

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 providing the District Evaluation and Adjustment Team the following information:

1. Local issues relevant to route evaluation and adjustment
2. Current or anticipated vacancies
3. Potential data integrity issues, regarding MODS code entries, modifying time clock entries in TACS, auxiliary assistance tracking, etc.
4. Seniority list and information regarding replacement carriers
5. Reasons why the selected review periods may not be valid for evaluation
6. Comments from the carrier during consultations and the local contacts own comments on the route evaluation and/or adjustment
7. Notification, well in advance, when either local contact will not be available to perform their responsibilities and who the replacement will be
8. 3999 data when requested
9. Communicate anything else of importance to a successful JARAP process

Local Contacts are also responsible for performing the following tasks:

- Presenting the nationally-developed Stand Up Talk to the workroom floor, if selected to do so by the District Evaluation and Adjustment Team
- Using a prepared script to conduct both the initial and the proposed adjustment consultations with the carriers
- Ensuring that valid and representative PS Forms 3999's are conducted when requested by the District Evaluation and Adjustment Team

- Providing the carriers their route's evaluated time, prior to the adjustment consultation
- Providing carriers copies of any amended PS Form 1840's, if changes were made after the adjustment consultation by the District Evaluation and Adjustment Team
- Within 30 days after the initial adjustments are implemented, the Local Office Contacts will review the selected zone(s) and may jointly agree to make necessary changes to park points, relays, lines of travel, etc. The Local Office Contacts may also jointly request approval from the District Lead Team to make territorial changes as necessary to correct any obvious errors with the initial adjustments
- The Local Office Contacts can request a Route Adjustment Review within 120 days following the implementation of the initial joint route adjustment. Either Local Office Contact can initiate a review by completing a review request form. The reasons for the request must be explained on the form and whether or not there is agreement on the need for a review

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.