

Interim Route Adjustment Process: Field Observation

I am on the Capital district interim adjustment team. We have been meeting daily since November 3.

The MOU states that the average street time of the regular carrier, plus assistance, will be used to determine route street time. The office time will be based on the average daily volume for the route during May and September times standards (18 & 8 + 70) or it will be the actual average time of the regular and any assistance, whichever is less, plus :43 fixed office time (FOT).

The joint training conducted on October 31, states that USPS will produce a data sheet-Delivery Unit Summary Worksheet Report. Each district team has this excel report for their district. It provides data on every route in every zone being studied including; average daily letters, flats, parcels, average actual office hours, average street hours, base street hours, street hours from the last form 3999, estimated standard average office hours and number of deliveries.

We review the Workhour Workload Report for each route to note and remove so called anomalies in those reports and to then adjust the Delivery Unit Summary Report for that route. We complete the Route Information worksheet with the new modified information entered on this form for the local team.

Needless to say, this in an imperfect way to adjust a route. There is probably no perfect way to adjust a route. We are trying to clean out the strange numbers from the data prior to it being summarized and forwarded to the local teams. Things like no delivery time on the route or a :60 delivery time for the regular and no assistance shown for the day. Other things are 3999's on file with times that are much lower than the evaluated time. In these instances, a new 3999 is ordered.

Our team of six people may look at as many as 1900 routes over the next 10 weeks.

The local teams have a lot of responsibility. They will be trained by the district team. I suggest that the local teams request all clock rings (pdf format) for the months of May and September, to look for any issues such as codes that may not transfer to DOIS, carriers clocked back into the office before they actually returned, etc. They should also look at the same forms that we are reviewing, the WORKHOUR WORKLOAD REPORT by route. There will be 4 pages for each route for the 2 month period.

Write your concerns on the Route Information form for that route when you review the form submitted by the district team. Provide as much detail as you can about any objections you may have. Retain copies of all such forms. I will be available by phone and email for consultation for Capital district local teams.

We are trying to clean this data up to get the most accurate information we can. This is going to be a difficult process for all involved, especially the local teams.

I have included the forms that each local team will receive from the district team.

Chuck Clark, Br. 3825, Rockville, MD

Interim Alternate Route Adjustment - Route Information

Office: _____
 ZIP: _____

Data Period : May & September 2008

Route Number: _____

Current Regular Carrier: _____

Initial Evaluation

District Team Comments explaining Initial Evaluation Selection:

Actual Office Time
 Estimated Standard Time
 Actual Street Time

Router Time
 Fixed Office Time (FOT) :43

Cased Ltrs Cased Flts

Base Street	PS- 3999	Act PD's	Base PD's	Difference

Review Conducted by: _____

Date of Review: _____

Date Sent to unit: _____

*BASED ON THE AVERAGE ACTUAL TIME OF THE REGULAR CARRIER-ONLY, PLUS ASSISTANCE.
 - BASED ON AVERAGE LETTERS AND FLATS CASED DAILY BY ALL CARRIERS. USING STANDARDS OF 8 FLATS, 18 LETTERS PER MINUTE AND 70 PIECE OF REGULAR CARRIER pull-DOWN CREDIT, PLUS :43 (OR :33 IF NO OFFICE BREAK) ONLY.
 - THIS TIME IS INCLUDED IN THE ABOVE OFFICE AND STANDARD TIME.*

Evaluation Consultation

Local Team/Carrier Comments on Recommended Changes (list any adjustment input also):

	Initial Proposed	Recommended Changes
Office time	<input type="text"/>	<input type="text"/>
Street Time	<input type="text"/>	<input type="text"/>
Total Route	<input type="text"/>	<input type="text"/>
Router Time	<input type="text"/>	<input type="text"/>
FOT	<input type="text"/>	<input type="text"/>

Evaluation Consultation Conducted by: _____

Date of Consultation: _____

Date Sent to District: _____

District Review Conducted by: _____

Date of District Review: _____

Adjustment Consultation

District Team Comments on Final Evaluation Selection:

Date sent to unit: _____

	Final Evaluation
Office time	<input type="text"/>
Street Time	<input type="text"/>
Total Route	<input type="text"/>
Router Time	<input type="text"/>
Act PD's	<input type="text"/>

Local Team/Carrier Comments from Carrier Adjustment Consultation (attach additional pages if needed):

	Proposed Adjustment
Office time	<input type="text"/>
Street Time	<input type="text"/>
Total Route	<input type="text"/>
Router Time	<input type="text"/>
New PD's	<input type="text"/>

Adjustment Consultation Conducted by: _____

Date of Consultation: _____

District Final Review Conducted by: _____

Date of Review/Approved: _____

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 Flt	DPS	FSS	Seq	PP	Total Divd Pcs
05/30	K J	3:12	0:00	2:57	0:15	0:01	0:00	0:10	-0:09	127.10	4:48	0:00	4:45	0:03	85.00	8:01	7:52	0:09	50.93	686	629	1,953		150	10	3,418

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 Flt	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	0:00	0:00	0:00	0:00	0.00	0:00	0:00	0:00	0.00	0	0	0	0	0	0	0
Repl Avg	3:13	0:02	3:06	0:10	0:09	0:01	0:10	0:00	119.30	4:54	0:11	4:45	0:20	80.20	8:30	8:00	0:30	47.96	549	760	1,659	0	78	19	3,046
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	0	0	0	0	0	
Repl Tot	80:22	1:01	77:21	4:02	3:54	0:13	4:00	0:07		122:28	4:43	118:45	8:26		212:41	200:06	12:35		13,728	19,006	41,463	0	1,950	472	76,147
Route Tot	80:22	1:01	77:21	4:02	3:54	0:13	4:00	0:07		122:28	4:43	118:45	8:26		212:41	200:06	12:35		13,728	19,006	41,463		1,950	472	76,147

Base Information																	Lines 8-13	Lines 14-21	Total FOT			
Office	2:52	AM Ltrs	822	PM Ltrs	0	% to Std	85	DPS %	69	Parcels	25	Dly Begin	08:00	Dly Return	16:20	Sat Begin	08:00	Sat Return	16:20	0:07	0:51	0:58
Street	4:45	AM Flts	668	PM Flts	0			FSS %	0	Rtr Hours	0:00	Dly Leave	10:52	Dly End	16:30	Sat Leave	11:52	Sat End	16:30			