

Branch 3825

Interim Route Adjustment

Data Instruction Guide

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Reviewing Interim Adjustment Data

OFFICE TIME:

Office time is computed as actual average daily office time worked by the regular carrier plus any assistance he/she received *or* standard time (18 letters/8 flats per minute, plus 70 piece per minute pull-down credit). The MOU agreed to :33 (with no office break) or :43 (with an office break) fixed office time (FOT) is included in the office time assigned.

PM office time is included in the FOT.

Standard office time is computed using ALL volume received by ALL carriers working a route for May and September.

Actual office time is based on the actual average daily office time used by the regular carrier ONLY, plus any assistance received.

The lower of these two times is used to assign an office time, per the MOU.

If standard office time is assigned to the route it can be verified by dividing the total volume of mail worked by all carriers for May and September, separate letters, separate flats, with the number of delivery days. This number is then divided by 18 for letters and 8 for flats. One minute is added for every 70 pieces of daily average mail for pull-down. Then the FOT of :43 or :33 is added for a total standard office time. PM office time is included in the FOT.

The actual office time is computed by adding the total office time and assistance received, for the regular carrier, for all of May/September and dividing by the number of days the regular carrier worked. This is the actual carrier office time. The FOT is already built into this number.

There are 24 days on the first page of the May and September Workhour/Worload report. Cross out the non-regular carrier and deduct that number from 24 and then add any regular days worked from the second page to compute the total days worked by the regular carrier.

STREET TIME:

Only the street time of the regular carrier, plus assistance received, is used to compute actual street time. The total street time of the regular carrier and all street assistance he/she received for May and September is divided by the total number of days the regular carrier worked, to compute his/her actual street time.

It is suggested that the local NALC request all clock rings for May and September for all carriers. This information can be requested in a file(.pdf) format and transferred to a 1GB USB thumb drive by management. It will allow the local team to investigate any recognized anomalies in the data.

Also, look to see that the street time entered for the on-file form 3999, listed on the cover sheet for each route reviewed by the district team, is representative for that route. If it isn't, requesting a new form 3999 be completed is advisable.

With the vast amount of data to review there is bound to be an error in some of the data sent to the local teams. While it may not be realistic to do a complete review of all routes in a zone, a review of any route with an office or street time that is suspect, is advisable.

Route _____

MAY Office

1. Number of days the regular carrier worked:

2. Total May AM office time, AM assistance & PM office time, all carriers:

3. Total office time, AM, AM assistance, PM of **the non-regular** carrier:

4. Total May office time, minus total office time of the non-regular carrier:

This is the regular carrier's total May office time.

The total May & Sept. regular carrier office time divided by the total May/Sept. regular carrier days worked equals the carrier's Actual Office Time:

MAY Street

1. Number of days the regular carrier worked:

2. Total May street time, and street assistance/all carriers:

3. Total street time and assistance of **the non-regular** carrier:

4. Total May street time, minus total street time/assistance of the non-regular carrier:

This is the regular carrier's total May street time.

SEPT. Office

1. Number of days the regular carrier worked:

2. Total September AM office time, AM assistance & PM office time, all carriers:

3. Total office time, AM, AM assistance, PM of **the non-regular** carrier:

4. Total Sept. office time, minus total office time of the non-regular carrier:

This is the regular carrier's total SEPT. office time.

The total May & Sept. regular carrier's street time divided by the total May/Sept. regular carrier days worked equals the carrier's Actual Street Time:

SEPT. Street

1. Number of days the regular carrier worked:

2. Total September street time, and street assistance/all carriers:

3. Total street time and assistance of **the non-regular** carrier:

4. Total Sept. street time, minus total street time/assistance of the non-regular carrier:

This is the regular carrier's total Sept. street time.

Adjustments Approved By Postmaster or Designee			Record of Office and Street Adjustments Made									
Item	Hours and Minutes	New Const. (Minutes)	Relief (R) Addition (A)	Numbers		ZIP + 4 Sector/ Segment	Trans- ferred To or From Rte. Number	Delays	Office Time	Street Time	Adjusted Route	
				Begin	End						Item	Hours and Minutes
Office Time											Office Time	
Street Time											Street Time	
Total Time											Total Time	
Router											Router	
Addition											Possible Deliveries	
Relief												
										TOTAL	TOTAL	

COMMENTS

- Office break option chosen yes no
- Base time selected for route evaluation purposes from Form _____ is _____ : _____ (hours and minutes).
- Street time selected for adjustment _____ : _____ (hours and minutes).
- Reasons for selection of street time:

- Office method for transfer:

(g) All or part of a mobile home park.

243.232 To determine the territory to be transferred to or from any route, consider that:

- a. Scheme changes should be kept to a minimum and simplified where possible.
- b. Routes should be compact, avoiding *dog-legs* and should not cross ZIP Code boundaries except in unusual circumstances.
- c. Routes should begin and end as near as possible to the delivery unit or transportation.
- d. Excessive retracing or deadheading should be avoided.
- e. Adjustments should be made so that future growth may be absorbed by auxiliary routes.
- f. Variations in territory, mail volume and methods of delivery will affect the final adjustment.

243.24 **Avoiding Excessive Overtime or Undertime**

A suggested method to determine whether amount of relief or addition given will not result in excessive under or overtime on other days of the week is described as follows:

Apply the proposed relief or addition to the net total time used by the carrier each day. This may reveal the amount of over or undertime on the majority of days which would result if the proposed relief or addition actually has been applied.

243.3 **Record of Office and Street Adjustments Made (Form 1840 — exhibit 241, page 1).**

243.31 **Completing Reverse of Form 1840**

Record office and street adjustments, on the reverse of Form 1840 or on a separate sheet of paper, as follows:

243.311 **Transferring Territory from One Route to Another.** A tentative selection of the block or blocks that can be most efficiently transferred should be made, using a map of the territory. The time used to deliver the mail on each block will be found on the reverse of Form 3999 covering the current inspection of the routes.

243.312 **Relief and Addition Columns.** Enter an (R) if deliveries are relief and an (A) if deliveries are addition.

243.313 **Street, Blockface Numbers, and Sector/Segment Columns.** Enter the street name, beginning and ending blockface numbers, and the ZIP+4 sector/segment number for the blockface. Refer to the ZIP+4 printout to obtain the correct sector/segment number to ensure that no segment is split (see 243.231c).

243.314 **Transferred To or From Route Number Column.** Enter the route number to or from which the block and street is to be transferred.

- 243.315 Deliveries Column. Enter the number of deliveries involved in each block being considered for transfer.
- 243.316 Office Time Column
- a. Enter the number of minutes used or estimated for deliveries on segment being considered for transfer to and from the route and for new construction. Precede entry with (-) for the minutes covering transfer from route, and (+) for addition to route.
 - b. The character of the route more or less governs the method of computing the office time for the territory being transferred between routes. Following are some methods which may be used:
 - (1) If the deliveries on the route are similar in character, the following simple formula for determining the amount of office time for the deliveries transferred may be used: Divide the average office time of the inspection period appearing on Form 1840 for the route from which territory is being transferred by the total number of possible deliveries. For example: a route has 400 possible deliveries and the average office time for inspection period was 120 minutes: 120 divided by 400 equals .3 minutes per delivery. The total number of deliveries being considered for transfer should be multiplied by minutes or fraction of minutes per delivery.
 - (2) Another method to determine the office time percentage factor is to divide the average office time for the count week by the average total time. For example: 165 minutes office time divided by 486 minutes total time equals 34 percent. Therefore, the allowance of 34 percent of the total time value of any territory to be added or taken away from a route must be allowed for office time to prepare the mail for delivery.
 - (3) Another method when utilizing the hand-held computer is to count the mail by ZIP+4 sector/segment so the number of mailpieces delivered in a segment can be calculated to determine the office time allowance for each segment to be transferred between routes. To calculate the office time allowance when transferring particular route segments, any other following three methods may be used.
 - (a) Apply the current casing standards of 18 (letter size), 8 (other size), and 70 (strap out) to the actual segment(s) mail count from the day of inspection. For example: A segment receives 220 pieces on day of inspection; 180 letters divided by 18 = 10 minutes; 40 other size pieces divided by 8 = 5 minutes; 220 divided by 70 = 4 minutes. The office time allowance for that segment would be 19 minutes.
 - (b) Follow (a) above but factor in the percentage of standard office time used during the week of inspection from the carrier who serviced that segment(s) in the most recent inspection. For example: The carrier who serviced the

segment utilized .80 of standard office time allowed during week of inspection ($19 \times .80 = 16$ minutes). The office time allowance for that segment would be 16 minutes.

- (c) Follow (a) above but factor in the percentage of standard office time used during the week of inspection from the carrier whose route is gaining the segment(s) being transferred. For example: The carrier whose route will pick up the segment utilized .85 of standard office time allowed during the week of inspection ($19 \times .85 = 17$ minutes). The office time allowance for that segment would be 17 minutes.

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

- (4) For new construction allowance generally follow the procedures in 142, *Extension of City Delivery Service*.

243.317 Street Time Column

- a. Enter the number of minutes needed to deliver the mail on each segment being considered for transfer to and from the route and for new construction. Consideration must be given to the abilities of carriers involved, possible changes in modes of transportation, elimination of unnecessary deadheading, and retracing. Precede entry with (-) for the minutes covering transfer from route and (+) for addition to route.
- b. Allowance for new construction street time should generally follow the procedures in 142, *Extension of City Delivery Service*.

243.318 Totals. Total the office and street time columns, considering the pluses and minuses.

243.319 Adjusted Route Column

- a. Compute the office time by taking the approved office time adjustment (including time for new construction) and adding or deducting minutes used or estimated for deliveries transferred to and from the route.
- b. Compute the street time by taking the approved street time adjustment (including time for new construction) and adding or deducting minutes needed for deliveries transferred to and from the route.
- c. Total the adjusted office and street time. The adjusted total time should result in a workday as near a full 8 hours as possible. Consideration must be given to the preceding instructions in determining the proportionate amounts of street and office time to be added or subtracted in arriving at the 8-hour total. Also, consider whether the carrier was over the standard on 1 or more days as this overage is in the new total time.
- d. Enter number of possible deliveries on the adjusted route.

3921, *Volume Recording Worksheet*; PS Form 3921-A, *Daily Delivery Unit Volume Worksheet (Continuation)*; and carrier timecards. The manager using PS Form 1840, *Carrier Delivery Route — Summary of Count and Inspection*, should prepare a *Summary of Minor Adjustments Worksheet* for each route. The summary should contain the Post Office™ name, ZIP Code, delivery unit name, route number, carrier's name, ID number, age, length of service, length of service on route, route designation, number of trips, type of route, type of vehicle used on route, and other appropriate information as indicated in exhibit 141.18.

141.19 Formula for Making Minor Adjustments

A simple formula for making minor adjustments, without mail counts and inspection, may be made in the following manner if the previous count and inspection data is reasonably current and the same carrier is serving the route being considered:

- a. *Determining Office Time.* Using the most recent Form 1840, review the net and standard office time and select the lesser of the two. If the net office time is used, deduct the actual times used on Lines 14, 15, 16, 19, and 21, the 5 minute standard for Line 20 and the office break. If the standard office time is used, deduct the standard time allowance for Line Items 14, 15, 19, 20, and 21 (use actual times if they exceed the standard times) and the actual time used for Line 16 and the office break. Divide the remainder by the number of possible deliveries.

Example 1: Net office time less than standard office time.

Possible deliveries 530

Net office time — 3:10

Activity	Minutes
Line 14	3
Line 15	4
Line 16	0
Line 19	2
Line 20	5
Line 21	6
Office Break	<u>10</u>
Total Minutes	30

3 hrs. 10 mins. – 30 mins. = 2 hrs. 40 mins. or 160 mins.

160 mins. ÷ 530 deliveries = .30 mins. of office time per possible delivery.

Exhibit 141.18
Summary of Minor Adjustments Worksheet

SUMMARY OF MINOR ADJUSTMENTS WORKSHEET																			
Post Office: Delivery Unit: Route No.: Route Designation: Type of Route: Type of Vehicle: Route Office Time: Route Street Time: Possible Deliveries: Router Time: Carrier Comments:	Carrier Name: Age: Length of Service: Length of Service on Route: Route Evaluation (based upon analysis): Proposed Adjustment (+/-): Router Time:																		
<table style="width: 100%; border: none;"> <tr> <td colspan="5" style="text-align: center;">Actual Adjustment</td> </tr> <tr> <td style="text-align: center;">Relief (R)</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Time</td> </tr> <tr> <td style="text-align: center;">Addition (A)</td> <td style="text-align: center;">Block</td> <td style="text-align: center;">Street</td> <td style="text-align: center;">Deliveries</td> <td style="text-align: center;">Value</td> </tr> </table>					Actual Adjustment					Relief (R)				Time	Addition (A)	Block	Street	Deliveries	Value
Actual Adjustment																			
Relief (R)				Time															
Addition (A)	Block	Street	Deliveries	Value															
Route Before Adjustment: Actual Adjustment: Route After Adjustment: Router Time After Adjustment: Comments:	Route Office Time: Route Street Time: Total Time:	Possible Deliveries: Reduction/Addition: After Adjustment:																	
(Signature) Unit Manager Date: _____	(Signature) District Manager/Designee Date: _____																		

Example 2: Standard office time less than net office time.

Possible deliveries 530

Standard office time — 3:25

Activity	Minutes
Line 14	6
Line 15	5
Line 16	0
Line 19	3
Line 20	5
Line 21	9
Office Break	<u>10</u>
Total Minutes	38

3 hrs. 25 mins. – 38 mins. = 2 hrs. 47 mins. or 167 mins.

167 mins. ÷ 530 deliveries = .32 mins. of office time per possible delivery.

- b. *Determining Street Time.* Using the most recent Form 3999, deduct the vehicle loading time, travel time to and from route, time spent collecting from collection boxes, time spent for relays, gassing vehicle, vehicle moves, replenishing mail after loop, breaks, and comfort stop time. Divide the remainder by the number of possible deliveries to determine the street time used per delivery.

Possible deliveries 530

Street time for Form 3999 — 5:15

Activity	Minutes
Vehicle loading time	6
Travel to and from route	12
Collection Boxes	5
Gassing Vehicle	5
Vehicle Moves	5
Replenish mail after loop	5
Break	10
Comfort Stop	<u>4</u>
Total Minutes	52

5 hrs. 15 mins. – 52 mins. = 4 hrs. 23 mins. or 263 mins.

263 mins. ÷ 530 deliveries = .50 mins. of street time per possible delivery.

- c. *Determining Time Per Delivery.* Add average office and street time to determine time per delivery.

.30 Office time per delivery
 + .50 Street time per delivery
 .80 Time per delivery

- d. *Determining Possible Deliveries.* To determine the number of possible deliveries to be removed or added, divide the time being considered for removal or addition by the time per delivery.

$$25 \div .80 = 31.3 \text{ or } 31 \text{ possible deliveries}$$

- e. *Computing Route Total Time.* Add to or subtract from route involved:

Route 3671	8:25
	- :25
	8:00

Individual computation (if desired):

Office Time = .30 x 31 = :09	3:10 - :09 =	3:01
Street Time = .50 x 31 = :16	5:15 - :16 =	<u>4:59</u>
	Route	8:00

(See exhibit 141.18.)

- f. *Unusual Conditions.* If unusual conditions exist, the character of the area being transferred must be considered and a fair application of time should be made to office and/or street time allowances.
- g. *Adjustment Procedures.* Adjustments should be made as outlined in 243.2.
- h. *Decrease or Increase in Total Carrier Workhours.* The District office must be notified of any decrease in the total carrier workhours due to minor adjustment. Any increase in total carrier workhours should be approved by the District office prior to implementation of the adjustments. In any event Form 3998 must be submitted to the District office.
- i. *Evaluation of Adjustments.* The adjustments should be evaluated as outlined in 243.6.
- j. *Disposition of Summary Worksheet.* Original of summary worksheet must be sent to the office of the manager in charge of delivery services and one copy retained at the delivery unit.

141.2 Special Office Mail Counts

When management desires to determine the efficiency of a carrier in the office, a count of mail may be made. The carrier must be given one day's advance notification of this special count. Use Form 1838-C to record count and time items concerned. The carrier must be advised of the result of the office mail count.



Roles and Responsibilities – District Team

District Evaluation Team Responsibilities:

- Determining Initial Route Evaluations (at least 1 unit per day)
 - Contact local units to determine local issues
 - Vacant routes/Replacement information
 - Data integrity issues
 - Validity of 3999's
 - May and September data issues
 - Review, Analyze and Validate Route Data
 - Delivery Unit Summary Worksheet Report – developed by HQ
 - Workhour/Workload Reports by Route for May and September
 - Review data for anomalies
 - Determine Initial Route Evaluations for all Routes in Selected Units
 - Office Time - lesser of
 - Actual Average (May and September) regular carrier or mutually agreed to replacement
 - Estimated Standard (using average route cased volume for May and September)
 - Actual Average Street (May and September)
 - Comparison to other relevant data (e.g. base street time, PS 3999, carrier consultation)
 - » Jointly completed PS 3999, if necessary
 - Complete Delivery Unit Summary Worksheet Report and Route Information worksheets
 - Provide detailed information as to how/why initial evaluations were determined



Roles and Responsibilities - District Team

District Evaluation Team Responsibilities (cont.)

- Send Route Information Worksheets to Unit for Evaluation Consultations
 - Office
 - Street
- **Oversee (not conduct) Evaluation Consultations**
 - Ensure timelines are met
 - Evaluation consultations (local team) completed within 3 days of receiving the package
- **Review Route Information Worksheets Evaluation Feedback**
 - Make any changes when necessary
 - Provide Final Evaluation and comments within 1 day of receiving package
 - If necessary request local team perform joint 3999
 - Return to the local unit for adjustments and adjustment consultations
- **Review Adjustment Packages submitted by local team (Approve or Return if necessary)**
 - Send copy of approved package to unit
 - Send to the MOPS for Implementation preparation
- **Monitor Local Parties Follow-up Review**
 - M-39 243.6



Roles and Responsibilities – Local Team

Local Unit Team Responsibilities:

- Provide District Team with Feedback
 - Vacant routes/Replacement information
 - Data integrity issues
 - Validity of 3999's
 - May and September data issues
- Conduct Initial Evaluation Joint Consultations with Carriers (completed within 3 days of receiving the package)
 - Review with carriers initial proposed evaluation
 - Explain selection process
 - Request carrier feedback
 - Complete Evaluation Consultation Section
 - Provide recommended changes and comments why (when no changes are recommended annotation needed on worksheet)
 - Including potential territory transfers information
 - Conduct Joint PS 3999s if required
 - When Consultation are Completed Return Package to District for Final Evaluation within the required timeframe



Roles and Responsibilities – Local Team

Local Unit Team Responsibilities (cont.)

- Make Proposed Joint Route Adjustments
 - Make territorial changes (within 2 weeks of receiving the Final evaluations)
 - Complete all paperwork (Route Information Worksheets, 1840 Reverse, etc.)
 - Conduct proposed adjustment consultations and finalize adjustment package
- Submit to the Package to District Team for Review and Approval
- Prepare for Route Adjustment Implementation
 - Work with District
 - AMS - Edit Books, Case Labels, Route Sequencing
 - Processing Operations - Station Inputs
 - Vehicle Operations – Identify Vehicle requirements
 - DOIS – Base information

Sequence of Events

Sequence of Events:

1. Team Members are Selected by USPS/NALC

Consider Size of Task (i.e. MPOO/MCSO)

2. Site Selection (USPS - Begin 10/29/08)

3. Data Extraction and Analysis (Begin 10/30/08 pulling Workhour/Workload Reports by route for May and September)

4. Evaluation of Routes (Team - Begin 11/1/08)

5. Evaluation Consultations (Local - Begin 11/3/08)

6. Finalize Data (Team - Begin 11/4/08)

7. Proposed Adjustments (Local- - Begin 11/5/08, then Approved by Team)

Sequence of Events cont.

- 8. Proposed Adjustment Consultations (Local - Begin 11/7/08)**
- 9. Finalize Proposed Adjustments (Local - Begin 11/7/08)**
- 10. Adjustment Package Approved (Team - Begin 11/7/08 but NLT 01/16/09)**
- 11. Implementation Preparation (MOPS-AMS/DOIS Update)**
- 12. Delivery Unit Implementation (Local - Before 11/15/08, or after 1/5/09)**
- 13. Adjustment Follow-Up (Normal Procedures)**