



Mail Counts and Route Inspections Under Chapter 2 of the M-39



NALC

73rd Biennial Convention



Code of Conduct

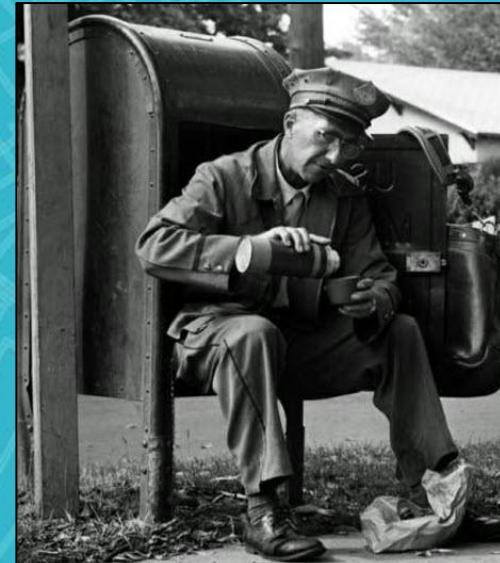
NALC is committed to providing an environment free from discrimination and harassment, regardless of an individual's race, ethnicity, religion, color, sex, age, national origin, sexual orientation, disability, gender identity or expression, ancestry, pregnancy, or any other characteristic prohibited by law. We ask you to embrace our values of equity and equality, and conduct yourself accordingly.

This meeting has a designated individual as the first point of contact for anyone who feels they have experienced discriminatory, harassing or otherwise unacceptable behavior. We urge you to contact them if you have any concerns.



Overview

- Principals of Route Inspections
- Requirements Prior to the Week of Count and Inspection
- The Week of Count and Inspection
- Requirements After the Week of Count and Inspection
- Carrier Input in Consultations
- Route Adjustments (DOIS and COR)
- Forms Used in Count and Inspection
- Carrier Optimal Routing (COR)



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Principals of Route Inspections

- Routes Must be Adjusted to as Near Eight Hours as Possible
- Only the Regular Carrier's Time is Used
- Vacant Routes
- Route Inspector Qualifications
- 52 Day Time Limit for Adjustments



Principals of Route Inspections

- Multiple Days of Inspection, PS-Form 1838-C and PS Forms 3999
- Exclude Saturday on Routes with Abbreviated or No Saturday Delivery
- Discipline for Not Making Standards
- Cancelling Inspection



Routes Must be Adjusted to as Near Eight Hours as Possible

- “The proper adjustment of carrier routes means an equitable and feasible division of the work among all of the carrier routes assigned to the office. All regular routes should consist of as nearly 8 hours daily work as possible.”
- “The count of mail is used to gather and evaluate data to adjust routes fairly and equitably to insure that the workload for each route will be as near as possible to an 8-hour workday for the carrier.”

Handbook M-39, Section 242.122, Handbook M-41, Section 911.2



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Vacant Routes

- Standard office time and 1840-B street time is used if a regular carrier is assigned but not present during the week of count.
- Vacant routes with no carrier assigned must have a qualified replacement carrier.

Handbook M-39, Section 241.3



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Route Inspector Qualifications

- Any member of management team may be used.
- Must be familiar with inspection procedures.
- Local supervisors and station managers should perform normal duties when their assigned unit is being inspected.

Handbook M-39, Section 216



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Cancelling Adjustments

“When the continuation of any inspection would serve no useful purpose, the inspection may be cancelled at management’s discretion. A cancellation may apply to an entire delivery unit or to one or more routes of a group of routes being inspected.”

“Any cancellation made must be discussed with the carrier concerned, giving the reasons. When the cancellation is for the entire unit, the discussion must be with the unit steward.”

Handbook M-39, Section 233



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Before the Week of Count and Inspection

Management is required to take several initial steps before it conducts a route examination, these include:

- Management must complete an annual route and unit review.
- Management must provide certain notices in advance.
- Management must conduct a dry run with the letter carrier on the completion of PS Form 1838-C.



Unit and Route Reviews

- Before a route examination begins, management must have completed an annual route and unit review.
- Results of the review must be shared with the union and letter carriers prior to proceeding with a mail count and inspection.
- The review itself consists of identifying problems and correcting unsatisfactory conditions such as inadequate case labels, carrier case equipment, and the amount of mis-sent or mis-thrown mail distributed to the route.

Handbook M-39, Section 211.1



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Schedule the Count and Inspection Period in Advance

“The period selected for the mail count and route inspections should be determined as far in advance as possible, and the local union should be notified of this schedule. If it is necessary to change the period, the local union should be notified of the revised schedule as far in advance as practicable.”

Handbook M-39, Section 211.2



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Specific Notice Requirements Posting Schedules

- Five working days before the start of the count, management must post a notice giving the schedule of the count week and the day and date of inspection.
- You must be given one day advance notice if management changes the day of inspection to a different date.
- Not later than the Wednesday preceding the count week, carrier schedules shall be posted for those routes requiring an earlier start time to count the mail.

Handbook M-39, Sections 215.1 and 215.2, Handbook M-41, Sections 913 and 921.23



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Dry-Run Count

- Must be conducted within 21 days prior to the start of the count and route inspection.
- Management must teach carriers how to complete PS Form 1838-C.

Handbook M-39, Section 217

Instructions to Carrier for Dry-Run Count on Form 1838-C

UNITED STATES POSTAL SERVICE

Our Ref: _____ DATE: _____

Subject: Instructions to Carrier for Dry Run on Form 1838-C
Carrier's Count of Mail — Letter Carrier Routes Worksheet

To: All Carriers Concerned

A mail count and inspection is scheduled for your letter delivery route within a few days. In order that you might be more familiar with the accurate completion of Form 1838-C, a "Dry Run" count will be conducted in which you will complete the worksheet portion of the form to familiarize yourself with the procedures in its completion.

Record pieces and time items shown below on the worksheet in the proper spaces. Every carrier scheduled for route inspection (regular, carrier technician T-6, part-time flexible, and casual) is to complete a "Dry Run" form. Return the worksheet to your manager, who will review it and assist you when it appears there may be a misunderstanding in the correct method in making necessary entries. Review Chapter 9 of your Handbook M-41 for detailed instructions.

Count Items	Non-EPM Routes Pieces	EPM Routes AM	EPM Routes PM
Letter size	1,489	731	747
All other sizes - papers, flats, small parcels	361	95	266
Letter size - markups	121	41	80
All other paper for flat markups	24		
Registered and certified	6	6	24
Postage due	6	6	
Change of address	1		1
Parcels	18	18	
Sequenced and collated mail	400		400
DPS volume	963	963	

Actual Time Items	Non-EPM Routes Minutes	EPM Routes AM	EPM Routes PM
Show a beginning and ending time for each item.			
Inspecting vehicle	:03	:03	
Withdrawing mail	:06	:03	:03
Counting and filling out Form 1838-C	:36	:12	:12
Sequencing and collating by-pass mail	:13		:13
Registered, certified, keys, etc.	:04	:02	:02
Waiting for mail	:05	:05	

Manager (Signature) _____

Note: Local manager should develop an "Answer" Form 1838-C worksheet to assist in prompt review of the "Dry Run." Dry Run Forms 1838-C should be so endorsed to avoid their being confused with actual mail count forms.



Drawing Lots for 7-Week Random Time-Card Analysis PS Form 1840-B

- Commonly referred to as 1840-B street time.
- Consists of 7 randomly selected weeks prior to the count and the week following the count.
- Within the 4 weeks prior to the start of the count the union representative will make a random drawing of lots numbered 1 to 4 to determine weeks.

Handbook M-39, Section 242.323



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PS Form 1840-B

United States Postal Service			Post Office					Delivery Unit				
Carrier Time Card Analysis		Route No.	Carrier's Name		Period Used					Date		
Schedule	Day of Week	Begin	Leave	Office Time AM	Return	Street Time	From	To	Overtime Used	Auxiliary Asst.	Transferred Time	Delivery Volume
										OFF	STR	Ltr
										Filt	Seq	DPS
Schedule	Sat											
Schedule	Sat											
Schedule	Sat											
Schedule	Sat											
Schedule	Sat											
Schedule	Sat											
Schedule	Sat											
TOTAL	Days											
Average												
Comparable Day (Form 1840)								Off Time Total				
Schedule	Mon											
Schedule	Mon											
Schedule	Mon											
Schedule	Mon											
Schedule	Mon											
Schedule	Mon											
Schedule	Mon											
Schedule	Mon											
TOTAL	Days											
Average												
Comparable Day (Form 1840)								Off Time Total				
Schedule	Tue											
Schedule	Tue											
Schedule	Tue											
Schedule	Tue											
Schedule	Tue											
Schedule	Tue											
Schedule	Tue											
TOTAL	Days											
Average												
Comparable Day (Form 1840)								Off Time Total				

From	To	Day of Week	Average Street Time
Random Lot Selection		Saturday	
Random Weeks Beginning (Show Saturday dates for the first seven weeks selected and the date for the first delivery of the eighth week.)		Monday	
Week Number	Year	Month	Date
1			Tuesday
2			
3			Wednesday
4			
5			Thursday
6			
7			Friday
8			TOTAL ➔
			Average Daily Street Time ➔
Comments			



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During the Week of Count and Inspection

- Management conducts the mail count and route inspection over 6 consecutive delivery days on one-trip routes, or for 5 consecutive days excluding Saturday on two-trip routes or one-trip routes with abbreviated or no Saturday delivery.

Handbook M-39, Section 221.11



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During the Week of Count and Inspection

- Annual Leave During Count Week
- Overtime During Count Week
- Auxiliary Assistance During Count Week
- Multiple Days of Inspection
- Saturday Exclusion from the Count for Routes With Abbreviated or no Delivery on Saturday.
- No Changes to Clerk Operations During the Week of Count
- Discipline for Not Making Standards



During the Week of Count and Inspection

- Office Time:
 - Office Time Work Allowances
 - Completing the PS Form 1838-C
 - PS Form 1838-C Line Items
- Street Time:
 - Carriers Perform Duties the Same as They do Throughout the Year
 - All Mail Distributed to the Route Should be Delivered
 - Conduct of Examiners
 - Comfort Stops
 - PS-Form 3999
- Daily Totals: PS Form 1838



Annual Leave During Count Week

“All advance commitments for granting annual leave must be honored except in serious emergency situations.”

“Absences, for other than emergencies, will not be granted during the week of count and inspection. If it can be anticipated that there will be a count and inspection of the carrier routes at an installation, to the extent possible, planning for that inspection should normally be completed before annual leave bidding begins.”

Handbook M-39, Section 211.4, M-01105



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Overtime During Count Week

- Article 8 overtime provisions and associated Memorandums of Understanding remain in full effect during the week of count.
- Exceptions for Non-ODL Carriers:
 - Day of Inspection (DOI) when accompanied by route examiner.
 - On other days during the week of inspection for the amount of time to count mail.

Handbook M-39, Section 221.137, M-01106



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Auxiliary Assistance During Count Week

- Auxiliary assistance should not be granted during count week except in very limited circumstances.

“When auxiliary street assistance is given, add to the regular carrier’s street time the actual time that it took him or her to deliver that same portion of the route on the day of inspection. Do not use the replacement’s street time. Obtain actual time from Form 3999.”

Handbook M-39, Sections 221.138, 241.35



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Multiple Days of Inspection

- Management may schedule a route inspection on no more than three days during the week of route count and inspection.
- Management completes the PS Form 1838-C on only one day. Carrier can still verify the count.
- When local management elects to inspect on two or three days, the PS Form 3999 closest to the selected time on the PS Form 1840 Reverse will be used to transfer territory.

MOU Re: *Multiple Days of Inspection*, JCAM page 41-60, M-01777



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Saturday Excluded on Routes With Abbreviated or No Delivery

- Saturday is excluded from the count on routes that have abbreviated or no Saturday delivery.
- There is no requirement to exclude Monday when Saturday is excluded.
- It is not mandatory that counts begin on Saturday.

Handbook M-39, Section 221.11



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No Changes to Clerk Operations

“There should be no changes in normal distribution procedures or clerical schedules during the period of mail counts. The normal cutoff time for distribution should be observed.”

Handbook M-39, Section 221.133



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Discipline for Not Making Standards

“No carrier shall be disciplined for failure to meet standards, except in cases of unsatisfactory effort which must be based on documented, unacceptable conduct that led to the carrier’s failure to meet office standards.”

Handbook M-39, Section 242.332



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Office Time Work Allowances

- 18 and 8 casing standards.
- 70 pieces per minute pull down.
- Lines 8-13 time credits for specific functions (mark-ups).
- Lines 14-21 minimum time allowances.
- Lines 22-23 time deducted.

Handbook M-39, Section 222

Exhibit 222.214a(4)
Time Allowances for Carrier Office Work

TIME ALLOWANCES FOR CARRIER OFFICE WORK		
Form 1838 Line No.	Work Function	Pieces Per Minute 1-Trip 2-Trip
1	Routing letter-size mail.....	18 18
2	Routing all other size mail. (Use Notice 26, Maximum Time Allowance for Routing Mail, to convert pieces to minutes.).....	8 8
		Minutes
4	Strapping mail in bundles or placing in trays, preparing relays and placing mail into satchels; for each 70 pieces regardless of character (minimum allowance 3 minutes). Strapping mail in bundles for markup at computerized forwarding unit. Lines 1-2-3 combined mail volume (strapping out pieces and markup pieces) is used in determining time allowance at 70 pieces per minute.	1
8	For each 10 pieces of all classes of mail separated for forwarding or return.	1
9	Periodicals marked up (for each 2 pieces handled for forwarding or return).	1
10	For each Form 3579, Undeliverable Periodical, Standard A & B or Controlled Circulation Matter.....	2
11	For each 4 pieces marked up (mail marked Deceased, Temporarily Away, Refused, Vacant (Occupant mail of obvious value) or No Mail Recipient).	1
12	For each change of address, including Form 3546, recorded on Forms 1564-B and 3982.....	2
13	Insured receipts turned in.....	1
14	Registered, Certified, COD, Express Mail, Customs and Postage-Due; Keys, Form 3868, signing for, returning funds or receipts, and for partial completion of Form 3849 (name or address for identification). Base minimum allowance is 6 minutes.	*
15	Withdrawing mail where applicable (from distribution cases, trays, sacks, and/or hampers). Base minimum allowance is 5 minutes.	*
16	Sequencing and collating by-pass mail. (Representative time in minutes will be allowed for work function.)	*
17	Strapping out time (when mail must be placed in order of delivery) see 922.51d. (Representative time in minutes will be allowed for the work function.)	*
18	Break (local option).	*
19	Vehicle inspection see 922.51f. Base minimum allowance is 3 minutes.	*
20	Personal needs, etc. (Time allowances are printed on the form for each trip, and must not be changed.)	*
21	Office work not covered by form. (Work functions must be identified and approved as being necessary and of a continuing nature.) (Use "Comments" section.) Base minimum allowance is 9 minutes.	*
22	Waiting for mail (office) and all other office activities not performed on a continuing basis which are excluded in computing net office time. (Use "Comments" section.)	*
23	Counting Mail and filling out Form 1838-C worksheet.	*
Note: For piece items, grant the next higher allowance in minutes for fractional units. Use actual times for Lines 14 through 19 and Lines 21 through 23 when those functions are performed.		
* Computing Standard Office Time Under Columns (e), (f), and (g) on Form 1838: If the actual time for each of Lines 14, 15, 19, and 21 is less than the base minimum and the carrier performs the function the base minimum must be entered for the Line Item in the appropriate column. If the actual time exceeds the base minimum, an adjustment to that time cannot be shown which is less than the base minimum.		



PS Form 1838-C

Carriers Count Mail – Letter Carrier Routes Worksheet

“The carrier should count and record the mail every day except on the day of inspection when the mail must be counted and recorded by a manager. On one or more days during the count week, each route will be inspected by a manager. When management performs the mail count the carrier serving the route, upon request, may verify the mail count.”

Handbook M-39, Section 221.31

Form 1838-C

1-14

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet

Post Office	Delivery Unit	Route No.						
AM		PM	Carrier Marked-Up	CFS	Actual Time Entries			
					EXPLANATION	TIME GUIDE	WHITE IN	ELAPSED TIME
1. Letter Size					I	E	I	I
					B	B	B	B
					E	E	E	E
					D	D	D	D
					I	I	I	I
					B	B	B	B
					E	E	E	E
					B	B	B	B
					E	E	E	E
					D	D	D	D
					I	I	I	I
					B	B	B	B
					E	E	E	E
					B	B	B	B
					E	E	E	E
					D	D	D	D
					I	I	I	I
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PS Form 1838-C Lines 1-13

Mail Volumes Recorded in AM/PM

- Letters
 - Flats/SPRs
 - Accountable Mail
 - Parcels
 - Sequenced Mail (Boxholders)
 - 2nd Class Mail Markups
 - Change of Addresses
 - Insured Receipts
 - DPS Volume

Exhibit 222.1 (p. 1)
PS Form 1838-C, Carrier's Count Mail — Letter Carrier Routes Worksheet

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet				Route No. 1357			
Post Office Mytown	Delivery Unit Main Office	CARRIER MARKED-UP	CFS	EXPLANATION	TIME GUIDE	WRITE IN TIME	ELAPSED TIME
1. Letter-Size 743 218 112 <hr/> 1073	AM	PM	3 <hr/> 3	85 <hr/> 85		E	
					B		
					E		
					B		
2. Mail of All Other Sizes 484 315 72 <hr/> 871				17 <hr/> 17		E	
					B		
					E		
					B		
3. Accountable and Signature Mail						E	
Registered/Certified 5						B	
COD/Customs 1						E	
Postage Dues						B	
Express Mail						E	
5. All parcel Post over 2 lbs. 19			1			E	2:58
					B	2:57	1
					E	2:57	
					B	2:55	2
6. Sequenced and Collated 425						E	
Letter Size						B	
Other Size						E	8:55
					B	8:52	3
					E	8:25	
					B	8:22	
					E	8:20	
					B	8:16	4
					E	8:16	
					B	8:15	
9. 2nd-Class Marked up (exclude Form 3579)					E	7:40	
10. Mail with Form 3579 attached					B	7:33	7
12. Change of Address Recorded 3					E	7:32	
					B	7:29	
					E	7:28	
					B	7:25	3
					E	6:21	
					B	6:04	17
13. Insured Receipts Turned In					E	6:04	
Enter Line Number In Explanation Column	DPS Volume Pieces: (7a) LINE	To be added to line 7a on PS Form 1838	943	19	B	6:04	



PS Form 1838-C Lines 14-23

- Line 14 - Accountable Mail: 6 Minute Minimum
- Line 15 - Withdrawal of Mail: 5 Minute Minimum
- Line 16 - Sequencing and Collating Mail: Actual Time
- Line 17 - Strapping Out Time: Actual Time, Seldom Used
- Line 18 - 10 Minute Office Break: Local Option
- Line 19 - Vehicle Inspection: 3 Minute Minimum
- Line 20 - Personal Time: 5 Minute Fixed (Not on the form)
- Line 21 - Recurring Office Work Not Covered by Other Line Items: 9 Minute Minimum
- Line 22 - Non-recurring Office Work: Time Deducted
- Line 23 - Counting Mail and Filling out PS-Form 1838-C: Time Deducted

Enter Line Number In Explanation Column	
LINE	
14	Registered-Certified-COD-Customs Postage Due-Form 3868-signing for, returning funds and receipts.
15	Withdrawal of mail
16	Sequencing and collating By-Pass Mail
17	Actual Strapping out time
18	Break (local option)
19	Vehicle inspection
21	Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) (use Comments Section)
22	Waiting for mail (office) and other office activities not performed on a continuing basis which are excluded in computing the net office time (Use Comment section)
23	Counting mail and filling out form 1838 worksheet
Signature of Carrier(or Examiner)	

PS Form 1838-C, November 1997

Recording Line Items and Clock Rings

Actual Time Entries Recorded

United States Postal Service Carrier's Count Mail - Letter Carrier Routes Worksheet			Page 1
Post Office	Delivery Unit	House No.	
Denver, Colorado	Sullivan station	4713	
1. Letter-Size	AM	PM	Carrier Marked-Up
700			CFS
25			
200			
450 sequenced			
2. Mail of All Other Sizes			
632			
10			
190			
3. Accountable and Signature Mail			
Registered/Certified	6		
COD/Customs	1		
Postage Dues	7		
Express Mail	2		
5. All Parcel Post over 2 lbs.			
6. Sequenced and Collated			
Letter Size			
450			
Other Size			
9. 2nd-Class Marked Up (exclude Form 3579)			
10. Mail with Form 3579 attached			
12. Change of Address Recorded			
13. Insured Receipts Turned In			
Enter Line Number In Explanation Column	DPS Volume Pieces: (7a) To be added in line 7a on PS Form 1838	Comments	
14			TOTAL
15			Time Clock Rings
16			E
17			R
18			L
19			B
20			E
21			R
22			L
23			B
24			07.00
Comments	21a Pick up scanner 21b Safety talk 21c Throwback case 21d Workload - 3996 21e Bring mail to window caller 21f Replenish forms		
Office Work not covered by form (work functions must be identified and approved as being necessary and of a continuing nature) Joint Contracts Committee			
Counting mail and filling out form 1838 worksheet Signature of Carrier(or Examiner)	I certify the above information recorded by me is correct.	Day of Week	Date
		Sat	10/29/05
		<input type="checkbox"/> Reg.	<input type="checkbox"/> Repl.
		From:	To:

- Record beginning and end time (each event).
- Lines 21 and 22 require comments.
- Multiple entries of lines 21 and 22 (21a, 21b, etc.).
- All recorded times rounded up to nearest minute.
- Clock rings recorded in hundredths.

Handbook M-39, Section 222



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Perform Duties the Same During the Week of Count

"In order that a fair and reasonable evaluation may be made by management, carriers must perform their duties and travel their routes in precisely the same manner on inspection day as they do throughout the year."

Handbook M-41, Section 915



NALC 73rd Biennial Convention

Deliver All the Mail

- There should be no accumulation of mail on the day before the count starts.
- No mail should be curtailed on the last day of the count.
- All classes of mail available to the carrier must be routed and delivered.
- No casing of mail the day prior to the count.

Handbooks M-39, Section 221.134 and M-41, Section 921.11



NALC 73rd Biennial Convention

Conduct of Examiners

- Route examiners must not:
 - Supervise the carrier. They are there to observe.
 - Attempt to set the pace for the carrier. There are no street standards.
 - Suggest or forbid any rest or comfort stops.
 - Discuss on the day of inspection, mail volumes or potential evaluation of the route.
- Route examiners must:
 - Make notations and comments on the Day of Inspection (DOI) of items that need attention or improvement. (Including comments by the carrier). Comments and suggestions should be clear and detailed for later discussion with the carrier and to make adjustment decisions.

Comfort Stops

“Reasonable comfort stops will not be deducted from the carriers actual time.”

- Management may try to deduct time for reasonable comfort stops.
- Any deduction should be discussed with the carrier.
- “Reasonable” has no exact definition.
- Controlled by nature, geography, weather or personal circumstances.

Handbook M-39, Section 242.341, M-00242



NALC 73rd Biennial Convention

PS Form 3999, Inspection of Letter Carrier Route

- Purpose:
 - Record observations.
 - Transfer territory.

**United States Postal Service
Inspection of Letter Carrier Route**

Office	Delivery Unit	Route No.	No. of Trips	Truck Type	LHD	RHD	Capacity		
Vehicle No.	Carrier's Name	ID No.	Age	Length of Service			Length of Service on Route		
Type of Route			Non-EPM		EPM		Type of Transportation		
Business	Curb	Delivery	Res.	Mixed	Foot	Park & Loop	Public		
							Drive Out		
							Vehicle		
							Contract		
Description	Time	Elapsed Time	Odometer	Elapsed Miles	Time	Elapsed Time	Odometer	Elapsed Miles	
End Garage									
End Office									
Arrive Office									
Trans. Location Board									
Last Delivery									
End Lunch									
Start Lunch									
First Delivery									
Trans. Location Board									
Leave Office									
Report Office									
Report Garage									
Totals									
Total All Trips	Time Out	Time Nature			Time Out	Time Return			
Public Transportation									
* Minus lunch period and time spent waiting for mail.									
Yes	No	Item	Yes	No	Item				
		Does carrier wear regulation uniform and present a neat appearance?			Office Break Option				
		Does carrier perform work and conduct himself or herself in a business-like manner?			Is vehicle capacity adequate?				
		Is carrier's book up to date?			Does carrier operate the vehicle in a safe manner?				
		Are address changes properly maintained on Form 3982?			Is the line of travel the safest possible?				
		Are Forms 1776 and 1778 (Hazard and Dog Warning Cards) used?			Is the best mode of transportation used?				
		Are computerized case labels used (C.L.A.S.S.)?			Are travel pattern, relay, and park points set up efficiently?				
		Should case labels be replaced?			Is there compliance with postal regulations concerning mail receptacles?				
		Is the carrier cases and drawer free of personal effects and extraneous matter?			Does carrier take enough mail at each relay or park point?				
		Does the carrier leave the case unnecessarily?			Does carrier finger mail between deliveries?				
		Does the carrier talk unnecessarily with other employees?			Are collection receptacles properly maintained, anchored and secured?				
		Does the carrier have a sufficient supply of forms?			Does carrier take obvious short cuts?				
		Does the carrier have a valid driver's license?			Can changes be made to reduce travel time and deadheading?				
		Is a last withdrawal of preferential mail made before leaving the office?			Is DPS mail taken directly to the street without casing?				
Remarks									
Route Inspected By (Signature and Title)						Day and Date			
PS Form 3999, November 1997									

Leave Office - Show Line of Travel				Line of Travel to and from Lunch Place ^a			
D Date of Travel	Block Number and Street Name	Time Entered Block	Actual Time Used	Residential			
				Days. Curb	Days. NDCBL	Days. Pass. Curb	Days. NDCBL
Business				Days. Curb	Days. NDCBL	Days. Pass. Curb	Days. NDCBL
D PO Box NPU				D PO Box NPU	D PO Box NPU	D PO Box NPU	D PO Box NPU
Load Time							
To/From Route							
Return Office - Show Line of Travel							
Totals							

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

D = Public Address Number
P = Post Office Box Number
L = Delivery Location
O = Other

PS Form 3999, November 1997 (Reverse)



NALC 73rd Biennial Convention

PS Form 3999 (Front)

The front portion contains:

United States Postal Service Inspection of Letter Carrier Route									
Office Homebase	Delivery Unit	My Station	Route No.	No. of Trips	Truck Type	Capacity	✓ LHD	✓ RHD	✓ Capacity
5148420	Carrier Name	5 L. Galle	6002	7	Age	47	Length	84 years	on Route
Type of Route	Curb	✓ Delivery	✓ Rec.	✓ Mail	✓ Post	✓ Park & Ride	✓ Non-EPM	✓ EPM	✓ Demand
✓ Business	✓ Delivery	✓ Rec.	✓ Mail	✓ Post	✓ Park & Ride	✓ Non-EPM	✓ EPM	✓ Demand	✓ P.S. - Public Transportation
Top 1									
Description	Time	Elapsed Time	Odometer	Elapsed Miles	Time	Elapsed Time	Odometer	Elapsed Miles	
End Garage									
Leave Office	E:00	06	999.6	0.5					
Arrive Office	E:00	07	999.6	0.5					
Trans- portation Board	-	-	-	-					
Leave Delivery	1:55	2:05	999.1	0.2					
End Lunch	8:00	8:05	992.9	0.4					
Start Lunch	8:00	8:05	992.5	0.4					
End Delivery	1:55	2:05	992.5	0.2					
Trans- portation Board	-	-	-	-					
Leave Office	E:00	E:00	992.7	-					
Report Office	E:00	E:00	992.7	-					
Report Garage	-	-	-	-					
Total		7:55	E:9						
Total All Trips		7:25	-	-					
Public Transportation Schedule	Time Out	-	Time Return	-	Time Out	-	Time Return	-	
Mail	Length period and time spent waiting for mail								
Yes	No	Item	Yes	No	Item	Yes	No	Item	
X	X	Does carrier wear uniform and present a neat appearance?	X	X	Office Break Opt-in	E:55 to E:49			
X	X	Does carrier perform and conduct himself or herself in a business-like manner?	X	X	Is vehicle capacity adequate?				
X	X	Is carrier's book up to date?	X	X	Does carrier operate the vehicle in a safe manner?				
X	X	Are address changes properly maintained on Form 3080?	X	X	Is the line of travel the safest possible?				
X	X	Are Forms 1776 and 1778 (Hazardous Duty Warning Card) used?	X	X	Is the best mode of transportation used?				
X	X	Are computerized route labels used (C.L.A.S.R)?	X	X	Are travel patterns, relay, and park points set up efficiently?				
X	X	Should route labels be replaced?	X	X	Are travel patterns, relay, and park points set up efficiently?				
X	X	Does carrier have a sufficient supply of items?	X	X	Does carrier follow postal regulations concerning mail receipts?				
X	X	Does the carrier take unnecessary time for personal effects and extraneous matter?	X	X	Does carrier bring mail between delivery and scheduled stops?				
X	X	Does the carrier leave the car unoccupied?	X	X	Does carrier take obvious short cuts?				
X	X	Does the carrier have a sufficient supply of items?	X	X	Does carrier take obvious short cuts?				
X	X	Does the carrier have a valid drivers license?	X	X	Does carrier take obvious short cuts?				
X	X	Does the carrier have a sufficient supply of items before leaving the office?	X	X	Is DPS mail taken directly to the street without costing?				
Comments									
1) Carrier used Registered mail with letter size and had to return to vehicle to obtain Form 5109 (M-47, 862-2) caused additional time.									
2) Carrier additional time due to 100 block of 1st St., 100 block of Center Ln., and 1000 block of Remond Ave. By bypassing the blocks, delivery travel time to bypassing of blocks is eliminated, improving street efficiency by 7 minutes daily, carrier safety would also be improved.									
Handy Inspector By (Signature and Title) Day and Date									
Bryan Alpert Customer Service Analyst Tuesday, 5/19/98									
PS Form 3999, November 1987									

- Basic information for type of route and carrier inspected.
- Total elapsed time for major events (Leave Office, Lunch, Return to Office).
- Vehicle mileage.
- Totals reflected are after deductions.
- Examiners answers to 26 questions (Only used for recommendations).
- “Yes” and “No” answers are not used for deductions or disciplinary action.

Handbook M-39, Sections 234.12 and 234.13



NALC 73rd Biennial Convention

PS Form 3999 (Reverse)

The reverse portion contains allied time functions and delivery time:

Leave Office - Show Line of Travel									
Line of Travel to and from Lunch Place *									
Delivery Method & Address	Block Number and Street Name	Time Entered	Actual Time Used	Residential		Business		Deliv. Box or N/A	Comments
				Delys. Other	Delys. Curb	Delys. On-Curb	Delys. Other		
VEHICLE LOAD	17001 - 17005 W DIXIE HWY	9:16:15 00:14:53							
WAITING OTHER		9:17:15 00:00:00							
TRAVEL TO		9:35:15 00:05:00							
WAITING OTHER		9:40:30 00:05:00							
O 17001 - 17013 W DIXIE HWY	O 9:45:30 00:04:00								
O 17015 - 17029 W DIXIE HWY	O 9:49:30 00:02:43								
O 17031 - 17035 W DIXIE HWY	O 9:53:30 00:02:43								
WAITING OTHER		9:54:45 00:01:52							
O 17027 - 17029 W DIXIE HWY	O 9:56:30 00:02:22								
O 17031 - 17035 W DIXIE HWY	O 9:58:30 00:02:44								
DEADHEAD TIME		10:02:40 00:00:38							
TRAVEL WITHIN		10:04:00 00:02:55							
O 17001 - 17008 W DIXIE HWY	E 10:04:30 00:02:14								
WAITING OTHER		10:20:15 00:02:16							
O 17015 - 17029 W DIXIE HWY	E 10:22:30 00:02:16								
O 17031 - 17035 W DIXIE HWY	E 10:25:30 00:02:16								
O 17020 - 17029 W DIXIE HWY	O 10:26:30 00:01:15								
ACCOUNTABLE DELIVERY		10:29:15 00:02:14							
TRAVEL WITHIN		10:31:30 00:00:14							
O 17001 - 17002 ST	O 10:41:30 00:00:04								
O 17015 - 2305 NE 1710D ST	O 10:43:30 00:00:04								
O 1705 - 2305 NE 1710D ST	O 10:48:30 00:00:04								
O 1705 - 2305 NE 1710E ST	O 10:49:30 00:00:04								
O 1705 - 2305 NE 1710F ST	O 10:49:30 00:00:04								
O 1705 - 2305 NE 1710G ST	O 10:49:30 00:00:04								
O 1705 - 2305 NE 1710H ST	O 10:49:30 00:00:04								
O 1705 - 2305 NE 1710I ST	O 10:49:30 00:00:04								
O 1705 - 2305 NE 1710J ST	O 10:49:30 00:00:04								
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Editing The PS Form 3999

- Unedited PS Form 3999 is uploaded to Delivery Operations Information System (DOIS).
- Sources are:
 - Data Collection Device (DCD).
 - Mobile Delivery Device – Technical Refresh (MDD-TR) (Scanner).
 - Direct manual input into DOIS (AKA “manual 3999”).
- Editing the PS Form 3999 in DOIS leaves an audit trail.



3999 Audit Trail Report

- Data Capture Date is the day of the 3999.
- “1” is the initial entry on 3999.
- “2” is a change in time From “1”.
- “3” is a change to “2” and so on.
- A number “1” without a “2” is a deletion of the original entry.

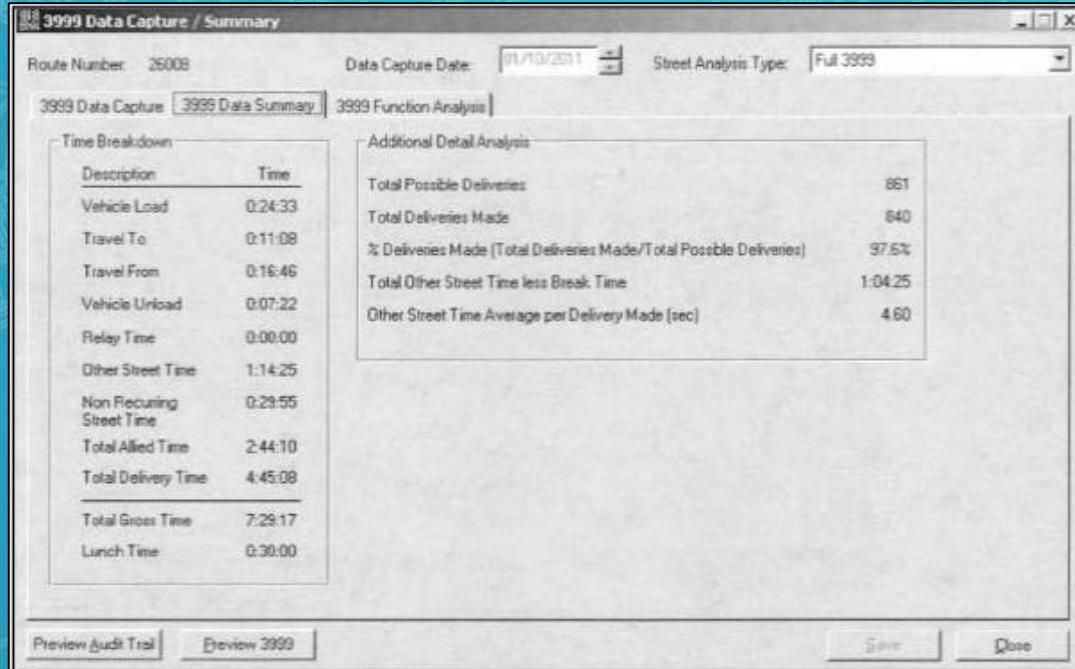
Ver Nbr	Del Met	Block Number & Street Name	Tvl Pat	Actual Time Used	Residential					Business					Det. PO Box or NPU	
					Other	Curb	NDCBU	Cent	Made	Other	Curb	NDCBU	Cent	Made		
1	Othr	11460 - 11498 NW 13TH CT	E	0:00:56	0	3	0	0	3	0	0	0	0	0	0	0
2	Othr	11460 - 11498 NW 13TH CT	E	0:01:06	0	3	0	0	3	0	0	0	0	0	0	0
1	Othr	11500 - 11598 NW 13TH CT	E	0:00:08	0	1	0	0	1	0	0	0	0	0	0	0
2	Othr	11500 - 11598 NW 13TH CT	E	0:00:28	0	1	0	0	1	0	0	0	0	0	0	0
1	Othr	11600 - 11698 NW 13TH CT	E	0:00:02	0	1	0	0	1	0	0	0	0	0	0	0
2	Othr	11600 - 11698 NW 13TH CT	E	0:00:22	0	1	0	0	1	0	0	0	0	0	0	0
1	Othr	11800 - 11800 NW 13TH CT	B	0:01:22	0	1	0	0	1	0	0	0	0	0	0	0
2	Othr	11800 - 11800 NW 13TH CT	B	0:00:32	0	1	0	0	1	0	0	0	0	0	0	0
1	Othr	1801 - 1899 NW 158TH AVE	O	0:01:19	0	2	0	0	2	0	0	0	0	0	0	0
2	Othr	1801 - 1899 NW 158TH AVE	O	0:00:59	0	2	0	0	2	0	0	0	0	0	0	0
1	Othr	2000 - 2098 NW 154TH AVE	E	0:01:23	0	2	0	0	2	0	0	0	0	0	0	0
2	Othr	2000 - 2098 NW 154TH AVE	E	0:01:30	0	2	0	0	2	0	0	0	0	0	0	0
1	Othr	2001 - 2099 NW 158TH AVE	O	0:00:31	0	2	0	0	2	0	0	0	0	0	0	0
2	Othr	2001 - 2099 NW 158TH AVE	O	0:00:51	0	2	0	0	2	0	0	0	0	0	0	0
1		LUNCH BREAK		0:30:07	0	0	0	0	0	0	0	0	0	0	0	0
2		LUNCH BREAK		0:30:00	0	0	0	0	0	0	0	0	0	0	0	0
1		PERSONAL NEEDS		0:02:17	0	0	0	0	0	0	0	0	0	0	0	0
2		PERSONAL NEEDS		0:02:24	0	0	0	0	0	0	0	0	0	0	0	0
1		STREET BREAK TIME		0:10:00	0	0	0	0	0	0	0	0	0	0	0	0
1		TRAVEL WITHIN		0:00:06	0	0	0	0	0	0	0	0	0	0	0	0
1		VEHICLE LOAD		0:18:21	0	0	0	0	0	0	0	0	0	0	0	0
2		VEHICLE LOAD		0:26:21	0	0	0	0	0	0	0	0	0	0	0	0

See The 2018 NALC Guide to Route Inspections, page 157



NALC 73rd Biennial Convention

3999 Data Capture Summary Screen



- Screenshot only.
- Shows summary of major events.
- Shows Total Possible Deliveries and Total Deliveries Made.
- Data Capture Date.
- Identifies full or partial 3999.

See The 2018 NALC Guide to Route Inspections, page 160



NALC 73rd Biennial Convention

3999 Function Analysis Screen

- Data Capture Date is the day of the 3999.
- Displays total allied times.
- Includes all non-recurring time.
- Miscellaneous Other is added back to the total (Replenish).

3999 Data Capture / Summary	
Route Number:	25008
Data Capture Date:	01/10/2011
3999 Data Capture 3999 Data Summary 3999 Function Analysis	
Function Analysis	
Function Description	Total Time
Relay Time	0:00:00
Travel To	0:11:08
Travel From	0:16:46
Vehicle Load	0:24:33
Vehicle Unload	0:07:22
Other Street Time**	1:14:25
Non-Recurring Street Time**	0:29:55
Total Allied Time	2:44:10
* Other Street Time Detail	
Function Description	Total Time
Travel Within	0:13:41
Accountable Delivery	0:14:37
Parcel Delivery	0:26:22
Street Break Time	0:10:00
Collection Time	0:00:00
Deadhead Time	0:00:00
Personal Needs	0:08:55
Customer Contact	0:00:50
Gas Vehicle	0:00:00
Totals	1:14:25
** Non-recurring Street Time Detail	
Function Description	Total Time
Backtracking	0:04:07
Animal Interference	0:00:00
Waiting for Relays	0:00:00
Waiting for Transportation	0:00:00
Waiting - Other	0:15:41
Temporary Detail	0:00:00
Management Time	0:00:00
Accident	0:00:13
Miscellaneous Other	0:09:54
Totals	0:29:55

See The 2018 NALC Guide to Route Inspections, page 162

PS Form 1838

Carriers Count of Mail -Letter Carrier routes (Mngt. Summary)

United States Postal Service Carrier's Count of Mail-Letter Carrier Routes (Mngt. Summary)										Wednesday 04/25/2018		Route No. 55064	
Post Office		Delivery Unit and ZIP Code		North Station		20055-9998							
Washington, DC													
Description													
<input type="checkbox"/> EPM Route		<input checked="" type="checkbox"/> Non-EPM Route		<input checked="" type="checkbox"/> CFS									
Check Appropriate Boxes													
1. Letter-Size Mail		Marked-Up		Carrier		0	6	5	92	7			
				CFS		0	12	5					
						0	0	359	0				
2. Mail of All Other Sizes		Marked-Up		Carrier		0	2	0	353	45			
				CFS		0	4	0					
3. Accountable and Signature Mail						0	0	12	0				
		Marked-Up				0	1	0	11				
4. Computing Cols. (a), (b), (c) Strapping out (Lines 1, 2 & 3 Minus Carrier Mark-Ups)						0	0	482	0	456	7		
						0	0	15	0				
5. All Parcels Over 2 Lbs.		Marked-Up		Carrier		0	0	0	15				
				CFS		0	0	0					
6. Sequenced Mail				Letter-Sized		0	0	0	0				
				Other-Sized		0	0	0	0				
7. Total Delivered Pieces						1486			1957				
8. Separating all Carrier Mark-Ups (Lines 1,2,3, 8, & 9)						9	5	1	1	002			
9. 2nd-Class Marked-Up (Exclude from 2070)						0	0			000			
10. Mail with Form 3579 Attached						0	0			000			
11. Total Mark-Ups (Line 8 Minus Lines 9 and 10)						9	5	3	2	29			
12. Changes in Address Recorded						1	0	2	1	37			
13. Insured Receipts Turned In						0	1	5	3	8			
14. Registered/Certified/COD-Customer Post, Due-Key Form 3568-Signing For Returns Funds and Receipts						1	1	1	1	002			
15. Withdrawning Mail						0	0	0	0	000			
16. Sequencing and Collating By-Pass Mail						0	0	0	0	000			
17. Actual Strapping Out Time						0	0	0	0	000			
18. Break (Local Option)						0	0	0	0	000			
19. Vehicle Inspection						0	0	0	0	000			
20. Personal Needs, etc.						0	0	0	0	000			
21. Identifying Recurring Office Work not Covered by This Form Use Comments Section						0	0	0	0	000			
22. Identifying Non-Recurring Office Activities Not Performed on Cost Basis Use Comments Section						0	0	0	0	000			
23. Counting Mail and Filling Out Form 1838-C						0	0	0	0	000			
24. Totals (exclude Lines 22 and 23)						0	0	0	0	000			
Comments													
Representative Time - Lines 1st and 12 Determined by Route Examiner - Based on Observations													
Lines		Mins.		Comments									
17													

PS Form 1838, November 1991 / FACSIMILE - DOIS

- Daily record of data collected during count.
- Volumes and mark-ups.
- Office and street times.
- Line-item totals.
- Puts the 1838-C and street data together.
- 1838 data is transferred to PS Form 1840.



NALC 73rd Biennial Convention

After the Week of Count and Inspection

- 8th Week and the PS Form 1840-B
 - PS Form 1840
 - Office Time Selections
 - Street Time Selections
 - Carrier Consultations

United States Postal Service				Post Office				Delivery Unit			
Carrier Time Card Analysis				Homebase				Branch Station			
Total Days Worked		X Miles		Fleet Used		Date		Delivery Volume		Date	
Schedule	Day	Begin	Leave	Office	Return	Street	End	Office	Time	Overdue	Auxiliary
8/17/79	Sat	4.00	8.83	8.83	12.83	8.95	14.80	17	7.83		00 480 482 83
8/18/79	Sat	6.00	9.66	8.83	15.75	13.83	15.40	10	7.60		1.00 583 585 715
8/19/79	Sat	7.6									
8/19/79	Sat	6.00	7.67	6.69	15.81	5.70	15.61	10	7.09		659 460 528 911
8/20/79	Sat	0									
MDA/79	Sat	6.05	9.18	3.07	14.05	4.46	14.20	12	7.85		1.00 785 785 911
11/18/80	Sat	6.00	8.83	8.83	15.80	6.25	15.68	08	7.18		659 460 528 905
8/10/80	Sat	0									
TOTAL	Days	15.82		21.01		26		26			<i>Circle in Red</i>
Average		5.10				1		1			
Comparable Day (Exam 1980)				5.20		26		26			
Schedule	Day	6.00	E 82	2.83	14.83	5.00	14.50	17	8.00		2.30 3329 2349 472 4066
8/18/79	Mon	6.00	E 82	2.83	15.89	4.54	15.99	10	7.49		50 724 515 820
8/19/79	Mon	6.00	E 82	2.80	13.83	4.50	15.91	08	7.38		630 433 433 734
8/14/79	Mon	6.00	E 82	2.81	13.83	4.50	15.91	07	7.39		630 433 433 734
8/15/79	Mon	6.00	E 90	9.20	13.86	4.56	14.01	07	7.34		50 708 508 806
8/10/79	Mon	7.6									
11/26/79	Mon	<i>Holiday</i>									
11/16/80	Mon	0									
8/15/80	Mon	0									
TOTAL	Days	11.86		18.10		34		34			<i>Circle in Red</i>
Average		2.80		4.52		06		06			
Comparable Day (Exam 1980)				4.38		34		34			
Schedule	Day	6.00	E 82	2.83	14.83	5.00	14.50	17	7.00		1.00 2786 1990 3042
8/20/79	Tue	6.00	E 70	2.70	15.70	4.70	15.80	10	7.80		659 472 820
8/11/79	Tue	6.00	E 67	2.67	15.73	4.56	15.81	08	7.91		720 460 460 720
8/15/79	Tue	6.05	E 82	2.71	13.87	4.54	15.95	07	7.40		630 433 433 76
9/4/79	Tue	6.00	E 75	2.75	15.75	4.65	15.81	07	7.91		670 476 796 796
10/13/79	Tue	6.00	E 62	2.65	16.67	4.52	15.77	10	7.87		667 466 796 796
8/21/79	Tue	7.6									
11/15/80	Tue	6.00	E 82	2.82	15.72	4.40	15.95	08	7.45		630 433 753
8/14/80	Tue	6.00	E 75	2.75	15.73	4.45	15.81	08	7.91		670 476 511
TOTAL	Days	19.12		31.45		75		75			<i>Circle in Red</i>
Average		2.44		4.80		07		07			
Comparable Day (Exam 1980)				4.32		75		75			

United States Postal Service Carrier Delivery Route - Summary of Count and Inspection										Post Office	Delivery Unit			Carrier Name	
										HOMETOWN				MAIN OFFICE	R. J. Rose
Route No.	Type of Route		No. of Trips		Type of Vehicle		Age		Length of Service		Length of Service on Route				
	<input type="checkbox"/> EPM Reg.	<input checked="" type="checkbox"/> Non EPM Aux.	1		<input type="checkbox"/> Foot	<input type="checkbox"/> Bus	<input type="checkbox"/> Res.	<input type="checkbox"/> Mail	<input type="checkbox"/> Bpoce	<input type="checkbox"/> Minuted	<input type="checkbox"/> Cut Delivery	<input type="checkbox"/> Park and Load	<input type="checkbox"/> Demand		
1918							45		20 years		10 years				
Inclusive Dates From: 01/01/97 To: 01/01/97	A	B	C	D	E	F	G	H	I	J	K	L			
	OFFICE TIME										NUMBER OF PIECES DELIVERED				
	Net Time Used	Standard	Over Standard	Under Standard	Net Street Time Used	Net Total Time Used	Actual Auxiliary Time Used	Miles Driven	Letter Size	Mail of All Other Sizes	All Postal Post Over 2 Pounds	Sequenced Mail			
Day	Hrs Mins	Hrs Mins	Hrs Mins	Hrs Mins	Hrs Mins	Hrs Mins	Hrs Mins				Letter	Other			
Sat	8 59	3 10			11 4	35	7 34		7.1	1322	440	6 8	674 2450		
Mon	3 11	3 30			19 6	29	7 40		6.9	1084	656	2 7	517 2216		
Tue	3 22	3 40			18 6	17	7 39		7.2	1899	597	8 10	637 2551		
Wed	[2 30]	[3 09]			[19]	[6 42]	[7 32]		[7.3]	1570	351	4 19	575 2319		
Thu	8 54	3 26			52	4 44	7 35		6.8	1277	428	5 14	375 674 2802		
Fri	3 26	3 39			13 6	19	7 45		7.1	1617	577	5 8	525 2832		
Totals	15 58	17 25			1 33	22	24	45 48		33 1	7939	2845	33 66	375 3908 1570	
Averages	3 10	3 29			19 6	29	7 38		7.0	1325	474	6 11	64 650 2558		
1940-B Average Street Time										► 6 30					
Analysis of Office Work Functions and Actual Time Recordings. Lines										Route Examiner's Office (Street)			Office Time - Letter mail volume for Do All Research Corp.		
Day	14	15	16	17	18	19	21	22	23				caused by route examinee Saturday through Thursday, and average was 179 pieces per day.		
Sat	5 4	-	10 3	11	-	21							Recommended establishment of form below on distribution cases for this firm.		
Mon	6 5	-	10 4	9	-	18							(On 3/18/97, accumulation of cases received phone call and delayed the carrier 5 minutes. (See 1838))		
Tue	6 3	-	10 5	12	-	20							Street Time		
Wed	7 4	-	10 5	10	-	24							- Carrier cause Registered mail with letter size. Need 5 minutes of additional time returning to office to cancel Form 3889.		
Thur	6 5	-	10 4	9	-	20							(Cross-cross delivery pattern used on 100 block of 1st St., Cotta Lane and 1200 block of Orange St. By keeping these blocks standard travel to beginning of blocks is minimized, improving street efficiency by estimated 7 minutes delay at the same time, carrier safety is improved.)		
Fri	6 5	-	10 3	9	-	26							Percent Made		
Reg. Times	6	5	-	10 3	9	-	26						80%		
Route Examiner and Date										Delivery Service Manager (Signature and Title)			New Const.		
C Fisher 3/13/97										7 Gallo, Station Manager			5		
PS Form 1640, November 1997													Date Adjustments Made		
													4/26/97		



NALC 73rd Biennial Convention

8th Week PS Form 1840-B

- Week following the count week is included in 1840-B time.
- Review PS Forms 3996.
- Review auxiliary assistance for 8 weeks.

United States Postal Service Carrier Time Card Analysis										Post Office	Delivery Unit				
Route No. 1918		Carrier's Name K. Galloway		Homebound		Period Used		From 5/17/79		To 5/17/80	Bryan Station	Date 5/10/80			
Day of Week	Begin	Leave	Office Time AM	Return	Street Time	End	Office Time PM	Total	Overnight	Actual	Transfer	Time	Delivery Volume		
Schedule	6.00	8.53	8.53	14.33	5.00	14.50	.17	8.00		OFF	STR	Lt	Flt	Seq	DPS
5/17/79	Sat	6.00	9.53	8.53	13.93	5.90	14.03	10	7.53			.50	600	453	332
4/28/79	Sat	6.00	9.65	8.65	13.98	4.80	14.10	12	7.60			1.00	583	414	718
5/18/79	Sat	7-6													
9/1/79	Sat	6.02	8.71	2.69	13.51	4.80	13.61	10	7.09			659	460	452	805
10/26/79	Sat	0													
11/24/79	Sat	6.05	9.12	3.07	14.03	4.46	14.20	12	7.85			1.00	745	589	911
11/25/79	Sat	6.00	8.85	2.85	13.60	4.85	13.68	08	7.18			659	460	303	
5/1/80	Sat	0													
TOTAL	Days														
	5														
Average															
Comparable Day (Form 1840)															
Schedule	6.00	8.53	8.53	14.33	5.00	14.50	.17	8.00							
5/19/79	Mon	6.00	8.53	2.85	13.59	4.54	13.99	10	7.49			.50	729	518	374
4/30/79	Mon	6.00	8.53	2.80	13.83	4.50	13.91	08	7.38			680	483	332	
5/1/79	Mon	6.02	8.53	2.81	13.83	4.50	13.91	08	7.39			680	483	332	
5/1/79	Mon	6.00	8.90	2.90	13.96	4.56	14.01	08	7.54			.50	702	506	355
10/26/79	Mon	7-6													
11/26/79	Mon	—	Holiday												
5/1/80	Mon	0													
TOTAL	Days														
	4														
Average															
Comparable Day (Form 1840)															
Schedule	6.00	8.53	8.53	14.33	5.00	14.50	.17	8.00							
5/20/79	Tue	6.00	8.70	2.70	13.70	4.50	13.80	10	7.80			659	478	305	
5/1/79	Tue	6.00	8.67	2.67	13.73	4.50	13.81	08	7.31			780	460	780	
5/15/79	Tue	6.05	8.53	2.75	13.57	4.54	13.95	08	7.40			680	483	767	
9/4/79	Tue	6.00	8.75	2.75	13.73	4.48	13.81	08	7.31			670	478	782	
10/23/79	Tue	6.00	8.65	2.65	13.67	4.58	13.77	10	7.87			648	460	798	
11/27/79	Tue	7-6													
11/28/79	Tue	6.00	8.55	2.82	13.72	4.40	13.95	08	7.45			680	483	755	
5/1/80	Tue	6.00	8.75	2.75	13.79	4.48	13.81	08	7.31			670	478	818	
TOTAL	Days														
	7														
Average															
Comparable Day (Form 1840)															

PS Form 1840-B, November 1997 (Page 2 of 4)

Random Lot Selection		Day of Week	Average Street Time		
From	To				
8/29/80	9/17/80	Saturday	4:14		
3	4	2	1		
Random Weeks Beginning (Show Saturday dates for the first seven weeks selected and the date for the first delivery of the eighth week)					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
TOTAL					27.30
				Average Daily Street Time	4.55
Comments					
<p>Saturday provides office assistance because of closed business deliveries. Monday and Friday requires assistance on a regular basis. Friday office and street time of count week considerably more than comparable day of analysis period. Mail volume records show comparable workloads during the analysis period and count week, discussed with carrier inconsistent performance and he was unable to give a satisfactory explanation. Carrier was issued a Letter of Warning.</p>					
<p>Supervisor's Printed Name: B Kaplan Supervisor's Signature: B. Kaplan Date: 5/10/80</p>					
PS Form 1840-B, November 1997 (Page 4 of 4)					



NALC 73rd Biennial Convention

PS Form 1840 Carrier Delivery Route – Summary of Count and Inspection

- Average daily office time.
- Average daily street time.
- 1840-B time.
- Average total time.
- Volume averages.
- Line-item averages.
- Percentage deliveries made.

United States Postal Service Carrier Delivery Route - Summary of Count and Inspection												Post Office		Delivery Unit		Carrier Name									
Route No.	<input type="checkbox"/> EPM Reg	<input checked="" type="checkbox"/> Non EPM	No. of Trips	Type of Route												HOMETOWN		MATT OFFICE		R. J. Rose					
1518	<input type="checkbox"/> Reg	<input type="checkbox"/> Aux.	I	<input type="checkbox"/> Post <input type="checkbox"/> Bus <input checked="" type="checkbox"/> Rec. <input type="checkbox"/> Mixed <input type="checkbox"/> Bicycle <input type="checkbox"/> Motorcar <input type="checkbox"/> Cutlery <input type="checkbox"/> Park and Loop <input type="checkbox"/> Dismount												Age	45	Length of Service on Route	20 years						
Inclusive Dates From: 3/15/97 To: 3/16/97	OFFICE TIME												Net Street Time Used	Net Total Time Used	Actual Auxiliary Time Used	Miles Driven	NUMBER OF PIECES DELIVERED								
	Day	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Hrs	Mins	Letter Size	Mail of All Other Sizes	Accountable and Signature Mail	All Parcel Post Over 2 Pounds	Sequenced Mail	DPS Mail	Total Pieces Delivered			
Sat	2	59	3	10				11	4	35	7	34				7.1	1322	440	6	8		674	2450		
Mon	3	11	3	30				19	4	29	7	40				6.9	1034	656	2	7		517	2216		
Tue	3	22	3	40				18	4	17	7	39				7.2	1299	597	8	10		637	2551		
[Wed]	[2]	[50]	[3]	[09]				[19]	[4]	[48]	[7]	[52]				[7.3]	1870	551	4	19		575	E319		
Thur	2	54	3	26				32	6	44	7	38				6.8	1897	484	8	14		375	674	E302	
Fri	3	06	3	39				13	4	19	7	45				7.1	1617	877	5	8		825	2832		
Total	15	58	17	25				133	22	24	45	48				35.1	7939	2845	33	66		385	3902	15170	
Averages	3	10	3	29				19	4	29	7	38				7.0	1323	474	6	11		64	650	E588	
1840-B Average Street Time												► 4:30													
Analysis of Office Work Functions and Actual Time Recordings. Lines 14-23												Route Examiner's (Office and Street) Office Time - Letter mail volume for Do All Research Corp. counted by route examiner Saturday through Thursday, and average was 179 pieces per day. Recommended establishment of firm delivery on distribution cases for this firm.													
Day	14	15	16	17	18	19	20	21	22	23											Coverage	Possible Deliveries	Deliveries Made		
Sat	5	4	-	-	10	3	11	-	21												Trip 1	521	415		
Mon	6	5	-	-	10	4	9	-	18												Trip 2				
Tue	6	3	-	-	10	3	12	-	20												Percent Made		80%		
Wed	7	4	-	-	10	5	10	-	24												New Const.	8			
Thur	6	5	-	-	10	4	9	-	26																
Fri	6	5	-	-	10	3	9	-	26																
Rep. Times	6	5	-	-	10	3	9	-	-																
Route Examiner and Date C Fisher 3/15/97												Delivery Service Manager (Signature and Title) T Gallo, Station Manager												Date Adjustments Made	
PS Form 1840, November 1997																								4/26/97	



NALC 73rd Biennial Convention

PS Form 1840

Office Selections

Exception to office standards:

“An exception may be made for carriers who have served continuously for 25 years or more or are over 55 years of age. Before making an exception, determine that the carrier cannot meet the standard office time and that his or her conduct and performance are otherwise satisfactory. The office time allowed for an exempted carrier must be reasonable and be determined by management.”

PS Form 1840

Office Selections

Volume adjustments:

“No mail volume adjustments will be made to carrier office work (casing and strapping out functions) or street work evaluations unless the mail volume for the week of count and inspection is at least 13% higher or lower than the average mail volume for the period between the most recent regular and the current inspection (excluding the months of June, July, August, and December).”

Handbook M-39, Section 242.312



NALC 73rd Biennial Convention

PS Form 1840

Office Selections

Total office time credit:

“Under normal conditions, the office time allowance for each letter route shall be fixed at the lesser of the carrier’s average time used to perform office work during the count period, or the average standard allowable office time.”

Handbook M-39, Section 242.311



NALC 73rd Biennial Convention

PS Form 1840

Street Selections

Two street time selection choices:

- Average of 8-week 1840-B street time.
- Average street time for week of count.

Documentation required:

“The manager will note by explanatory Comment on the reverse of Form 1840 or attachments thereto why the base street time allowance for the route was established at the time selected. The manager’s selection of the street time allowance cannot be based on the sole criterion that the particular time selected was the lower.”

PS Form 1840

Street Selections

- Improper deductions of street time:
 - Management may not make deductions for failure to finger mail or take shortcuts.
 - Local management (not the examiner), provides instruction.
 - An effort to reinspect the route prior to adjustment should be made.
- Deductions due to operational change claims:
 - Any changes to the carrier's base street time must be documented.
 - Any proposed changes must be discussed with the carrier.

Handbook M-39, Sections 242.344 and 242.345



NALC 73rd Biennial Convention

Carrier Consultations

Two Consultations with Carrier

- Evaluation Consultation:
 - PS Forms 1838 and 1840 provided to the carrier.
 - Time disallowances on the PS Form 1840.
 - Days excluded from the PS Form 1840-B.
- Adjustment Consultations:
 - Consideration of relief or addition to the route.
 - Carrier's comments must be documented and considered.



Evaluation Consultation

- PS Forms 1838 provided to carrier 5 days prior to consult.
(M-39, 241.4)
- PS Form 1840 provided to carrier 1 day prior to consult.
(M-39, 241.4)
- All time disallowances on PS Form 1840 provided 1 day in advance.
(M-39, 242.347)
- Days excluded from the 1840-B (8-week analysis).
(M-39, 242.346)
 - Documented reasons provided to carrier within 7 days.
 - Exclusion is not allowed if documentation is not provided with 7 days.



Route Adjustment Consultation

- Discussion with carrier on proposed addition or relief.
- Carrier comments recorded on the PS Form 1840 Reverse.
- No carrier signature required.
- Carrier comments cannot be ignored.

See 2018 Route Inspection guide, page 62

Handbook M-39, Section 243.11

Assignment Approved by Postmaster or Designee				Address Range				Record of Office and Street Adjustments Made				Date: 08/27/2014	Page 1 of 2
ITEM	HOURS AND MINUTES	NEW CONST. SCHED. (S)	RELIEF (R) ADDITION (A)	STREET		ZIP + 4 SECTION	TRANSFERRED TO FROM ROUTE NUMBER	DEL%	OFFICE TIME MIN:SEC	STREET TIME MIN:SEC	ITEM	ROUTE AND MINUTES	
ROUTE 1840	00:25	A	48:40:51	216	216	3082	43044	34	00:38	00:32	OFFICE TIME	00:21	
ROUTE 1840	00:20	A	48:40:51	228	230	3228	43044	1	00:08	00:11	ROUTINE TIME	00:59	
ROUTE 1840	07:45	R	TUBB AVE	4825	4925	2728	43044	10	00:29	05:25	ROUTINE TIME	00:03	
ROUTE 1840		R	TUBB AVE	4825	4925	2748	43044	2	00:26	05:22			
ADDITION		R	TUBB AVE	4801	4809	2756	43044	2	00:27	05:25			
		R	TUBB AVE	4801	4809	2752	43044	28	00:28	05:20			
		R	TUBB AVE	5401	5409	2753	43044	33	00:18	05:27			
		R	TUBB AVE	5401	5409	2754	43044	32	00:34	05:28			
		A	Relay Time EXR 14:27, ADD 17:51	0	0			0	00:00	05:14			
		R	Thruw Walk EXR 18:22 ADD 17:22	0	0			0	00:00	05:00			

			Old Relay BREW ST 48:25					0	00:00	00:00			
			New Relay 210:45:56 3:04					0	00:00	00:00			
			New Relay 4925 TUDL Ave 1:06					0	00:00	00:00			
		A	Postal Delivery					0	00:00	02:00			

Comments:

1. Office break Option chosen Yes or No.
2. Base Time Route Evaluation from CDRAAP is 6:25 (Hours and Minutes)
3. Street Time for Adjustment 06:30 (Hours and Minutes)
4. Reasons for selection of street time: The adjustment team mutually agrees that the actual average street time from the evaluation period is most representative of the route.

Office Time Mode: Demonstrated Performance by Relieved Carrier



Route Adjustments (DOIS and COR)

- Route adjustments are made using one of two systems:
 - Delivery Operations Information System (DOIS)
 - Carrier Optimal Routing (COR)
- DOIS uses a more simplified method of transfer of delivery segments and re-sequencing of delivery order.
- COR is more complex and uses mapping data along with automatic calculations for both office and street time as well as allied functions.
- Differences in DOIS and COR 1840 Reverse:
 - DOIS: Uses whole minutes.
 - COR: Uses minutes and seconds.



DOIs Generated 1840R

Relief or addition is shown in whole minutes.



COR Generated 1840R

Assignment Approved By Postmaster or Designee			Record of Office and Street Adjustments Made										Date: 06/01/11	Page 1 of 2	
Item	Hours and Minutes	New Const. Minutes	Relief (R) Addition (A)	Address Range:				Adjusted Route							
				Street	Begin	End	ZIP + 4 Sector/ Segment	Trans - ferred To / From Route Number	Delays	Office Time MM:SS	Street Time MM:SS	Item	Hours and Minutes		
Office Time	01:25		A	43RD ST	216	216	3202	C004	24	00:38	03:32	Office Time	01:27		
Street Time	06:20		A	43RD ST	220	220	3225	C004	1	00:00	02:13	Street Time	06:35		
Total Time	07:45		R	TODD AVE	4925	4925	2728	C019	11	00:25	03:23	Total Time	08:02		
Relief			R	TODD AVE	4925	4925	2743	C019	2	00:26	03:24				
Addition			R	TODD AVE	4801	4899	2751	C004	2	00:27	03:26				
			R	TODD AVE	4901	4999	2752	C019	20	00:28	03:26				
			R	TODD AVE	5001	5099	2753	C034	19	00:29	03:27				
			R	TODD AVE	5101	5199	2754	C049	32	00:30	03:28				
			A	Relay Time: EXR 14:37. ADJ 17:51	0	0				0	00:00	03:34			
			R	Travel Within: EXR 15:22. ADJ 12:22	0	0				0	00:00	03:00			

			Old Relay: BREW ST - 01:33	9001	9999	3239		0	00:00	00:00					
			New Relay: 216 43rd St. 1:04	0	0				0	00:00	00:00				
			New Relay: 4925 Todd Ave. St. 1:04	0	0				0	00:00	00:00				
			A Parcel Delivery	0	0				0	00:00	02:00				

Comments:
 1. Office break Option chosen Yes or No.
 2. Base Time Route Evaluation From _____ is _____ (Hours and Minutes)
 3. Street Time for Adjustment _____ (hours and minutes)
 4. Reasons for selection of street time:
 Office Time Mode

Relief or addition is shown in minutes and seconds.



Stewards Should Look For

- If the route was inspected more than 3 days, the 3999 closest to the selected street time is used in adjustment.
- Compare net street on PS Form 1840 to TACS Employee Everything Report.
- Verify auxiliary time is correctly recorded. Review PS Forms 3996.
- Review PS Forms 1838-C, 1838, 1840 for proper office time credit.
- Was proper street time selected (8 week or week of count)?
- Review PS Form 1840-B for exclusion of days.



Stewards Should Look For

- Look for “Waiting Street Time” on the PS Form 1838.
- Review PS Form 3999 for deducted time. Review examiner comments.
- Request original and edited 3999 along with examiners notes.
- Review the “3999 Audit Trail Report” for edits made to original 3999.
- Review DOIS “Function Analysis” and “Data Summary” screens.
- Look for manual or miscellaneous office/street adjustments on 1840 Reverse.



Territory Transfer

“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.”*

Rules For Adjustments

- Routes more than 8 hours:

“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.”

- Routes 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.”

Forms Used In Count and Inspections

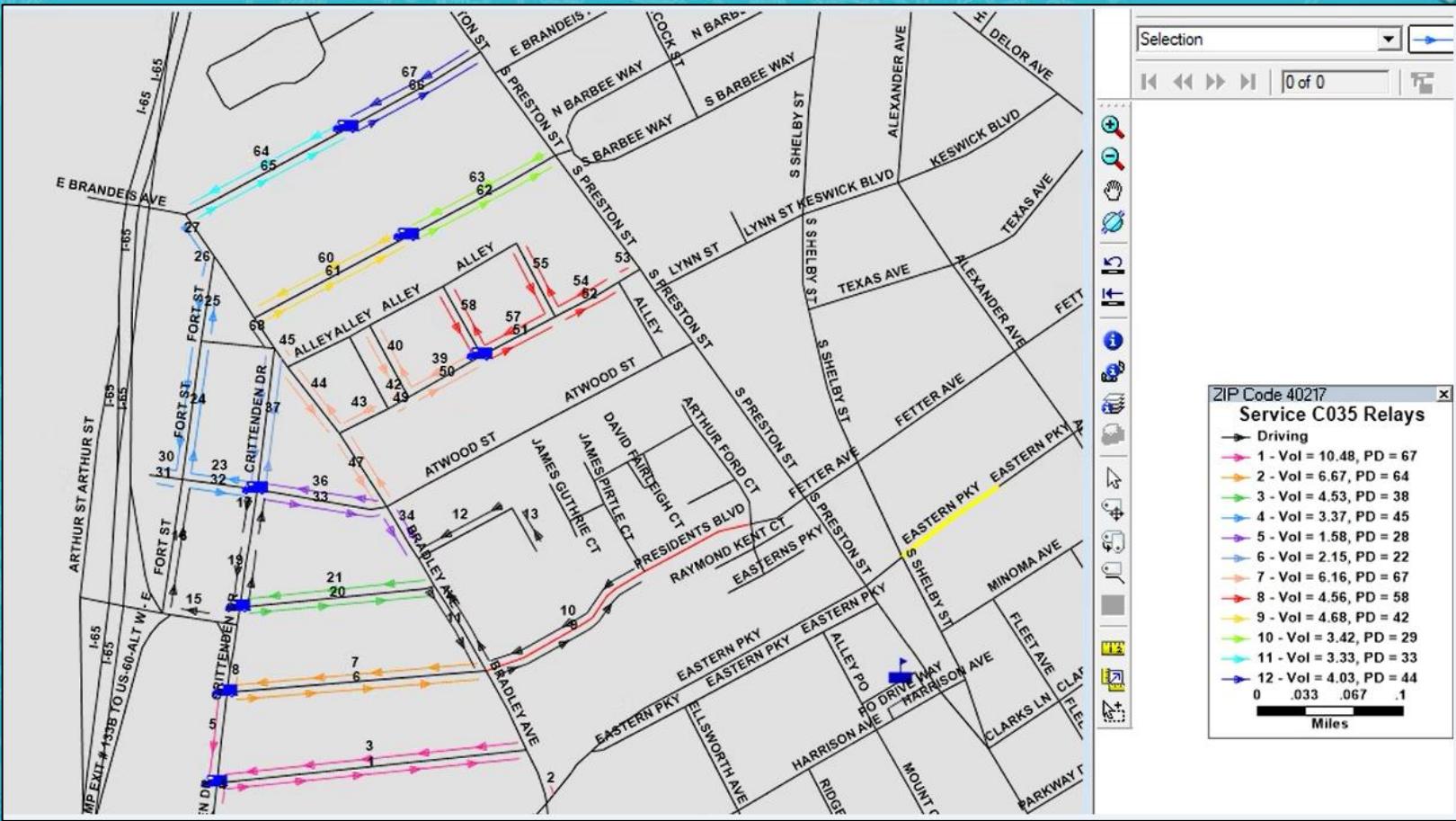
- PS Form 1840-B
- PS Form 1838-C
- PS Form 1838
- PS Form 1840
- PS Form 1840 Reverse
(DOIS or COR)
- PS Form 3999
- 3999 Data Capture Summary Screen
- 3999 Audit Trail Report
- 3999 Function Analysis Screen

See 2018 NALC Guide to Route Inspections



NALC 73rd Biennial Convention

Carrier Optimal Routing COR



Adjusting Territory The COR MOUs

- M-01766: A Guide for Using COR:
 - Detailed guide for knowing all the functions of the COR Program.
 - Includes signed agreement on the use of COR in routes adjustments. (07/30/2007)
 - Travel To, Travel From, and Travel Within must be validated, documented and discussed with the carrier during consultation.

A GUIDE FOR USING COR

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 or in the M-39 Handbook.

Similarly, the parties do not COR to assist in the manual route adjustment process; relevant components of the COR program or application of the COR process will be consistent with the manual 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 back of the PS Form 1840 will indicate, by sector segment, any change in street credit from the actual street time used in sector-segments on PS Form 3999, including all relay, travel, allied times, etc. Any such adjustment to the carrier's base street time must be validated, documented and discussed during carrier consultation prior to 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 otherwise agreed upon 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.



NALC 73rd Biennial Convention

Adjusting Territory The COR MOUs

- M-01859: Time credit for relays on routes adjusted using COR:
 - Relays that remain unchanged are credited with actual 3999 time.
 - New relays will be discussed and reviewed with the regular carrier.
 - Adjustments to relay time are documented on the PS Form 1840 Reverse.

<p style="text-align: right;">M-01859</p> <p>Labor Relations</p> <p>UNITED STATES POSTAL SERVICE</p> <hr/> <p>Mr. Fredric V. Rotondo President National Association of Letter Carriers, AFL-CIO 100 Indiana Avenue, NW Washington, DC 20001-2144</p> <p>Dear Mr. Rotondo:</p> <p>On several occasions our representatives met in pre-bargaining discussion on the above-captioned grievance. Time limits were extended by mutual consent.</p> <p>The issue in this case concerns time credit for relays on routes that are adjusted using the Carrier Optimal Routing (COR) program.</p> <p>Currently, the time value associated with retrieving relays for delivery on a route is recorded on the COR system as a "route adjustment." When a route is adjusted using the COR program, the actual total relay time recorded on PS Form 3999 for a route is divided by the actual number of relays on the route to determine the average relay time per relay. When the COR program generates a proposed route adjustment, it assigns the average relay time for each relay on a route. After reviewing this matter, we mutually agree to resolve the grievance as follows:</p> <ul style="list-style-type: none"> • If any existing relays remain unchanged during the proposed adjustment, the actual relay times from PS Form 3999 will be used. This would be accomplished with a memorandum to the supervisor or PS Form 1840 (Reverses) through the use of the altered time editing process in COR. • Any other relays created by COR will be reviewed and discussed with the regular city letter carrier assigned to the route. If the supervisor and regular city letter carrier believes the relay times are appropriate, no changes will be necessary. The supervisor and regular city letter carrier assigned to the route who are present at the route meeting will sign off on the agreement reached. • Where agreement is reached that an adjustment is necessary to the relay times, the amount of time to be added or deducted to the relay will be recorded in the comments section on PS Form 1840 (Reverses). The supervisor and regular city letter carrier assigned to the route will sign off on the agreement reached and initial PS Form 1840 (Reverses) to reflect the agreement reached. A miscellaneous sheet route adjustment will be made in COR on the route before the route adjustment is finalized and implemented to reflect the agreement. <p style="text-align: center;">47-1 Owner's Policy International Association of Machinists and Aerospace Workers</p> <hr/> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">Fredric V. Rotondo President National Association of Letter Carriers, AFL-CIO</p> <p style="text-align: right;">Date: <u>S-8-15</u></p>	<p style="text-align: right;">M-01859</p> <p>Re: Q09N-40-C 0924093 Class Action Washington, DC 20261-4100</p> <hr/> <p style="text-align: right;">M-01859</p> <p>All the recordable on PS is final and granted to the route who was initially assigned. Adjusting routes 10 section 242, 122, 07</p> <p>current on PS Form revisions will be made as with Section 242, 345 the COR process</p> <p>adjustment of your:</p>
--	---



NALC 73rd Biennial Convention

COR Reports

- Existing Route Summary
- Adjusted Route Summary
- Allied Time Report
- Line of Travel Report
- Re-sequenced Delivery Points
- Route Summary Report
- Territory Transfer Summary Report
- Volumes
- PS Form 1840 Reverse (COR)



NALC 73rd Biennial Convention

Existing Route Summary

U.S. POSTAL SERVICE
Carrier Optimal Routing
Existing Route Summary
02/28/24 09:19:54

Zone: 26241

ROUTE ID	POS DEL	STREET TIME ALLIED	DELIVERY	OFFICE TIME NET	STD	FACTOR	ROUTE TIME
C001	790	02:35	07:07	01:10	01:10	0.089	08:17
C002	834	02:31	07:56	01:04	01:04	0.077	09:00
C003	944	02:06	07:19	01:02	01:02	0.066	08:21
C004	839	02:22	07:30	01:06	01:06	0.079	08:36
C005	910	01:56	07:36	01:18	01:18	0.086	08:54
C007	0	00:00	00:00	00:00	00:00	0.000	00:00
	5	4317	11:30	37:28	05:40	-----	43:08



Adjusted Route Summary

U.S. POSTAL SERVICE
Carrier Optimal Routing
Adjusted Route Summary
02/28/24 09:10:36

Zone: 26241

ROUTE ID	POS DEL	STREET TIME ALLIED	OFFICE TIME SELECTED	ROUTE FACTOR	TIME
C001	680	02:35	06:57	01:05	0.089 08:02
C002	757	02:31	07:06	00:57	0.077 08:03
C003	877	02:06	06:50	01:06	0.066 07:56
C004	760	02:22	06:58	01:03	0.079 08:01
C005	769	01:56	06:50	01:12	0.086 08:02
C007	474	01:02	03:51	00:35	0.000 04:26
	6	4917	12:32	38:32	05:58 ----- 44:30



Allied Time Report

```
*****
* Allied Time *
* Zone = 26241 *
* Wed Feb 28 09:16:24 2024 *
*****  
* Existing Route C001 *  
-----  
Transferred Plus4s  
Plus4 NDS Address Range NDS Name          Allied Time(secs) Model Route  
3504   101 -    198 10TH ST               Parcel    627     C003  
3534   1000 -   1098 S HENRY AVE          Parcel    240     C003  
-----  
Non-transferred Plus4s  
Plus4 NDS Address Range NDS Name          Allied Time(secs) Model Route  
3772    2 -      2 LOCUST ST              Collection 276     C001  
3910    100 -     98 EARLIE ST             Parcel    438     C001  
4004    1 -       98 CHERRY ST             Parcel    204     C001  
4126    98 -      98 ELM ST                Parcel    289     C001  
3957    147 -     147 ELM ST               Parcel    168     C001  
3988    220 -     220 BUFFALO ST            Parcel    120     C001  
-----  
* Existing Route C002 *  
-----  
Transferred Plus4s  
Plus4 NDS Address Range NDS Name          Allied Time(secs) Model Route  
4105    201 -     201 MAIN ST              Parcel    147     C007  
3698    800 -     898 HARRISON AVE          Parcel    181     C007  
4612    1 -       99 MERENS HL              Collection  54     C007  
-----  
Non-transferred Plus4s  
Plus4 NDS Address Range NDS Name          Allied Time(secs) Model Route  
3113    200 -     298 CENTRAL ST           Collection 371     C002  
3202    600 -     698 CENTRAL ST           Parcel    121     C002  
3602    600 -     698 CAPITOL ST            Parcel    101     C002  
-----  
* Existing Route C003 *  
-----  
Transferred Plus4s  
Plus4 NDS Address Range NDS Name          Allied Time(secs) Model Route  
3793    220 -     220 2ND ST                Parcel    100     C007  
3946    401 -     498 RANDOLPH AVE          Parcel    278     C007  
3948    501 -     598 RANDOLPH AVE          Collection 221     C007  
3765    400 -     498 11TH ST               Parcel    61      C001  
3765    400 -     498 11TH ST               Collection 103     C001  
-----  
Non-transferred Plus4s  
Plus4 NDS Address Range NDS Name          Allied Time(secs) Model Route  
3804    100 -     198 2ND ST                Collection 103     C003  
3807    2 -       98 RAILROAD AVE           Parcel    139     C003
```



Line of Travel Report

Line of Travel Report
* Date: Wed Feb 28 Zone 26241, Route C001 Page: 1 *

Directions	STREET NAME (Address Range)	Route	Deliv. Time	Mode
Depart from post office along	POST OFFICE DR		0:00	
Turn right onto	HENRY AVE		0:00	
Continue along	HENRY AVE		0:01	
Go straight onto	PARK ST		0:01	
Continue along	PARK ST		0:01	
Turn left onto	BUFFALO ST		0:01	
Continue along	BUFFALO ST		0:01	
Turn left onto	SYCAMORE ST		0:02	
Turn right onto	CAMPUS DR (100-100)		0:02	
---> Service on the right		Drive		
Make a U-turn at the end of the block			0:02	
Turn right onto	SYCAMORE ST		0:02	
Continue along	SUMMER ST		0:02	
---> Service on the right	(101-189)	Drive	0:02	
Continue along	SYCAMORE ST		0:02	
Turn left onto	RANDOLPH AVE		0:02	
Continue along	RANDOLPH AVE		0:02	
Park vehicle and begin walking				
START RELAY 1				
Leave park point and continue along RANDOLPH AVE			0:03	
---> Service on the right	(189-101)	Walk	0:03	
Turn around and return			0:07	
Turn right onto	BUFFALO ST		0:07	
---> Service on the right	(2-98)	Walk	0:07	
Turn around and return			0:07	
Turn right onto	RANDOLPH AVE		0:07	
---> Service on the right	(200-288)	Walk	0:07	
Turn around and return			0:10	
---> Service on the right	(289-201)	Walk	0:10	
END RELAY 1				
Return to vehicle and resume driving				
Leave park point and head onto	BUFFALO ST		0:14	
Turn right onto	GUY ST		0:14	
Continue along	GUY ST		0:14	
Turn right onto	ELM ST		0:14	
Turn right onto	GAY ST		0:14	
Turn left onto	RANDOLPH AVE		0:14	
Continue along	RANDOLPH AVE		0:18	
Park vehicle and begin walking				
START RELAY 2				
Leave park point and continue along RANDOLPH AVE			0:18	
---> Service on the right	(2-6)	Walk	0:18	
Continue along	RANDOLPH AVE		0:24	
---> Service on the right	(8-34)	Walk	0:24	
Continue along	RANDOLPH AVE		0:30	
Turn around and return			0:30	
---> Service on the right	(63-35)	Walk	0:30	
Continue along	RANDOLPH AVE		0:30	
---> Service on the right	(33-7)	Walk	0:30	
Continue along	RANDOLPH AVE		0:33	
---> Service on the right	(5-1)	Walk	0:33	
END RELAY 2				
Return to vehicle and resume walking				
START RELAY 3				
Leave park point and head onto	S RANDOLPH AVE		0:38	
<--- Service on the left	(1-98)	Walk	0:38	
Continue along	S RANDOLPH AVE		0:39	



Re-Sequenced Delivery Points

Re-sequenced Delivery Points						
*	Date: Wed Feb 28	Zone: 26241, Route: C001	Page: 1	*	*	*
Route	Deliv.	Relay	Zip4	Addr.	Unit	Unit No
Seq.	Mode	Num.	Code	Num.	Street Name	Type
1	Walk	4067	9971	100	CAMPUS DR	
2	Walk	4067	9912	100	CAMPUS DR	
3	Walk	39985		101	SYCAMORE ST	
4	Walk	39985		105	SYCAMORE ST	
5	Walk	4067		111	RANDOLPH AVE	
6	Walk	4067		111	RANDOLPH AVE	
7	Walk	4067		107	RANDOLPH AVE	
8	Walk	4067		105	RANDOLPH AVE	
9	Walk	4067		103	RANDOLPH AVE	
10	Walk	4067		103	RANDOLPH AVE	APT 2
11	Walk	4067		103	RANDOLPH AVE	APT 1
12	Walk	40594		103	RANDOLPH AVE	
13	Walk	4067		101	RANDOLPH AVE	
14	Walk	4067		101	RANDOLPH AVE	
15	Walk	9927		12	BUFFALO ST	Y
16	Walk	3829		200	RANDOLPH AVE	Y
17	Walk	3961		200	RANDOLPH AVE	
18	Walk	5900		202	RANDOLPH AVE	
19	Walk	5903		202	RANDOLPH AVE	FRNT
20	Walk	5902		202	RANDOLPH AVE	APT 6
21	Walk	5902		202	RANDOLPH AVE	APT 8
22	Walk	5902		202	RANDOLPH AVE	APT 4
23	Walk	5902		202	RANDOLPH AVE	APT 3
24	Walk	5902		202	RANDOLPH AVE	APT 2
25	Walk	5902		202	RANDOLPH AVE	APT 1
26	Walk	5900		202	RANDOLPH AVE	APT 7
27	Walk	5900		202	RANDOLPH AVE	APT 8
28	Walk	3929		204	RANDOLPH AVE	
29	Walk	3929		216	RANDOLPH AVE	
30	Walk	3929		216	RANDOLPH AVE	
31	Walk	3929		222	RANDOLPH AVE	
32	Walk	3929		224	RANDOLPH AVE	
33	Walk	3929		228	RANDOLPH AVE	
34	Walk	3929		228	RANDOLPH AVE	APT 1
35	Walk	3929		228	RANDOLPH AVE	APT 2
36	Walk	3929		230	RANDOLPH AVE	
37	Walk	3929		230	RANDOLPH AVE	
38	Walk	3929		232	RANDOLPH AVE	
39	Walk	3929		232	RANDOLPH AVE	
40	Walk	3928		209	RANDOLPH AVE	
41	Walk	3928		209	RANDOLPH AVE	APT 3
42	Walk	3928		209	RANDOLPH AVE	APT 2
43	Walk	3928		201	RANDOLPH AVE	
44	Walk	4232		201	RANDOLPH AVE	
45	Walk	4232		201	RANDOLPH AVE	
46	Walk	4232		201	RANDOLPH AVE	
47	Walk	3928		201	RANDOLPH AVE	
48	Walk	3928		203	RANDOLPH AVE	
49	Walk	0010		203	RANDOLPH AVE	
50	Walk	4080		203	RANDOLPH AVE	STE 1
51	Walk	3960		203	RANDOLPH AVE	APT 6
52	Walk	3960		203	RANDOLPH AVE	APT 7
53	Walk	3960		203	RANDOLPH AVE	APT 6
54	Walk	3960		203	RANDOLPH AVE	APT 9
55	Walk	3960		203	RANDOLPH AVE	APT 8
56	Walk	3960		203	RANDOLPH AVE	APT 4
57	Walk	3960		203	RANDOLPH AVE	APT 3



NALC 73rd Biennial Convention

Route Summary Report

```
*****  
* Route Summary Report  
* Date: Wed Feb 28 Zone 26241 Page: 1 *  
*****  
  
Office Transfer Mode: Demonstrated Performance by Believed Carrier  
Volumes: Non Full Coverage  
  
-----  
* Possible Allied Street Office Priority Total  
Route Deliveries Time Time Time Time Time  
-----  
C001 680 02:35 06:57 01:05 01:07 08:02  
C002 757 02:31 07:06 00:57 00:51 08:03  
C003 877 02:06 06:50 01:06 01:22 07:56  
C004 760 02:12 06:58 01:03 00:25 08:01  
C005 769 01:56 06:50 01:12 01:43 08:02  
C007 474 01:02 03:51 00:38 01:32 04:26  
-----  
  
Allied Time Details (MM:SS):  
-----  
Route Loading Travel To Travel From Travel Within Deadhead Relay  
Time Time Time Time Time Time  
-----  
C001 21:55 01:56 01:07 21:50 00:00 17:08  
C002 23:49 01:38 01:29 47:08 00:00 01:01  
C003 20:54 00:00 02:03 32:53 00:00 21:42  
C004 22:25 02:23 04:29 26:14 00:00 16:48  
C005 20:59 02:49 04:39 43:30 00:00 04:41  
C007 16:00 00:00 01:23 24:06 00:00 14:02  
-----  
  
Park Locations:  
-----  
Route Park Cnt Relay Cnt  
-----  
C001 21 25  
C002 20 20  
C003 23 24  
C004 14 16  
C005 7 7  
C007 11 18  
-----  
  
ROUTE C001  
-----  
** Park vehicle along RANDOLPH AVE between 201 & 299 **  
Start relay 1 4067 111 RANDOLPH AVE  
** Park vehicle along RANDOLPH AVE between 1 & 5 **  
Start relay 2 111 RANDOLPH AVE  
Start relay 3 2712 7 RANDOLPH AVE  
** Park vehicle along S RANDOLPH AVE between 101 & 127 **  
Start relay 4 2 LOCUST ST  
** Park vehicle along SUGAR HILL LN **  
Start relay 5 301 DIAMOND ST  
** Park vehicle along DIAMOND ST between 239 & 253 **  
Start relay 6 2709 240 DIAMOND ST  
** Park vehicle along NEESE ST between 101 & 149 **  
Start relay 7 101 NEESE ST  
** Park vehicle along S RANDOLPH AVE between 101 & 127 **  
Start relay 8 2710 18 LOCUST ST  
** Park vehicle along BOYD ST **  
Start relay 9 2703 38 BOYD ST  
** Park vehicle along HIGH ST between 68 & 98 **  
Start relay 10 4082 44 HIGH ST  
** Park vehicle along HIGH ST between 101 & 1 **  
Start relay 11 4009 103 HIGH ST  
** Park vehicle along KEY ST between 2 & 98 **
```



Territory Transfer Summary Report

```
*****
*          Territory Transfer Summary Report
*
*          Zone = 26241
*
*          Wed Feb 28 09:20:11 2024
*****
Retained Possible Deliveries      Route Inspection Delivery Time
Route    Model   Exist   Percent        Model   Exist   Percent
-----  -----  -----  -----  -----
C001     552    780    69.9%    03:30  04:36    76.1%
C002     658    834    78.9%    04:27  05:43    77.8%
C003     473    944    50.1%    02:37  05:11    50.3%
C004     760    839    90.6%    04:53  05:25    90.1%
C005     769    910    84.8%    04:51  05:37    86.3%
C007      0      0     0%      00:00  00:00     0%
```



Volumes

U.S. POSTAL SERVICE
Carrier Optimal Routing
Volumes
02/26/14 07:52:26

Zone: 26241

ROUTE ID	CASED LETTERS	CASED FLATS
C001	92	285
C002	86	227
C003	105	218
C004	74	286
C005	90	296
Total	447	1312



PS Form 1840 Reverse (COR)

ADJUSTMENTS APPROVED BY POSTMASTER OR DESIGNEE		Route: C001 ZIP: 26241		RECORD OF OFFICE AND STREET ADJUSTMENTS MADE						Date: 02/28/24 Page 1 of 11		
ITEM	HOURS AND MINUTES	RELIEF (R) ADDITION (A)	STREET	ADDRESS RANGES		ZIP + 4 SECTOR/SEGMENT	TRANS-FERRED TO/FROM ROUTE NUMBER	DELVS.	OFFICE TIME MM:SS	STREET TIME MM:SS	ITEM	ADJUSTED ROUTE HOURS AND MINUTES
				BEGIN	END							
OFFICE TIME	01:10	A	11TH ST	400	498	3765	C003	1	00:01	01:13	OFFICE TIME	01:05
STREET TIME	07:07	A	BUFFALO ST	2	98	3903	C003	1	00:00	00:01	STREET TIME	06:57
TOTAL TIME	08:17	A	HIGH ST	102	102	4085	C003	1	00:00	01:00	TOTAL TIME	08:02
RELIEF		A	PARK ST	1	99	3939	C003	5	00:13	02:54		
ADDITION		A	RANDOLPH AVE	201	299	3928	C003	5	00:00	01:35		
		A	RANDOLPH AVE	200	298	3929	C003	14	00:17	02:20		
		A	RANDOLPH AVE	203	203	3960	C003	9	00:08	01:10		
		A	RANDOLPH AVE	1	47	4011	C003	8	00:42	04:21		
		A	RANDOLPH AVE	49	99	4059	C003	1	00:00	00:01		
		A	RANDOLPH AVE	2	2	4063	C003	3	00:42	03:16		
		A	RANDOLPH AVE	5	5	4066	C003	6	00:00	01:35		
		A	RANDOLPH AVE	101	199	4067	C003	8	00:17	03:58		
		A	RANDOLPH AVE	203	203	4080	C003	1	00:00	00:09		
		A	RANDOLPH AVE	2	2	4091	C003	1	00:00	01:38		
		A	RANDOLPH AVE	4	4	4092	C003	6	02:18	04:03		

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 07:07 (hours and minutes).
4. Reasons for selection of street time:

Office Time Mode: Demonstrated Performance by Relieved Carrier

PS Form 1840 (Reverse) Facsimile



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Key Points For Discussion

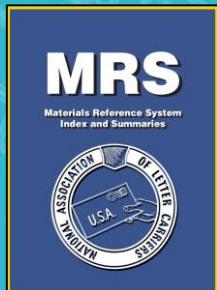
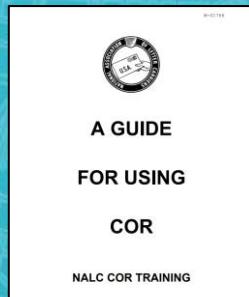
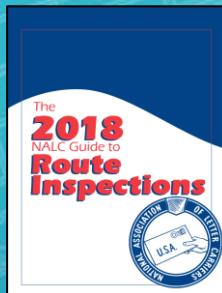
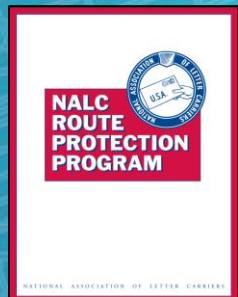
- Prior to territory movement in COR:
 - View the COR map for accuracy.
 - Verify correct PS Forms 3999 are used for each route.
 - Compare COR Existing Summary Report to times on PS Forms 1840.
- During territory adjustment:
 - Check for added or reduced relays (Ref: M-01859)
 - Though not mandatory, it is recommended to fully adjust one route at a time prior to moving all territory.
- Review all available COR reports.



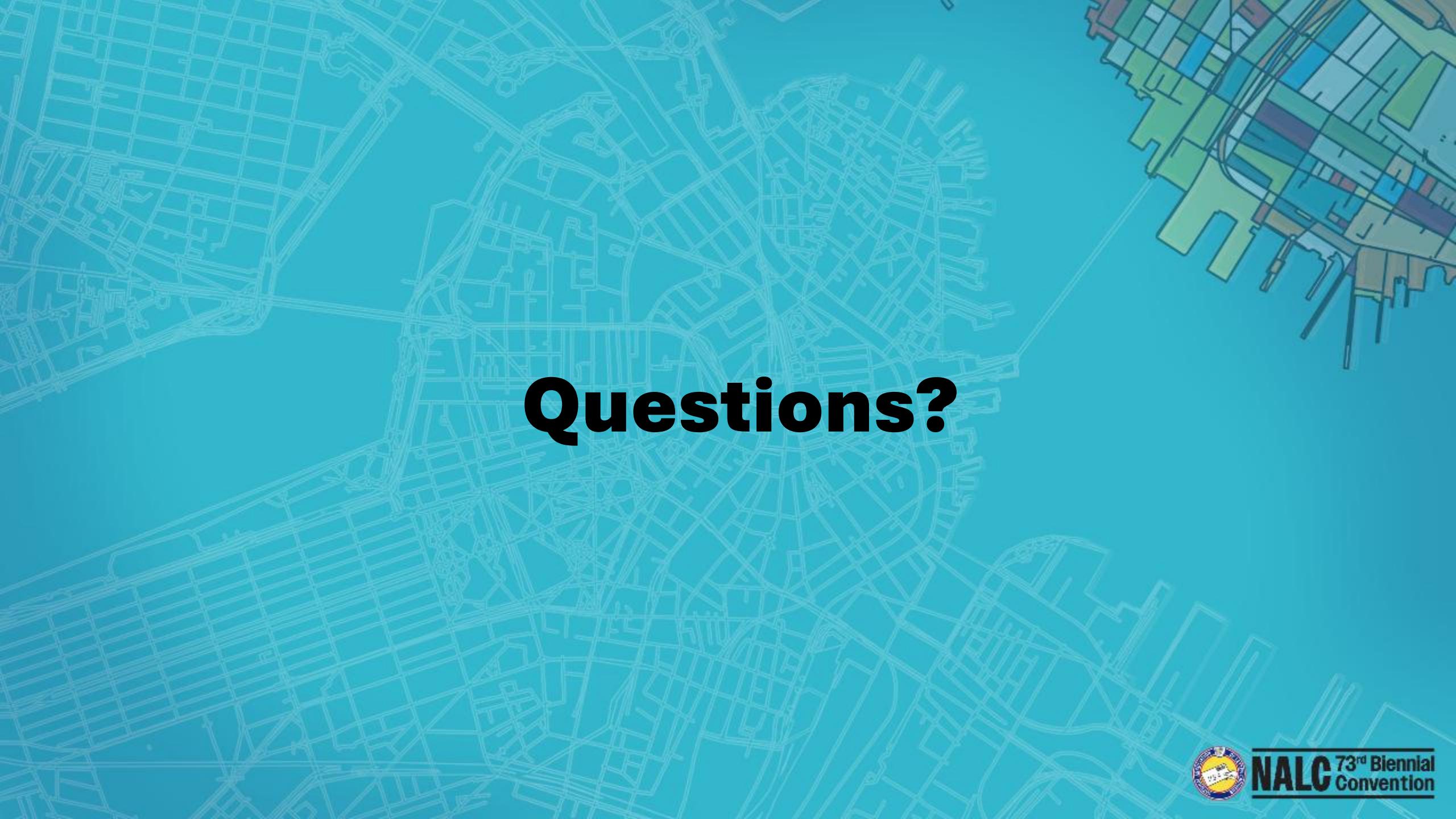
Resources

- NALC Route Protection Program, 2012
- *The 2018 NALC Guide to Route Inspections*
- M-01766, *A Guide for Using COR*
- *Materials Reference System (MRS)*
- Handbook M-39, *Management of Delivery Services*
- Handbook M-41, *City Delivery Carriers Duties and Responsibilities*

All resources are available at nalc.org



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Questions?



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