

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

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

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

COR is considered available in any zone where the COR data preparation is completed before the adjustment and where a COR technician is available.

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

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

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

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

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

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

1. The evaluated office and street times selected by the District Evaluation and Adjustment Teams will be transferred to the top left hand corner of the PS Form 1840 Reverse. The initial proposed adjusted office and street times from the COR process will appear on the top right corner of the PS Form 1840 Reverse. The difference between these two times must be identified on the 1840 Reverse by sector segment (when applicable) for each route. The difference in these times that must be specifically identified includes items such as proposed changes in relay times, travel times, allied times, delivery times, miscellaneous times, and eliminated/added routes (eliminated/added routes can impact the total time difference due to demonstrated performance, selected street time, and fixed time such as travel to, travel from, loading time, street breaks, etc).
2. The District Evaluation and Adjustment Team will be working with a COR Technician who knows the system. The COR Technician is there to make the necessary inputs and to explain any aspect of the COR program/process that the team needs to make decisions regarding the proposed adjustments. The COR Technician will conduct such duties at the joint direction of the District Evaluation and Adjustment Team.
3. All decisions regarding the evaluations and adjustments of routes, including deductions and/or changes proposed by COR, or manually, are made jointly by the District Evaluation and Adjustment Team. Any items of disagreement will be identified and documented by the District Evaluation and Adjustment Team and immediately referred to the District Lead Team.
4. When transferring territory in COR and non COR sites, the District Lead Team or District Evaluation and Adjustment Team may agree to change the time credit for a sector segment. Such changes will be noted on the reverse of the PS Form 1840 with the team's explanation of the time that was added to or deducted from and the reason.
5. If a PS Form 3999 was changed after being downloaded into the Delivery Operations Information System, for either a COR or non COR site, the parties will jointly review the Delivery Operations Information System 3999 Audit Trail Report.