)</b>              |       |        |                              |
|             |               | FHP            | 151          | MANUAL LTR - INCOMING PRIMARY                          | LTR   | MANL   |                              |
|             |               | FHP            | 161          | MANUAL LTR - INCOMING SECONDARY                        | LTR   | MANL   |                              |
|             |               | FHP            | 166          | MANUAL LTR - BOX                                       | LTR   | MANL   |                              |
|             |               |                | <b>171C</b>  | <b>COMPOSITE - MANUAL (171-172, 176)</b>               |       |        |                              |
|             |               | FHP            | 171          | MANUAL FLT - INCOMING PRIMARY                          | FLT   | MANL   |                              |
|             |               | FHP            | 172          | MANUAL FLT - INCOMING SECONDARY                        | FLT   | MANL   |                              |
|             |               | FHP            | 176          | MANUAL FLT - BOX                                       | FLT   | MANL   |                              |
|             |               |                | <b>226C</b>  | <b>COMPOSITE - EXPRESS MAIL DISTRIBUTION (226-228)</b> |       |        |                              |
|             |               | N-TPH          | 226          | CS OUTBOUND EXPRESS MAIL SCAN                          | MIX   |        | New Operation - January 2008 |
|             |               | N-TPH          | 227          | CS INBOUND EXPRESS MAIL SCAN                           | MIX   |        | New Operation - January 2008 |
|             |               | N-TPH          | 228          | CS EXPRESS MAIL DELIVERY                               | MIX   |        | New Operation - January 2008 |
| 40          |               | FHP            | 240          | MANUAL DISTRIBUTION STATION/BRANCH                     | MIX   | MANL   |                              |
|             |               |                | 241          | Function 4 Allied Distribution                         |       |        | New Operation - January 2008 |
|             |               | FHP            | 252          | CSBCS - OUTGOING PRIMARY                               | LTR   | AUTO   |                              |
|             |               | FHP            | 253          | CSBCS - INCOMING PRIMARY                               | LTR   | AUTO   |                              |
| 40          |               |                | 353          | STANDBY-CUSTOMER SERVICES                              |       |        |                              |
|             |               |                | 355          | WINDOW SERVICE-STATION/BRANCH                          |       |        |                              |
|             |               |                | <b>360C</b>  | <b>COMPOSITE - DBCS/DIOSS-OCR MODE (361-367)</b>       |       |        |                              |
|             |               | FHP            | 361          | DBCS/DIOSS OCR O/G PRIMARY                             | LTR   | AUTO   |                              |
|             |               |                | 362          | DBCS/DIOSS OCR O/G SECONDARY                           | LTR   | AUTO   |                              |
|             |               | FHP            | 363          | DBCS/DIOSS OCR MMP                                     | LTR   | AUTO   |                              |
|             |               | FHP            | 364          | DBCS/DIOSS OCR I/C SCF                                 | LTR   | AUTO   |                              |
|             |               | FHP            | 365          | DBCS/DIOSS OCR I/C PRIMARY                             | LTR   | AUTO   |                              |
|             |               | FHP            | 366          | DBCS/DIOSS OCR I/C SECONDARY                           | LTR   | AUTO   |                              |
|             |               | FHP            | 367          | DBCS/DIOSS OCR BOX SECTION                             | LTR   | AUTO   |                              |
|             |               |                | <b>370C</b>  | <b>COMPOSITE DBCS/DIOSS OSS MODE (371-377)</b>         |       |        |                              |
|             |               | FHP            | 371          | DBCS/DIOSS OSS O/G PRIMARY                             | LTR   | AUTO   |                              |
|             |               |                | 372          | DBCS/DIOSS OSS O/G SECONDARY                           | LTR   | AUTO   |                              |
|             |               | FHP            | 373          | DBCS/DIOSS OSS MMP                                     | LTR   | AUTO   |                              |
|             |               | FHP            | 374          | DBCS/DIOSS OSS I/C SCF                                 | LTR   | AUTO   |                              |
|             |               | FHP            | 375          | DBCS/DIOSS OSS I/C PRIMARY                             | LTR   | AUTO   |                              |
|             |               | FHP            | 376          | DBCS/DIOSS OSS I/C SECONDARY                           | LTR   | AUTO   |                              |
|             |               | FHP            | 377          | DBCS/DIOSS OSS BOX SECTION                             | LTR   | AUTO   |                              |
|             |               |                | <b>390C</b>  | <b>COMPOSITE DBCS/DIOSS-ISS MODE (391-397)</b>         |       |        |                              |
|             |               | FHP            | 391          | DBCS/DIOSS ISS O/G PRIMARY                             | LTR   | AUTO   |                              |
|             |               |                | 392          | DBCS/DIOSS ISS O/G SECONDARY                           | LTR   | AUTO   |                              |
|             |               | FHP            | 393          | DBCS/DIOSS ISS MMP                                     | LTR   | AUTO   |                              |
|             |               | FHP            | 394          | DBCS/DIOSS ISS I/C SCF                                 | LTR   | AUTO   |                              |
|             |               | FHP            | 395          | DBCS/DIOSS ISS I/C PRIMARY                             | LTR   | AUTO   |                              |
|             |               | FHP            | 396          | DBCS/DIOSS ISS I/C SECONDARY                           | LTR   | AUTO   |                              |
|             |               | FHP            | 397          | DBCS/DIOSS ISS BOX SECTION                             | LTR   | AUTO   |                              |
|             |               |                | <b>410C</b>  | <b>CS UFSM 1000 COMPOSITE (410-417)</b>                |       |        |                              |
|             |               | FHP            | 411          | CS UFSM 1000 OCR - OUTGOING PRIMARY                    | FLT   | AUTO   |                              |
|             |               |                | 412          | CS UFSM 1000 OCR - OUTGOING SECONDARY                  | FLT   | AUTO   |                              |
|             |               | FHP            | 413          | CS UFSM 1000 OCR - MANAGED MAIL                        | FLT   | AUTO   |                              |
|             |               | FHP            | 414          | CS UFSM 1000 OCR - INCOMING SCF                        | FLT   | AUTO   |                              |
|             |               | FHP            | 415          | CS UFSM 1000 OCR - INCOMING PRIMARY                    | FLT   | AUTO   |                              |
|             |               | FHP            | 416          | CS UFSM 1000 OCR - INCOMING SECONDARY                  | FLT   | AUTO   |                              |
|             |               | FHP            | 417          | CS UFSM 1000 OCR - BOXED SECTION                       | FLT   | AUTO   |                              |
|             |               |                | 539          | WASTE MAIL VERIFICATION                                |       |        | New Operation - July 2008    |
|             |               |                | 542          | INSURED - COD - CUSTOMS                                |       |        |                              |
|             |               |                | 543          | INSURED - COD - CUSTOMS                                |       |        |                              |
|             |               |                | 544          | CAGES SERVING CARRIERS/SPC DLVY MSGRS                  |       |        |                              |

**MODS OPERATION NUMBERS**

| LDC SUPV | LDC NON-SU | Volume Type | MODS OPER   | DESCRIPTION   | Shape Method | Comments                          |
|----------|------------|-------------|-------------|---|--------------|-----------------------------------|
| 40       | 48         |             | 558         | OFFICE WORK & RECORDKEEPING-CUSTOMER SERVICES                     |              |                                   |
| 40       | 48         |             | 559         | OFFICE WORK & RECORDKEEPING-DELIVERY SERVICE                      |              |                                   |
| 40       | 45         |             | 568         | WINDOW SERVICE-MAIN OFFICE  |              |                                   |
| 40       | 48         |             | 583         | EXPRESS MAIL-CUSTOMER SERVICE                                     |              | Invalidated March 2008            |
|          | 48         |             | 608         | STEWARDS - CLERKS - CUSTOMER SERVICES                             |              |                                   |
| 40       | 48         |             | 621         | TRAVEL - CUSTOMER SERVICES  |              |                                   |
| 40       | 48         |             | 631         | MEETING TIME - CUSTOMER SERVICES                                  |              |                                   |
|          | 42         |             | 637         | PARCEL RETURN SVC BULK PARCEL                                     |              | New Operation - October 2008      |
|          | 48         |             | 638         | PREMIUM FORWARDING SERVICE/EXPRESS OR PRIORITY RESHIPMENT         |              | New Operation - July 2008         |
|          | 42         |             | 639         | MERCHANDISE RETURN SVC  |              | New Operation - October 2008      |
|          | 48         |             | 640         | COLLECTIONS   |              | New Operation - July 2008         |
|          | 48         |             | 644         | BULK MAIL ACCEPTANCE  |              | New Operation - July 2008         |
|          | 42         |             | 649         | BUSINESS REPLY MAIL   |              | New Operation - October 2008      |
|          | 49         |             | 664         | NO RECORD RETURN  |              | New Operation - July 2008         |
|          | 49         |             | 667         | MISCELLANEOUS SUPPORT   |              | New Operation - July 2008         |
|          | 48         |             | 678         | ADMIN & CLERICAL - AREA STATIONS                                  |              |                                   |
|          | 49         |             | 688         | CFS - DISPATCH  |              | New Operation - July 2008         |
| 40       |            |             | 706         | MANAGER/SUPERVISOR - CUSTOMER SERVICES                            |              |                                   |
| 40       | 48         |             | 741         | MISC ACTIVITY-DELIVERY SERVICES                                   |              |                                   |
| 40       | 48         |             | 742         | MISC ACTIVITY-CUSTOMER SERVICES                                   |              |                                   |
| 40       | 48         |             | 756         | DEFAULT - FUNCTION 2 & 4  |              |                                   |
| 40       | 44         |             | 769         | STATION/BRANCH BOX SECTION  |              |                                   |
|          | 49         |             | 791         | CFS MAIL PREP   |              | New Operation - July 2008         |
|          | 49         |             | 792         | LOAD/SWEEP FLATS FORWARDING TERMINAL                              |              | New Operation - July 2008         |
| 40       | 48         |             | 794         | MISC MARKUP ACTIVITIES - STATION/BRANCH                           |              |                                   |
|          | 49         |             | 795         | PERIODICAL ADDRESS NOTIFICATION (FORM 3579) OPERATIONS            |              | New Operation - July 2008         |
|          | 49         |             | 796         | NOTICE TO MAILERS OF CORRECTION IN ADDRESS (FORM 3547) OPERATIONS |              | New Operation - July 2008         |
|          | 49         |             | 797         | FLATS FORWARDING TERMINAL/NON-MECHANIZED TERMINAL OPERATIONS      |              | New Operation - July 2008         |
|          |            |             | <b>800C</b> | <b>COMPOSITE - UFSM 1000 - Station and Branch (801-807)</b>       |              |                                   |
|          | FHP        |             | 801         | UFSM 1000 - KEYING- OUTGOING PRIMARY                              | FLT MECH     |                                   |
|          |            |             | 802         | UFSM 1000 - KEYING - OUTGOING SECONDARY                           | FLT MECH     |                                   |
|          | FHP        |             | 803         | UFSM 1000 - KEYING - MANAGED MAIL                                 | FLT MECH     |                                   |
|          | FHP        |             | 804         | UFSM 1000 - KEYING - INCOMING SCF                                 | FLT MECH     |                                   |
|          | FHP        |             | 805         | UFSM 1000 - KEYING - INCOMING PRIMARY                             | FLT MECH     |                                   |
|          | FHP        |             | 806         | UFSM 1000 - KEYING - INCOMING SECONDARY                           | FLT MECH     |                                   |
|          | FHP        |             | 807         | UFSM 1000 - KEYING - BOX SECTION                                  | FLT MECH     |                                   |
|          |            |             | <b>820C</b> | <b>COMPOSITE DBCS/DIOSS/MPBCS BCS MODE (821-829, 912-913)</b>     |              |                                   |
|          | FHP        |             | 821         | DBCS/DIOSS/MPBCS BCS O/G PRIMARY                                  | LTR AUTO     |                                   |
|          |            |             | 822         | DBCS/DIOSS/MPBCS BCS O/G SECONDARY                                | LTR AUTO     |                                   |
|          | FHP        |             | 823         | DBCS/DIOSS/MPBCS BCS MMP  | LTR AUTO     |                                   |
|          | FHP        |             | 824         | DBCS/DIOSS/MPBCS BCS I/C SCF PRIMARY                              | LTR AUTO     |                                   |
|          | FHP        |             | 825         | DBCS/DIOSS/MPBCS BCS I/C PRIMARY                                  | LTR AUTO     |                                   |
|          | FHP        |             | 826         | DBCS/DIOSS/MPBCS BCS I/C SECONDARY                                | LTR AUTO     |                                   |
|          | FHP        |             | 827         | DBCS/DIOSS/MPBCS BCS BOX SECTION                                  | LTR AUTO     |                                   |
|          | FHP        |             | 828         | DBCS/DIOSS/MPBCS BCS S/S,1ST PASS                                 | LTR AUTO     |                                   |
|          |            |             | 829         | DBCS/DIOSS/MPBCS BCS S/S,2ND PASS                                 | LTR AUTO     |                                   |
|          | FHP        |             | 839         | MLOCR DESTINATING   | LTR AUTO     | Invalidated in TACS February 2009 |
|          | FHP        |             | 905         | CSBCS - DPS   | LTR AUTO     |                                   |
|          | FHP        |             | 906         | CSBCS -INCOMING SECONDARY   | LTR AUTO     |                                   |
|          |            |             | 907         | CSBCS EQUIP SERVICING   |              |                                   |
|          | FHP        |             | 912         | DBCS/DIOSS/MPBCS BCS DPS,1ST PASS                                 | LTR AUTO     |                                   |
|          |            |             | 913         | DBCS/DIOSS/MPBCS BCS DPS,2ND PASS                                 | LTR AUTO     |                                   |
| 40       |            |             | 929         | MANAGER, CUSTOMER SERVICES OPERATIONS                             |              |                                   |
| 40       | 46         |             | 980         | SSPC TECH STA/BR - MAINTENANCE                                    |              |                                   |
| 40       | 46         |             | 981         | SSPC TECH STA/BR - MAINTENANCE TRAVEL                             |              |                                   |
| 40       | 46         |             | 982         | SSPC TECH STA/BR - SERVICE  |              |                                   |
| 40       | 46         |             | 983         | SSPC TECH STA/BR - SERVICE TRAVEL                                 |              |                                   |
| 40       | 46         |             | 984         | SSPC TECH MAIN OFC-MAINTENANCE                                    |              |                                   |
| 40       | 46         |             | 985         | SSPC TECH MAIN OFC-MAINTENANCE TRAVEL                             |              |                                   |
| 40       | 46         |             | 986         | SSPC TECH MAIN OFC-SERVICE  |              |                                   |
| 40       | 46         |             | 987         | SSPC TECH MAIN OFC-SERVICE TRAVEL                                 |              |                                   |

**FINANCE**

|    |    |  |     |                                     |  |  |
|----|----|--|-----|-------------------------------------|--|--|
| 50 | 56 |  | 540 | MISC ACTIVITIES - FINANCE & PLAN    |  |  |
| 50 | 56 |  | 556 | OFFICE WORK & RECORDKEEPING-FINANCE |  |  |
| 50 | 57 |  | 569 | C/RA - NON FINANCE & PLAN EMPLOYEE  |  |  |
| 50 | 57 |  | 579 | ODIS - NON FINANCE EMPLOYEE         |  |  |

**MODS OPERATION NUMBERS**

| LDC<br>SUPV | LDC<br>NON-SU | Volume<br>Type | MODS<br>OPER | DESCRIPTION                                    | Shape Method | Comments |
|-------------|---------------|----------------|--------------|--|--------------|----------|
| 50          | 57            |                | 591          | ODIS - FINANCE & PLAN EMPLOYEE                 |              |          |
| 50          | 57            |                | 592          | C/RA - FINANCE & PLAN EMPLOYEE                 |              |          |
| 50          |               |                | 599          | MANAGER, FINANCE                               |              |          |
|             | 56            |                | 610          | STEWARDS - CLERKS - FINANCE & PLAN             |              |          |
| 50          | 56            |                | 623          | TRAVEL - FINANCE & PLAN                        |              |          |
|             | 58            |                | 633          | OTHER TIMEKEEPING                              |              |          |
| 50          |               |                | 635          | MEETING TIME - FINANCE - SUPERVISION           |              |          |
|             | 56            |                | 636          | MEETING TIME - FINANCE - NON SUPERVISION       |              |          |
|             | 54            |                | 650          | BUDGET & FINANCIAL ANALYSIS                    |              |          |
|             | 56            |                | 651          | ADMIN & CLERICAL - FINANCE                     |              |          |
|             | 52            |                | 683          | ADMIN & CLERICAL - ACCOUNTING SERVICES         |              |          |
|             | 54            |                | 684          | ADMIN & CLERICAL - BUDGET & FINANCIAL ANALYSIS |              |          |
|             | 55            |                | 685          | POSTAL SYSTEMS COORDINATOR                     |              |          |
| 50          |               |                | 703          | SUPERVISOR, FINANCE                            |              |          |
|             | 56            |                | 704          | REVENUE ASSURANCE                              |              |          |
| 50          |               |                | 923          | STATISTICAL PROGRAMS COORDINATOR               |              |          |
| 50          |               |                | 936          | SUPERVISOR , ACCOUNTING SERVICES               |              |          |
| 50          |               |                | 937          | GENERAL SUPERVISOR,TACS OPERATIONS             |              |          |
|             | 52            |                | 968          | EXCHANGE OFFICE RECORD UNIT - INTERNATIONAL    |              |          |
|             | 57            |                | 969          | STATISTICAL PROGRAMS-INTERNATIONAL             |              |          |

**HUMAN RESOURCES**

|    |    |  |     |  |  |  |
|----|----|--|-----|--|--|--|
| 60 | 61 |  | 541 | MISC HUMAN RESOURCE ACTIVITIES                   |  |  |
| 60 | 62 |  | 557 | OFFICE WORK & RECORDKEEPING-HUMAN RESOURCES      |  |  |
|    | 65 |  | 566 | TRAINING SUPPORT                                 |  |  |
| 60 | 62 |  | 572 | PERSONNEL SECTION                                |  |  |
| 60 |    |  | 600 | MANAGER, HUMAN RESOURCES                         |  |  |
|    | 61 |  | 611 | STEWARDS - CLERKS - HUMAN RESOURCES              |  |  |
| 60 |    |  | 641 | MEETING TIME - HUMAN RESOURCES-SUPERVISION       |  |  |
|    | 61 |  | 642 | MEETING TIME - HUMAN RESOURCES - NON-SUPERVISION |  |  |
|    | 66 |  | 643 | INJURY COMPENSATION                              |  |  |
|    | 61 |  | 652 | LABOR RELATIONS                                  |  |  |
|    | 63 |  | 653 | SAFETY & HEALTH                                  |  |  |
|    | 64 |  | 654 | EEO  |  |  |
|    | 61 |  | 686 | ADMIN & CLERICAL - LABOR RELATIONS               |  |  |
|    | 64 |  | 687 | ADMIN & CLERICAL - EEO                           |  |  |
|    | 62 |  | 689 | ADMIN & CLERICAL - PERSONNEL SERVICES            |  |  |
|    | 65 |  | 691 | ADMIN & CLERICAL - TRAINING SUPPORT              |  |  |
|    | 63 |  | 692 | ADMIN & CLERICAL - SAFETY/HEALTH                 |  |  |
| 60 | 61 |  | 902 | TRAVEL - HUMAN RESOURCES                         |  |  |
| 69 | 69 |  | 958 | REHABILITATION                                   |  |  |
| 68 | 68 |  | 959 | LIMITED DUTY                                     |  |  |

**CUSTOMER SERVICES SUPPORT**

|    |    |  |     |   |  |  |
|----|----|--|-----|---|--|--|
| 70 | 79 |  | 001 | PLATFORM ACCEPTANCE & WEIGHERS UNIT                   |  |  |
|    | 79 |  | 550 | PRESORT VERIFICATION                                  |  |  |
| 70 | 75 |  | 551 | CLAIMS & INQUIRIES                                    |  |  |
| 70 | 75 |  | 552 | CLAIMS & INQUIRIES                                    |  |  |
| 70 |    |  | 601 | MANAGER, CUSTOMER SERVICES SUPPORT                    |  |  |
| 70 |    |  | 655 | SUPERVISOR, BUSINESS MAIL ENTRY                       |  |  |
|    | 71 |  | 656 | COMMERCIAL SALES & ACCOUNT MANAGEMENT                 |  |  |
|    | 72 |  | 657 | POSTAL BUSINESS CENTERS                               |  |  |
|    | 73 |  | 658 | EXPEDITED MAIL SERVICE                                |  |  |
|    | 74 |  | 659 | RETAIL MARKETING                                      |  |  |
|    | 79 |  | 660 | MAILING REQUIREMENTS & BUSINESS MAIL ENTRY            |  |  |
|    | 76 |  | 661 | CONSUMER AFFAIRS                                      |  |  |
|    | 77 |  | 662 | ACCOUNTABLE PAPER                                     |  |  |
|    | 78 |  | 663 | ADMIN & CLERICAL - CUSTOMER SERVICES SUPPORT          |  |  |
|    | 72 |  | 693 | ADMIN & CLERICAL - POSTAL BUSINESS CENTERS            |  |  |
|    | 73 |  | 694 | ADMIN & CLERICAL - EXPEDITED MAIL SERVICE             |  |  |
|    | 74 |  | 696 | ADMIN & CLERICAL - RETAIL MARKETING                   |  |  |
|    | 79 |  | 697 | ADMIN & CLERICAL - MAILING REQUIRE. & BUS. MAIL ENTRY |  |  |
| 70 | 78 |  | 903 | TRAVEL - CUSTOMER SERVICES SUPPORT                    |  |  |
| 70 |    |  | 946 | MANAGER, POSTAL BUSINESS CENTERS                      |  |  |
| 70 |    |  | 948 | MANAGER, COMMERCIAL ACCOUNTS                          |  |  |

**MODS OPERATION NUMBERS**

| LDC<br>SUPV | LDC<br>NON-SU | Volume<br>Type | MODS<br>OPER | DESCRIPTION                        | Shape Method | Comments |
|-------------|---------------|----------------|--------------|------------------------------------|--------------|----------|
| 70          |               |                | 949          | MANAGER, CONSUMER AFFAIRS & CLAIMS |              |          |
| 70          |               |                | 950          | MANAGER, BUSINESS MAIL ENTRY       |              |          |

**ADMINISTRATION**

|    |    |  |     |  |  |  |
|----|----|--|-----|--|--|--|
| 88 |    |  | 455 | AREA/DISTRICT PROJECTS - SUPERVISION     |  |  |
| 88 |    |  | 456 | AREA/DISTRICT PROJECTS - SUPERVISION     |  |  |
| 88 |    |  | 457 | AREA/DISTRICT PROJECTS - SUPERVISION     |  |  |
| 88 |    |  | 458 | AREA/DISTRICT PROJECTS - SUPERVISION     |  |  |
| 88 |    |  | 459 | AREA/DISTRICT PROJECTS - SUPERVISION     |  |  |
|    | 89 |  | 470 | AREA/DISTRICT PROJECTS - NON-SUPERVISION |  |  |
| 88 |    |  | 471 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 472 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 473 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 474 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 475 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 476 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 477 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 478 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 479 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
| 88 |    |  | 480 | HEADQUARTERS PROJECTS - SUPERVISION      |  |  |
|    | 89 |  | 510 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 511 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 512 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 513 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 514 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 515 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 516 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 517 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 518 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
|    | 89 |  | 519 | HEADQUARTERS PROJECTS - NON-SUPERVISION  |  |  |
| 81 | 82 |  | 570 | ADMIN SERVICES - SUPPLY                  |  |  |
| 81 | 82 |  | 571 | EXECUTIVE SECTION                        |  |  |
| 81 |    |  | 602 | MANAGER, ADMINISTRATIVE SERVICES         |  |  |
|    | 84 |  | 648 | INFORMATION SYSTEMS                      |  |  |
|    | 82 |  | 665 | ADMIN & CLERICAL - ADMINISTRATION        |  |  |
|    | 83 |  | 666 | PURCHASING                               |  |  |
|    | 85 |  | 670 | FACILITIES                               |  |  |
| 80 |    |  | 671 | POSTMASTER/INSTALLATION MANAGER          |  |  |
|    | 84 |  | 682 | ADMIN & CLERICAL - INFORMATION SYSTEMS   |  |  |
| 81 | 82 |  | 904 | TRAVEL - ADMINISTRATION                  |  |  |
| 81 |    |  | 934 | MANAGER, INFORMATION SYSTEMS             |  |  |

**TRAINING**

|    |    |  |     |  |  |  |
|----|----|--|-----|--|--|--|
| 90 | 90 |  | 780 | TRAINING - OPERATIONS SUPPORT            |  |  |
| 91 | 91 |  | 781 | TRAINING - MAIL PROCESSING               |  |  |
| 92 | 92 |  | 782 | TRAINING - DELIVERY SERVICES             |  |  |
| 93 | 93 |  | 783 | TRAINING - PLANT & EQUIPMENT MAINTENANCE |  |  |
| 94 | 94 |  | 784 | TRAINING - CUSTOMER SERVICES             |  |  |
| 95 | 95 |  | 785 | TRAINING - FINANCE                       |  |  |
| 96 | 96 |  | 786 | TRAINING - HUMAN RESOURCES               |  |  |
| 97 | 97 |  | 787 | TRAINING - CUSTOMER SERVICES SUPPORT     |  |  |
| 98 | 98 |  | 788 | TRAINING - ADMINISTRATION                |  |  |
| 93 | 93 |  | 789 | TRAINING - VEHICLE SERVICES              |  |  |

**SPECIAL OPERATIONS**

|    |    |  |     |                                      |  |  |
|----|----|--|-----|--------------------------------------|--|--|
|    |    |  | 777 | INCOMING LETTERS FLOWED TO ROUTE/BOX |  |  |
|    |    |  | 778 | INCOMING FLATS FLOWED TO ROUTE/BOX   |  |  |
|    |    |  | 888 | FLOWED AS FINALIZED                  |  |  |
| 80 | 80 |  | 998 | HQ HQ Related                        |  |  |
| 50 | 58 |  | 999 | TACS Operation Default               |  |  |

## Joint Alternate Route Adjustment Process Stand Up Talk

The National Association of Letter Carriers, AFL-CIO (NALC) and the United States Postal Service (USPS) entered into agreement the Memorandum of Understanding (MOU) Re: Joint Alternate Route Adjustment Process (JARAP) on April 29, 2010. In this newly agreed upon process, the parties have selected a route(s) in this unit for evaluation and potential adjustment(s) using the Joint Alternate Route Adjustment Process.

The NALC/USPS has appointed a route evaluation team(s) in your District who will be used to implement the methodology outlined in the Joint Alternate Route Adjustment Process. A District Lead Team (DLT) has been established to coordinate the effort for the District and help to resolve issues during the process. The evaluation team(s) will be responsible for data analysis, route evaluation and adjustment, and oversight of jointly conducted carrier consultations. The NALC representative(s) on the evaluation team(s) are appointed by the National NALC President while the USPS representative(s) are selected by the District Manager.

The District Evaluation and Adjustment Team (DEAT) members for this delivery unit are \_\_\_\_\_ and \_\_\_\_\_. The evaluation period selected for evaluation is \_\_\_\_\_ and the implementation period for potential route adjustments is \_\_\_\_\_.

The DEATs will review all available information for anomalies and potential data integrity issues. The team will also consider all information provided including actual times, base time, PS Form 3999's, fixed office times, mail volumes and carrier comments to come up with an evaluated time and adjust your route/routes, if needed. Seniority will be considered when excessive route changes are anticipated, provided such consideration does not adversely affect the efficiency or effectiveness of the adjustments.

The DEATs will also consider feedback from the carrier's initial consultation regarding the route's office and street time regarding the above components used for the data analysis review period to ensure that the office time and street time selected is representative of the route.

Upon assignment to your delivery unit, the DEATs will immediately advise the Local Office Contacts that they need current representative PS Forms 3999 for the purpose of moving territory, if necessary, during adjustments. The Local Office Contacts will be the Postmaster or designee and the Branch President or designee. Such PS Form 3999 will be completed as soon as practicable.

The DEATs and the Local Office Contacts maintain an ongoing communications to share information necessary to evaluate and adjust routes.

The Local Office Contacts for your delivery unit are \_\_\_\_\_ and \_\_\_\_\_.

The Local Office Contacts are responsible for notifying their designated DEATs of any local issue relevant to route evaluation and adjustment, current or anticipated vacancies, or any potential data integrity issues. Local Office Contacts will provide seniority lists and information regarding replacement carriers.

Joint consultations will be conducted by the Local Office Contacts with each carrier involved to obtain their input regarding the evaluation and proposed adjustments. No adjustment will be finalized until after the carrier consultations have taken place.

Local Office Contacts will use a nationally developed script to conduct both the initial and the proposed adjustment consultations with the carriers.

You will be provided the evaluated time for your route as soon as practicable after the Evaluation Consultation and in advance of the Adjustment Consultation. Any changes made to the proposed adjustments after the Adjustment Consultation will be communicated with the carriers involved in advance of implementing route adjustments.

After implementation of the route adjustments, the DLTs will review the Route Review Reports for the September 1 through October 15, 2010 time frame for any route(s)/zone(s) that completed route adjustments to jointly determine if the routes/zones are in proper adjustment. If the team determines that all previously evaluated and adjusted routes within a zone are properly adjusted, no further action is required. If it is determined that several routes will likely need adjustment the DLT will assign the evaluation/adjustment to a District Evaluation and Adjustment Team for completion. The team completing the evaluation will use the methodology outlined in the Joint Alternate Route Adjustment Process agreement for those routes needing adjustments.

May we answer any questions you may have?

### **Local Office Contacts Responsibilities**

The Local Office Contacts will be the Postmaster/Station Manager or their designee and the NALC Branch President or their designee for the unit.

The Local Office Contacts are responsible for:

- Notifying the DEAT of any local issue relevant to route evaluation and adjustment,
- Notifying the DEAT of any current or anticipated vacancies,
- Notifying the DEAT of any potential data integrity issues, regarding MODS code entries, modifying time clock entries in TACS, auxiliary assistance tracking, etc.
- Providing a seniority list and information regarding replacement carriers,
- Advising the DEAT if there is a reason the selected review periods may not be valid for evaluation,
- Using a prepared script to conduct both the initial and the proposed adjustment consultations with the carriers,
- Providing the DEAT comments regarding the feedback received from the carrier during consultations and the Local Office Contacts own comments on the route evaluation and/or adjustment,
- Provide the DEAT notification, well in advance, when either LOC will not be available for LOC responsibilities and who the recommended replacement will be,
- Present the nationally-developed Stand Up to the workroom floor, if selected to do so by the DEAT's,
- Insure that valid and representative PS Forms 3999's are conducted when requested by the DEAT's,
- Provide the carriers their route's evaluated time, prior to the adjustment consultation,
- Provide carriers copies of any amended PS Form 1840's, if changes were made after the adjustment consultation by the DEAT's,
- Communicate anything else of importance to a successful JARAP process to the DEAT,

The District Lead Team may, by mutual agreement, assign additional tasks to a specific pair of Local Office Contacts, on an individual case by case basis.

## Joint Alternate Route Adjustment Process

### Evaluation Consultation Script

(Page 1)

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.

**Evaluation Consultation Script**

**(Page 2)**

**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.

**Evaluation Consultation Script**

**(Page 3)**

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 \_\_\_\_\_

## Joint Alternate Route Adjustment Adjustment Consultation Script

City carriers will be provided the evaluated time for their routes as soon as practicable after the Evaluation Consultation and in advance of the Adjustment Consultation. Any changes made to the proposed adjustments after the Adjustment Consultation will be communicated with the carrier in advance of implementing route adjustments.

Once the District Evaluation and Adjustment Team has agreed on their proposed adjustments, with or without the use of COR, they must send the completed PS Forms 1840 Reverse to the Local Office Contacts to conduct the adjustment consultations with the carriers. The PS Form 1840 Reverse and any attachments must be provided to each carrier at least 1 day prior to the consultation.

Along with all the information regarding the proposed adjustments, the 1840 Reverse must include the District Evaluation and Adjustment Team's reasons for the selection of the evaluated office and street times.

Every proposed adjustment must be clearly identified, documented, and explained on the PS 1840 Reverse and attachments so that they can be easily discussed between the Local Office Contacts and the carrier. If any of the proposed changes are unclear to either member of the Local Office Contact's or the carrier, the District Evaluation and Adjustment Team should be contacted for clarification before continuing the consultation.

The comments and recommendations of the carrier and whether there is agreement or disagreement with the proposed adjustments along with the reasons should be entered on the PS Form 1840 Reverse. The carrier is not required to sign the form or any statement. A completed copy of the PS Form 1840 Reverse and any attachments will be provided to the carrier.

After reviewing the comments from the carrier consultation, the District Evaluation and Adjustment Team will make any jointly agreed to changes to the proposed adjustments, sign off on their final agreed to adjustments, and submit the package to the District office for implementation. Copies of any amended PS Form 1840, Reverse, will be sent to the appropriate carrier through the Local Office Contacts.

Proposed Adjustment Consultation conducted by:

USPS (name)

NALC (name) \_\_\_\_\_

(signature)

(signature) \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Under no circumstances will route adjustments be implemented unless both the NALC & USPS District Evaluation and Adjustment Team members have signed off on the adjustments.

## Delivery Operations Information System (DOIS)

To view, print or to edit a 3999 it must first be transferred to the workstation. The following screen shows how to transfer a 3999 from the DOIS mainframe to the DOIS workstation. Any changes made to a 3999 are shown in the audit trail report.

## 3999's on the DOIS Mainframe

**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 |
|--------------|-------------------|----------------------|
| 21001        | 08/24/2001        | Full 3999            |
| 21001        | 01/03/2003        | Full 3999            |
| 21001        | 04/01/2004        | Full 3999            |
| 21002        | 06/06/2002        | Full 3999            |
| 21002        | 04/05/2004        | Full 3999            |
| 21003        | 09/14/2001        | Full 3999            |
| 21003        | 12/30/2002        | Full 3999            |
| 21005        | 05/10/2002        | Full 3999            |
| 21006        | 05/22/2002        | Full 3999            |
| 21006        | 03/29/2004        | Full 3999            |
| 21007        | 03/30/2001        | Full 3999            |
| 21007        | 04/17/2002        | Full 3999            |
| 21008        | 03/27/2001        | Full 3999            |
| 21008        | 05/03/2002        | Full 3999            |
| 21008        | 04/07/2004        | Full 3999            |
| 21009        | 02/15/2001        | Full 3999            |
| 21009        | 05/07/2002        | Full 3999            |

Transfer to Workstation

Records on Workstation

| Route Number | Data Capture Date | Street Analysis Type |
|--------------|-------------------|----------------------|
|--------------|-------------------|----------------------|

Select All Transfer to Mainframe

Close

Current User: RODGER CONFORTI  
 Current Unit: DIXON, MAIN POST OFFICE, 6102101  
 Change Delivery Unit

**DOIS**

## A 3999 transferred to the workstation

The screenshot displays the 'Supervisor Workbench' window in the DOIS application. It features two side-by-side tables for data management. The left table, titled 'Records on Mainframe', lists various route numbers and their corresponding data capture dates and analysis types. The right table, titled 'Records on Workstation', shows a single record for route 21001 with a data capture date of 04/01/2004. Below the tables are buttons for 'Transfer to Workstation', 'Select All', and 'Transfer to Mainframe'. A 'Close' button is located at the bottom right of the window. The status bar at the bottom indicates the current user is RODGER CONFORTI and the current unit is DIXON, MAIN POST OFFICE, 6102101. There is also a checkbox for 'Change Delivery Unit' and the DOIS logo.

**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 |
|--------------|-------------------|----------------------|
| 21001        | 08/24/2001        | Full 3999            |
| 21001        | 01/03/2003        | Full 3999            |
| 21001        | 04/01/2004        | Full 3999            |
| 21002        | 06/06/2002        | Full 3999            |
| 21002        | 04/05/2004        | Full 3999            |
| 21003        | 09/14/2001        | Full 3999            |
| 21003        | 12/30/2002        | Full 3999            |
| 21005        | 05/10/2002        | Full 3999            |
| 21006        | 05/22/2002        | Full 3999            |
| 21006        | 03/29/2004        | Full 3999            |
| 21007        | 03/30/2001        | Full 3999            |
| 21007        | 04/17/2002        | Full 3999            |
| 21008        | 03/27/2001        | Full 3999            |
| 21008        | 05/03/2002        | Full 3999            |
| 21008        | 04/07/2004        | Full 3999            |
| 21009        | 02/15/2001        | Full 3999            |
| 21009        | 05/07/2002        | Full 3999            |

Transfer to Workstation

Records on Workstation

| Route Number | Data Capture Date | Street Analysis Type |
|--------------|-------------------|----------------------|
| 21001        | 04/01/2004        | Full 3999            |

Select All Transfer to Mainframe

Close

Current User: RODGER CONFORTI  
Current Unit: DIXON, MAIN POST OFFICE, 6102101  
 Change Delivery Unit

**DOIS**

## A 3999 on the DOIS workstation waiting to be edited

**3999 Data Capture / Summary**

Route Number: 21001      Data Capture Date: 04/01/2004      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 |
|---------|-----------------|------------------------------|----------|-------------|-------------|-----------|----------|-----------|----------|----------|-----------|----------|-----------|----------|----------|-------------|
|         |                 | VEHICLE LOAD                 |          | 9:17:33 AM  | 0:06:13     |           |          |           |          |          |           |          |           |          |          |             |
|         |                 | TRAVEL TO                    |          | 9:23:46 AM  | 0:07:42     |           |          |           |          |          |           |          |           |          |          |             |
|         |                 | PARCEL DELIVERY              |          | 9:31:28 AM  | 0:00:45     |           |          |           |          |          |           |          |           |          |          |             |
|         | Othr            | 1000 - 1098 IDLE OAKS RUN    | E        | 9:32:13 AM  | 0:02:31     | 0         | 4        | 0         | 0        | 4        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 301 - 317 FOX TROT           | O        | 9:34:44 AM  | 0:00:35     | 0         | 1        | 0         | 0        | 1        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 1001 - 1099 WOODHILL CIR     | O        | 9:35:19 AM  | 0:01:13     | 0         | 4        | 0         | 0        | 3        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 1000 - 1098 WOODHILL CIR     | E        | 9:36:32 AM  | 0:01:28     | 0         | 5        | 0         | 0        | 4        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 319 - 399 FOX TROT           | O        | 9:38:00 AM  | 0:00:54     | 0         | 3        | 0         | 0        | 3        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 301 - 399 DEER CHASE         | O        | 9:38:54 AM  | 0:00:17     | 0         | 1        | 0         | 0        | 1        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 500 - 598 DEER CHASE         | E        | 9:39:11 AM  | 0:00:54     | 0         | 1        | 0         | 0        | 1        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 300 - 398 FOX TROT           | E        | 9:40:05 AM  | 0:01:42     | 0         | 5        | 0         | 0        | 5        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 200 - 298 FOX TROT           | E        | 9:41:47 AM  | 0:00:55     | 0         | 3        | 0         | 0        | 3        | 0         | 0        | 0         | 0        | 0        | 0           |
|         | Othr            | 1100 - 1198 NORTHRIDGE       | E        | 9:42:42 AM  | 0:00:52     | 0         | 1        | 0         | 0        | 1        | 0         | 0        | 0         | 0        | 0        | 0           |
|         |                 | PARCEL DELIVERY              |          | 9:43:34 AM  | 0:00:31     |           |          |           |          |          |           |          |           |          |          |             |
|         | Othr            | 200 - 298 FIELDSTONE LN      | E        | 9:44:05 AM  | 0:01:01     | 0         | 1        | 0         | 0        | 1        | 0         | 0        | 0         | 0        | 0        | 0           |
| Totals: |                 |                              |          |             | 5:46:14     | 323       | 213      | 0         | 6        | 479      | 11        | 1        | 0         | 0        | 9        | 0           |

Non-Delivery Point Code Key

## 3999 data summary screen for a route captured

3999 Data Capture / Summary

Route Number: 21001      Data Capture Date: 04/01/2004      Street Analysis Type: Full 3999

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

**Time Breakdown**

| Description               | Time    |
|---------------------------|---------|
| Vehicle Load              | 0:06:13 |
| Travel To                 | 0:07:42 |
| Travel From               | 0:04:22 |
| Vehicle Unload            | 0:12:12 |
| Relay Time                | 0:15:44 |
| Other Street Time         | 0:42:44 |
| Non Recurring Street Time | 0:00:00 |
| Total Aided Time          | 1:13:57 |
| Total Delivery Time       | 3:57:17 |
| Total Gross Time          | 5:16:14 |
| Lunch Time                | 0:00:00 |

**Additional Detail Analysis**

|   |         |
|---|---------|
| Total Possible Deliveries   | 554     |
| Total Deliveries Made   | 488     |
| % Deliveries Made (Total Deliveries Made/Total Possible Deliveries) | 88.1%   |
| Total Other Street Time less Break Time                             | 0:32:44 |
| Other Street Time Average per Delivery Made (sec)                   | 4.02    |

Preview Audit Trail    Preview 3999    Save    Close

## 3999 Functional Analysis tab for 3999

**3999 Data Capture / Summary**

Route Number: 21001      Data Capture Date: 04/01/2004      Street Analysis Type: Full 3999

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

| Function Analysis           |                | * Other Street Time Detail |                | ** Non-recurring Street Time Detail |                |
|-----------------------------|----------------|----------------------------|----------------|-------------------------------------|----------------|
| Function Description        | Total Time     | Function Description       | Total Time     | Function Description                | Total Time     |
| Relay Time                  | 0:15:44        | Travel Within              | 0:19:55        | Backtracking                        | 0:00:00        |
| Travel To                   | 0:07:42        | Accountable Delivery       | 0:02:47        | Animal Interference                 | 0:00:00        |
| Travel From                 | 0:04:22        | Parcel Delivery            | 0:07:12        | Waiting for Relays                  | 0:00:00        |
| Vehicle Load                | 0:06:13        | Street Break Time          | 0:10:00        | Waiting for Transportation          | 0:00:00        |
| Vehicle Unload              | 0:02:12        | Collection Time            | 0:00:00        | Waiting - Other                     | 0:00:00        |
| Other Street Time*          | 0:42:44        | Deadhead Time              | 0:02:50        | Temporary Detail                    | 0:00:00        |
| Non-Recurring Street Time** | 0:00:00        | Personal Needs             | 0:00:00        | Management Time                     | 0:00:00        |
| <b>Total Allied Time</b>    | <b>1:18:57</b> | Customer Contact           | 0:00:00        | Accident                            | 0:00:00        |
|                             |                | Gas Vehicle                | 0:00:00        | Miscellaneous Other                 | 0:00:00        |
|                             |                | <b>Totals</b>              | <b>0:42:44</b> | <b>Totals</b>                       | <b>0:00:00</b> |

Preview Audit Trail    Preview 3999    Save    Close





**This jointly prepared presentation is intended to provide a better understanding of the COR process. This document should be referenced by District Evaluation and Adjustment Teams and District Lead Teams when adjusting routes under the 2010 *Joint Route Adjustment Process* [JARAP].**

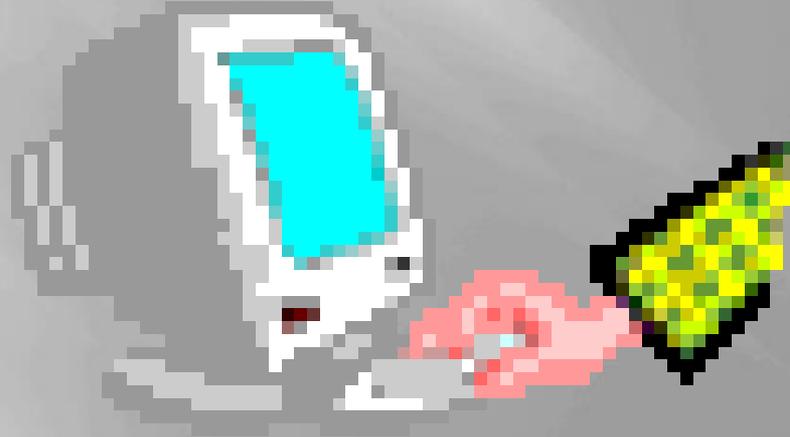
***Alan S. Moore***

**Manager, LR, USPS HQ**

***Fredric V. Rolando***

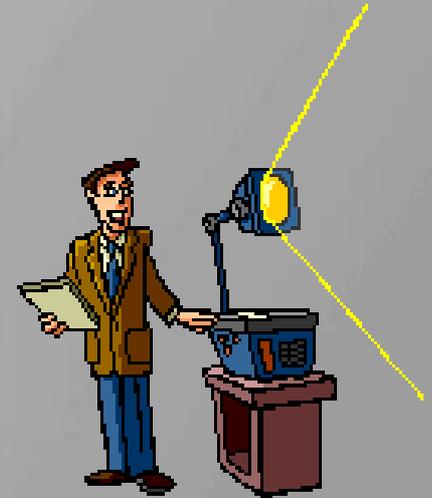
**President, NALC**

# Using COR in the JARAP Environment



## What We Will Cover

- **Introduction to COR**
  - What it is, where it comes from, what it does.
- **The COR and JARAP agreements**
- **How COR works**
  - Pre-COR set-up
  - What COR does to the data – “Solutions”
  - What to look out for – Red Flags
  - How to make corrections



# COR- In a Nutshell

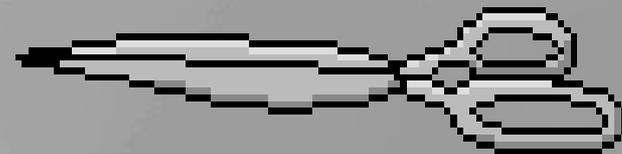
**COR takes information about the routes in a zone (times, volumes, etc) and, based upon internal programming and parameters set by the technician, proposes “solutions,” i.e. ways to adjust the routes, realign the zone and create new travel patterns.**

**These proposed “solutions” can be modified and adjusted by the technician to create routes that are compact, efficient, and compliant with the M-39.**

## COR – What it does

**COR is not just a mapping tool used to manually move territory around.**

**COR is programmed to “optimize” a delivery zone by compacting delivery routes, creating more efficient lines of travel and reducing park points and relays where possible.**



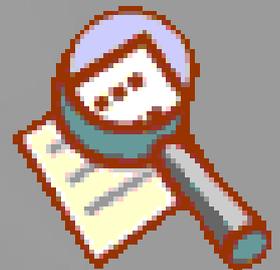
# COR Reports Actual Allied Time

**Allied time = Street time not spent delivering letter and flat mail.**

**For example:**

- ✓ **Travel to and from route, loading, unloading and gassing vehicle**
- ✓ **Travel within the route (moving from one geographic area to another)**
- ✓ **Relay time, parcel and accountable deliveries, collections**
- ✓ **Personal needs, street break and customer contact**

**The Team needs to be aware of any  
changes to Allied time.**



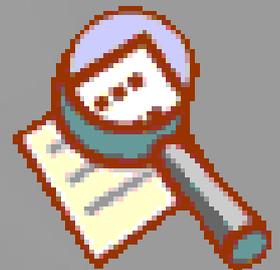
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**The Team needs to be aware of any changes to Allied time.**

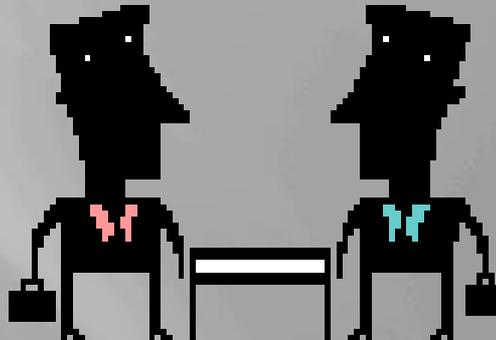


## COR and JARAP MOU's

**The USPS and NALC reached agreement on the Joint Alternate Route Adjustment Process in April of 2010. In addition to setting forth evaluation, analysis and implementation parameters, as was done in the earlier Modified Interim Alternate Route Adjustment Process [JARAP], the parties agreed that:**

*“When available Carrier Optimal Routing (COR) will be jointly used by the District Evaluation and Adjustment Team as a tool for route optimization and adjustment.”*

*“No components of the COR program or application of the COR process shall be inconsistent with the route inspection, evaluation and adjustment process found in Chapter 2 of the M-39 Handbook”*



# COR/JARAP Agreement Highlights



## When Territory is Transferred

- ▣ The back of the PS 1840 will indicate, by sector segment, any change in street credit from the actual street time used for that sector segment on PS Form 3999, including all relay, travel, and other allied time.
- ▣ Any such proposed adjustment to the carrier's street time must be documented and explained by appropriate comments on the reverse of PS 1840. For example:

Territory transferred from Route #2 to Route #4 would be noted by sector/segment in the "relief" column on the back of Route #2's 1840 and in the "addition" column on the back of Route #4's 1840.

The Team will review the allied times associated with that territory to determine which should be transferred to Route #4 and which should be left on Route #2

# COR/JARAP Agreement Highlights



## When Relays are Moved

-  Old relay times from the existing 3999 (noted as “EXR”) and new relay times (noted as “ADJ”) for the proposed adjustment on each route are identified on the back of the 1840 by individual as well as total relay time.
-  The difference in these two times is noted in the relief or addition column on the back of the 1840.
-  The DEAT’s will be provided the relevant reports generated by COR to review the specifics of the proposed changes to relays or relay time.
-  This will help them to make a joint decision regarding these changes and provide the necessary documentation needed for the adjustment consultation.



# COR/JARAP Agreement Highlights

## Allied Time

- ▣ The COR-generated Allied Time Report will be used as a tool to review proposals regarding the transfer of Allied Time.
- ▣ After the DEAT decides what will be transferred, the report shall be used to document any agreed to changes in the adjustment consultation.
- ▣ Travel To, Travel From, and Travel Within times must be validated, documented and discussed during the carrier consultation.
- ▣ Differences between travel times on the 3999 and the COR proposed time will be validated and Team will make a decision regarding the change prior to the second consultation. It is not necessary that the validation be done jointly.

# COR/JARAP Agreement Highlights



-  **All *Travel To*, *Travel From* and the total of *Travel Within* times from the 3999 are noted on the back of the 1840 as EXR - new times are noted as ADJ. The difference between them is noted as an addition or relief in the appropriate column.**
  
-  **The District Team will be provided all relevant reports generated by COR to review the specifics of the proposed changes regarding travel times so they can jointly make decisions regarding the proposed changes and have the necessary documentation for the adjustment consultations.**
  
-  **Any change in time from the 3999 due to a new travel pattern must be validated and then reviewed by the DEAT so they can make a decision regarding the change. The Route Summary Report will be used to aid in the validation.**

# COR/JARAP Agreement Highlights



- ▣ All decisions regarding the evaluations and adjustments of routes, including deductions and/or changes proposed by COR, or manually, are made jointly by the District Evaluation and Adjustment Team.
- ▣ Copies of all data and adjustments will be forwarded to the Lead Team who will monitor the implementation of the agreed to adjustments and the accurate recording of route data.
- ▣ Any items of disagreement will be identified and documented by the District Evaluation and Adjustment Team and immediately referred to the District Lead Team.
- ▣ If the Lead Team cannot resolve the issue within two days, it will be referred to the Area/Regional Team for resolution who will have three days to resolve it or advance it to the National Oversight Team.

# How COR Works

- ◆ **Prepping the Zone for COR**
- ◆ **Generating Routes**
- ◆ **Transferring Territory**
- ◆ **Creating Lines of Travel**





## Prepping the Zone

JARAP directs that COR will be used “*when available.*”  
That means that it will be used in zones that are *COR ready.*  
That is:

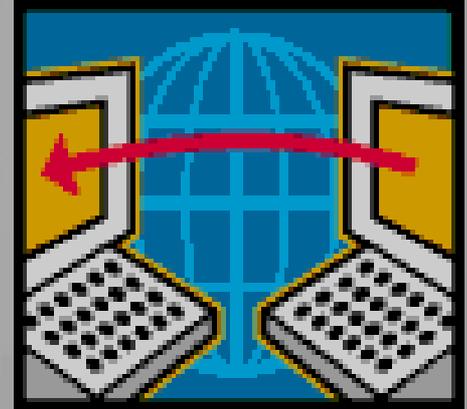
- ☑ All addresses and delivery points are verified and geo-coded [*coding by latitude and longitude*]
- ☑ Roadways classified and speed limits documented
- ☑ This data is incorporated with the NAVTEQ graphics [*mapping graphics*]

Teams should check to make sure that no significant changes have occurred since the data base was prepared by reimporting to DOIS. (new deliveries, demolition, etc.)

# Data Input to COR

This is done by COR Technician in preparation for the adjustment process

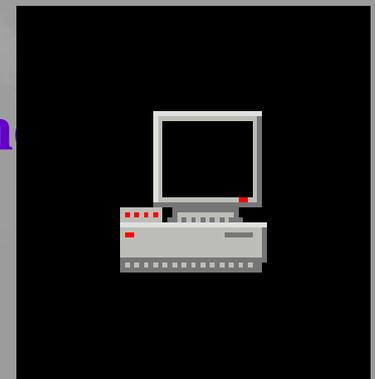
- ▣ Data extracted from DOIS  
3999 info, 1840 office/street times,  
mail volumes, etc.
- ▣ DPS Density End of Run report (requested from the Plant)
- ▣ DPS volume manually input by sector segment



# Data Integrity

**Team's should check with local parties to verify that the information on the 3999 is accurate BEFORE it is entered into COR.**

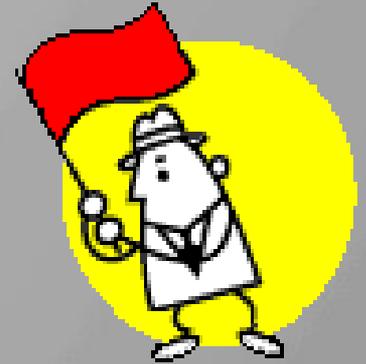
- **Review carrier's comments from initial consultation**
- **Seek input from those who know the zone**
- **Compare the printout of the original Form 3999, the DOIS generated Form 3999, the Form 3999 Audit Report, and carrier comm the initial consultation.**



## A Word About 3999's and COR:

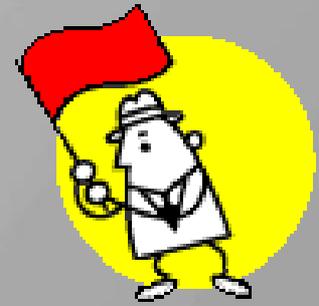
- ▣ COR uses the most recent 3999 when making adjustments
- ▣ Correct 3999 errors before input to COR
- ▣ Make sure the 3999 used is representative.
  - Complete a new one
- ▣ Disputes about 3999 accuracy or whether it is representative should be elevated to the Lead Team.

## Reviewing the 3999's



### Teams should ensure that:

- ☒ 3999's are “complete” (not partial)
- ☒ Allied Time entries are accurate- e.g. Travel within is really travel within and not delivery time (such as moving from delivery point to delivery point).
- ☒ Relay times are reasonable and only appear on Park & Loop and foot delivery portions of routes.
- ☒ Travel To and From has been validated (not one minute to go 3 miles)
- ☒ Watch for excessive backtracking and deadheading entries
- ☒ Replenish time on mounted routes was not collected as relay time.



More 3999 Red Flags

## Travel Within:

- Park point to park point
- From one geographic area to another without delivery
- Not for walking deadheads
- Not for driving from CBU to CBU in the same complex
- Not for driving between dismounted (car-hop) deliveries



More 3999

## ▣ Relay Time

- For Park and Loop and Foot delivery portions only
- Begins when travel within ends and replenishment (*replenishing* the satchel) begins, or..
- When the carrier arrives back at the vehicle (or relay box) to replenish the satchel for the next Park and Loop Relay and unlocks the vehicle (or relay box).
- Relay time ends when the carrier locks the vehicle/box.
- Not when replenishing trays and/or moving trays in the vehicle on curblines and dismount routes.
- DCD data for this time should be recorded as “Miscellaneous Other” and notated as “*Replenishment Time*” since the DCD does not have a Replenishment Time designation.
- Time associated as Replenishment Time is allied time, and should be retained as a permanent part of the route.

| Leave Office - Show Line of Travel  |                              |                             |                  |                  | Line of Travel to and from Lunch Place <sup>a</sup> |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|-------------------------------------|------------------------------|-----------------------------|------------------|------------------|---|-------------------|--------------------|-----------------------|-------------|--------------------|-------------------|--------------------|-----------------------|-------------|--------------------|--|
| Delivery Methods <sup>b</sup>       | Block Number and Street Name | Travel Pattern <sup>c</sup> | 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 |                    |  |
|                                     | VEHICLE LOAD                 |                             | 9:16:13          | 00:14:13         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | PERSONAL NEEDS               |                             | 9:30:26          | 00:05:05         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | WAITING OTHER                |                             | 9:35:31          | 00:05:00         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | TRAVEL TO                    |                             | 9:40:31          | 00:05:00         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | WAITING OTHER                |                             | 9:45:31          | 00:00:01         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| O                                   | 17001 - 17013 W DIXIE HWY    | O                           | 9:45:32          | 00:04:06         |   |                   |                    |                       |             | 4                  |                   |                    |                       |             | 2                  |  |
| O                                   | 17015 - 17025 W DIXIE HWY    | O                           | 9:49:37          | 00:02:43         |   |                   |                    |                       |             |                    |                   |                    | 5                     |             | 5                  |  |
| O                                   | 17027 - 17027 W DIXIE HWY    | O                           | 9:52:21          | 00:01:56         |   |                   |                    |                       |             |                    |                   | 10                 |                       |             | 3                  |  |
|                                     | WAITING OTHER                |                             | 9:54:16          | 00:01:52         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| O                                   | 17027 - 17027 W DIXIE HWY    | O                           | 9:56:08          | 00:02:26         |   |                   |                    |                       |             |                    |                   | 16                 |                       |             | 10                 |  |
| O                                   | 17029 - 17099 W DIXIE HWY    | O                           | 9:58:35          | 00:04:49         |   |                   |                    |                       |             | 5                  |                   |                    |                       |             | 5                  |  |
|                                     | DEADHEAD TIME                |                             | 10:03:24         | 00:00:38         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | WAITING OTHER                |                             | 10:04:02         | 00:02:55         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| O                                   | 17000 - 17098 W DIXIE HWY    | E                           | 10:06:57         | 00:13:14         |   |                   |                    |                       |             | 13                 |                   |                    |                       |             | 9                  |  |
|                                     | WAITING OTHER                |                             | 10:20:11         | 00:02:16         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| O                                   | 17010 - 17010 W DIXIE HWY    | E                           | 10:22:27         | 00:02:18         |   |                   |                    |                       |             |                    |                   |                    | 4                     |             | 2                  |  |
| O                                   | 17010 - 17010 W DIXIE HWY    | E                           | 10:24:45         | 00:02:08         |   |                   |                    |                       |             |                    |                   |                    | 1                     |             | 0                  |  |
| O                                   | 17020 - 17020 W DIXIE HWY    | E                           | 10:26:53         | 00:00:15         |   |                   |                    |                       |             |                    |                   |                    | 2                     |             | 0                  |  |
|                                     | WAITING OTHER                |                             | 10:27:08         | 00:02:07         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | ACCOUNTABLE DELIVERY         |                             | 10:29:15         | 00:02:14         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | TRAVEL WITHIN                |                             | 10:31:29         | 00:03:11         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:34:40         | 00:13:43         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:23         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:27         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:31         | 00:00:03         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:34         | 00:00:05         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:39         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:43         | 00:00:15         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:48:58         | 00:03:50         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:52:48         | 00:00:05         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2365 - 2365 NE 173RD ST      | O                           | 10:52:53         | 00:00:05         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
|                                     | TRAVEL WITHIN                |                             | 10:52:58         | 00:00:43         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | RELAY TIME                   |                             | 10:53:41         | 00:00:52         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 10:54:33         | 00:16:31         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:11:04         | 00:01:45         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:49         | 00:00:03         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:52         | 00:00:03         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:55         | 00:00:04         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:12:59         | 00:00:06         |   |                   |                    | 6                     | 6           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:05         | 00:00:06         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:11         | 00:00:26         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:37         | 00:00:04         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:13:41         | 00:03:08         |   |                   |                    | 4                     | 4           |                    |                   |                    |                       |             |                    |  |
| O                                   | 2375 - 2375 NE 173RD ST      | O                           | 11:16:49         | 00:00:05         |   |                   |                    |                       |             | 1                  |                   |                    |                       |             | 1                  |  |
|                                     | WAITING OTHER                |                             | 11:16:54         | 00:06:12         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | TRAVEL WITHIN                |                             | 11:23:06         | 00:01:29         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
|                                     | RELAY TIME                   |                             | 11:24:35         | 00:01:40         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |
| Return Office - Show Line of Travel |                              |                             |                  | Totals           |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |  |

<sup>a</sup> 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.

<sup>b</sup> P - Park; L-Loop; V - Vehicle; D- Dismount c E-Even O -Odd X - Crisscross

# What's Wrong With This Picture (3999)?



| ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE |                   |                    | Route: C060 ZIP: 33160  |   | RECORD OF OFFICE AND STREET ADJUSTMENTS MADE |       |                         |                                   |        |                   |                   | Date: 07/06/09 Page 7 of 10 |                   |  |
|--|-------------------|--------------------|-------------------------|---|--|-------|-------------------------|-----------------------------------|--------|-------------------|-------------------|-----------------------------|-------------------|--|
| ITEM   | HOURS AND MINUTES | NEW CONST. MINUTES | RELIEF (R) ADDITION (A) | STREET                                  | ADDRESS RANGES                               |       | ZIP + 4 SECTOR/ SEGMENT | TRANS-FERRED TO/FROM ROUTE NUMBER | DELYS. | OFFICE TIME MM:SS | STREET TIME MM:SS | ADJUSTED ROUTE              |                   |  |
|  |                   |                    |                         |   | BEGIN  | END   |                         |                                   |        |                   |                   | ITEM                        | HOURS AND MINUTES |  |
| OFFICE TIME                                    |                   |                    | R                       | Relay Time: EXR 16:56, ADJ 01:32        | 0  | 0     |                         |                                   |        |                   |                   |                             |                   |  |
| STREET TIME                                    |                   |                    | R                       | Travel To Route: EXR 05:00, ADJ 04:10   | 0  | 0     |                         |                                   |        |                   |                   |                             |                   |  |
| TOTAL TIME                                     |                   |                    | R                       | Travel From Route: EXR 05:00, ADJ 04:04 | 0  | 0     |                         |                                   |        |                   |                   |                             |                   |  |
| RELIEF   |                   |                    | R                       | Travel Within: EXR 28:54, ADJ 00:23     | 0  | 0     |                         |                                   | 0      | 00:00             | 28:31             |                             |                   |  |
| ADDITION                                       |                   |                    |                         | *****                                   | 0  | 0     |                         |                                   | 0      | 00:00             | 00:00             |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 173RD ST, -00:52          | 2365   | 2365  | 4847                    |                                   |        |                   |                   |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 173RD ST, -01:40          | 2375   | 2375  | 4873                    |                                   |        |                   |                   |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 173RD ST, -00:01          | 2300   | 2398  | 4831                    |                                   |        |                   |                   |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 23RD AVE, -00:51          | 17400  | 17448 | 2915                    |                                   |        |                   |                   |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 23RD AVE, -01:51          | 17300  | 17398 | 2913                    |                                   |        |                   |                   |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 172ND ST, -00:21          | 2300   | 2398  | 2923                    |                                   |        |                   |                   |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 172ND ST, -02:37          | 2280   | 2280  | 2973                    |                                   | 0      | 00:00             | 00:00             |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 171ST ST, -01:02          | 2300   | 2398  | 2919                    |                                   | 0      | 00:00             | 00:00             |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 171ST ST, -01:15          | 2270   | 2270  | 2975                    |                                   | 0      | 00:00             | 00:00             |                             |                   |  |
|  |                   |                    |                         | Old Relay: NE 23RD AVE, -05:13          | 17051  | 17051 | 3738                    |                                   | 0      | 00:00             | 00:00             |                             |                   |  |

Note relay time and travel within changes

Here are the "relays" from the previous slide that were missed on the 3999

Comments

- Office break Option chosen  Yes or  No.
  - Base Time for Route evaluation from Form \_\_\_\_\_ is \_\_\_\_\_:\_\_\_\_\_ (Hours and Minutes).
  - Street Time for adjustment 05:57 (hours and minutes).
  - Reasons for selection of street time:
- Office Time Mode: Demonstrated Performance by Relieved Carrier

# 3999 Audit Trail Report



This lists any changes made to the 3999.

1 = Entry on original 3999

2 = Changed entry

Obtain original 3999. Any changes should be reviewed and verified

## 3999 Audit Trail Report

RESTRICTED INFORMATION

Zip Code: 48009

Route Number: 007

Data Capture Date: 04/23/2009

| Ver Nbr | Del Met | Block Number & Street Name | Tvl Pat | Actual Time Used | Residential |      |       |      |      | Business |      |       |      |      | Det. PO Box or NPU |
|---------|---------|----------------------------|---------|------------------|-------------|------|-------|------|------|----------|------|-------|------|------|--------------------|
|         |         |                            |         |                  | Other       | Curb | NDCBU | Cent | Made | Other    | Curb | NDCBU | Cent | Made |                    |
| 1       | Othr    | 36663 - 36663 WOODWARD AVE | O       | 0:01:09          | 0           | 0    | 0     | 8    | 6    | 0        | 0    | 0     | 0    | 6    | 0                  |
| 2       | Othr    | 36663 - 36663 WOODWARD AVE | O       | 0:01:09          | 0           | 0    | 0     | 8    | 6    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       | Othr    | 701 - 799 LAKEVIEW AVE     | O       | 0:00:43          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       |         | STREET BREAK TIME          |         | 0:09:51          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 2       |         | STREET BREAK TIME          |         | 0:10:00          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       |         | VEHICLE UNLOAD             |         | 0:07:28          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 2       |         | VEHICLE UNLOAD             |         | 0:08:11          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |

ASK:

- 1) 6 "made" business deliveries to 36663 Woodward Ave deleted. Why?
- 2) :43 on 701-799 Lakeview Ave. Why? Where's the changed entry?
- 3) :09 added to Street Break Time. Why?
- 4) :43 seconds added to Vehicle Unload. Why?

# 3999 Audit Trail Report



This lists any changes made to the 3999.

1 = Entry on original 3999

2 = Changed entry

Obtain original 3999. Any changes should be reviewed and verified

## 3999 Audit Trail Report

RESTRICTED INFORMATION

Zip Code: 48009

Route Number: 007

Data Capture Date: 04/23/2009

| Ver Nbr | Del Met | Block Number & Street Name | Tvl Pat | Actual Time Used | Residential |      |       |      |      | Business |      |       |      |      | Det. PO Box or NPU |
|---------|---------|----------------------------|---------|------------------|-------------|------|-------|------|------|----------|------|-------|------|------|--------------------|
|         |         |                            |         |                  | Other       | Curb | NDCBU | Cent | Made | Other    | Curb | NDCBU | Cent | Made |                    |
| 1       | Othr    | 36663 - 36663 WOODWARD AVE | O       | 0:01:09          | 0           | 0    | 0     | 8    | 6    | 0        | 0    | 0     | 0    | 6    | 0                  |
| 2       | Othr    | 36663 - 36663 WOODWARD AVE | O       | 0:01:09          | 0           | 0    | 0     | 8    | 6    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       | Othr    | 701 - 799 LAKEVIEW AVE     | O       | 0:00:43          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       |         | STREET BREAK TIME          |         | 0:09:51          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 2       |         | STREET BREAK TIME          |         | 0:10:00          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 1       |         | VEHICLE UNLOAD             |         | 0:07:28          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |
| 2       |         | VEHICLE UNLOAD             |         | 0:08:11          | 0           | 0    | 0     | 0    | 0    | 0        | 0    | 0     | 0    | 0    | 0                  |

ASK:

- 1) 6 "made" business deliveries to 36663 Woodward Ave deleted. Why?
- 2) :43 on 701-799 Lakeview Ave. Why? Where's the changed entry?
- 3) :09 added to Street Break Time. Why?
- 4) :43 seconds added to Vehicle Unload. Why?

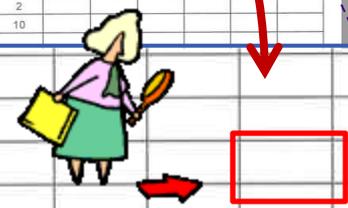
# The "After" 3999 showing the changed entries

| Leave Office - Show Line of Travel |                              |                             |                  |                  | Line of Travel to and from Lunch Place <sup>a</sup> |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
|------------------------------------|------------------------------|-----------------------------|------------------|------------------|---|-------------------|--------------------|-----------------------|-------------|--------------------|-------------------|--------------------|-----------------------|-------------|--------------------|---|---|
| Delivery Methods <sup>b</sup>      | Block Number and Street Name | Travel Pattern <sup>c</sup> | 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 |                    |   |   |
|                                    | VEHICLE LOAD                 |                             | 9:29:13          | 00:09:57         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
|                                    | TRAVEL TO                    |                             | 9:39:10          | 00:07:01         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 36801 - 36899 WOODWARD AVE   | O                           | 9:46:11          | 00:01:44         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    | 1 |   |
| O                                  | 36801 - 36801 WOODWARD AVE   | O                           | 9:47:55          | 00:04:27         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    | 4 |   |
| O                                  | 36801 - 36801 WOODWARD AVE   | O                           | 9:52:22          | 00:00:51         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    | 1 |   |
| O                                  | 36801 - 36801 WOODWARD AVE   | O                           | 9:53:13          | 00:02:41         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    | 8 |   |
| O                                  | 36101 - 36199 WOODWARD AVE   | O                           | 9:55:54          | 00:02:03         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    | 1 |   |
| O                                  | 35901 - 35999 WOODWARD AVE   | O                           | 9:57:57          | 00:02:35         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   | 0 |
| O                                  | 801 - 899 REDDING RD         | O                           | 10:00:00         | 00:06:07         | 7   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 701 - 799 REDDING RD         | O                           | 10:06:39         | 00:05:12         | 12  |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 700 - 798 REDDING RD         | E                           | 10:10:02         | 00:00:34         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 800 - 898 REDDING RD         | E                           | 10:10:36         | 00:04:23         | 4   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1400 - 1498 LAKESIDE DR      | E                           | 10:14:59         | 00:02:02         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1500 - 1598 LAKESIDE DR      | E                           | 10:17:01         | 00:02:12         | 3   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1501 - 1599 LAKESIDE DR      | O                           | 10:19:13         | 00:01:50         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1401 - 1499 LAKESIDE DR      | O                           | 10:21:03         | 00:05:49         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1301 - 1399 LAKESIDE DR      | O                           | 10:26:52         | 00:00:42         | 1   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1201 - 1299 LAKESIDE DR      | O                           | 10:27:34         | 00:03:01         | 5   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1101 - 1199 LAKESIDE DR      | O                           | 10:30:35         | 00:02:36         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1100 - 1198 LAKESIDE DR      | E                           | 10:33:11         | 00:07:06         | 6   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1200 - 1298 LAKESIDE DR      | E                           | 10:40:17         | 00:02:12         | 3   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1300 - 1398 LAKESIDE DR      | E                           | 10:42:29         | 00:06:20         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1400 - 1498 OLD SALEM CT     | E                           | 10:48:49         | 00:01:38         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1500 - 1598 OLD SALEM CT     | E                           | 10:50:27         | 00:00:51         | 1   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1501 - 1599 OLD SALEM CT     | O                           | 10:51:19         | 00:00:11         | 1   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1401 - 1499 OLD SALEM CT     | O                           | 10:51:30         | 00:09:25         | 3   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1000 - 1098 RAYNALE ST       | E                           | 11:00:55         | 00:00:54         | 1   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1001 - 1099 LAKESIDE DR      | O                           | 11:01:49         | 00:03:19         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1000 - 1080 MIDLAND ST       | E                           | 11:05:08         | 00:00:04         | 1   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 900 - 998 LAKESIDE DR        | E                           | 11:05:54         | 00:02:11         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 1000 - 1098 LAKESIDE DR      | E                           | 11:08:05         | 00:18:15         | 3   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 36601 - 36699 WOODWARD AVE   | O                           | 11:26:20         | 00:10:14         | 6   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 36663 - 36663 WOODWARD AVE   | O                           | 11:36:34         | 00:01:09         |   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 36601 - 36699 WOODWARD AVE   | O                           | 11:37:43         | 00:00:13         | 1   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 600 - 698 COLONIAL CT        | E                           | 11:37:56         | 00:00:21         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 700 - 798 COLONIAL CT        | E                           | 11:38:17         | 00:00:40         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 701 - 799 COLONIAL CT        | O                           | 11:38:57         | 00:02:16         | 4   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 601 - 699 COLONIAL CT        | O                           | 11:41:13         | 00:01:26         | 2   |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |
| O                                  | 36501 - 36599 WOODWARD AVE   | O                           | 11:42:39         | 00:06:47         | 10  |                   |                    |                       |             |                    |                   |                    |                       |             |                    |   |   |

Here you see the entry for #1 - There are no "Business Deliveries Made" entries for 36663 Woodward Ave.

This should be compared with the original 3999 and the Audit Trail.

|   |                            |   |          |          |   |  |  |  |   |   |  |  |  |  |  |  |  |
|---|----------------------------|---|----------|----------|---|--|--|--|---|---|--|--|--|--|--|--|--|
| O | 1000 - 1098 LAKESIDE DR    | E | 11:08:05 | 00:18:15 | 3 |  |  |  |   | 3 |  |  |  |  |  |  |  |
| O | 36601 - 36699 WOODWARD AVE | O | 11:26:20 | 00:10:14 | 6 |  |  |  |   | 6 |  |  |  |  |  |  |  |
| O | 36663 - 36663 WOODWARD AVE | O | 11:36:34 | 00:01:09 |   |  |  |  | 8 | 6 |  |  |  |  |  |  |  |
| O | 36601 - 36699 WOODWARD AVE | O | 11:37:43 | 00:00:13 | 1 |  |  |  |   | 1 |  |  |  |  |  |  |  |
| O | 600 - 698 COLONIAL CT      | E | 11:37:56 | 00:00:21 | 2 |  |  |  |   | 2 |  |  |  |  |  |  |  |





# Other Data Integrity Issues

JARAP requires that data integrity issues be addressed before evaluation and adjustments are made

Local Office Contacts should advise the DEAT of any issues of data integrity such as:

- Altered time records
- MODS code changes
- Improper work hour transfers



Days that are not representative should be excluded or given proper time credit.

## The COR Technician

- ☛ The District Evaluation and Adjustment Team will be working with a COR Technician who *should* know the system.
- ☛ The COR Technician is there to make the necessary inputs and to explain any aspect of the COR program/process that the Team needs to make decisions regarding the proposed adjustments.
- ☛ The COR Technician will conduct such duties at the joint direction of the District Team.



## Useful Reports

**COR can produce a number of reports that will help the Team adjust routes. Some of these are:**

- ▣ **Existing Route Summary**
- ▣ **Route Relations Summary**
- ▣ **Territory Transfer Summary Report**
- ▣ **Adjusted Route Summary**
- ▣ **Line of Travel Report**
- ▣ **Allied Time Report**



## Existing Route Summary

This report should be printed first, as it is a summary of the zone and each route in the zone as they exist before any changes are made.

This is the “BEFORE” picture of the routes/zone.

You will compare this to the Adjusted Route Summary after COR optimizes the zone.

U.S. POSTAL SERVICE  
Delivery Routing System  
Existing Route Summary  
06/18/09 14:18:08

Zone: 33027  
-----

| ROUTE ID | POS DEL | STREET TIME |          | OFFICE TIME |       |        | ROUTE TIME |
|----------|---------|-------------|----------|-------------|-------|--------|------------|
|          |         | ALLIED      | DELIVERY | NET         | STD   | FACTOR |            |
| C030     | 574     | 01:19       | 05:30    | 02:02       | 02:02 | 0.213  | 07:32      |
| C060     | 335     | 01:06       | 04:30    | 02:02       | 02:02 | 0.364  | 06:32      |
| C061     | 449     | 01:25       | 05:25    | 01:56       | 01:56 | 0.258  | 07:21      |
| C062     | 728     | 01:12       | 05:45    | 01:39       | 01:39 | 0.136  | 07:24      |
| C063     | 786     | 01:36       | 05:36    | 01:45       | 01:45 | 0.134  | 07:21      |
| C064     | 784     | 02:04       | 05:50    | 01:37       | 01:37 | 0.124  | 07:27      |
| C065     | 850     | 03:08       | 06:30    | 01:36       | 01:36 | 0.113  | 08:06      |
| C066     | 792     | 01:27       | 05:25    | 01:45       | 01:45 | 0.133  | 07:10      |
| C067     | 716     | 01:29       | 05:15    | 01:44       | 01:44 | 0.145  | 06:59      |
| C068     | 821     | 01:01       | 05:13    | 01:58       | 01:58 | 0.144  | 07:11      |
| C069     | 477     | 01:36       | 05:31    | 02:14       | 02:14 | 0.281  | 07:45      |
| C070     | 408     | 01:03       | 05:21    | 02:09       | 02:09 | 0.316  | 07:30      |
| C071     | 865     | 01:23       | 05:00    | 02:09       | 02:09 | 0.149  | 07:09      |
| C072     | 503     | 01:33       | 05:11    | 02:12       | 02:12 | 0.262  | 07:23      |
| C073     | 514     | 01:06       | 05:22    | 02:06       | 02:06 | 0.245  | 07:28      |
| C074     | 678     | 01:27       | 05:25    | 01:48       | 01:48 | 0.159  | 07:13      |
| C075     | 760     | 01:19       | 06:03    | 01:50       | 01:50 | 0.145  | 07:53      |
| C076     | 418     | 01:32       | 05:43    | 02:13       | 02:13 | 0.318  | 07:56      |
| C077     | 548     | 01:32       | 05:45    | 02:05       | 02:05 | 0.228  | 07:50      |
| C078     | 520     | 01:26       | 05:15    | 02:08       | 02:08 | 0.246  | 07:23      |
| C079     | 504     | 01:06       | 05:22    | 02:04       | 02:04 | 0.246  | 07:26      |
| C080     | 574     | 01:16       | 05:10    | 02:01       | 02:01 | 0.211  | 07:11      |
| C081     | 603     | 01:21       | 05:30    | 02:06       | 02:06 | 0.209  | 07:36      |
| C082     | 465     | 01:40       | 05:25    | 02:10       | 02:10 | 0.280  | 07:35      |
| C083     | 513     | 01:12       | 05:15    | 02:11       | 02:11 | 0.255  | 07:26      |
| C084     | 339     | 01:06       | 06:32    | 01:41       | 01:41 | 0.298  | 08:13      |
| C085     | 481     | 01:49       | 05:16    | 02:15       | 02:15 | 0.281  | 07:31      |
| C086     | 554     | 01:26       | 05:50    | 02:00       | 02:00 | 0.217  | 07:50      |
| C087     | 456     | 01:29       | 05:45    | 02:15       | 02:15 | 0.296  | 08:00      |
| C088     | 559     | 01:27       | 05:16    | 02:18       | 02:18 | 0.247  | 07:34      |
| C089     | 417     | 01:38       | 05:20    | 02:06       | 02:06 | 0.302  | 07:26      |
| C090     | 611     | 01:56       | 05:30    | 02:15       | 02:15 | 0.221  | 07:45      |
| C091     | 582     | 01:22       | 05:23    | 01:59       | 01:59 | 0.204  | 07:22      |
| C092     | 663     | 01:26       | 05:40    | 02:01       | 02:01 | 0.183  | 07:41      |
| C094     | 654     | 01:40       | 05:30    | 02:07       | 02:07 | 0.194  | 07:37      |
| C095     | 516     | 01:21       | 05:05    | 02:10       | 02:10 | 0.252  | 07:15      |
| C096     | 829     | 02:13       | 06:30    | 02:26       | 02:26 | 0.176  | 08:56      |
| C097     | 400     | 01:30       | 05:20    | 02:28       | 02:28 | 0.370  | 07:48      |
| C098     | 828     | 01:35       | 05:48    | 01:39       | 01:39 | 0.120  | 07:27      |
| C099     | 721     | 01:13       | 05:10    | 02:00       | 02:00 | 0.166  | 07:10      |
| Total    | 23795   | 59:30       | 220:12   | 81:10       | 81:10 | -----  | 301:22     |

It is suggested that the Team jointly come to agreement on the number of full-time and auxiliary routes that the zone can support and compare this with what COR proposes.

U.S. POSTAL SERVICE  
 Delivery Routing System  
 Existing Route Summary  
 06/18/09 14:18:08

Zone: 33027  
 -----

| ROUTE ID | POS DEL | STREET TIME |          | OFFICE TIME |       |        | ROUTE TIME |
|----------|---------|-------------|----------|-------------|-------|--------|------------|
|          |         | ALLIED      | DELIVERY | NET         | STD   | FACTOR |            |
| C030     | 574     | 01:19       | 05:30    | 02:02       | 02:02 | 0.213  | 07:32      |
| C060     | 335     | 01:06       | 04:30    | 02:02       | 02:02 | 0.364  | 06:32      |
| C061     | 449     | 01:25       | 05:25    | 01:56       | 01:56 | 0.258  | 07:21      |
| C062     | 728     | 01:12       | 05:45    | 01:39       | 01:39 | 0.136  | 07:24      |
| C063     | 786     | 01:36       | 05:36    | 01:45       | 01:45 | 0.134  | 07:21      |
| C064     | 784     | 02:04       | 05:50    | 01:37       | 01:37 | 0.124  | 07:27      |
| C065     | 850     | 03:08       | 06:30    | 01:36       | 01:36 | 0.113  | 08:06      |
| C066     | 792     | 01:27       | 05:25    | 01:45       | 01:45 | 0.133  | 07:10      |
| C067     | 716     | 01:29       | 05:15    | 01:44       | 01:44 | 0.145  | 06:59      |
| C068     | 821     | 01:01       | 05:13    | 01:58       | 01:58 | 0.144  | 07:11      |
| C069     | 477     | 01:36       | 05:31    | 02:14       | 02:14 | 0.281  | 07:45      |
| C070     | 408     | 01:03       | 05:21    | 02:09       | 02:09 | 0.316  | 07:30      |
| C071     | 865     | 01:23       | 05:00    | 02:09       | 02:09 | 0.149  | 07:09      |
| C072     | 503     | 01:33       | 05:11    | 02:12       | 02:12 | 0.262  | 07:23      |
| C073     | 514     | 01:06       | 05:22    | 02:06       | 02:06 | 0.245  | 07:28      |
| C074     | 678     | 01:27       | 05:25    | 01:48       | 01:48 | 0.159  | 07:13      |
| C075     | 760     | 01:19       | 06:03    | 01:50       | 01:50 | 0.145  | 07:53      |
| C076     | 418     | 01:32       | 05:43    | 02:13       | 02:13 | 0.318  | 07:56      |
| C077     | 548     | 01:32       | 05:45    | 02:05       | 02:05 | 0.228  | 07:50      |
| C078     | 520     | 01:26       | 05:15    | 02:08       | 02:08 | 0.246  | 07:23      |
| C079     | 504     | 01:06       | 05:22    | 02:04       | 02:04 | 0.246  | 07:26      |
| C080     | 574     | 01:16       | 05:10    | 02:01       | 02:01 | 0.211  | 07:11      |
| C081     | 603     | 01:21       | 05:30    | 02:06       | 02:06 | 0.209  | 07:36      |
| C082     | 465     | 01:40       | 05:25    | 02:10       | 02:10 | 0.280  | 07:35      |
| C083     | 513     | 01:12       | 05:15    | 02:11       | 02:11 | 0.255  | 07:26      |
| C084     | 339     | 01:06       | 06:32    | 01:41       | 01:41 | 0.298  | 08:13      |
| C085     | 481     | 01:49       | 05:16    | 02:15       | 02:15 | 0.281  | 07:31      |
| C086     | 554     | 01:26       | 05:50    | 02:00       | 02:00 | 0.217  | 07:50      |
| C087     | 456     | 01:29       | 05:45    | 02:15       | 02:15 | 0.296  | 08:00      |
| C088     | 559     | 01:27       | 05:16    | 02:18       | 02:18 | 0.247  | 07:34      |
| C089     | 417     | 01:38       | 05:20    | 02:06       | 02:06 | 0.302  | 07:26      |
| C090     | 611     | 01:56       | 05:30    | 02:15       | 02:15 | 0.221  | 07:45      |
| C091     | 582     | 01:22       | 05:23    | 01:59       | 01:59 | 0.204  | 07:22      |
| C092     | 663     | 01:26       | 05:40    | 02:01       | 02:01 | 0.183  | 07:41      |
| C094     | 654     | 01:40       | 05:30    | 02:07       | 02:07 | 0.194  | 07:37      |
| C095     | 516     | 01:21       | 05:05    | 02:10       | 02:10 | 0.252  | 07:15      |
| C096     | 829     | 02:13       | 06:30    | 02:26       | 02:26 | 0.176  | 08:56      |
| C097     | 400     | 01:30       | 05:20    | 02:28       | 02:28 | 0.370  | 07:48      |
| C098     | 828     | 01:35       | 05:48    | 01:39       | 01:39 | 0.120  | 07:27      |
| C099     | 721     | 01:13       | 05:10    | 02:00       | 02:00 | 0.166  | 07:10      |
| -----    |         |             |          |             |       |        |            |
| Total    | 23795   | 59:30       | 220:12   | 81:10       | 81:10 | -----  | 301:22     |

# Existing Route Summary



These are the times for the individual routes and should match the DOIS times

This is the total time for the zone should match the DOIS time

This is the total Allied Time for the zone. COR is going to focus on this.

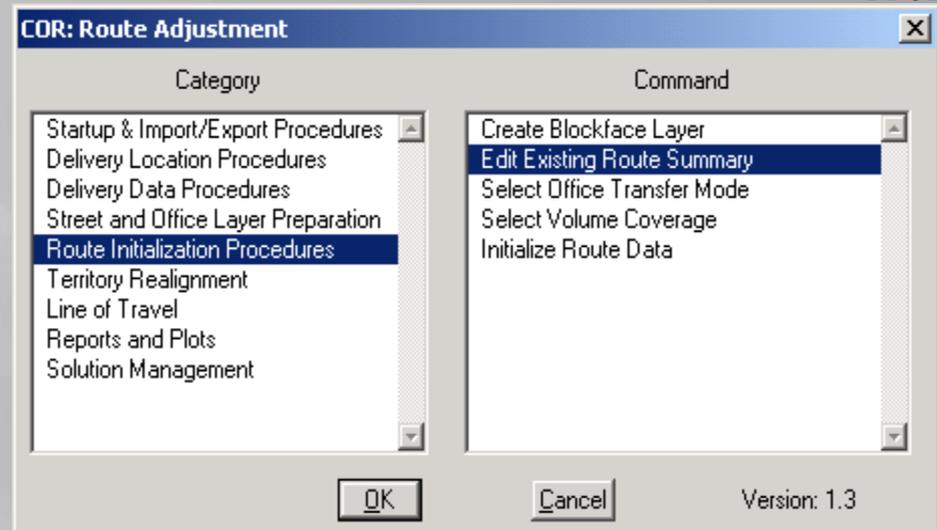
## Editing the Existing Route Summary

These times should be whatever the DEAT team has agreed the evaluated office and street times should be.

These times should match the times agreed to by the DEAT team for each route in the zone.

The Existing Route Summary Report should be printed.

If changes are made to any of these times, a new Existing Route Summary Report should be generated and printed and compared with the one created after the routes are adjusted in COR.



Existing Route Summary Editor - Zone 32809

| Route ID | Pos Del | Street Time Allied | Street Time Delivery | Office Time Net | Office Time Std | Route Time Factor | Route Time |
|----------|---------|--------------------|----------------------|-----------------|-----------------|-------------------|------------|
| C005     | 30      | +00:57             | +00:59               | +00:19          | 00:24           | 0.633             | +01:18     |
| C009     | 180     | +03:14             | +04:48               | +01:10          | 01:27           | 0.389             | +05:58     |
| C014     | 577     | +01:48             | +02:36               | +01:13          | 01:31           | 0.127             | +03:49     |
| C016     | 30      | +01:15             | +01:31               | +00:06          | 00:07           | 0.200             | +01:37     |
| C019     | 112     | +03:39             | +04:58               | +01:07          | 01:06           | 0.589             | +06:04     |
| C022     | 374     | +00:34             | +00:00               | +00:00          | 00:00           | 0.000             | +00:00     |
| C024     | 255     | +00:00             | +00:00               | +00:00          | 00:00           | 0.000             | +00:00     |
| C025     | 563     | +00:02             | +00:00               | +00:00          | 00:00           | 0.000             | +00:00     |
| C028     | 224     | +01:03             | +03:50               | +01:13          | 01:16           | 0.326             | +05:03     |
| C038     | 298     | +01:02             | +02:48               | +01:05          | 01:12           | 0.218             | +03:53     |
| C041     | 318     | +01:30             | +04:34               | +01:26          | 01:30           | 0.270             | +06:00     |
| Totals:  | 2961    | 15:04              | 26:04                | 07:39           | 08:33           |                   | 33:42      |

Buttons: OK, Cancel, Print, Insert, Delete

# Generating Routes



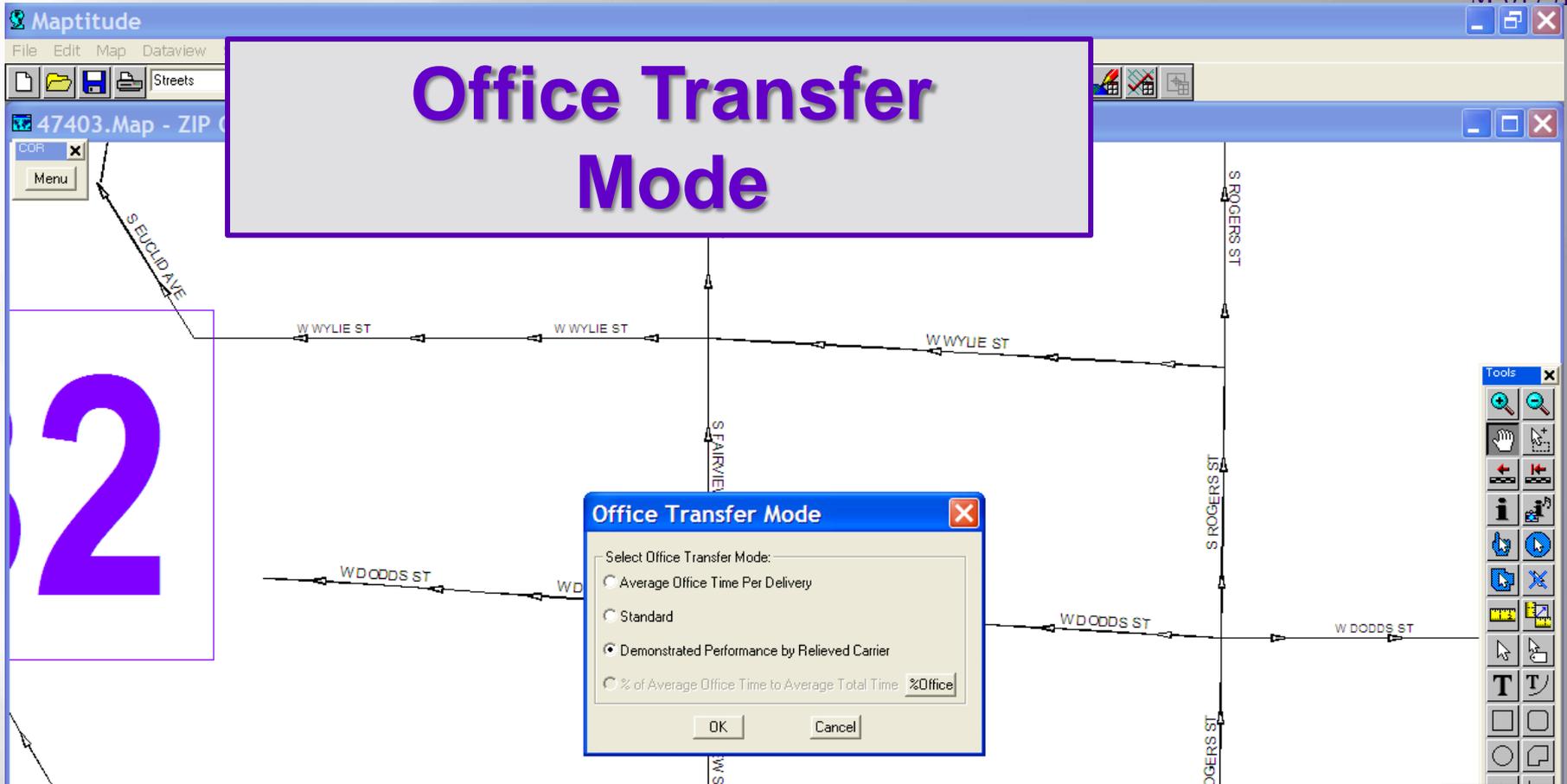
## Setting Preferences

Once the data for the zone is imported to COR the Technician (at the Team's direction) will select certain preferences which set the parameters by which COR does it's work.

Based on these selections, COR will propose a “solution” realigning the zone. It is meant to be a starting point – not a final product.

Changing these preferences will produce different solutions. If the initial solution is unworkable, the preferences can be changed to generate another solution.



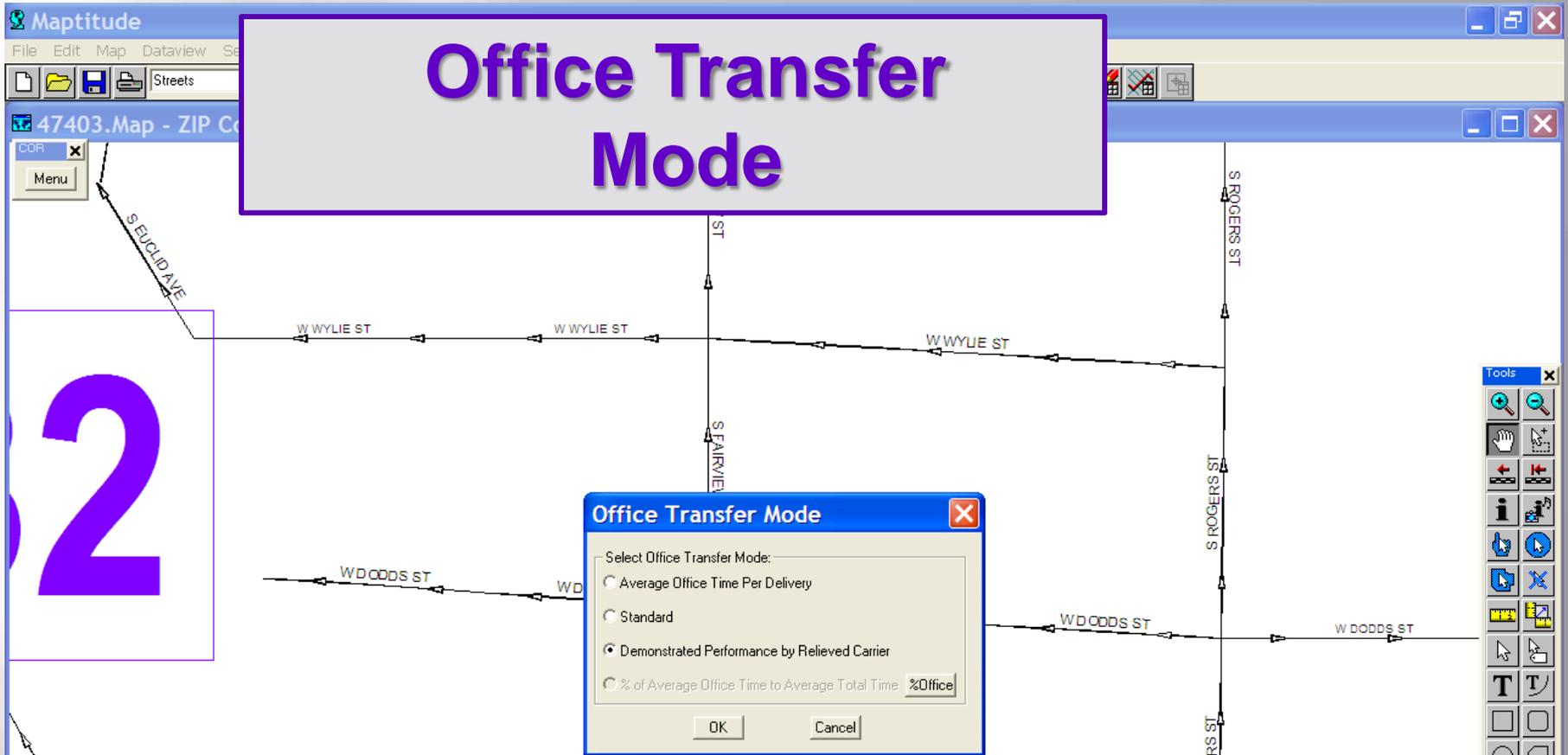


### Average Office Time Per Delivery

Number of possible deliveries for each blockface transferred x the office time factor (agreed to office time/ #of deliveries) for the relieved (losing) carrier.

### Standard

The standard office casing and pull down time [18-8-70 ] applied to the cased volume for each blockface transferred

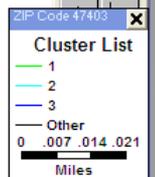


## Demonstrated Performance of Relieved Carrier

Standard office time associated with each blockface transferred x the demonstrated performance of the relieved carrier

% Office - % of Average Office Time to Average Total Time

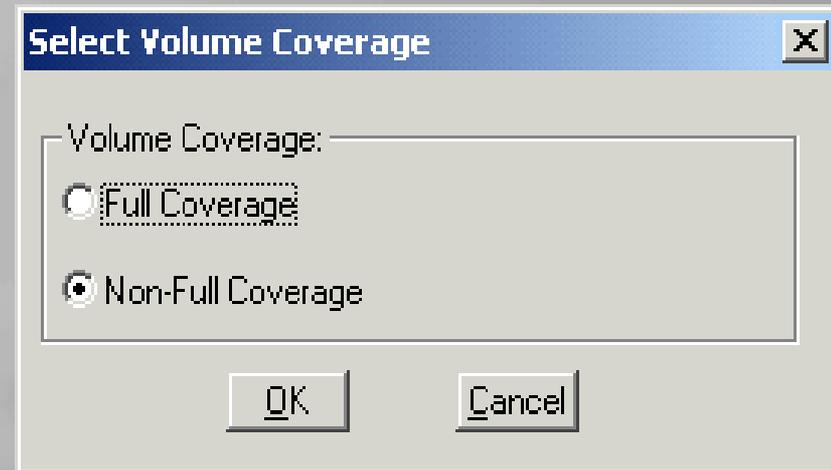
If Avg Office time = 2 hour, Average Street = , then the office time factor is .33 of street time.



# Volume Coverage

Select either:

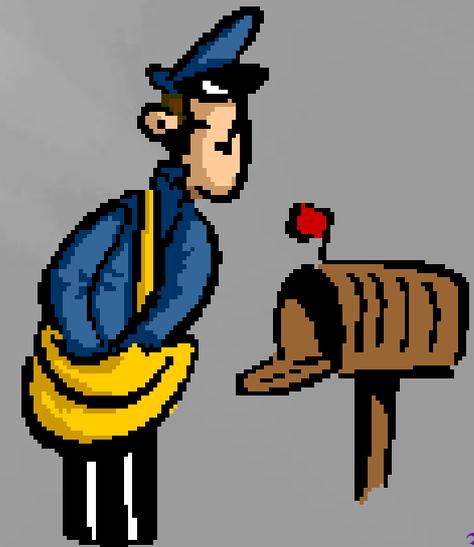
- Full Coverage
- Non-Full coverage



This will be used by COR when forming new park and loop or walking routes.

The length of a relay/loop is limited by the volume in the loop.

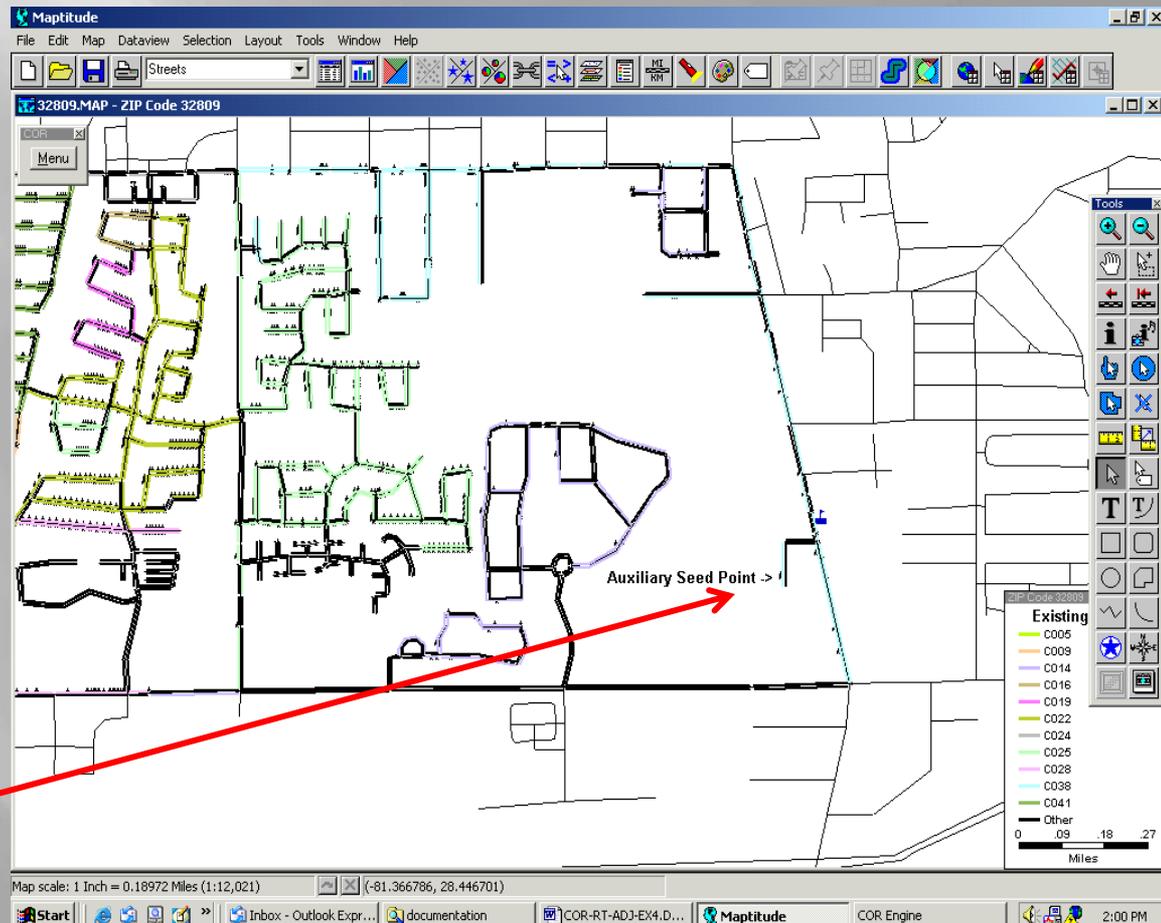
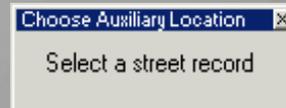
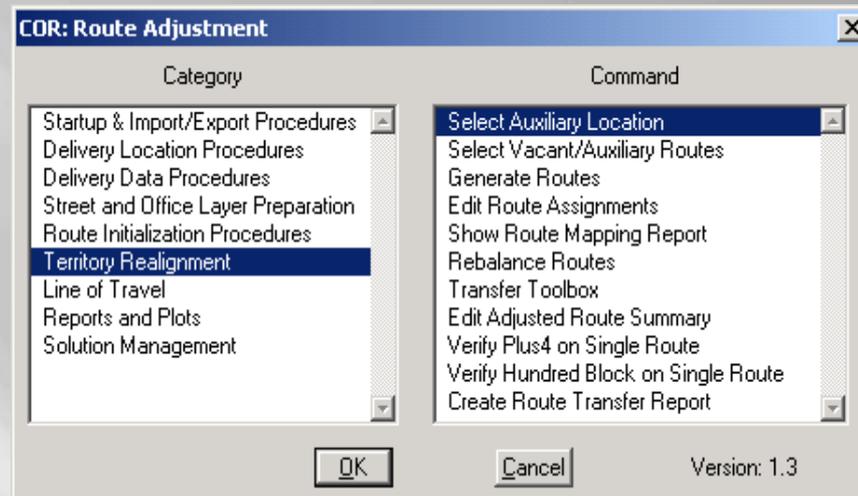
Selecting “full coverage” adds a flat and its projected weight to every possible delivery.



# Select Auxiliary Location

COR allows you to choose where an auxiliary route will be located within the delivery area.

After choosing the command: *Select Auxiliary Location* a small window will appear which asks you to *click on a street segment* in the area you want the auxiliary route to go.



**Auxiliary route goes here**

# Vacant / Auxiliary Routes

If you anticipate losing routes, this setting is used to control the order in which routes are eliminated.

You will select them by current route number.



Generally, you will list them in the following order:

1. Auxiliary Routes
2. Vacant Routes
3. Other routes by juniority

You may also target a route(s) for elimination based upon other factors.

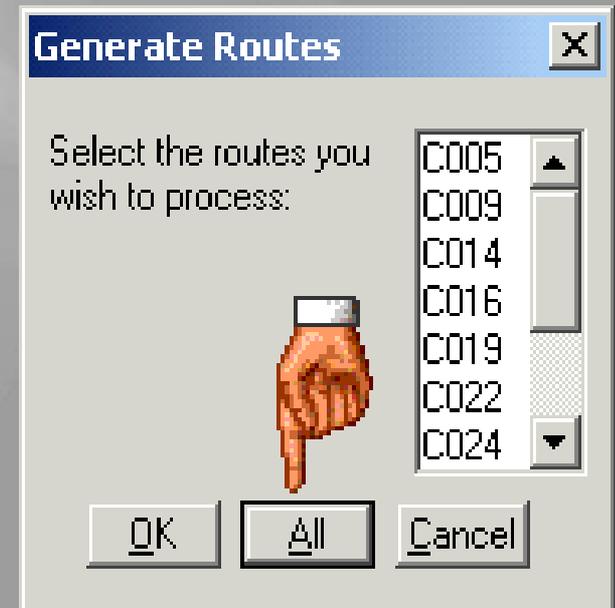


# Territory Realignment

The route generation process will create new routes based upon a set of criteria to be determined by the Technician/Team.

One of the first things COR wants to know is whether the new alignment will consider all routes or only selected routes. The Team may chose to only include certain routes in the territory realignment, or it may select all of them.

In most JARAP scenarios, the “All” routes setting will be chosen.



# Route Generation Settings

Next, COR will ask the Technician/Team to select the settings by which the routes will be generated.



This is an example, not necessarily what the Teams should select.)

**Route Generation Settings**

|   |                    |
|---|--------------------|
| Create Routes Based On                              | Time               |
| Desired Route Time                                  | 08 : 00            |
| Use an Auxiliary Route                              | Yes                |
| Add an Extra Route                                  | No                 |
| Number of Routes                                    | 11                 |
| Maximum Volume of Mail Per Relay                    | 25.0000            |
| Max Round Trip Walking Time Between Service (MM:SS) | 04:00              |
| Network File  | tn32809            |
| Office Location                                     | PINECASTLE STATION |

OK Cancel

# □ Create Routes Based On: *Time or number of routes*



- Allows you to decide whether to create routes based on an amount of time or on a number of routes for the unit.
- If you choose “time,” all routes will be adjusted to the time you select and the remaining time left over may become an auxiliary route.
- If you choose to generate routes based on “number of routes,” COR will divide this number into the total time for the zone and adjust all routes to that time. This is an option that is the exception to the norm. Using this option may result in routes that are way over or way under eight hours and may increase the possibility of a domino effect on the routes occurring.

## ▣ **Add an Extra Route? ( Y/N )**

Relevant only if you create routes based on time and choose “No” to *Use an Auxiliary Route*..

If you are not using an auxiliary route, you may either:

1. Distribute the “extra” work over the full routes (making each one slightly higher than the desired route time) or,
2. Add an extra route to the zone (causing each of the routes to have slightly less time than the desired route time).

Choosing “Yes” will add one additional route in place of the auxiliary.

Choosing “No” will keep the number of routes and spread the extra time across those routes.

## ▣ **Maximum Round Trip Walking Time Between Service (MM:SS)**

This setting tells COR the maximum amount of time without service (walking without making any deliveries) that is preferable to returning to the vehicle. *[on a Park and loop or walking portion of a route]*



Click  Start the process



## Expectations

**COR is not intended to produce a finished product by itself.**

**It is meant to offer a proposal or a “solution” that generally needs to be edited or adjusted by the COR Technician.**

**Don’t expect COR to do your work for you.**

**You are only looking for a solution that you can work with. You may have to create several before you find one you like.**

**In JARAP, the Team must jointly agree done and directs the**

**Technician to make it happen.**



**solutions**

**how this will**

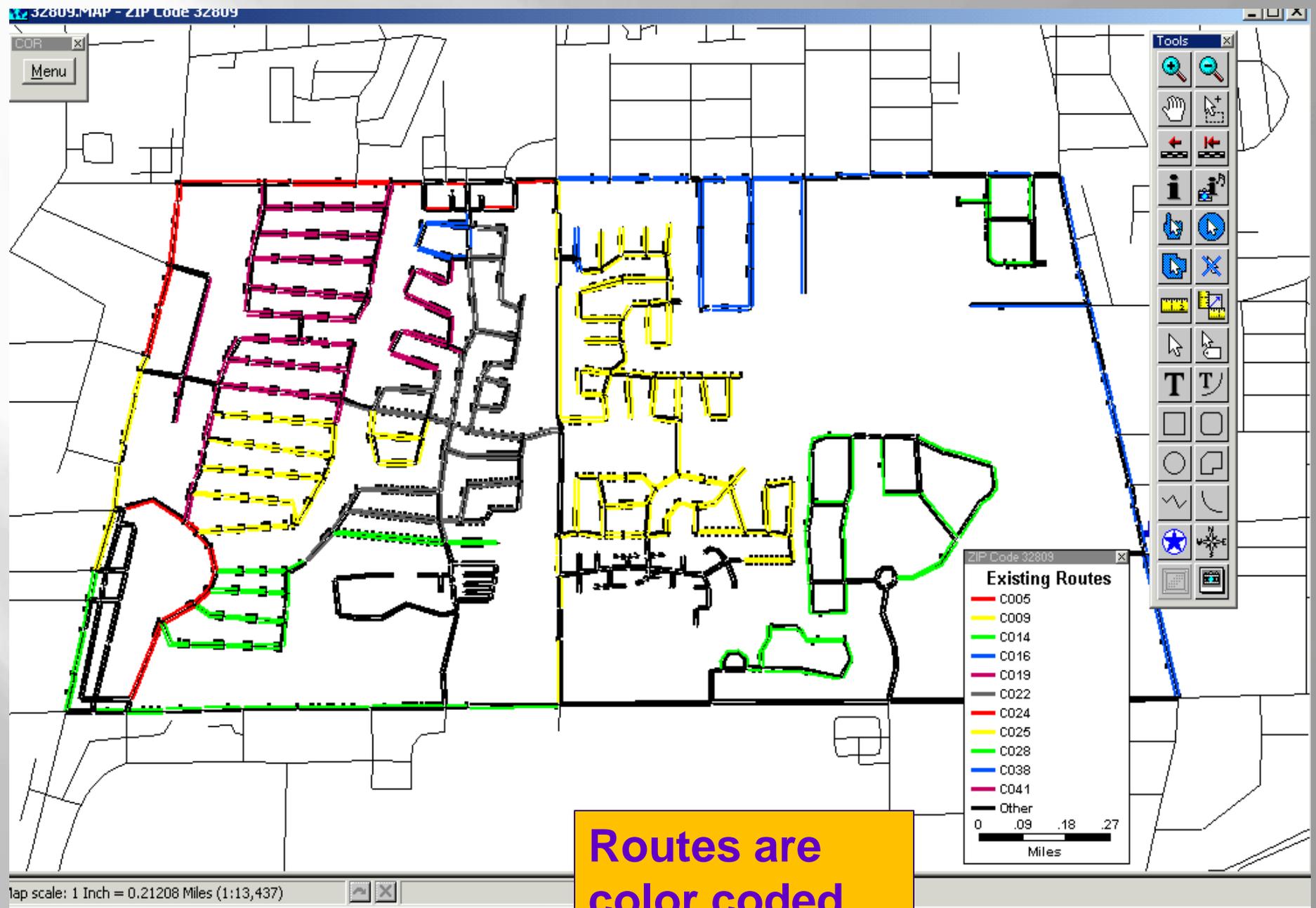
# Review the Initial Solution

COR will produce a new route map for the zone based upon the MIARAP data and the setting and parameters you selected.

In all likelihood you will not get a solution that needs no revision.

Review the map to see if this solution is something you can work with. If not, you can save the “solution”, then go back and change some of the parameters to see if you get a more desirable solution.





\*\*\*\*\*  
 \* Route Relations Summary Report \*  
 \* Zone = 33027 \*  
 \* Tue Jun 16 09:11:04 2009 \*  
 \*\*\*\*\*

**The Route Relations Summary Report is the first report reviewed after COR makes a "solution"**

| RS Route | Exist Route | Possible Deliveries | % Possible Deliveries |
|----------|-------------|---------------------|-----------------------|
| 101      | C030*       | 343                 | 59.76%                |
|          | C096        | 119                 | 14.35%                |
|          | C097        | 14                  | 3.50%                 |
| 102      | C078        | 334                 | 64.23%                |
|          | C060*       | 174                 | 51.94%                |
|          | C091        | 1                   | 0.17%                 |
| 103      | C061*       | 284                 | 63.25%                |
|          | C072        | 223                 | 44.33%                |
| 104      | C070*       | 408                 | 100.00%               |
| 105      | C072*       | 277                 | 55.07%                |
|          | C061        | 165                 | 36.75%                |
|          | C096        | 182                 | 21.95%                |
| 106      | C073*       | 449                 | 87.35%                |
|          | C085        | 101                 | 21.00%                |
|          | C082        | 87                  | 18.71%                |
| 107      | C098        | 656                 | 79.23%                |
|          | C074*       | 287                 | 42.33%                |
| 108      | C076*       | 336                 | 80.38%                |
|          | C082        | 117                 | 25.16%                |
|          | C083        | 103                 | 20.08%                |
| 109      | C077*       | 387                 | 70.62%                |
|          | C089        | 64                  | 15.35%                |
|          | C060        | 1                   | 0.30%                 |
| 110      | C079        | 183                 | 36.31%                |
|          | C078*       | 186                 | 35.77%                |
|          | C030        | 85                  | 14.81%                |
|          | C091        | 54                  | 9.28%                 |
| 111      | C079*       | 321                 | 63.69%                |
|          | C099        | 362                 | 50.21%                |
| 112      | C080*       | 329                 | 57.32%                |
|          | C094        | 151                 | 23.09%                |
|          | C090        | 133                 | 21.77%                |
| 113      | C081*       | 450                 | 74.63%                |
|          | C095        | 204                 | 39.53%                |
|          | C096        | 14                  | 1.69%                 |
| 114      | C082*       | 261                 | 56.13%                |
|          | C087        | 228                 | 50.00%                |
| 115      | C083*       | 410                 | 79.92%                |
|          | C087        | 130                 | 28.51%                |

**RS (temp) Route Numbers**

**(\*) The route numbers as they appear on the new map**

**This report shows how much each route was changed and where the territory came from.**

**The number of deliveries that were moved (or remain) from the old route**

**The percentage of deliveries that were taken (or remain) from the old route**

```

*****
*
*                               Route Relations Summary Report
*
*                               Zone = 33027
*
*                               Tue Jun 16 09:11:04 2009
*
*****

```

**The Route Relations Summary Report is the first report reviewed after COR makes a "solution"**

**RS (temp) Route Numbers**

| RS Route | Exist Route                   | Possible Deliveries    | % Possible Deliveries               |
|----------|-------------------------------|------------------------|-------------------------------------|
| 101      | C030*<br>C096<br>C097         | 343<br>119<br>14       | 59.76%<br>14.35%<br>3.50%           |
| 102      | C078<br>C060*<br>C091         | 334<br>174<br>1        | 64.23%<br>51.94%<br>0.17%           |
| 103      | C061*<br>C072                 | 284<br>223             | 63.25%<br>44.33%                    |
| 104      | C070*                         | 408                    | 100.00%                             |
| 105      | C072*<br>C061<br>C096         | 277<br>165<br>182      | 55.07%<br>36.75%<br>21.95%          |
| 106      | C073*<br>C085<br>C082         | 449<br>101<br>87       | 87.35%<br>21.00%<br>18.71%          |
| 107      | C098<br>C074*                 | 656<br>287             | 79.23%<br>42.33%                    |
| 108      | C076*<br>C082<br>C083         | 336<br>117<br>103      | 80.38%<br>25.16%<br>20.08%          |
| 109      | C077*<br>C089<br>C060         | 387<br>64<br>1         | 70.62%<br>15.35%<br>0.30%           |
| 110      | C079<br>C078*<br>C030<br>C091 | 183<br>186<br>85<br>54 | 36.31%<br>35.77%<br>14.81%<br>9.28% |
| 111      | C079*<br>C099                 | 321<br>362             | 63.69%<br>50.21%                    |
| 112      | C080*<br>C094<br>C090         | 329<br>151<br>133      | 57.32%<br>23.09%<br>21.77%          |
| 113      | C081*<br>C095<br>C096         | 450<br>204<br>14       | 74.63%<br>39.53%<br>1.69%           |
| 114      | C082*<br>C087                 | 261<br>228             | 56.13%<br>50.00%                    |
| 115      | C083*<br>C087                 | 410<br>130             | 79.92%<br>28.51%                    |

**(\*) The route numbers as they appear on the new map**

**This report shows how much each route was changed and where the territory came from.**

**The number of deliveries that were moved (or remain) from the old route**

**The percentage of deliveries that were taken (or remain) from the old route**

# Territory Transfer Summary

```

*****
*                               Territory Transfer Summary Report                               *
*                                                                                               *
*                               Zone = 33027                                                    *
*                                                                                               *
*                               Thu Jun 18 14:29:48 2009                                       *
*****
    
```

| Retained Possible Deliveries |       |       |         | Route Inspection Delivery Time |       |         |
|------------------------------|-------|-------|---------|--------------------------------|-------|---------|
| Route                        | Model | Exist | Percent | Model                          | Exist | Percent |
| C030                         | 363   | 574   | 63.2%   | 02:35                          | 03:59 | 64.9%   |
| C060                         | 22    | 335   | 6.6%    | 00:28                          | 02:34 | 18.0%   |
| C061                         | 348   | 449   | 77.5%   | 02:38                          | 03:23 | 77.8%   |
| C062                         | 728   | 728   | 100.0%  | 04:44                          | 04:44 | 100.0%  |
| C063                         | 784   | 786   | 99.7%   | 03:51                          | 03:57 | 97.5%   |
| C064                         | 734   | 784   | 93.6%   | 03:28                          | 03:40 | 94.4%   |
| C065                         | 338   | 850   | 39.8%   | 01:15                          | 03:28 | 35.9%   |
| C066                         | 0     | 792   | 0.0%    | 00:00                          | 04:24 | 0.0%    |
| C067                         | 432   | 716   | 60.3%   | 02:25                          | 03:54 | 62.0%   |
| C068                         | 416   | 821   | 50.7%   | 01:35                          | 03:15 | 48.8%   |
| C069                         | 105   | 477   | 22.0%   | 01:01                          | 03:21 | 30.3%   |
| C070                         | 316   | 408   | 77.5%   | 02:17                          | 02:53 | 79.2%   |
| C071                         | 864   | 865   | 99.9%   | 03:13                          | 03:14 | 99.5%   |
| C072                         | 447   | 503   | 88.9%   | 03:50                          | 04:17 | 89.4%   |
| C073                         | 362   | 514   | 70.4%   | 02:33                          | 03:34 | 71.4%   |
| C074                         | 287   | 678   | 42.3%   | 00:51                          | 02:52 | 29.2%   |
| C075                         | 760   | 760   | 100.0%  | 04:47                          | 04:47 | 100.0%  |
| C076                         | 210   | 418   | 50.2%   | 01:58                          | 03:52 | 50.7%   |
| C077                         | 358   | 548   | 65.3%   | 02:17                          | 03:41 | 62.0%   |
| C078                         | 104   | 520   | 20.0%   | 00:43                          | 03:42 | 19.1%   |
| C079                         | 504   | 504   | 100.0%  | 03:51                          | 03:51 | 100.0%  |
| C080                         | 564   | 574   | 98.3%   | 03:25                          | 03:31 | 96.9%   |
| C081                         | 0     | 603   | 0.0%    | 00:00                          | 03:24 | 0.0%    |
| C082                         | 307   | 465   | 66.0%   | 02:20                          | 03:30 | 66.6%   |
| C083                         | 451   | 513   | 87.9%   | 03:18                          | 03:42 | 89.2%   |
| C084                         | 304   | 339   | 89.7%   | 04:34                          | 05:09 | 88.7%   |
| C085                         | 380   | 481   | 79.0%   | 02:09                          | 02:48 | 76.8%   |
| C086                         | 477   | 554   | 86.1%   | 03:05                          | 03:31 | 87.6%   |
| C087                         | 271   | 456   | 59.4%   | 01:54                          | 03:20 | 57.0%   |
| C088                         | 491   | 559   | 87.8%   | 03:22                          | 03:50 | 87.8%   |
| C089                         | 179   | 417   | 42.9%   | 01:33                          | 03:01 | 51.2%   |

These columns show the number of deliveries that were on the existing (old) route and the delivery time this represents, how many of these remain on the model (adjusted) route, and what percentage of the old route this represents

| Retained Possible Deliveries |       |       |         | Route Inspection Delivery Time |       |         |
|------------------------------|-------|-------|---------|--------------------------------|-------|---------|
| Route                        | Model | Exist | Percent | Model                          | Exist | Percent |
| C030                         | 363   | 574   | 63.2%   | 02:35                          | 03:59 | 64.9%   |
| C060                         | 22    | 335   | 6.6%    | 00:28                          | 02:34 | 18.0%   |

# Territory Transfer Summary

```

*****
*                               Territory Transfer Summary Report                               *
*                                                                                               *
*                               Zone = 33027                                                    *
*                                                                                               *
*                               Thu Jun 18 14:29:48 2009                                       *
*****
    
```

| Retained Possible Deliveries |       |       |         | Route Inspection Delivery Time |       |         |
|------------------------------|-------|-------|---------|--------------------------------|-------|---------|
| Route                        | Model | Exist | Percent | Model                          | Exist | Percent |
| C030                         | 363   | 574   | 63.2%   | 02:35                          | 03:59 | 64.9%   |
| C060                         | 22    | 335   | 6.6%    | 00:28                          | 02:34 | 18.0%   |
| C061                         | 348   | 449   | 77.5%   | 02:38                          | 03:23 | 77.8%   |
| C062                         | 728   | 728   | 100.0%  | 04:44                          | 04:44 | 100.0%  |
| C063                         | 784   | 786   | 99.7%   | 03:51                          | 03:57 | 97.5%   |
| C064                         | 734   | 784   | 93.6%   | 03:28                          | 03:40 | 94.4%   |
| C065                         | 338   | 850   | 39.8%   | 01:15                          | 03:28 | 35.9%   |
| C066                         | 0     | 792   | 0.0%    | 00:00                          | 04:24 | 0.0%    |
| C067                         | 432   | 716   | 60.3%   | 02:25                          | 03:54 | 62.0%   |
| C068                         | 416   | 821   | 50.7%   | 01:35                          | 03:15 | 48.8%   |

| Retained Possible Deliveries |       |       |         | Route Inspection Delivery Time |       |         |
|------------------------------|-------|-------|---------|--------------------------------|-------|---------|
| Route                        | Model | Exist | Percent | Model                          | Exist | Percent |
| C030                         | 363   | 574   | 63.2%   | 02:35                          | 03:59 | 64.9%   |
| C060                         | 22    | 335   | 6.6%    | 00:28                          | 02:34 | 18.0%   |

|      |     |     |        |       |       |        |
|------|-----|-----|--------|-------|-------|--------|
| C069 | 304 | 574 | 52.9%  | 03:25 | 03:51 | 50.1%  |
| C081 | 0   | 603 | 0.0%   | 00:00 | 03:24 | 0.0%   |
| C082 | 307 | 465 | 66.0%  | 02:20 | 03:30 | 66.6%  |
| C083 | 451 | 513 | 87.9%  | 03:18 | 03:42 | 89.2%  |
| C084 | 304 | 339 | 89.7%  | 04:34 | 05:09 | 88.7%  |
| C085 | 380 | 481 | 79.0%  | 02:09 | 02:48 | 76.8%  |
| C086 | 477 | 554 | 86.1%  | 03:05 | 03:31 | 87.6%  |
| C087 | 271 | 456 | 59.4%  | 01:54 | 03:20 | 57.0%  |
| C088 | 491 | 559 | 87.8%  | 03:22 | 03:50 | 87.8%  |
| C089 | 179 | 417 | 42.9%  | 01:33 | 03:01 | 51.2%  |
| C090 | 595 | 611 | 97.4%  | 03:28 | 03:40 | 94.5%  |
| C091 | 221 | 582 | 38.0%  | 01:29 | 03:52 | 38.3%  |
| C092 | 663 | 663 | 100.0% | 03:38 | 03:38 | 100.0% |
| C094 | 443 | 654 | 67.7%  | 02:21 | 03:16 | 71.9%  |
| C095 | 205 | 516 | 39.7%  | 01:23 | 03:26 | 39.9%  |
| C096 | 0   | 829 | 0.0%   | 00:00 | 04:19 | 0.0%   |
| C097 | 53  | 400 | 13.2%  | 00:43 | 03:19 | 21.2%  |
| C098 | 0   | 828 | 0.0%   | 00:00 | 02:58 | 0.0%   |
| C099 | 721 | 721 | 100.0% | 03:50 | 03:50 | 100.0% |

# Changing Route Numbers

Use the Edit Route Assignments screen to change route numbers.

You can swap the assignment for an RS Route number and an Existing Route number.

*Click and hold* the Exist Route entry, then *drag* it to the new position and release it.

You may also swap routes with the Unassigned Exist Routes list.

The [Confirm Swap] window will appear. Click to confirm the change.

| Group ID | RS Route | Exist Route | Possible Deliveries | % Covered | Unassigned Exist Routes |
|----------|----------|-------------|---------------------|-----------|-------------------------|
| 1        | 101      | C009        | 0                   | .00       | C005                    |
|          | 102      | C014        | 263                 | 45.58     | C024                    |
|          | 103      | C016        | 0                   | .00       | C028                    |
|          | 104      | C019        | 77                  | 68.75     | C038                    |
|          | 105      | C022        | 245                 | 65.51     |                         |
|          | 106      | C025        | 455                 | 80.82     |                         |
|          | 107      | C041        | 205                 | 64.47     |                         |

Close Cancel Save

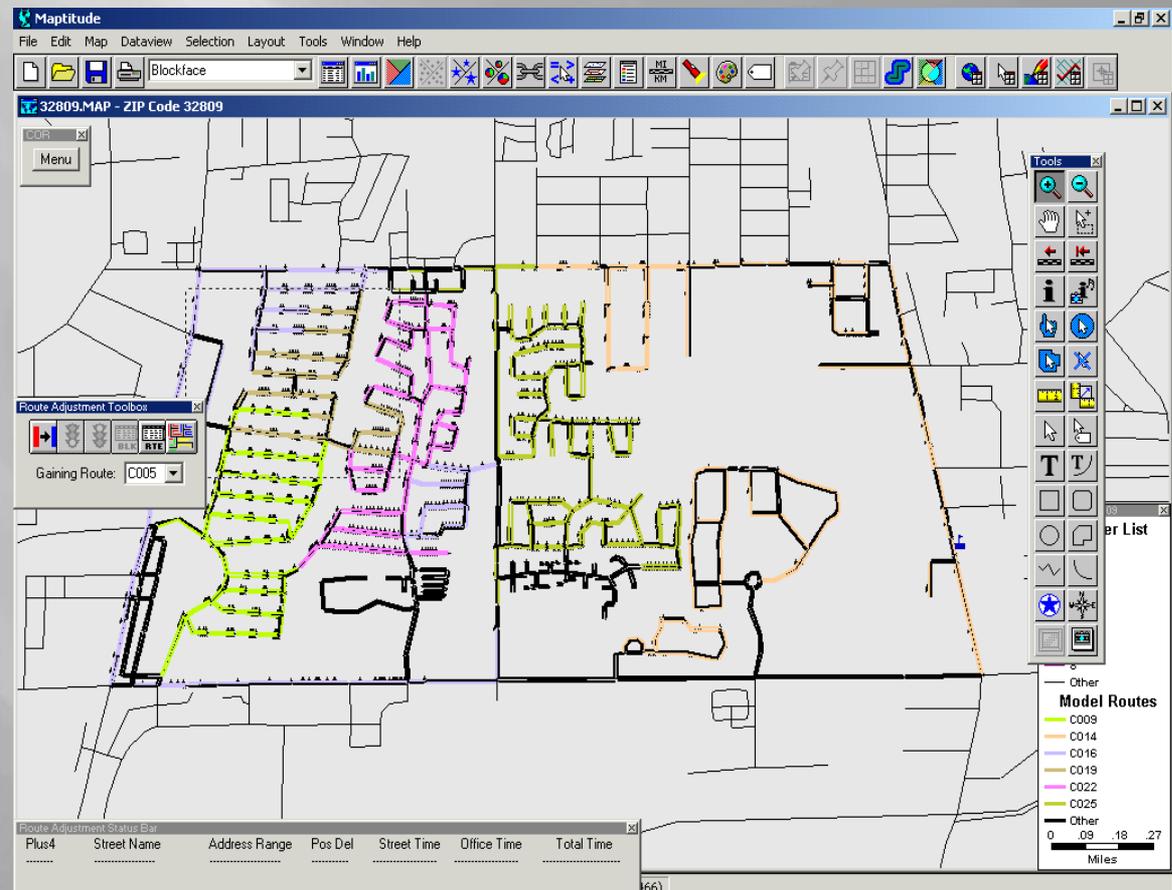
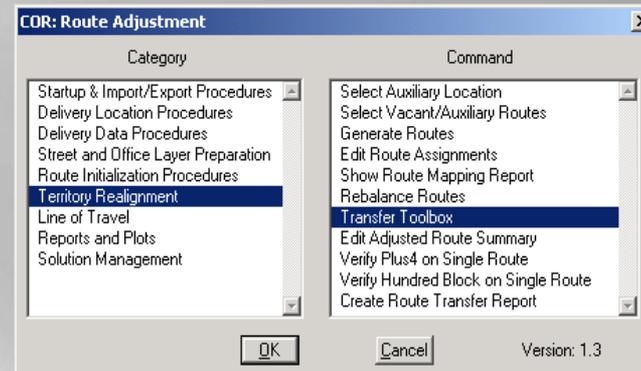
Confirm Swap

Are you sure you would like to swap <C009> with <C016>?

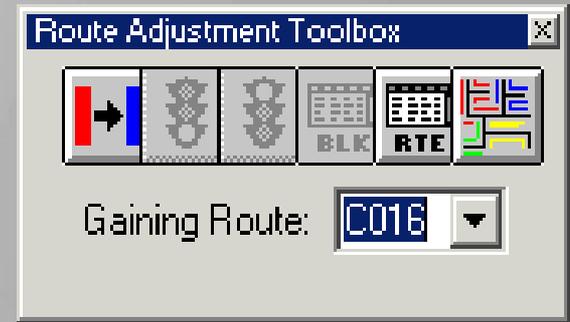
Yes No

# Transferring Territory Between Routes

Once you have a solution you can work with, territory can be moved around by using the *Transfer Toolbox*.



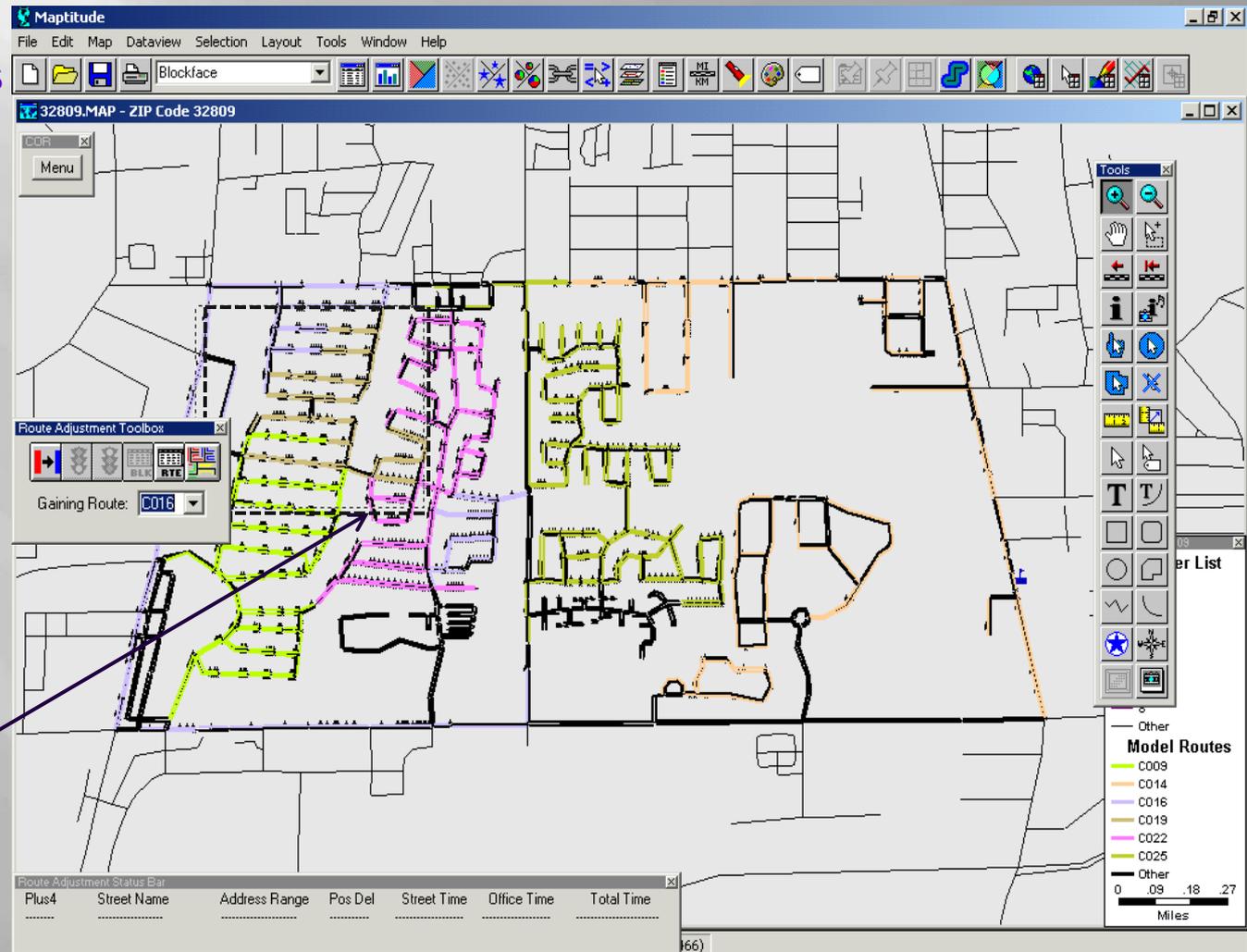
# Transferring Territory Between Routes Using the Transfer Toolbox



The gaining route is identified then the area on the map where the territory transfer is being considered is highlighted on the screen so it can be zoomed in.



Note the dashed line



Click on the streets to be moved. A box will pop up showing the DOIS printed 3999 time for the selected territory just clicked.

The totals for the segments to be transferred appear in parentheses.

| Plus4 | Street Name | Address Range | Pos Del | Street Time   | Office Time   | Total Time    |
|-------|-------------|---------------|---------|---------------|---------------|---------------|
| ----- | PLATO AVE   | 1000 - 1098   | 5 (20)  | 02:50 (18:11) | 02:12 (06:32) | 05:02 (24:43) |

The *Route Statistics* window displays the Street Time, Office Time, Route Time, Priority Time and Possible Deliveries that each route will have if you make the swaps in the blockface transfer list.

| Route ID | Possible Deliveries | Street Time | Office Time | Route Time | Priority Time |
|----------|---------------------|-------------|-------------|------------|---------------|
| +C016    | 410                 | 06:39       | 01:23       | 08:02      | 03:03         |
| C019     | 245                 | 06:01       | 01:45       | 07:46      | 00:00         |

Display route totals during transfer  
Display: Affected Routes

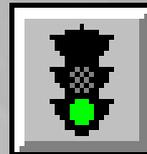
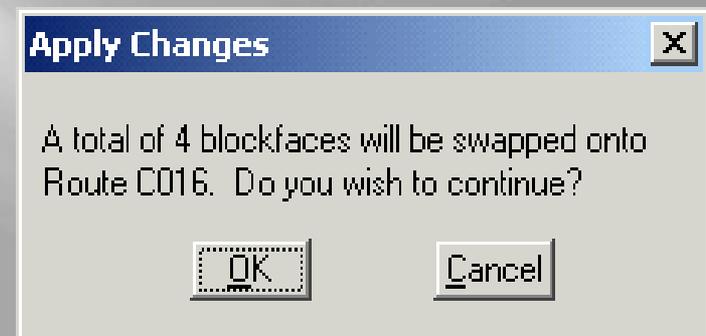
Toggle OK

Select the blockfaces you wish to transfer. The number of deliveries, street times and office times are provided for each one selected.

| Plus4 | Street Name | Possible Deliveries | Street Time | Office Time | Multiple Streets |
|-------|-------------|---------------------|-------------|-------------|------------------|
|       | PLATO AVE   | 5                   | 03:26       | 01:20       |                  |
|       | PLATO AVE   | 5                   | 02:47       | 01:32       |                  |
|       | PLATO AVE   | 5                   | 09:08       | 01:28       |                  |
|       | PLATO AVE   | 5                   | 02:50       | 02:12       |                  |

Total selected blockface records = 4

Click *Apply Changes* to apply the blockface swaps in the blockface transfer list.



Click  to confirm the swap

# Reviewing the Adjusted Routes

The Route Statistics window shows the current route time for each route along with other relevant data. This includes the territory transfer you just performed.

| Route ID | Possible Deliveries | Street Time | Office Time | Route Time | Priority Time |
|----------|---------------------|-------------|-------------|------------|---------------|
| C005     | 0                   | 00:06       | 00:12       | 00:18      | 00:00         |
| C009     | 342                 | 06:35       | 01:31       | 08:06      | 00:00         |
| C014     | 848                 | 04:48       | 02:12       | 07:00      | 01:45         |
| C016     | 410                 | 06:39       | 01:23       | 08:02      | 03:03         |
| +C019    | 275                 | 06:18       | 01:52       | 08:10      | 00:00         |

Display route totals during transfer

Display: All Routes

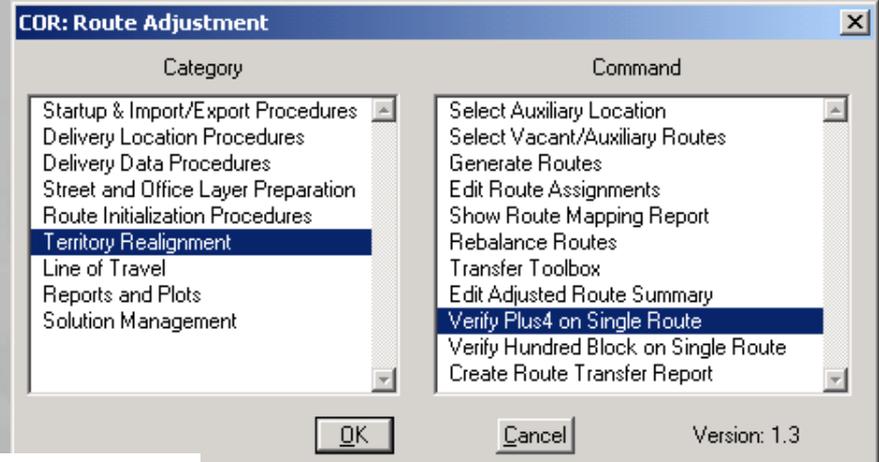


After making changes, review the results closely to make sure that:

Verify 100-block splits are acceptable

No Plus -4's tagged to more than one route.

# Verify Plus-4's on single route

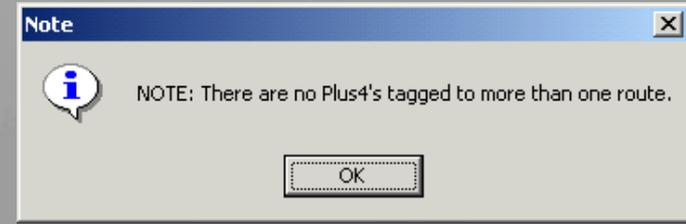


```
*****
*                               *
*           Verify Plus4 on Single Route           *
*                               *
*                               *
*                   Zone = 32809                   *
*                               *
*                               *
*                   Tues Jan 20 13:20:11 2005      *
*                               *
*****
```

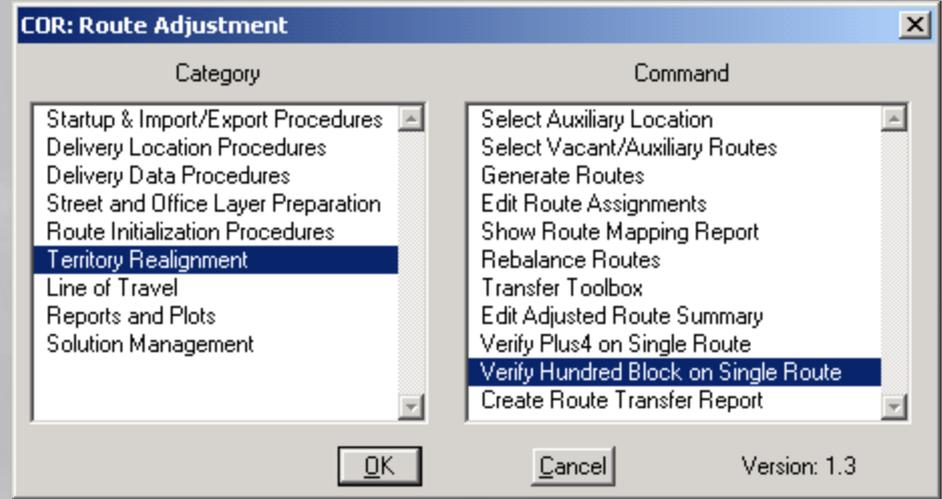
The following Plus4s have been tagged to street records assigned to different routes:

| Plus4 | Route | Adj | PD | Street ID | Side | NDS Name       | NDS Range   |
|-------|-------|-----|----|-----------|------|----------------|-------------|
| 5919  | C019  | 1   |    | 130059989 | R    | PLATO AVE      | 801 - 899   |
|       | C019  | 1   |    | 130059989 | R    |                |             |
|       | C019  | 1   |    | 130059989 | R    |                |             |
|       | C019  | 1   |    | 130059989 | R    |                |             |
|       | C019  | 1   |    | 130059989 | R    |                |             |
|       | C022  | 1   |    | 130060856 | R    |                |             |
| 5997  | C022  | 1   |    | 130115824 | R    | W LANCASTER RD | 800 - 800   |
|       | C041  | 1   |    | 130060153 | L    |                |             |
| 6452  | C016  | 1   |    | 130059106 | R    | VOLTAIRE DR    | 6900 - 6998 |
|       | C016  | 1   |    | 130059106 | R    |                |             |
|       | C016  | 1   |    | 130059106 | R    |                |             |
|       | C016  | 1   |    | 130059106 | R    |                |             |
|       | C022  | 1   |    | 130059132 | R    |                |             |
|       | C022  | 1   |    | 130059132 | R    |                |             |

Note: The street records containing the Plus4 values identified in this report have been selected and added to the set "Plus4/Route Conflicts". Total number of Plus4's found on different routes = 3.



# Verifying that Routes do not Split Hundred Blocks



```
*****
*   USPS Delivery Routing System - Verify Hundred Blocks on a Single Route   *
*                                                                              *
*                               Zone = 32809                                *
*                                                                              *
*                               Tues Jan 20 13:20:11 2005                    *
*                                                                              *
*****
```

The following Hundred Blocks were assigned to different routes:

| Name         | Block | Side | Route | Street ID | Low Addr | High Addr |
|--------------|-------|------|-------|-----------|----------|-----------|
| BROCKBANK DR | 7300  | Odd  | C009  | 130115743 | 7301     | 7307      |
| BROCKBANK DR | 7300  | Odd  | C019  | 130058732 | 7309     | 7399      |
| JORDAN AVE   | 800   | Even | C022  | 130115851 | 800      | 802       |
| JORDAN AVE   | 800   | Even | C019  | 130059064 | 820      | 862       |
| JORDAN AVE   | 800   | Even | C019  | 130059119 | 804      | 818       |
| JORDAN AVE   | 800   | Odd  | C022  | 130115851 | 801      | 801       |
| JORDAN AVE   | 800   | Odd  | C019  | 130059064 | 817      | 863       |
| JORDAN AVE   | 800   | Odd  | C019  | 130059119 | 803      | 815       |

Note: The street records in this report were added to the new "Hundred Block Conflicts" selection set.

Total Number of Hundred Blocks found on different routes = 4.

**Move territory using the Transfer Toolbox to resolve 100-block splits**

# Generating and Adjusting Lines of Travel



# Generate Lines of Travel

**Choose the routes you want to create lines of travel.**

**It is suggested that you do them one at a time.**

**Generate Line of Travel**

Choose routes to create Line of Travel and Park Location databases for:

- C005
- C009**
- C014
- C016
- C019
- C022
- C024

**Relays and/or lines of travel can be adjusted by resetting the parameters and running another solution.**

**This is where you can set individual parameters for each route.**

**Relay and Line of Travel Parameters**

Travel Network:

Post Office:

Maximum volume of mail per relay:  (pounds)

Maximum round trip walking time between service:  :  (MM:SS)

Maximum time separation between opposite sides of a street:  :  (HH:MM)

Generate line of travel with priority:

## ▣ **Maximum Volume of Mail Per Relay (lbs)**

Select the maximum number of pounds COR should use on any given relay.

The greater the weight selected, the longer and fewer the relays will be.

Don't forget to consider the impact that full coverages will have on the length of relays.

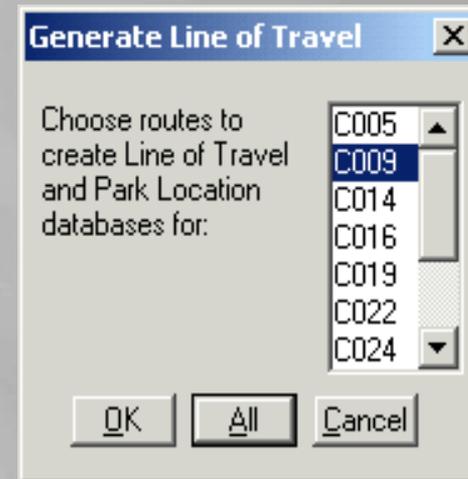
Also consider the availability of comfort stops and restaurants.



# Generate Lines of Travel

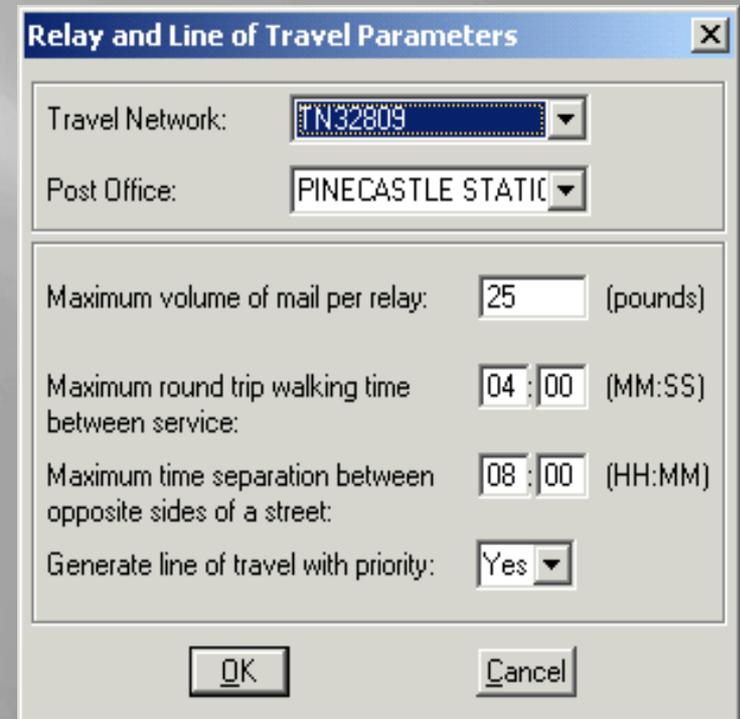
**Choose the routes you want to create lines of travel.**

**It is suggested that you do them one at a time.**



**Relays and/or lines of travel can be adjusted by resetting the parameters and running another solution.**

**This is where you can set individual parameters for each route.**



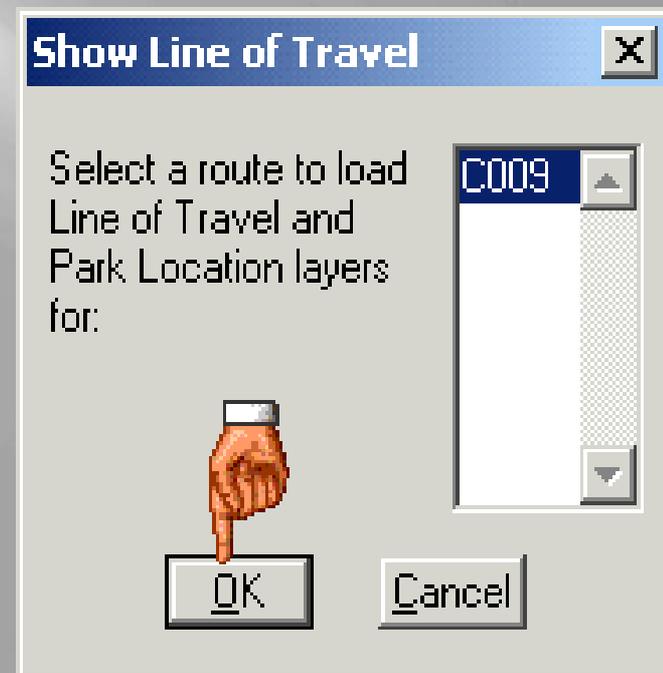
# Generate/Adjust Lines of Travel

Click  art line of travel generation.

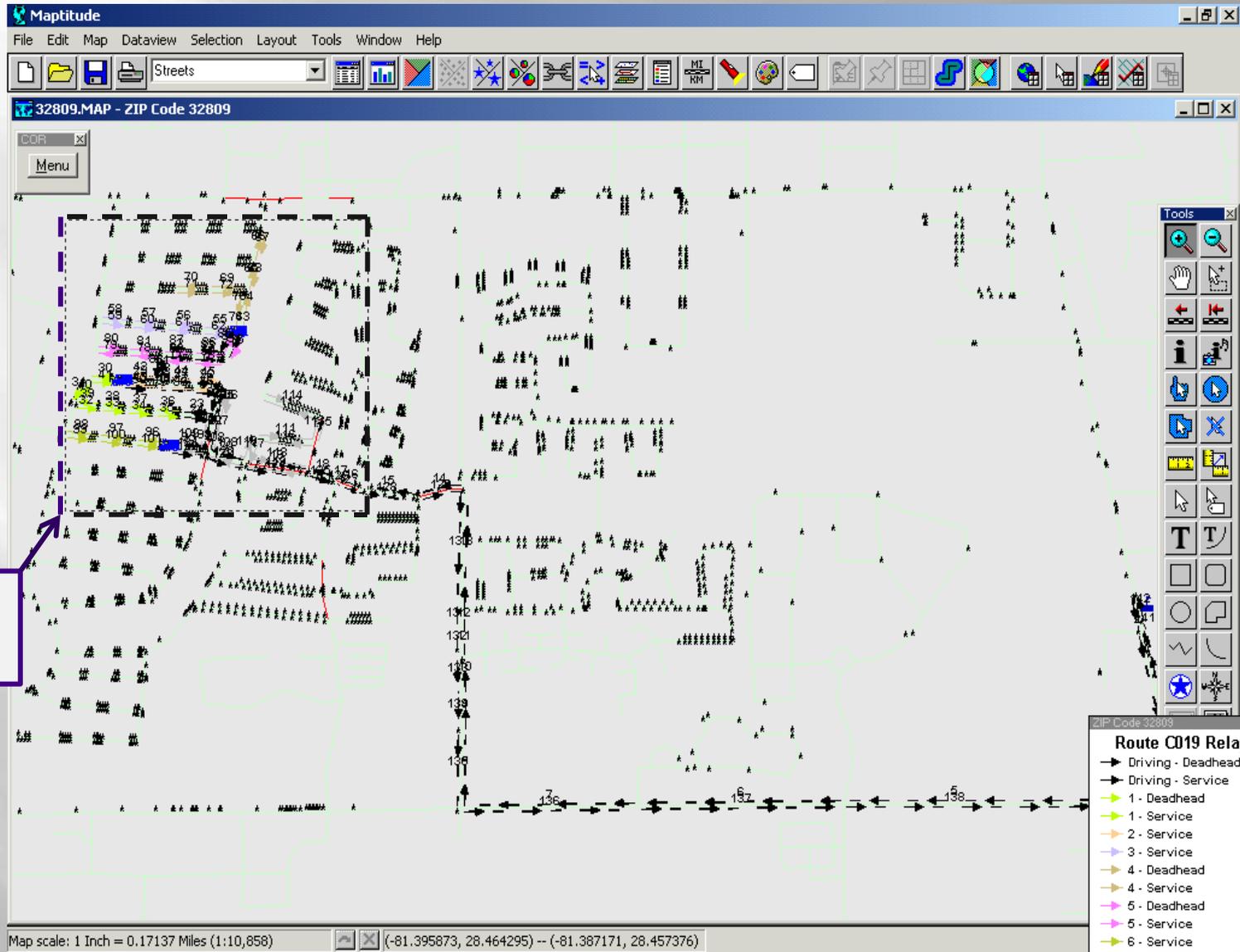
When the procedure completes, the *Show Line of travel* selection window will appear.

Since you only generated one line of travel only one route is listed.

Click on that route and click "OK".



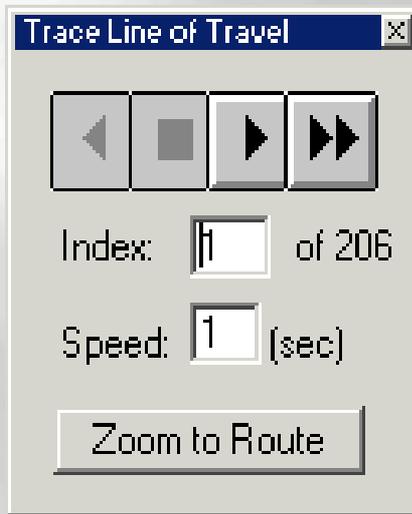
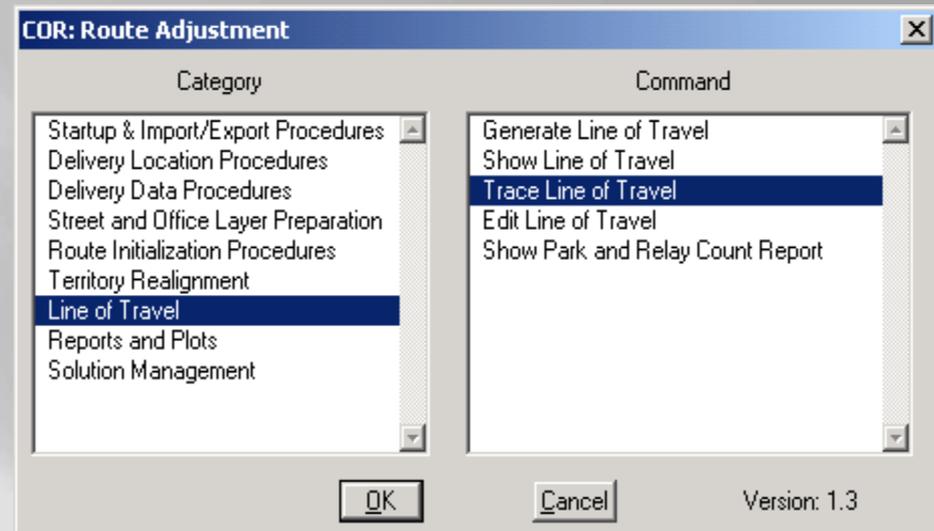
# Line of Travel Map



Zoom  
Here

# Trace Line of Travel

Using this option, COR will trace the line of travel thru the route.



## Trace Line of Travel Controls

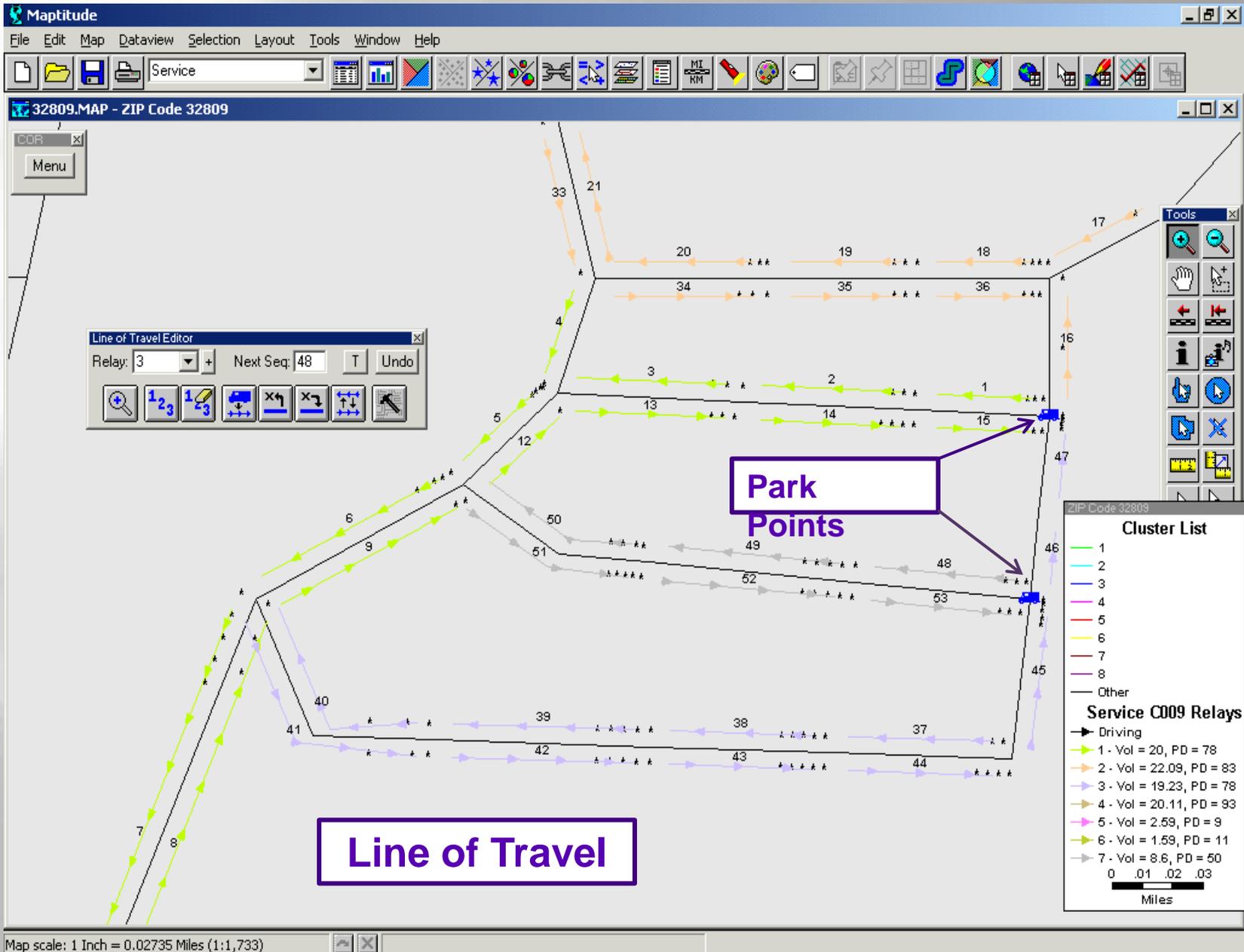
-  Forward One-Step
-  Start Automatic Trace
-  Stop Trace
-  Back One-Step

Displays blockface being traced.

The window changes as the path is traced.

| Plus4 | Street Name  | Address Range | Pos Del |
|-------|--------------|---------------|---------|
| ----- | -----        | -----         | -----   |
|       | S ORANGE AVE | 7700 - 7798   | 0       |

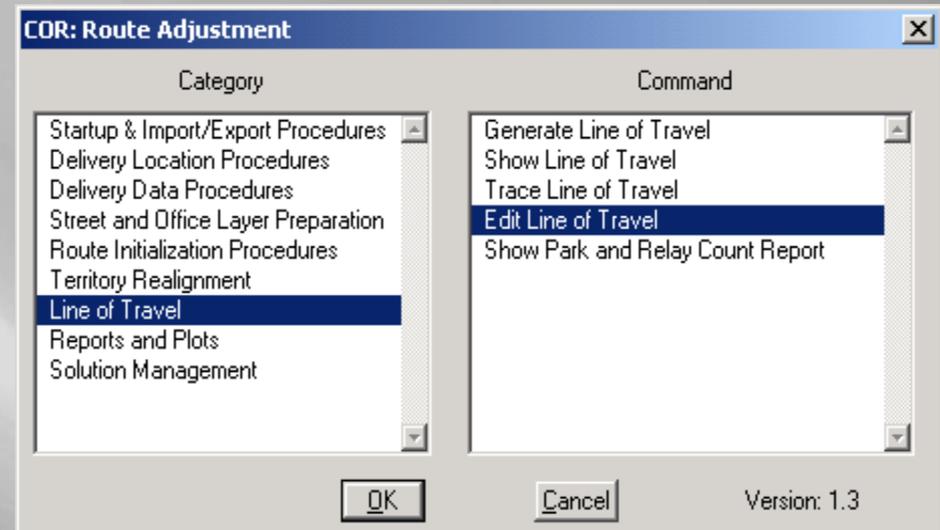
# Line of Travel - Map



## Editing Lines of Travel

### You can:

- ▣ Move/add relay and park points
- ▣ Reverse travel direction
- ▣ Change from walking to driving (and vice versa)
- ▣ Reset to “original” state – what it was before you began to edit



# Verify the line of travel by printing the Line of Travel Report and reviewing it

\*\*\*\*\*

•Line of Travel Report

\*

\* Date: Thurs Jan 22                      Zone 32809, Route C009                      Page: 1\*

\*\*\*\*\*

| Directions                            | STREET NAME     | Route |       |
|---------------------------------------|-----------------|-------|-------|
| Deliv.                                | (Address Range) | Time  | Mode  |
| -----                                 | -----           | ----- | ----- |
| -                                     |                 |       |       |
| Depart from post office along         | S ORANGE AVE    | 0:00  |       |
| Make a U-turn at the end of the block |                 | 0:00  |       |
| Continue along                        | S ORANGE AVE    | 0:00  |       |
| Turn right onto                       | SAND LAKE RD    | 0:01  |       |
| Continue along                        | SAND LAKE RD    | 0:01  |       |
| Turn right onto                       | VOLTAIRE DR     | 0:03  |       |
| Continue along                        | VOLTAIRE DR     | 0:04  |       |
| Turn left onto                        | EVANGELINE AVE  | 0:04  |       |
| Turn left onto                        | CHAUCER LN      | 0:05  |       |
| Go straight onto                      | DICKENS AVE     | 0:05  |       |
| Park vehicle and begin walking        |                 |       |       |
| START RELAY 1                         |                 |       |       |
| Leave park point and head onto        | CHESTERTON AVE  | 0:05  |       |
| ---> Service on the right             | (1101-1199)     | 0:05  | Walk  |
| Continue along                        | CHESTERTON AVE  | 0:07  |       |
| ---> Service on the right             | (1201-1299)     | 0:07  | Walk  |
| Continue along                        | CHESTERTON AVE  | 0:08  |       |
| ---> Service on the right             | (1301-1399)     | 0:08  | Walk  |
| Turn right onto                       | SKYVIEW DR      | 0:10  |       |
| Cross and return the opposite side    |                 | 0:11  |       |

# Route Summary Report

This report is a summary of each route listing the number of deliveries, office and street times, etc.

It also displays Allied Time Details.

```
*****
*                               Route Summary Report                               *
* Date: Sun Jan 18                Zone 32809                                Page: 1*
*****
```

Office Transfer Mode: Demonstrated Performance by Relieved Carrier  
 Volumes: Non Full Coverage

| Route | Possible Deliveries | Allied Time | Street Time | Office Time | Priority Time | Total Time |
|-------|---------------------|-------------|-------------|-------------|---------------|------------|
| C005  | 0                   | 00:16       | -00:12      | 00:12       | 00:00         | 00:00      |
| C009  | 346                 | 03:24       | 06:34       | 01:31       | 00:00         | 08:05      |
| C014  | 848                 | 01:57       | 05:02       | 02:12       | 01:45         | 07:14      |
| C016  | 409                 | 01:36       | 06:49       | 01:22       | 03:01         | 08:11      |
| C019  | 271                 | 03:43       | 06:20       | 01:52       | 00:00         | 08:12      |
| C022  | 414                 | 01:35       | 06:28       | 01:56       | 00:00         | 08:24      |
| C024  | 0                   | -00:55      | -00:45      | 00:45       | 00:00         | 00:00      |
| C025  | 673                 | 01:41       | 05:49       | 02:10       | 00:27         | 07:59      |
| C028  | 0                   | -00:32      | -00:29      | 00:29       | 00:00         | 00:00      |
| C038  | 0                   | 00:41       | -00:06      | 00:06       | 00:00         | 00:00      |
| C041  | 0                   | 00:32       | 00:01       | -00:01      | 00:00         | 00:00      |

Allied Time Details (MM:SS):

| Route | Loading Time | Travel To Time | Travel From Time | Travel Within Time | Deadhead Time | Relay Time |
|-------|--------------|----------------|------------------|--------------------|---------------|------------|
| C005  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C009  | 14:47        | 05:52          | 06:25            | 04:26              | 20:37         | 07:27      |
| C014  | 18:51        | 00:06          | 02:38            | 26:45              | 06:38         | 02:10      |
| C016  | 10:32        | 03:05          | 04:01            | 11:27              | 10:54         | 09:50      |
| C019  | 22:06        | 05:09          | 05:16            | 02:20              | 12:47         | 11:26      |
| C022  | 14:13        | 04:28          | 05:25            | 03:50              | 23:47         | 19:28      |
| C024  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C025  | 35:24        | 03:12          | 03:37            | 10:50              | 02:20         | 00:40      |
| C028  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C038  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C041  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |

# Route Summary Report

Lists the number of park points and relays for each route.

Also displays the location of each park point and the beginning point of each relay.

## Park Locations:

| Route | Park Cnt | Relay Cnt |
|-------|----------|-----------|
| C009  | 3        | 5         |
| C014  | 1        | 1         |
| C016  | 2        | 4         |
| C019  | 3        | 7         |
| C022  | 4        | 7         |
| C025  | 1        | 1         |

## ROUTE C009

```

** Park vehicle at the end of DICKENS AVE after 1099 **
Start relay      1 7015    1105 CHESTERTON AVE
Start relay      2 7027    7709 TENNYSON ST
Start relay      3 7027    7713 TENNYSON ST
** Park vehicle at the end of BROCKBANK DR after 7309 **
Start relay      4 6349    7324 BROCKBANK DR
** Park vehicle at the end of FORESTER AVE after 1100 **
Start relay      5 6355    7618 BROCKBANK DR

```

## ROUTE C014

```

** Park vehicle at W LANCASTER RD & CALYPSO DR **
Start relay      1 4934    6419 CALYPSO DR

```

## ROUTE C016

```

** Park vehicle along BOICE ST between 6498 & 6598 **
Start relay      1 5811    6426 BOICE ST
Start relay      2 5855    1210 PLATO AVE
Start relay      3 5812    6504 BOICE ST
** Park vehicle at FORESTER AVE & PRECOURT DR **
Start relay      4 6450    6941 PRECOURT DR

```

# How Relay Time is Calculated in COR

The average time per relay is calculated for each route:

$$\begin{aligned} &\text{Total Relay Time} \div \text{Number of Relays} \\ &= \text{Average Time per relay} \end{aligned}$$

For example, the 3999 shows:

10 relays at 5 mins and 10 relays at 3 mins.

Average relay time  $(10 \times 5) + (10 \times 3) = 80 \text{ min} / 20 \text{ relays} =$



*4 minutes per relay.*

# When relays are eliminated or moved to a different route



- Route #1 has 20 relays averaging 3 mins per relay.
  - Some of Route #1 gets transferred to Route #2, whose average relay time is 4 minutes.
  - COR optimizes Route #1 and figures that it needs only 15 relays after the adjustment. COR would credit each relay with 3 minutes.
  - COR computes that Route #2 will need 3 relays on the territory picked up from Route #1. COR would credit each of those relays with 4 minutes because that's the average relay time for the carrier on the gaining route.
  - \*\*\*\*\*
- The Local Contacts should provide the DEAT with the apropos info if there is some idiosyncrasy on a route that would prevent that estimation from being accurate so that the DEAT can appropriately adjust the time[s], where needed.*

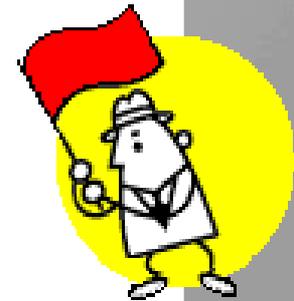
This is the  
 "AFTER" picture of  
 the routes/zone

33027

### Adjusted Route Summary

This report shows approximately 9 hours less in the zone than existed before COR adjusted the routes. Where did it go?

| ROUTE ID | POS DEL | STREET TIME |          | OFFICE TIME |        | ROUTE TIME |
|----------|---------|-------------|----------|-------------|--------|------------|
|          |         | ALLIED      | DELIVERY | SELECTED    | FACTOR |            |
| C030     | 733     | 01:28       | 06:01    | 02:09       | 0.213  | 08:10      |
| C060     | 774     | 01:06       | 05:38    | 02:24       | 0.364  | 08:02      |
| C061     | 530     | 01:34       | 06:08    | 02:04       | 0.258  | 08:12      |
| C062     | 812     | 01:06       | 06:06    | 01:49       | 0.136  | 07:55      |
| C063     | 976     | 01:18       | 06:00    | 02:03       | 0.134  | 08:03      |
| C064     | 950     | 01:35       | 06:21    | 01:53       | 0.124  | 08:14      |
| C065     | 828     | 02:09       | 06:29    | 01:29       | 0.113  | 07:58      |
| C066     | 0       | 00:00       | -00:25   | 00:24       | 0.133  | -00:01     |
| C067     | 944     | 01:17       | 05:47    | 02:18       | 0.145  | 08:05      |
| C068     | 816     | 01:14       | 05:59    | 02:01       | 0.144  | 08:00      |
| C069     | 473     | 01:52       | 05:31    | 02:07       | 0.281  | 07:38      |
| C070     | 353     | 01:16       | 05:38    | 02:17       | 0.316  | 07:55      |
| C071     | 938     | 01:07       | 05:31    | 02:20       | 0.149  | 07:51      |
| C072     | 548     | 01:34       | 05:30    | 02:21       | 0.262  | 07:51      |
| C073     | 550     | 01:03       | 05:39    | 02:22       | 0.245  | 08:01      |
| C074     | 745     | 01:32       | 06:14    | 01:58       | 0.159  | 08:12      |
| C075     | 809     | 01:18       | 06:12    | 01:56       | 0.145  | 08:08      |
| C076     | 596     | 01:48       | 06:09    | 02:12       | 0.318  | 08:21      |
| C077     | 596     | 01:30       | 05:48    | 02:18       | 0.228  | 08:06      |
| C078     | 545     | 01:20       | 05:13    | 02:40       | 0.246  | 07:53      |
| C079     | 589     | 01:04       | 05:49    | 02:16       | 0.246  | 08:05      |
| C080     | 654     | 01:18       | 05:37    | 02:13       | 0.211  | 07:50      |
| C081     | 0       | 00:00       | 00:45    | 00:43       | 0.209  | 01:28      |
| C082     | 511     | 01:25       | 05:43    | 02:33       | 0.280  | 08:16      |
| C083     | 581     | 01:13       | 05:46    | 02:25       | 0.255  | 08:11      |
| C084     | 332     | 01:15       | 06:30    | 01:29       | 0.298  | 07:59      |
| C085     | 536     | 01:29       | 05:30    | 02:18       | 0.281  | 07:48      |
| C086     | 545     | 01:27       | 05:53    | 02:02       | 0.217  | 07:55      |
| C087     | 566     | 01:11       | 05:49    | 02:29       | 0.296  | 08:18      |
| C088     | 633     | 01:23       | 05:35    | 02:32       | 0.247  | 08:07      |
| C089     | 462     | 01:33       | 05:47    | 02:17       | 0.302  | 08:04      |
| C090     | 679     | 01:54       | 05:42    | 02:16       | 0.221  | 07:58      |
| C091     | 583     | 01:21       | 05:41    | 02:12       | 0.204  | 07:53      |
| C092     | 723     | 01:22       | 05:46    | 02:08       | 0.183  | 07:54      |
| C094     | 721     | 01:28       | 05:58    | 02:18       | 0.194  | 08:16      |
| C095     | 637     | 01:29       | 05:42    | 02:22       | 0.252  | 08:04      |
| C096     | 0       | 00:00       | -00:00   | 00:44       | 0.176  | 00:44      |
| C097     | 694     | 01:47       | 05:38    | 02:36       | 0.370  | 08:14      |
| C098     | 0       | 00:00       | 01:17    | 00:21       | 0.120  | 01:38      |
| C099     | 833     | 01:06       | 05:52    | 02:19       | 0.166  | 08:11      |
| Total    | 23795   | 50:52       | 211:49   | 81:38       | -----  | 293:27     |



A: Some of the loss is expected as 4 routes were abolished (loading time, breaks, travel to and from, etc).

If a significant amount of time is taken out, Teams must check to find out why.

Eliminated Routes show zero possible deliveries

Note: Some eliminated routes still have office and/or street time. Why?

Compare these values to those on the Existing Route Summary

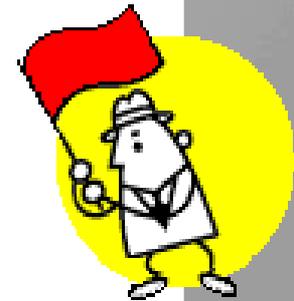
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| C064     | 950     | 01:35       | 06:21    | 01:53       | 0.124  | 08:14      |
| C065     | 828     | 02:09       | 06:29    | 01:29       | 0.113  | 07:58      |
| C066     | 0       | 00:00       | -00:25   | 00:24       | 0.133  | -00:01     |
| C067     | 944     | 01:17       | 05:47    | 02:18       | 0.145  | 08:05      |
| C068     | 816     | 01:14       | 05:59    | 02:01       | 0.144  | 08:00      |
| C069     | 473     | 01:52       | 05:31    | 02:07       | 0.281  | 07:38      |
| C070     | 353     | 01:16       | 05:38    | 02:17       | 0.316  | 07:55      |
| C071     | 938     | 01:07       | 05:31    | 02:20       | 0.149  | 07:51      |
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| C074     | 745     | 01:32       | 06:14    | 01:58       | 0.159  | 08:12      |
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| C081     | 0       | 00:00       | 00:45    | 00:43       | 0.209  | 01:28      |
| C082     | 511     | 01:25       | 05:43    | 02:33       | 0.280  | 08:16      |
| C083     | 581     | 01:13       | 05:46    | 02:25       | 0.255  | 08:11      |
| C084     | 332     | 01:15       | 06:30    | 01:29       | 0.298  | 07:59      |
| C085     | 536     | 01:29       | 05:30    | 02:18       | 0.281  | 07:48      |
| C086     | 545     | 01:27       | 05:53    | 02:02       | 0.217  | 07:55      |
| C087     | 566     | 01:11       | 05:49    | 02:29       | 0.296  | 08:18      |
| C088     | 633     | 01:23       | 05:35    | 02:32       | 0.247  | 08:07      |
| C089     | 462     | 01:33       | 05:47    | 02:17       | 0.302  | 08:04      |
| C090     | 679     | 01:54       | 05:42    | 02:16       | 0.221  | 07:58      |
| C091     | 583     | 01:21       | 05:41    | 02:12       | 0.204  | 07:53      |
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| C095     | 637     | 01:29       | 05:42    | 02:22       | 0.252  | 08:04      |
| C096     | 0       | 00:00       | -00:00   | 00:44       | 0.176  | 00:44      |
| C097     | 694     | 01:47       | 05:38    | 02:36       | 0.370  | 08:14      |
| C098     | 0       | 00:00       | 01:17    | 00:21       | 0.120  | 01:38      |
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 show zero  
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Note: Some  
 eliminated routes  
 still have office  
 and/or street  
 time. Why?

Compare these  
 values to those on  
 the Existing Route  
 Summary

The Allied Time Details shows the loading, travel to, from, within, deadhead and relay times for each route *after* the adjustments.

| Route | Loading Time | Travel To Time | Travel From Time | Travel Within Time | Deadhead Time | Relay Time |
|-------|--------------|----------------|------------------|--------------------|---------------|------------|
| C030  | 15:00        | 06:21          | 06:19            | 08:44              | 00:00         | 00:00      |
| C060  | 11:49        | 00:57          | 06:11            | 11:30              | 00:00         | 00:00      |
| C061  | 16:00        | 14:07          | 16:08            | 09:32              | 00:00         | 00:00      |
| C062  | 09:51        | 08:24          | 10:46            | 00:38              | 00:00         | 00:00      |
| C063  | 13:00        | 08:04          | 06:20            | 01:39              | 00:00         | 00:00      |
| C064  | 20:00        | 06:48          | 07:27            | 02:45              | 00:00         | 00:00      |
| C065  | 22:15        | 07:39          | 08:33            | 04:18              | 00:00         | 00:00      |
| C066  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C067  | 11:52        | 08:52          | 09:15            | 02:03              | 00:00         | 00:00      |
| C068  | 06:24        | 08:51          | 08:02            | 02:07              | 00:00         | 00:00      |
| C069  | 16:00        | 08:02          | 10:53            | 07:05              | 00:00         | 00:00      |
| C070  | 10:09        | 01:45          | 02:22            | 04:46              | 00:00         | 00:00      |
| C071  | 20:00        | 06:10          | 06:37            | 08:15              | 00:00         | 00:00      |
| C072  | 16:18        | 11:45          | 15:05            | 11:55              | 00:00         | 00:00      |
| C073  | 15:51        | 08:27          | 08:33            | 07:09              | 00:00         | 00:00      |
| C074  | 08:36        | 04:44          | 04:18            | 12:30              | 00:00         | 00:00      |
| C075  | 17:51        | 06:46          | 08:17            | 03:03              | 00:00         | 00:00      |
| C076  | 11:36        | 11:22          | 13:57            | 13:19              | 00:00         | 00:00      |
| C077  | 12:39        | 04:39          | 04:41            | 06:11              | 00:00         | 00:00      |
| C078  | 11:00        | 03:02          | 02:56            | 14:09              | 00:00         | 00:00      |
| C079  | 15:44        | 05:45          | 06:27            | 06:41              | 00:00         | 00:00      |
| C080  | 27:09        | 13:31          | 12:39            | 02:36              | 00:00         | 00:00      |
| C081  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C082  | 21:00        | 06:38          | 08:34            | 06:45              | 00:00         | 00:00      |
| C083  | 17:00        | 06:43          | 07:28            | 05:49              | 00:00         | 00:00      |
| C084  | 18:00        | 04:05          | 06:33            | 16:26              | 00:00         | 00:00      |
| C085  | 16:00        | 11:13          | 10:54            | 08:36              | 00:00         | 00:00      |
| C086  | 10:01        | 08:47          | 08:52            | 03:59              | 00:00         | 00:00      |
| C087  | 13:03        | 03:51          | 06:39            | 07:22              | 00:00         | 00:00      |
| C088  | 19:00        | 08:06          | 09:16            | 07:31              | 00:00         | 00:00      |
| C089  | 18:00        | 01:59          | 03:42            | 05:29              | 00:00         | 00:00      |
| C090  | 17:00        | 13:51          | 14:03            | 11:44              | 00:00         | 00:00      |
| C091  | 15:00        | 04:36          | 06:15            | 14:47              | 00:00         | 00:00      |
| C092  | 19:00        | 16:04          | 16:44            | 05:17              | 00:00         | 00:00      |
| C094  | 14:20        | 09:55          | 11:54            | 04:31              | 00:00         | 00:00      |
| C095  | 14:10        | 08:26          | 09:03            | 12:36              | 00:00         | 00:00      |
| C096  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C097  | 22:00        | 01:35          | 04:42            | 22:31              | 00:00         | 00:00      |
| C098  | 00:00        | 00:00          | 00:00            | 00:00              | 00:00         | 00:00      |
| C099  | 09:00        | 05:34          | 06:11            | 10:15              | 00:00         | 00:00      |

Abolished routes should show all zeros

Any changes from the Existing Route Summary must be documented on the 1840 reverse and verified.

**Allied Time Detail Report shows the parcel and accountable times that were moved off the route and what stayed.**

```
*****
Allied Time *
Zone = 33027 *
Thu Jun 18 14:26:40 2009 *
*****
```

```
*****
* Existing Route C030 *
*****
```

-----  
Transferred Plus4s  
-----

| Plus4 | NDS   | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|-------|---------|-------|-----|-----------|-------------------|-------|-------|
| 2680  | 13401 | -       | 13499 | SW  | 24TH ST   | Accountable       | 120   | C079  |
| 2690  | 2200  | -       | 2298  | SW  | 135TH AVE | Accountable       | 120   | C079  |
| 2690  | 2200  | -       | 2298  | SW  | 135TH AVE | Parcel            | 60    | C079  |
| 2691  | 2300  | -       | 2398  | SW  | 135TH AVE | Parcel            | 120   | C079  |
| 3466  | 1900  | -       | 1998  | SW  | 135TH WAY | Accountable       | 120   | C078  |
| 3443  | 13601 | -       | 13699 | SW  | 19TH ST   | Accountable       | 120   | C078  |
| 3487  | 13601 | -       | 13699 | SW  | 18TH ST   | Accountable       | 120   | C078  |

-----  
Non-transferred Plus4s  
-----

| Plus4 | NDS   | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|-------|---------|-------|-----|-----------|-------------------|-------|-------|
| 3400  | 13000 | -       | 13098 | SW  | 20TH ST   | Accountable       | 120   | C030  |
| 2535  | 12901 | -       | 12999 | SW  | 17TH CT   | Accountable       | 180   | C030  |
| 2524  | 1900  | -       | 1998  | SW  | 125TH AVE | Accountable       | 240   | C030  |
| 2531  | 1800  | -       | 1898  | SW  | 124TH WAY | Accountable       | 120   | C030  |
| 2513  | 12701 | -       | 12799 | SW  | 20TH ST   | Accountable       | 120   | C030  |
| 2514  | 12801 | -       | 12899 | SW  | 20TH ST   | Accountable       | 120   | C030  |
| 3463  | 1901  | -       | 1999  | SW  | 133RD TER | Accountable       | 60    | C030  |

```
*****
* Existing Route C060 *
*****
```

-----  
Transferred Plus4s  
-----

| Plus4 | NDS   | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|-------|---------|-------|-----|-----------|-------------------|-------|-------|
| 3931  | 3001  | -       | 3099  | SW  | 137TH TER | Parcel            | 85    | C078  |
| 3975  | 13701 | -       | 13749 | SW  | 31ST ST   | Parcel            | 26    | C078  |
| 3943  | 3000  | -       | 3098  | SW  | 139TH AVE | Parcel            | 89    | C078  |
| 3982  | 14001 | -       | 14099 | SW  | 32ND ST   | Parcel            | 65    | C078  |
| 3981  | 14101 | -       | 14199 | SW  | 32ND ST   | Accountable       | 164   | C078  |
| 3981  | 14101 | -       | 14199 | SW  | 32ND ST   | Parcel            | 71    | C078  |

-----  
Non-transferred Plus4s  
-----

| Plus4 | NDS  | Address | Range | NDS | Name      | Allied Time(secs) | Model | Route |
|-------|------|---------|-------|-----|-----------|-------------------|-------|-------|
| 3259  | 3350 | -       | 3350  | SW  | 148TH AVE | Accountable       | 462   | C060  |

```
*****
* Existing Route C061 *
*****
```

**Block Ranges**

**This was the accountable and parcel time for addresses that were moved to other routes**

**Parcel and accountable time for addresses that stayed on the existing route.**

```

*****
*                               Allied Time                               *
*                               *                                         *
*                               Zone = 33027                             *
*                               *                                         *
*                               Thu Jun 18 14:26:40 2009                 *
*                               *                                         *
*****
    
```

```

*****
* Existing Route C030 *
*****
    
```

```

-----
Transferred Plus4s
-----
    
```

| Plus4 | NDS Address | Range | NDS Name     | Allied Time(secs) | Model | Route |
|-------|-------------|-------|--------------|-------------------|-------|-------|
| 2680  | 13401 -     | 13499 | SW 24TH ST   | Accountable       | 120   | C079  |
| 2690  | 2200 -      | 2298  | SW 135TH AVE | Accountable       | 120   | C079  |
| 2690  | 2200 -      | 2298  | SW 135TH AVE | Parcel            | 60    | C079  |
| 2691  | 2300 -      | 2398  | SW 135TH AVE | Parcel            | 120   | C079  |
| 3466  | 1900 -      | 1998  | SW 135TH WAY | Accountable       | 120   | C078  |
| 3443  | 13601 -     | 13699 | SW 19TH ST   | Accountable       | 120   | C078  |
| 3487  | 13601 -     | 13699 | SW 18TH ST   | Accountable       | 120   | C078  |

```

-----
Non-transferred Plus4s
-----
    
```

| Plus4 | NDS Address | Range | NDS Name     | Allied Time(secs) | Model | Route |
|-------|-------------|-------|--------------|-------------------|-------|-------|
| 3400  | 13000 -     | 13098 | SW 20TH ST   | Accountable       | 120   | C030  |
| 2535  | 12901 -     | 12999 | SW 17TH CT   | Accountable       | 180   | C030  |
| 2524  | 1900 -      | 1998  | SW 125TH AVE | Accountable       | 240   | C030  |
| 2531  | 1800 -      | 1898  | SW 124TH WAY | Accountable       | 120   | C030  |
| 2513  | 12701 -     | 12799 | SW 20TH ST   | Accountable       | 120   | C030  |
| 2514  | 12801 -     | 12899 | SW 20TH ST   | Accountable       | 120   | C030  |
| 3463  | 1901 -      | 1999  | SW 133RD TER | Accountable       | 60    | C030  |

**The Team decides to move this Allied Time with the territory**



To move this Allied Time...

\*\*\*\*\*  
 \* Existing Route C030 \*  
 \*\*\*\*\*

-----  
 Transferred Plus4s  
 -----

| Plus4 | NDS Address Range | NDS Name     | Allied Time(secs) | Model | Route |
|-------|-------------------|--------------|-------------------|-------|-------|
| 2680  | 13401 - 13499     | SW 24TH ST   | Accountable 120   |       | C079  |
| 2690  | 2200 - 2298       | SW 135TH AVE | Accountable 120   |       | C079  |
| 2690  | 2200 - 2298       | SW 135TH AVE | Parcel 60         |       | C079  |
| 2691  | 2300 - 2398       | SW 135TH AVE | Parcel 120        |       | C079  |
| 3466  | 1900 - 1998       | SW 135TH WAY | Accountable 120   |       | C078  |
| 3443  | 13601 - 13699     | SW 19TH ST   | Accountable 120   |       | C078  |
| 3487  | 13601 - 13699     | SW 18TH ST   | Accountable 120   |       | C078  |

Adjusted Route Summary Editor - Zone 32809

| Route ID | Pos Del | Street Allied | Time Delivery | Office Selected | Time Factor | Route Time |
|----------|---------|---------------|---------------|-----------------|-------------|------------|
| C005     | 0       | +00:34        | +00:06        | +00:12          | 0.633       | +00:18     |
| C009     | 365     | +03:48        | +07:17        | +01:36          | 0.339       | +08:53     |
| C014     | 551     | +03:30        | +06:28        | +02:05          | 0.127       | +08:33     |
| C016     | 499     | +01:54        | +03:49        | +00:39          | 0.200       | +04:28     |
| C019     | 220     | +03:34        | +05:41        | +01:21          | 0.589       | +07:02     |
| C022     | 489     | +01:36        | +05:24        | +01:51          | 0.251       | +07:15     |
| C024     | 0       | +00:58        | +01:07        | +00:45          | 0.259       | +01:10     |
| C025     | 470     | +02:24        | +05:42        | +01:51          | 0.231       | +07:33     |
| C030     | 0       | +00:32        | +00:34        | +00:29          | 0.326       | +01:03     |
| C078     | 0       | +00:49        | +00:02        | +00:06          | 0.218       | +00:08     |
| C079     | 367     | +01:46        | +05:43        | +01:30          | 0.270       | +07:13     |
| Totals:  | 2961    | 21:25         | 41:53         | 12:25           |             | 54:18      |

OK Cancel Print

B  
 Then, Click Here

Allied Time

|               |          |          |
|---------------|----------|----------|
|               | (mmm:ss) | (mmm:ss) |
| Relay Time:   | +007:04  | +000:00  |
| Replenish:    | +000:00  | +000:00  |
| Travel To:    | +003:08  | +000:00  |
| Travel From:  | +003:08  | +000:00  |
| Vehicle Load: | +010:32  | +000:00  |
| Other Time:   | +051:58  | +000:00  |
| Add'n'l Time: | +008:51  | +000:00  |

OK Cancel

Add 2:00 Here

Other Time

|                    |          |          |
|--------------------|----------|----------|
|                    | (mmm:ss) | (mmm:ss) |
| Travel Within:     | +022:06  | +000:00  |
| Accountable Del:   | +000:00  | +000:00  |
| Parcel Del:        | +003:10  | +000:00  |
| Street Break Time: | +017:57  | +000:00  |
| Collection Time:   | +000:00  | +000:00  |
| Deadhead Time:     | +000:00  | +000:00  |
| Personal Needs:    | +000:00  | +000:00  |
| Customer Contact:  | +000:35  | +000:00  |
| Gas Vehicle:       | +000:00  | +000:00  |

OK Cancel

Add 1:00 Here

A  
 Click Here

C

## Verifying Allied Time Changes

### Remember, “COR Targets Allied Time.”

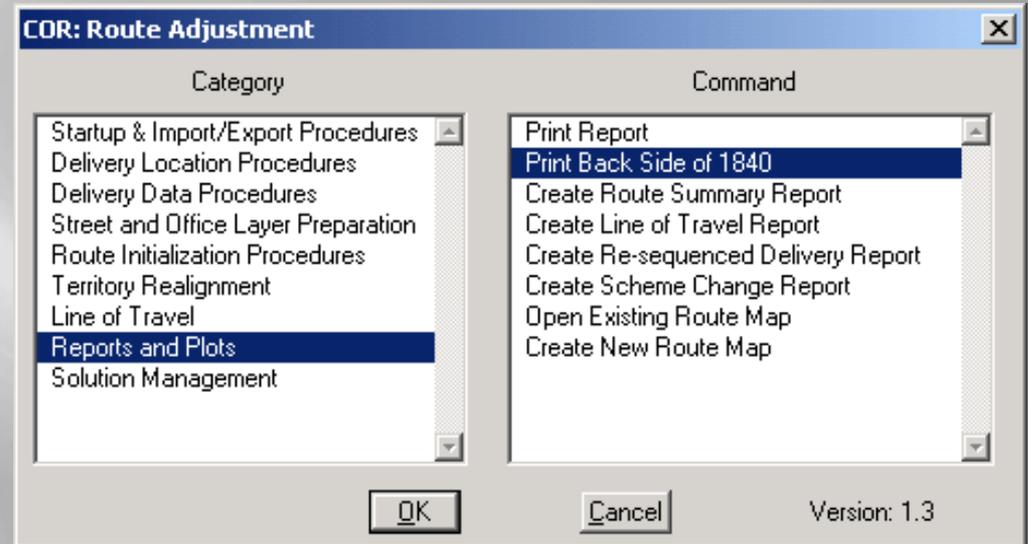
- ▣ COR recalculates driving times (travel to and from and travel within) based upon speed limits input.
- ▣ COR will generate reduced relays and vehicle moves based on satchel weight (Max Volume/Relay)
- ▣ COR does not automatically transfer parcels and accountables
- ▣ Teams need to verify that allied time changes are documented and legitimate and reaccredited when necessary.

Adjusted Route Summary Editor - Zone 32809

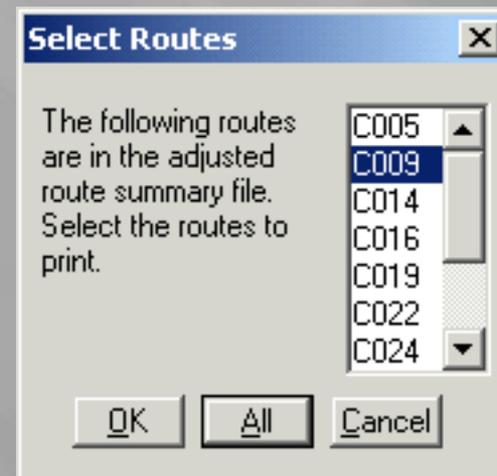
| Route ID | Pos Del | Street Allied | Time Delivery | Office Selected | Time Factor | Route Time |
|----------|---------|---------------|---------------|-----------------|-------------|------------|
| C005     | 0       | +00:34        | +00:06        | +00:12          | 0.633       | +00:18     |
| C009     | 365     | +03:48        | +07:17        | +01:36          | 0.339       | +08:53     |
| C014     | 551     | +03:30        | +06:28        | +02:05          | 0.127       | +08:33     |
| C016     | 499     | +01:54        | +03:49        | +00:39          | 0.200       | +04:28     |
| C019     | 220     | +03:34        | +05:41        | +01:21          | 0.589       | +07:02     |
| C022     | 489     | +01:36        | +05:24        | +01:51          | 0.251       | +07:15     |
| C024     | 0       | +00:58        | +01:07        | +00:45          | 0.259       | +01:52     |
| C025     | 470     | +02:24        | +05:42        | +01:51          | 0.231       | +07:33     |
| C028     | 0       | +00:32        | +00:34        | +00:29          | 0.326       | +01:03     |
| C038     | 0       | +00:49        | +00:02        | +00:06          | 0.218       | +00:08     |
| C041     | 367     | +01:46        | +05:43        | +01:30          | 0.270       | +07:13     |
| Totals:  | 2961    | 21:25         | 41:53         | 12:25           |             | 54:18      |

## To Generate the back of an 1840

In Reports and Plots, go  
to:  
*Print Back Side of 1840*



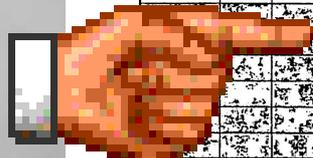
Select the route to print,  
click "OK"



# The COR Agreement provides that:

When transferring territory, the back of the PS 1840 will indicate by sector segment, any change in street credit from the actual street time used for that sector segment on PS Form 3999, including all relay, travel, allied time, etc.

**“Any such proposed adjustments to the carrier’s street time must be documented and explained by appropriate comments on the reverse of the PS 1840.”**



| ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE |                   |                    | Route: C065 ZIP: 33181  |   | RECORD OF OFFICE AND STREET ADJUSTMENTS MADE |      |                         |                                   |        |                   |                   | Date: 11/20/08 Page 5 of 8 |                   |
|--|-------------------|--------------------|-------------------------|---|--|------|-------------------------|-----------------------------------|--------|-------------------|-------------------|----------------------------|-------------------|
| ITEM   | HOURS AND MINUTES | NEW CONST. MINUTES | RELIEF (R) ADDITION (A) | STREET                                  | ADDRESS RANGES                               |      | ZIP + 4 SECTOR/ SEGMENT | TRANS-FERRED TO/FROM ROUTE NUMBER | DELYS. | OFFICE TIME MM:SS | STREET TIME MM:SS | ADJUSTED ROUTE             |                   |
|  |                   |                    |                         |   | BEGIN  | END  |                         |                                   |        |                   |                   | ITEM                       | HOURS AND MINUTES |
| OFFICE TIME                                    |                   |                    | R                       | NE NORTH MIAMI BLVD                     | 1880   | 1880 | 2818                    | C064                              | -7     | 00:00             | 00:08             | OFFICE TIME                |                   |
| STREET TIME                                    |                   |                    | R                       | NE NORTH MIAMI BLVD                     | 1890   | 1890 | 2819                    | C064                              | -6     | 00:08             | 00:04             | STREET TIME                |                   |
| TOTAL TIME                                     |                   |                    | R                       | NE NORTH MIAMI BLVD                     | 1896   | 1896 | 2820                    | C064                              | -7     | 00:01             | 00:29             | TOTAL TIME                 |                   |
| RELIEF   |                   |                    | R                       | NE NORTH MIAMI BLVD                     | 1880   | 1880 | 2866                    | C064                              | -5     | 00:24             | 05:12             |                            |                   |
| ADDITION                                       |                   |                    | R                       | NE NORTH MIAMI BLVD                     | 1890   | 1890 | 2867                    | C064                              | -6     | 00:47             | 02:23             |                            |                   |
|  |                   |                    | R                       | Relay Time: EKR 13:58, ADJ 04:17        | 0  | 0    |                         |                                   | 0      | 00:00             | 09:41             |                            |                   |
|  |                   |                    | R                       | Travel To Route: EKR 09:45, ADJ 05:56   | 0  | 0    |                         |                                   | 0      | 00:00             | 03:45             |                            |                   |
|  |                   |                    | R                       | Travel From Route: EKR 13:47, ADJ 04:57 | 0  | 0    |                         |                                   | 0      | 00:00             | 08:50             |                            |                   |
|  |                   |                    | R                       | Travel Within: EKR 43:09, ADJ 03:00     | 0  | 0    |                         |                                   | 0      | 00:00             | 40:09             |                            |                   |
|  |                   |                    |                         | *****                                   | 0  | 0    |                         |                                   | 0      | 00:00             | 00:00             |                            |                   |
|  |                   |                    |                         | Old Relay: NE NORTH MIAMI BLVD, -00:14  | 1896   | 1896 | 2820                    |                                   | 0      | 00:00             | 00:00             |                            |                   |
|  |                   |                    |                         | Old Relay: NE NORTH MIAMI BLVD, -00:10  | 1948   | 1948 | 2800                    |                                   | 0      | 00:00             | 00:00             |                            |                   |
|  |                   |                    |                         | Old Relay: NE NORTH MIAMI BLVD, -01:04  | 1950   | 1998 | 2868                    |                                   | 0      | 00:00             | 00:00             |                            |                   |
|  |                   |                    |                         | Old Relay: NE NORTH MIAMI BLVD, -00:57  | 2124   | 2124 | 2939                    |                                   | 0      | 00:00             | 00:00             |                            |                   |
|  |                   |                    |                         | Old Relay: NE NORTH MIAMI BLVD, -01:00  | 2100   | 2198 | 2902                    |                                   | 0      | 00:00             | 00:00             |                            |                   |

Comments

- Office break Option chosen  Yes or  No.
- Base Time for Route evaluation from Form \_\_\_\_\_ is \_\_\_\_\_ (Hours and Minutes).
- Street Time for adjustment 05:50 (hours and minutes).
- Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

# Editing Allied Time Comments on 1840 Reverse

Mapitude - [33029.Map - ZIP Code 33029]

File Edit Map Dataview Selection Layout Tools Window Help

Delivery Layer

COR: Menu

Tools

Go to [Reports and Plots] select:  
*Edit Allied Time Comments*

COR: Route Adjustment

| Category                            | Command                               |
|-------------------------------------|---------------------------------------|
| Startup & Import/Export Procedures  | Print Report                          |
| Delivery Location Procedures        | <b>Edit Allied Time Comments</b>      |
| Delivery Data Procedures            | Print Back Side of 1840               |
| Street and Office Layer Preparation | Create Route Summary Report           |
| Route Initialization Procedures     | Create Line of Travel Report          |
| Territory Reassignment              | Create Re-sequenced Delivery Report   |
| Line of Travel                      | Create Reference Volume Report        |
| Reports and Plots                   | Create Scheme Change Report           |
| Solution Management                 | Create Allied Time Report             |
|                                     | Report Blockfaces w/ No Delivery Data |
|                                     | Open Existing Route Map               |

Map scale: 1 Inch = 0.26736 Miles (1:16,940) (-80.425475, 26.035815)

Start Maptitude - [33029.M... COR Engine 3:14 PM

# Type in comments explaining changes to Allied time

Route: C002

|                          | Time (MM:SS) | Adjustment | Comment   |
|--------------------------|--------------|------------|---|
| Relay Time               | 00:00        | 00:00      |   |
| Replenish Time           | 00:00        | 00:00      |   |
| <b>Travel To</b>         | 02:22        | -02:22     | Route abolished   |
| <b>Travel From</b>       | 06:06        | -06:06     | Route abolished   |
| <b>Vehicle Load</b>      | 08:03        | -08:03     | Route abolished   |
| <b>Vehicle Unload</b>    | 02:39        | -02:39     | Route abolished   |
| Travel Within            | 00:00        | 00:00      |   |
| <b>Accountable Del</b>   | 17:36        | -17:36     | Time transferred to gaining route 29021 & 29017 & 29011 |
| <b>Parcel Del</b>        | 09:31        | -09:31     | Time transferred to gaining route 29021 & 29017 & 29011 |
| <b>Street Break Time</b> | 10:00        | -10:00     | Route abolished   |
| Collection Time          | 00:00        | 00:00      |   |
| Deadhead Time            | 00:00        | 00:00      |   |
| Personal Needs           | 00:00        | 00:00      |   |
| Customer Contact         | 00:00        | 00:00      |   |
| Gas Vehicle              | 00:00        | 00:00      |   |
| Backtracking             | 00:00        | 00:00      |   |
| Animal Interference      | 00:00        | 00:00      |   |
| Waiting For Relays       | 00:00        | 00:00      |   |
| Waiting - Other          | 00:00        | 00:00      |   |
| Temporary Detail         | 00:00        | 00:00      |   |
| <b>Management Time</b>   | 00:00        | -26:00     | Route abolished   |
| Accident                 | 00:00        | 00:00      |   |
| Waiting - Other          | 00:00        | 00:00      |   |
| Misc. Other              | 00:00        | 00:00      |   |
| Additional Comments      |              |            |   |

**Travel to, Travel From, Load, Unload eliminated because route was abolished**

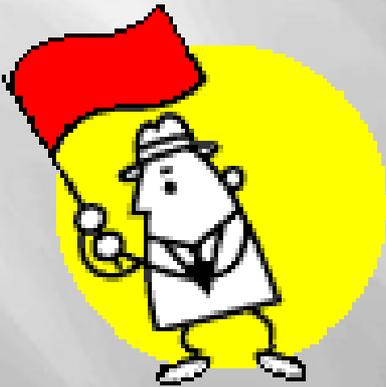
**All Accountable and Parcel Time transferred to gaining route. Check other routes' 1840's to make sure this happened**



Save Exit

Start | Maptitude - [33029.Map ...] | COR Engine | COR allied time entry - M... | Allied Time Comment ... | 3:19 PM

**Note changes to  
Relay Time, Travel  
To, Travel From,  
Travel Within**



| ADJUSTMENTS APPROVED<br>BY<br>POSTMASTER OR DESIGNEE |                         |                          | Route: C065 ZIP: 33181 |   | RECORD OF OFFICE |  |
|--|-------------------------|--------------------------|------------------------|---|------------------|--|
| ITEM   | HOURS<br>AND<br>MINUTES | NEW<br>CONST.<br>MINUTES | RELIEF<br>(R)          | STREET                                  | ADDRESS R        |  |
|  |                         |                          | ADDITION<br>(A)        |   | BEGIN            |  |
| OFFICE TIME  |                         |                          | R                      | NE NORTH MIAMI BLVD                     | 1880             |  |
| STREET TIME  |                         |                          | R                      | NE NORTH MIAMI BLVD                     | 1890             |  |
| TOTAL TIME   |                         |                          | R                      | NE NORTH MIAMI BLVD                     | 1896             |  |
| RELIEF   |                         |                          | R                      | NE NORTH MIAMI BLVD                     | 1880             |  |
| ADDITION   |                         |                          | R                      | NE NORTH MIAMI BLVD                     | 1890             |  |
|  |                         |                          | R                      | Relay Time: EXR 13:58, ADJ 04:17        | 0                |  |
|  |                         |                          | R                      | Travel To Route: EXR 09:45, ADJ 05:56   | 0                |  |
|  |                         |                          | R                      | Travel From Route: EXR 13:47, ADJ 04:57 | 0                |  |
|  |                         |                          | R                      | Travel Within: EXR 43:09, ADJ 03:00     | 0                |  |
|  |                         |                          |                        | *****                                   | 0                |  |
|  |                         |                          |                        | Old Relay: NE NORTH MIAMI BLVD, -00:34  | 1896             |  |
|  |                         |                          |                        | Old Relay: NE NORTH MIAMI BLVD, -00:10  | 1948             |  |
|  |                         |                          |                        | Old Relay: NE NORTH MIAMI BLVD, -01:04  | 1950             |  |
|  |                         |                          |                        | Old Relay: NE NORTH MIAMI BLVD, -00:57  | 2124             |  |
|  |                         |                          |                        | Old Relay: NE NORTH MIAMI BLVD, -01:00  | 2100             |  |

Comments

1. Office break Option chosen  Yes or  No.
2. Base Time for Route evaluation from Form  is :  (Hours and Minutes).
3. Street Time for adjustment 05:50 (hours and minutes).
4. Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

# Adjusting Allied, Other or Additional Time

Click on the *Allied Time* box for a route, and the [Allied Time] window will appear. Notice that the Relay Time, Travel To, and Travel From values have been provided by the COR routing process.

Click on the *Other Time* box and the [Other Time] window will appear.

Click on the *Add'nl Time* box and the [Additional Time] window will appear.

Adjustments to these times should be entered when the DEAT believes it would be appropriate, based on valid input to them.

| Allied Time   |          |          |
|---|----------|----------|
|   | (mmm:ss) | (mmm:ss) |
| Relay Time:   | +007:04  | +000:00  |
| Replenish:  | +000:00  | +000:00  |
| Travel To:  | +003:08  | +000:00  |
| Travel From:  | +003:08  | +000:00  |
| Vehicle Load:   | +010:32  | +000:00  |
| Other Time:   | +051:58  | +000:00  |
| Add'nl Time:  | +008:51  | +000:00  |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |          |          |

| Other Time  |          |          |
|---|----------|----------|
|   | (mmm:ss) | (mmm:ss) |
| Travel Within:  | +022:06  | +000:00  |
| Accountable Del:  | +000:00  | +000:00  |
| Parcel Del:   | +003:10  | +000:00  |
| Street Break Time:  | +017:57  | +000:00  |
| Collection Time:  | +000:00  | +000:00  |
| Deadhead Time:  | +000:00  | +000:00  |
| Personal Needs:   | +000:00  | +000:00  |
| Customer Contact:   | +000:35  | +000:00  |
| Gas Vehicle:  | +000:00  | +000:00  |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |          |          |

| Additional Time   |          |          |
|---|----------|----------|
|   | (mmm:ss) | (mmm:ss) |
| Backtracking:   | +000:00  | -01:03   |
| Animal Interference:  | +000:00  | +000:00  |
| Waiting for Relays:   | +000:00  | +000:00  |
| Waiting for Trans:  | +000:00  | +000:00  |
| Wait - Other:   | +000:00  | +000:00  |
| Temporary Detail:   | +000:00  | +000:00  |
| Management Time:  | +000:00  | +000:00  |
| Accident:   | +000:00  | +000:00  |
| Misc. Other:  | +000:00  | -008:00  |
| <input type="button" value="OK"/> <input type="button" value="Cancel"/> |          |          |

## Validate Travel Times

**Travel to and from the route as well as travel within the route must be validated, documented and discussed with the carrier during consultation.**

**The actual time should be taken from the 3999 unless a new pattern is created during the adjustment process and that must be validated.**

**The intent is for the letter carrier to be aware of any proposed time adjustments to the route's base street time and/or to the street time being transferred.**

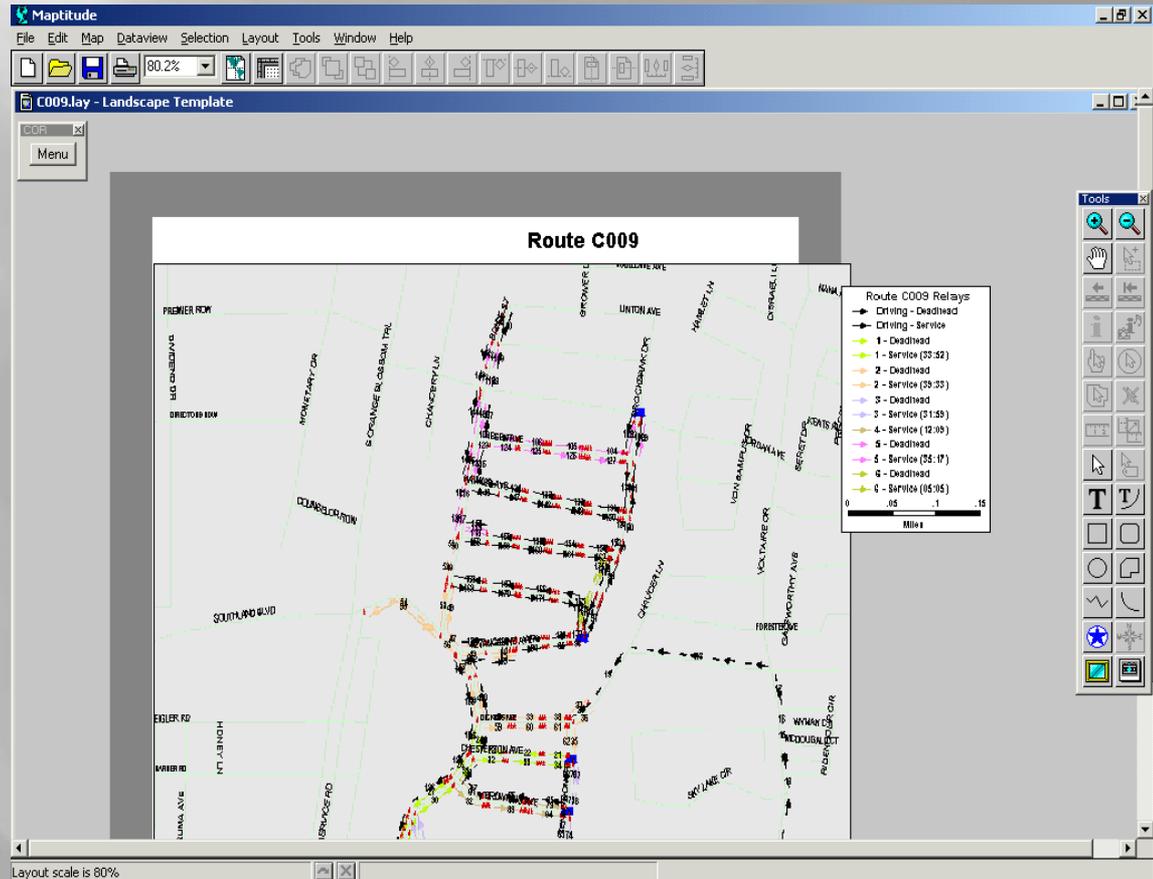
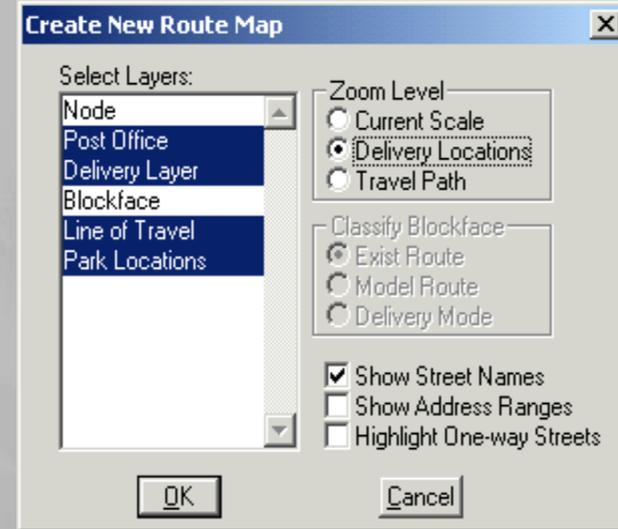
**The DEAT should insure that new times are validated on a representative day and time.**



# Create New Route Map

You will need to create a new route map for the Local Contacts to have at the adjustment consultation.

Double click *Create New Route Map* from the Command menu in the [COR: Route Adjustment] window.



# District Team Prepares Package for the Unit

## For each route:

- ✓ 1840 reverse
- ✓ Line of Travel Report
- ✓ New Route Map
- ✓ Full Route Summary Report
- ✓ Territory Transfer Summary Report
- ✓ New Zone Map
- ✓ Adjustment Consultation Script



# Making Adjustments to Allied and Other Time

Allied and Other times can be changed by using the Adjusted Route Summary Editor.

Click on the Allied Time box for the route use want to work on.

Adjusted Route Summary Editor - Zone 35211

| Route ID | Pos Del | Street Time Allied | Street Time Delivery | Office Time Selected | Office Time Factor | Route Time |
|----------|---------|--------------------|----------------------|----------------------|--------------------|------------|
| C001     | 838     | +00:42             | +06:46               | +01:21               | 0.115              | +08:07     |
| C002     | 620     | +00:44             | +06:42               | +01:27               | 0.117              | +08:09     |
| C003     | 1191    | +00:47             | +06:48               | +01:22               | 0.065              | +08:10     |
| C004     | 429     | +00:51             | +05:53               | +02:13               | 0.278              | +08:06     |
| C005     | 0       | +00:21             | +00:16               | +00:47               | 0.178              | +01:03     |
| C006     | 612     | +00:50             | +06:21               | +01:54               | 0.196              | +08:15     |
| C007     | 612     | +00:50             | +06:49               | +01:17               | 0.157              | +08:06     |
| C008     | 576     | +00:38             | +06:47               | +01:14               | 0.136              | +08:01     |
| C009     | 699     | +00:37             | +06:17               | +01:33               | 0.152              | +07:50     |
| C010     | 756     | +00:47             | +06:43               | +01:28               | 0.137              | +08:11     |
| C011     | 627     | +00:48             | +06:14               | +01:56               | 0.135              | +08:10     |
| Totals:  | 11546   | 15:33              | 112:52               | 28:00                |                    | 140:52     |

Map scale: 1 Inch = 0.46598 Miles (1:29,525)

Windows taskbar: Start, Inbox - Microsof..., Alabama - Micro..., Maptitude (Not ...), COR Engine, COR Screen Sho..., Adjusted Rout..., 5:07 PM

# What happens next...

## Local Office Contacts

- Perform adjustment consultations
- Return adjustment consultation forms and 1840 *Reverse* with the carrier's comments



## District Evaluation and Adjustment Team

- Review comments - make changes as necessary
- COR Technician transfers data back to DOIS
- DOIS transfers data to AMS

# Questions ?

