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Interim Alternate Route Adjustment Process Joint Training



INTERIM ALTERNATE ROUTE ADJUSTMENT PROCESS

**Joint Training
October 31, 2008**



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Interim Alternate Route Adjustment Process Joint Training



INTERIM ALTERNATE ROUTE ADJUSTMENT PROCESS

- A Joint USPS/NALC Agreement for Interim Route Adjustment
 - Maintain Routes in Proper Adjustment
 - Historical Review in Stable Environment
- Allows Swift Reaction to Unprecedented Volume Loss
 - Quick, Simple, Less Contentious Process
 - Data Driven
 - Jointly Administered
- Parties to Continue Review of Expedited Evaluation & Adjustment Process



INTERIM ALTERNATE ROUTE ADJUSTMENT PROCESS

- Parties appoint Joint NALC/USPS Evaluation Team
 - NALC member selected by national president
 - Management member selected by DM
- May and September 2008 review period
 - Joint team may mutually agree to select a different period
- Method intended for all routes in selected units
 - Management select units for evaluation
 - Routes adjusted via joint local process on/after 4/1/2008 excluded initially



Timeline

- Agreement Timeline
 - 10/27 to 10/30 Select joint NALC/USPS route evaluation team
 - 10/31 Joint Netmeeting for evaluation teams
 - 10/31 to 1/16/09 Review and have all adjustment packages completed for selected sites
 - Implementation
 - Before 11/15/08
 - After 1/5/09



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)**



Office Analysis and Evaluation

- Data analysis period
 - May and September 2008
- Data to be analyzed
 - Cased Letters
 - Cased Flats
 - Office time including auxiliary time - regular carrier only or mutually agreed to replacement carrier
- Office evaluation - the lesser of
 - Estimated Standard using average volumes for the data analysis period (18/8/70 + 33 or 43 FOT*)
 - Actual average office time for the regular carrier only or mutually agreed to replacement carrier from the data analysis period

* FOT considerations (MOU)



Street Analysis and Evaluation

Street evaluation –

- Average actual street time from the data analysis period - regular carrier only or mutually agreed to replacement carrier
- If either party believes actual not representative
 - Compared to base, 3999, carrier consultations
 - Joint 3999 completed on average volume day to determine most representative street evaluation



Evaluation and Adjustments

- Joint Consultations with each carrier
- Office Value for Transferred Territory
 - Office factor based on office time per delivery (FOT subtracted) M-39 141.19
 - M-39 243.316.b 5 methods
- Street Value for Transferred Territory
 - Current 3999 to determine street value of territory transferred
- COR can be jointly utilized
- District team monitor local parties jointly revisit adjustments according to M-39 243.6



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Data and Reports

- Delivery Unit Summary Report
- WorkHour/Workload Report (by route)
- Route Information Worksheet

**Delivery Unit Summary Report - Data from May & September 2008**

					Route									Anomaly					Anomaly							Evaluation			Regular			New Base			
Area	District	FACILITY	ZIP	Rt #	B r e a k	Del Days	CASED LTRS	CASED FLTS	Avg Daily Cased Ltrs	Avg Daily Cased Flts	Estimated Standard Hours	Regular Days	Act Office Hours Regular	Daily Avg Office Hours Reg.	Office Hours (+/-)	Office Days (+/-)	Revised	Act Street Hours Regular	Daily	Street Hours (+/-)	Street Days (+/-)	Revised	Base Street Hours	Street Hours 3999	Date of Last 3999	PD Change	Office	Street	Total	Cased Ltrs	Cased Flts	Standard	Demo Perf	FOT	
																	Office Hours Reg.		Street Hours Reg.			Street Hours Reg.													
4B	060	FARMINGTON, MAIN POST OFFICE	06032	001	N	51	8,256	37,442	162	734	2.44	40	113.92	2.85			2.85	198.82	4.97				4.97	5.50	5.78	6/26/2008	5	2.44	4.97	7.41	6,801	28,421	2.40	118.8%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	002	N	51	7,014	49,569	138	972	2.97	34	70.11	2.06			2.06	214.78	6.32				6.32	5.23	5.62	6/30/2008	0	2.06	6.32	8.38	5,141	32,235	2.93	70.5%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	003	N	51	9,205	59,019	180	1,157	3.45	41	117.04	2.85			2.85	205.83	5.02				5.02	5.40	5.95	5/3/2007	-3	2.85	5.02	7.87	7,690	50,224	3.61	79.0%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	004	N	51	8,048	38,923	158	763	2.51	38	94.73	2.49			2.49	198.91	5.23				5.23	5.28	5.80	6/25/2008	0	2.49	5.23	7.73	6,037	29,192	2.52	99.0%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	005	N	48	6,425	49,480	134	1,031	3.10	32	103.36	3.23			3.23	150.30	4.70				4.70	4.90	4.81	3/26/2008	0	3.10	4.70	7.80	4,042	36,276	3.33	97.0%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	006	N	51	16,229	32,120	318	630	2.38						0.00						0.00	5.19	5.18	9/10/2008	-1	2.38	0.00	2.38			2.38	0.0%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	007	N	51	10,099	26,425	198	518	1.98	41	91.39	2.23			2.23	233.28	5.69				5.69	5.72	5.56	9/9/2008	1	1.98	5.69	7.67	8,303	21,767	2.02	110.4%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	008	N	51	10,587	41,334	208	810	2.67	24	61.82	2.58			2.58	115.27	4.80				4.80	5.02	4.94	9/3/2008	0	2.58	4.80	7.38	4,472	21,203	2.82	91.4%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	009	N	51	10,412	41,803	204	820	2.69	43	100.14	2.33			2.33	238.34	5.54				5.54	5.30	5.37	10/31/2007	0	2.33	5.54	7.87	8,402	35,947	2.72	85.7%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	010	N	51	6,046	36,407	119	714	2.35	37	100.21	2.71			2.71	184.45	4.99				4.99	5.23	4.85	4/8/2008	1	2.35	4.99	7.33	4,083	28,111	2.44	110.9%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	011	N	51	6,276	63,547	123	1,246	3.59	26	68.36	2.63			2.63	135.85	5.23				5.23	4.70	4.72	7/2/2008	1	2.63	5.23	7.85	3,652	33,682	3.72	70.7%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	012	N	51	8,669	41,431	170	812	2.63	33	81.55	2.47			2.47	164.62	4.99				4.99	4.86	4.91	8/26/2008	-3	2.47	4.99	7.46	5,393	25,129	2.51	98.5%	33
4B	060	FARMINGTON, MAIN POST OFFICE	06032	013	N	51	13,518	33,585	265	659	2.39	43	124.60	2.90			2.90	207.53	4.83				4.83	4.88	4.84	11/28/2007	-2	2.39	4.83	7.21	11,580	29,713	2.47	117.4%	33

Workhour Workload Report (by Route)

Delivery Unit: 0603201
 Date Range: 05/01/2008 - 05/31/2008
 Route: 32002
 Regular Carrier:

Handling Anomalies

Date	Carrier	Office Time									Street Time					Total Time		
		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	Tc V
05/01		1:59	0:00	1:46	0:14	0:07	0:00	0:50	-0:44	295.71	5:54	0:00	6:49	-0:55	105.25	8:00	9:25	-1:25
05/02		1:30	0:00	2:46	-1:16	0:09	0:00	0:10	-0:01	376.36	5:36	0:00	6:49	-1:13	110.89	7:15	9:45	-2:30
05/03		2:01	0:00	2:06	-0:06	0:11	0:00	0:16	-0:05	283.56	5:49	0:00	6:49	-1:00	106.88	8:00	9:11	-1:11
05/05		1:58	0:00	2:59	-1:01	0:05	0:02	0:30	-0:22	295.71	5:58	0:00	6:49	-0:53	104.54	8:02	10:18	-2:16
05/06		2:15	0:00	2:03	0:12	0:40	0:00	0:53	-0:13	213.40	5:05	0:00	6:49	-1:44	122.00	8:00	9:45	-1:45
05/07		1:54	0:00	4:28	-2:34	0:08	0:00	0:10	-0:02	305.91	5:58	1:00	6:49	0:09	89.09	9:00	11:26	-2:26
05/08		1:53	0:00	1:58	-0:05	0:08	0:00	0:10	-0:01	305.91	5:58	0:00	6:49	-0:51	104.02	8:00	8:57	-0:57
05/09									-0:32	315.22	6:02	1:00	6:49	0:13	88.33	9:00	9:10	-0:10
05/10		1:53	0:00	1:15	0:38	0:10	0:00	0:10	0:00	302.92	5:57	1:00	6:49	0:08	89.35	9:00	8:14	0:46
05/12		3:14	0:00	1:53	1:21	0:05	0:00	0:10	-0:04	186.4	4:40	1:04	6:49	-1:05	108.37	9:04	8:52	0:12
05/13		2:44	0:00	3:19	-0:35	0:03	0:00	0:10	-0:07	223.38	6:34	0:00	6:49	-0:15	94.52	9:21	10:17	-0:56
05/14		1:52	0:00	1:50	0:03	0:07	0:00	0:10	0:00	302.92	5:57	1:00	6:49	0:08	89.35	9:00	10:41	-1:41
05/15		1:56	0:00	3:42	-1:47	0:07	0:00	0:10	-0:02	302.92	5:57	1:00	6:49	0:08	89.35	9:00	10:41	-1:41

Office Time = 3:14+0:05= 3:19 or 3.32

Street Time = 4:40+1:04= 5:44 or 5.74



Delivery Unit Summary Report

Handling Anomalies

Delivery Unit Summary Report - Data from May & September 2008

Route							Anomaly				Anomaly								Evaluation				
Del Days	CASED LTRS	CASED FLTS	Avg Daily Cased Ltrs	Avg Daily Cased Flts	Estimated Standard Hours	Regular Days	Act Office Hours Regular	Daily Avg Office Hours Reg.	Office Hours (+/-)	Office Days (+/-)	Revised Avg Daily Office Hours Reg.	Act Street Hours Regular	Daily Avg Street Hours Reg.	Street Hours (+/-)	Street Days (+/-)	Revised Avg Daily Street Hours Reg.	Base Street Hours	Street Hours 3999	Date of Last 3999	PD Change	Office	Street	Total
51	8,256	37,442	162	734	2.44	40	113.92	2.85			2.85	198.82	4.97			4.97	5.50	5.78	6/26/2008	5	2.44	4.97	7.41
51	7,014	49,569	138	972	2.97	34	70.11	2.06	-3.32	-1	2.02	214.78	6.32	-5.74	-1	6.33	5.23	5.62	6/30/2008	0	2.02	6.33	8.36
51	9,205	59,019	180	1,157	3.45	41	117.04	2.85			2.85	205.83	5.02			5.02	5.40	5.95	5/3/2007	-3	2.85	5.02	7.87
05/08					1:53	0:00	1:58	-0:05	0:08	0:00	0:10	-0:01	305.91	5:58	0:00	6:49	-0:51	104.02	8:00	8:57	-	7.73	
05/09												-0:32	315.22	6:02	1:00	6:49	0:13	88.33	9:00	9:10	-	7.80	
05/10					1:53	0:00	1:15	0:38	0:10	0:00	0:10	0:00	302.92	5:57	1:00	6:49	0:08	89.35	9:00	8:14	-	2.36	
05/12					3:14	0:00	1:53	1:21	0:05	0:00	0:10	-0:04	186.4	4:40	1:04	6:49	-1:05	108.37	9:04	8:52	-	7.67	
05/13					2:44	0:00	3:19	-0:35	0:03	0:00	0:10	-0:07	223.38	6:34	0:00	6:49	-0:15	94.62	9:21	10:17	-		
05/14					1:52	0:00	1:50	0:03	0:07	0:00	0:10	-0:02	302.92	5:57	1:00	6:49	0:08	89.35	9:00	10:41	-		
05/15					1:56	0:00	3:42	-1:47	0:07	0:00	0:10	-0:02	302.92	5:57	1:00	6:49	0:08	89.35	9:00	10:41	-		

Office Time = 3:14+0:05= 3:19 or 3.32

Street Time = 4:40+1:04= 5:44 or 5.74

Office Time = 3:14+0:05= 3:19 or 3.32

Street Time = 4:40+1:04= 5:44 or 5.74



<u>Interim Alternate Route Adjustment - Route Information</u>									
Office: _____				Route Number: _____					
ZIP: _____				Data Period : May & September 2008			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)									
Cased Ltrs	Cased Flts								
Base Street	PS- 3999	Act PD's	PD's	Difference					
Review Conducted by:					Date of Review: _____				
					Date Sent to unit: _____				
Evaluation Consultation		Local Team/Carrier Comments on Recommended Changes (list any adjustment input also):							
Initial Proposed		Recommended Changes							
Office time									
Street Time									
Total Route									
Router Time									
FOT									
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						Proposed Adjustment			
Office time						Office time			
Street Time						Street Time			
Total Route						Total Route			
Router Time						Router Time			
Act PD's						New PD's			
Adjustment Consultation Conducted by: _____					Date of Consultation: _____				
District Final Review Conducted by:					Date of Review/Approved:				



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Route Evaluation Worksheet

Interim Alternate Route Adjustment - Route Information									
Office: _____					Route Number: _____				
ZIP: _____					Data Period : May & September 2008				
					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) _____ Cased Ltrs _____ Cased Flts _____ Base _____ Base Street PS- 3999 Act PD's PD's Difference _____		Review Conducted by: _____ Date of Review: _____ Date Sent to unit: _____							
Evaluation Consultation		Local Team/Carrier Comments on Recommended Changes (list any adjustment input also):							
Initial Proposed Changes Office time _____ Street Time _____ Total Route _____ Router Time _____ FOT _____									

Delivery Unit Summary Report - Data from May & September 2008

Route						Anomaly						Anomaly						Evaluation			Regular			New Base			
CASED LTRS	CASED FLTS	Avg Daily Cased Ltrs	Avg Daily Cased Flts	Estimated Standard Hours	Regular Days	Act Office Hours Regular	Daily Avg Office Hours Reg.	Office Hours (+/-)	Office Days (+/-)	Revised Avg Daily Office Hours Reg.	Act Street Hours Regular	Daily Avg Street Hours Reg.	Street Hours (+/-)	Street Days (+/-)	Revised Avg Daily Street Hours Reg.	Base Street Hours	Street Hours 3999	Date of Last 3999	PD Change	Office	Street	Total	Cased Ltrs	Cased Flts	Standard	Demo Perf	FOT
8,256	37,442	162	734	2.44	40	113.92	2.85			2.85	198.82	4.97			4.97	5.50	5.78	6/26/2008	5	2.44	4.97	7.41	6,801	28,421	2.40	118.8%	33
7,014	49,569	138	972	2.97	34	70.11	2.06			2.06	214.78	6.32			6.32	5.23	5.62	6/30/2008	0	2.06	6.32	8.38	5,141	32,235	2.93	70.5%	33
9,205	59,019	180	1,157	3.45	41	117.04	2.85			2.85	205.83	5.02			5.02	5.40	5.95	5/3/2007	-3	2.85	5.02	7.87	7,690	50,224	3.61	79.0%	33
8,048	38,923	158	763	2.51	38	94.73	2.49			2.49	198.91	5.23			5.23	5.28	5.80	6/25/2008	0	2.49	5.23	7.73	6,037	29,192	2.52	99.0%	33
6,425	49,480	134	1,031	3.10	32	103.36	3.23			3.23	150.30	4.70			4.70	4.90	4.81	3/26/2008	0	3.10	4.70	7.80	4,042	36,276	3.33	97.0%	33



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Route Evaluation Worksheet

Interim Alternate Route Adjustment - Route Information														
Office: _____					Route Number: _____									
ZIP: _____					Data Period : May & September 2008					Current Regular Carrier: _____				
Initial Evaluation					District Team Comments explaining Initial Evaluation Selection:									
Actual Office Time <input type="text"/> Estimated Standard Time <input type="text"/> Actual Street Time <input type="text"/> Router Time <input type="text"/> Fixed Office Time (FOT) <input type="text"/> Cased Ltrs <input type="text"/> Cased Flts <input type="text"/> Base Street <input type="text"/> PS- 3999 <input type="text"/> Act PD's <input type="text"/> PD's <input type="text"/> Difference <input type="text"/>														
										Date of Review: _____				
										Date Sent to unit: _____				
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"/>														

Delivery Unit Summary Report - Data from May & September 2008

Route										Anomaly			Anomaly					Evaluation					Regular			New Base	
CASED LTRS	CASED FLTS	Avg Daily Cased Ltrs	Avg Daily Cased Flts	Estimated Standard Hours	Regular Days	Act Office Hours Regular	Daily Avg Office Hours Reg.	Office Hours (+/-)	Office Days (+/-)	Revised Avg Daily Office Hours Reg.	Act Street Hours Regular	Daily Avg Street Hours Reg.	Street Hours (+/-)	Street Days (+/-)	Revised Avg Daily Street Hours Reg.	Base Street Hours	Street Hours 3999	Date of Last 3999	PD Change	Office	Street	Total	Cased Ltrs	Cased Flts	Standard	Perf	FOT
8,256	37,442	162	734	2.44	40	113.92	2.85			2.85	198.82	4.97			4.97	5.50	5.78	6/26/2008	5	2.44	4.97	7.41	6,801	28,421	2.40	118.8%	33
7,014	49,569	138	972	2.97	34	70.11	2.06			2.06	214.78	6.32			6.32	5.23	5.62	6/30/2008	0	2.06	6.32	8.38	5,141	32,235	2.93	70.5%	33
9,205	59,019	180	1,157	3.45	41	117.04	2.85			2.85	205.83	5.02			5.02	5.40	5.95	5/3/2007	-3	2.85	5.02	7.87	7,690	50,224	3.61	79.0%	33
8,048	38,923	158	763	2.51	38	94.73	2.49			2.49	198.91	5.23			5.23	5.28	5.80	6/25/2008	0	2.49	5.23	7.73	6,037	29,192	2.52	99.0%	33
6,425	49,480	134	1,031	3.10	32	103.36	3.23			3.23	150.30	4.70			4.70	4.90	4.81	3/26/2008	0	3.10	4.70	7.80	4,042	36,276	3.33	97.0%	33



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Questions